

Bonny Eagle Middle School Staff Handbook



2024-2025

Mission Statement

In partnership with our greater school community, Bonny Eagle Middle School is committed to providing a safe, comprehensive educational experience that challenges all students to reach their full potential.

Scholarship

Perseverance

Citizenship

Responsibility

Optimism

Individuality

Tolerance

Dedication

Excellence

School Wide Expectations

*BE Safe

*BE Polite and Respectful

*BE Responsible and Productive

Bonny Eagle School Song

March on for Bonny Eagle Scots.
 Cheer for our team.
 Hold high our colors, the white and green.
 (Second time through, go to the end.)
 So proudly we go marching.
 Cheer, cheer, cheer.
 On to victory, we go marching.
 Cheer, cheer, cheer.
 All together now-
 (Go back to beginning)
 (End with)
 2-4-6-8 who do we appreciate?
 Bonny Eagle Scots!

BE SAFE BE POLITE AND RESPECTFUL BE RESPONSIBLE AND PRODUCTIVE

THE B.E.M.S. BASICS

• **CELL PHONES/ELECTRONIC DEVICES**

ALL ELECTRONIC DEVICES MUST BE TURNED OFF AND PUT AWAY UPON ENTERING THE BUILDING.

• **DRESS CODE**

CLOTHES MUST FULLY COVER GENITALS, BUTTOCKS, BREASTS, AND CHESTS.

• **BEVERAGES**

WITH THE EXCEPTION OF LUNCH, ALL NON-WATER BEVERAGES MUST BE FINISHED OR PUT AWAY BY 7:35AM.

• **ELIGIBILITY**

STUDENTS MUST MAINTAIN 2'S AND ABOVE IN 4 OF THEIR 6 CLASSES IN ORDER TO BE ELIGIBLE FOR ATHLETICS AND CLUBS/ORGANIZATIONS.

• **LANGUAGE**

REFRAIN FROM VULGARITY, PROFANITY, AND OBSCENITY. KEEP IT POLITE, RESPECTFUL, AND APPROPRIATE.

• **PASSES**

IF YOU ARE OUT OF YOUR CLAN AREA, YOU NEED A PASS.

• **BACKPACKS**

BACKPACKS, INCLUDING DRAWSTRING BAGS, MUST BE STORED IN LOCKERS AT ALL TIMES.

• **HALLWAYS**

STAY TO THE RIGHT, WALKING QUIETLY TO YOUR DESTINATION.
IPADS NEED TO BE CARRIED IN THEIR CASE FROM PLACE TO PLACE.



Accidents and Injuries - Students

Teachers should always exercise good judgment and avoid situations that could result in accidents. Special caution should be taken in high-risk areas such as gyms, labs, and shops. If you see, or if a student reports an injury in your class, please send them to the clinic for an evaluation. In case of an emergency, teachers are expected to call for assistance or accompany the injured student to the clinic unless the extent of the injury precludes that student being moved. Our school nurse will administer necessary first aid treatment. Parents and a building administrator should also be notified through the clinic as soon as possible. The staff member supervising the student at the time of the injury must complete an accident report within 24 hours after the accident occurs (copies can be obtained in the clinic or found on MY BEMS).

Outside of regular school hours, coaches or other responsible parties must contact parents about a student injury. If parents cannot be contacted, or the injury is serious, call a rescue unit. Continue to try to notify parents until you are sure they have been advised of the situation.

In cases of acute emergency Staff are encouraged to call 911 themselves from their classroom phone and notify the nurse and Principals' office as soon as possible.

CALL 911

Poison Control 1-800-442-6305

Accidents or Injuries - Staff

At the start of **each school year**, please receive, complete and return your emergency contact form to Dawn Coolbroth in the principal's office.

Staff should fill out an accident report within the first 24 hours of any work related injury. If you, as a District employee, should need medical care because of a work related injury, it is very important that you be evaluated and /or receive initial medical treatment from Concentra within the **first ten days** of the incident. This is a requirement of MSAD #6 and is in compliance with the state's Workers' Compensation Board. Failure to do so could result in the denial of benefits.

Please contact Tony Perkins (648-7993) or Nancy Tardiff, 648-7993 ext. 993, to set up the appointment. Employees can often be seen immediately, when necessary, and same day appointments for evaluations or less serious injuries are given if at all possible. If you cannot contact either of the parties listed above, for some reason, your supervisor or nurse may call Concentra Medical Center directly at 1-800-616-7751 to set up the initial appointment and then contact Tony Perkins or Nancy Tardiff as soon as possible.

Naturally, in any medical emergency, do not hesitate to call EMS.

Employee and Supervisor Incident / Injury reports need to be completed as soon as possible and forwarded to the Compliance office.

The District will not charge an employee with lost time for the initial visit if it is during regular work-hours. However, any subsequent visits that need to be scheduled for after work or personal or sick-time must be used to receive wages for any lost time. **Questions - contact Tony Perkins at 648-7993 or e-mail.**

Administration

Three administrators, Mr. Jim Hand, Mr. Lowell Oyster and Ms. Melanie Craig manage Bonny Eagle Middle School. Mrs. Dawn Coolbroth is the Administrative Assistant.

After School

Students may only stay after school if they are under the **direct supervision** of a teacher, coach, advisor, or other responsible adult. Anyone who has students stay after school is responsible for supervising them until they are picked up or board the activity bus, which comes around 4:05 PM, whichever comes first. There are no activity buses on Fridays.

All staff that keep supervised students after school must give them a late bus pass and escort them to the bus. They must wait with the students until they board the activity bus, or are picked up by parents/guardians.

After School Activities Planning

Staff members who plan activities after school, such as variety shows, faculty games, group-sponsored dances, and such, must consult with administration well in advance of the event. Students who stay after school for these events will be expected to go directly to the activity and remain there until the end. The teacher supervising the activity is responsible for seeing that students have bus passes for the late buses and stay with them until they are on the bus or are with parents. (Teachers need to get bus passes from the main office before 1:30 p.m.)

Artificial Intelligence

MSAD 6 finds it essential to strike a balance between leveraging AI's capabilities to enhance educational experiences and ensuring the safety, privacy and well-being of students. **AI should not be used directly with students until guidelines for student usage and a full investigation of AI programs is completed.** Please review the guidelines for AI use

MSAD 6 Staff Guidance on the use of Artificial Intelligence for Faculty Handbooks

Attendance

Teachers are required to take attendance during homeroom. **Absences (and tardies) must be recorded by 7:35am.** Students who are tardy to period 2 should not be admitted to class without a tardy pass from the office. Students tardy repetitively should be reported to the Dean of Students via discipline referral.

Please make sure to enter attendance even if everyone is present. If not, the computer record shows no attendance for your homeroom. The only code a teacher enters is absent. The office will update any attendance after the initial attendance is done. Substitutes should call attendance into the office at extension **178**. All homeroom attendance should be entered no later than 7:35 a.m.

Teachers are responsible for keeping accurate attendance. Please remember that teachers must do their own attendance. Under no circumstances should a student be given a staff members password to log-on to Synergy Also, please make sure to log out of Synergy after entering your information. If not, anyone can sit down at your computer and access the information.

Some families ask to have their children excused for family trips. Such requests should be written to the principal in advance. In most cases, students are expected to make up the work they miss within two weeks of their return. Teachers receiving notes about vacations or extended absences need to forward the information to the dean's office (i.e. note, telephone call) to be posted in Synergy and kept on file. All excuses have to be documented.

With the exception of those who are home-schooled, when school is in session, students must be in attendance for a half day (3.5 hours) to participate in any sport or activity. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made, by a building administrator, for school-sponsored field trips, bereavement, and doctor or dental appointments with a note. Coaches should note these tardies or absences and report to an administrator. Special exceptions may be allowed at the discretion of an administrator.

Behavior

Every student is entitled to attend school free from bullying, harassment, threats, or fear. Students who bully or harass others will be referred to a building or district level harassment officer for consultation and appropriate consequences will be rendered.

Our expectations for proper school behavior are reasonable and based on common sense. We have implemented Positive Behavior Intervention and Supports.

Breakfast

Breakfast is available to all students from 7:10 to 7:30 am. There is no charge for breakfast. Only students who are eating breakfast should be in the cafeteria. Students are expected to adhere to Cafeteria Expectations (listed below)

Building Use

Teachers planning special activities, which require rooms other than their own, require their own room after 4:00 pm., special setups, after school time, etc., should see Lori Wood, ext. 214.

Building Use (After Hours)

Normally our custodians are in the building from 6:15 a.m. - 11 p.m. but this schedule may vary on weekends and vacations. Teachers or staff who enter the building when it is locked and secured must know the proper procedure for arming and disarming our alarm system. Since our building is so large and it is almost impossible to know who might have entered before or after you, we ask that all staff enter our building through the main office entrance. When you leave, check to see that no one else has entered after you before resetting the alarm. If you accidentally trip the alarm, please call Buxton dispatch at 929-6612 or 929-5151 and Maine State Security Company at 1-800-299-9900. They will ask for your four-digit Staff ID number which will serve as your security code number.

Bus Loading Zone

Staff is advised that it is illegal to pass buses when lights are flashing. There is a map of bus locations for dismissal.

Bus Passes

Students staying after school must have a signed late-bus pass in order to ride the activity bus.

Calendar

We use a Google calendar, BEMS Calendar, for all school events.

Cafeteria Expectations

Teachers must arrive in the cafeteria with the students. Upon entering the cafeteria students should go to the designated serving line to pick up their food. They should find a place to sit and stay there until they finish eating. No more than ten individuals should be seated at any bench. Students may not switch tables or roam. In addition to the a-la-carte selections, which children may purchase, regular school lunch and breakfast are available. Breakfast and lunch are provided free of charge.

Cafeteria Expectations

BE Safe

- *Keep hands, feet, and food to yourself
- *Walk at all times

BE Responsible & Productive

- *Stay in assigned seating area
- *Clean up after yourself
- *Dispose of trash properly; recycle what's possible
- *Follow adult directions

BE Polite & Respectful

- *Use appropriate noise levels
- *Use appropriate language
- *Be polite

Cell Phones

As adults, staff are allowed to possess and use cell phones during school. Staff members shall refrain from using their phones in front of students unless it is for a family emergency or related to education.

Child Abuse

Reporting Abuse and Neglect

In Maine, school staff are deemed to be **Mandated Reporters**, requiring that instances of suspected abuse and neglect are reported. MSAD 6 has a working agreement with the Maine Department of Health and Human Services (DHHS). Under the terms of this agreement, staff members who have concerns about a child should report and discuss the concern with an administrator and be prepared to make a report. In addition, staff will also complete the DHHS reporting form and give a copy to the building principal, a copy of which will be maintained by the school in a confidential file.

At the end of each school year, the building principal will forward copies of all reporting forms to the Superintendent's office where they will remain on file. Copies of mandated reporting forms should **not** be placed in a student cumulative file.

Children of Staff

School aged children that stay before or after school with their parents are to be under the direct supervision of the parent unless by mutual agreement with another person. Due to the topics discussed, children of staff are not to be present in staff meetings, conferences with parents, etc. If supervising children interferes with employee job performance or distracts others from their responsibilities, the staff member will need to make other arrangements.

Children should not be brought to school on in-service (workshop) days. This includes early dismissal days. If there are extenuating circumstances, the employee must get permission from the principal and a plan should be made well in advance.

Conference Request

As a rule, teachers are allowed one conference every other year; however, exceptions are made, as money is available. Any teacher wishing to go to a conference must see Dawn Coolbroth, ext. 227, to obtain the appropriate forms or download from MY BEMS. In order to process conference request forms efficiently, the following guidelines need to be followed:

Get Approval from Mr. Hand to attend the conference. Use AESOP to request a substitute if needed.

See Dawn Coolbroth **at least three weeks prior to the conference** to get the forms and instructions. Do not send your paperwork directly to the central office and please do not register prior to approval. If you should, you could be financially liable if the conference is not approved. Depending on the content and purpose of the conference, BEMS may pay all or part of the expenses. Even if a conference is free, any leave or reimbursements for meals and/or mileage must be approved in advance.

Contact Log

When contacting parents/guardians, the Synergy Contact Log must be used faithfully. This will provide consistent documentation and is important to maintain. Accessing the contact log:

1. Find the student on your home screen chart.
2. Click on File
3. Select: Student Contact; this will show a pop up screen
4. Fill in the necessary information. Remember to add your name or initials to the narrative in the comment section.
5. Be sure to keep all information factual and professionally worded. At some point parents/guardians may ask to see this documentation.

Copy Machines

Please understand that our copiers are very expensive, sophisticated pieces of equipment. Office staff are trained in their proper function and use and are better able to avoid damaging them or causing unnecessary wear and tear in their routine operation. Students are not allowed to use the copiers to copy. They are only allowed to print to the copier and retrieve their work.

Corrected Work

Students' work should be recorded in the Synergy rank book weekly and returned to students within a reasonable amount of time. Authentic feedback on student work is necessary for student growth. In addition, feedback posted in Synergy helps parents to know how their students are progressing towards meeting performance indicators.

Cumulative Records

The Student Services office keeps a cumulative record on each student. These records contain all previous grades, teacher narratives, and standardized test data. The primary purpose of this information is to help teachers better understand the individual needs of their students. Teachers are strongly encouraged to check the cumulative folders of their students. School counselors will help interpret records or provide any clarification that might be necessary. Please remember that information in cumulative files is confidential and should remain so. There is a record of disclosure form that needs to be signed each time information is reviewed. Contact Gloria Carter at ext 178 for assistance.

Curriculum

All teachers are expected to adhere to the scope and sequence of course materials outlined for the subject and grade level content in the "MSAD 6 Curriculum Guide." However, these guidelines also need to be balanced with the needs of students. The most important thing is for teachers to meet students where they are and work hard to assure they meet or exceed the academic and behavior benchmarks.

Dances

Staff chaperones are responsible for knowing and enforcing the rules in the student handbook for all school sponsored dances. The sponsors of the dance must complete the dance checklist located on MY BEMS. Sponsors must stay with the administrators until the last student leaves. Parents who wish to chaperone should be identified in advance and be on the school approved volunteer list.

Dangerous Items

For health and safety reasons, all staff members are reminded they must store dangerous items (i.e. scissors, dissection instruments, cutting tools, etc.) in a secure place unless students are using them under their direct supervision.

Discarding Old Texts or Instructional Materials

Since storage space at BEMS is limited, old books and instructional materials that can no longer be used should be discarded. Teachers should consult with Lori Wood and an administrator before making this determination. The MSAD #6 Board of Directors has established a protocol for the proper disposal of unwanted or unusable materials.

Discipline

Discipline means to teach. We are the role models for our students each day, and we should acknowledge good behavior. Use proactive practices such as PBIS and Restorative Justice. Proactive practice includes a code of cooperation, standard operating procedures, PBIS Matrix, and general classroom rules. Prior to teachers sending students to the office for ongoing concerns, teachers should document the interventions they have tried first. One intervention which must be included is a phone call home.

 **DRAFT of BEMS Discipline Guide**

Dismissals

If a student requires early dismissal from classrooms, a note should be brought to the office and a dismissal pass will be issued. Once announcements have been made, students are to report to their homeroom. Students must be in their homerooms until their dismissal time.

Dismissal -1:55

We have asked parents to refrain from picking up their child(ren) between 1:45 - 2:00.

Students should not be dismissed from school between 1:45 PM and 2:00 PM unless it is an emergency.

All students must be dismissed through the office if leaving early.


ALL early dismissals for student-athletes/activities, MUST come directly through our BEMS Athletic Director, Larry Robertson. Mr. Robertson will communicate directly with staff if students should be dismissed prior to 1:55.

Donations

Donations to BEMS in any form must first be accepted and approved by the MSAD #6 Board of Directors. Please contact Lori Wood or Dawn Coolbroth if you are asked to accept a gift or item, in any form, that is given with the intent to be used by the school.

English Translation for ELL Students and Their Families

Whenever you are working with a family who does not speak English as their primary language at home, it is important to send correspondence (email, documents, etc) to those families in their native language. Here are some tools that might be helpful:

- **Google Translate for documents:** <https://translate.google.com/?sl=auto&tl=zh-TW&op=docs> Here you can upload Microsoft Word, Excel and PowerPoint documents as well as pdf's and have them translated to the language you need.
- More information on to translate in browsers is located here:  **Translations in different browsers**
- Translation features are also available in Synergy mail and in Gmail. See one of your coaches if you need help with this.

Please work with your administrator to arrange for interpretation services when participating in meetings with parents (conferences, phone calls, IEP's, etc.)

Electronic Devices, Headsets, Radios, Laser Lights

Although we encourage students not to bring these items to school, upon entering the building ALL electronic devices including cell phones, smart watches, radios, headsets, game systems, iPods, earbuds, etc. must be off and stored in backpacks or lockers. They should not come back out until the end of the day.

For health and safety reasons, students may not bring laser lights to school, unless being used for a class project under the supervision of a teacher.

Eligibility for Sports and Activities

Participation in interscholastic activities is a privilege that carries responsibility to self, classmates, school and community.

Students are expected to be in solid academic standing and meet school expectations in order to participate. Any student who is not demonstrating these behaviors may be subject to being placed on probation. Student-athletes and co-curricular participants are included in our BEMS bi-weekly work completion check-ins. Every two weeks, all students will receive a work completion grade in each of their six classes. Students must maintain 2s and above in 4 of the 6 classes. If participants are not maintaining work completion standards, they may be placed on probation from their activity or sport.

Students who make a team or are participating in an activity, such as drama, may not quit in the middle of the season to join another club or activity.

Prior to participating, interscholastic athletes are required to have: a physical examination every two years and a record of the physical examination on file with Health Services.

Any athlete whose doctor or physician has restricted play must obtain permission from that doctor or physician's office before the student is allowed to return to play. Athletes who sustain a concussion must follow procedures outlined in MSAD 6 policy

[JJIF – Management of Concussion and Other Head Injuries](#). More Information about concussions can be found here: [JJIF-E Concussion Information Sheet](#)

BEMS athletics along with the SMAA, BEHS and SAD 6 strongly advocates sportsmanship – this means treating opponents and officials with courtesy and respect, cheering for your team and not against the other team, and using appropriate language and behavior.

Conduct: Participation on Bonny Eagle Middle School athletic teams is a privilege. Students must at all times conduct themselves as model citizens. This conduct expectation applies to classes, school, buses, practices and games. Players are expected to set a positive example at all times and respect peers, staff members, coaches, officials, spectators, equipment and facilities. Conduct that disregards these expectations could put your standing on a team or in the activity at risk. A student-athlete, during their season, who is absent from school, dismissed early or misses any part of the day may not participate in athletic programming that day (including practices, scrimmages or in-season and postseason contests). Exceptions exist only if the principal/or athletic director has approved the absence/dismissal in advance or a student arrives late to school with a professional note making the absence, tardy or dismissal excused. This is pursuant to our Athletic Policies [JJJ](#), [JJIA](#) and our BEMS Athletics Parent Permission form ([JJIA-A-E1](#)).

E-Mail

The e-mail system at Bonny Eagle Middle School has been set up to encourage and facilitate positive communication among staff members. It is monitored, as part of routine maintenance procedures so there should be no reasonable expectation of privacy. Questions about its operation and repair should be directed to Mr. Jim Crick, room 162, ext. 185, the technology department, or recorded in the BEMS Tech Help Folder on email.

Standards of common courtesy and professionalism must be strictly adhered to when using this system. It is inappropriate to use e-mail to correct other people, to criticize individuals or groups, to avoid face-to-face dialogue, to proselytize a personal cause, or to be disrespectful in any way.

Staff members should refrain from using e-mail for personal use when students are present, during regular instruction time.

Evaluation and Supervision

NEPN/NSBA Code: GCOA-R

Evaluations and Observations are conducted in accordance with district policy. Support staff is evaluated every other year. Teachers will be using iObservation.

Eye Protection

In accordance with state law, students and staff in the science and industrial technology labs are required to wear eye protection when working on experiments or projects.

Field Trip Policy- COMMUNITY BASED LEARNING

NEPN/NSBA Code: EEA-R

The official MSAD#6 field trip permission forms must be used for each field trip. Field trip forms can be obtained in the principal's office and should be submitted to the principal three weeks in advance. In addition, the teacher must submit a copy of the Field Trip Request Form and Class Roster to the school nurse two weeks prior to the trip. A special Field Trip Request Checklist is available in the principal's office for teachers to use as a reference. Plans must include provisions to supervise all students. It is the teacher's responsibility to attach directions, which include time and distance, from Mapquest or any other web based mapping program, to the field trip request form. In addition, the field trip must be posted to the BEMS events calendar in an email so that food service, exploratory teachers, and other affected school personnel will be informed.

After the field trip is complete, please forward the signed permission slips to Dawn Coolbroth. These documents need to be kept for six years.

It is important that we provide equal opportunity and access to *all* of our students. We must be mindful about financial costs, ability to purchase or participate in any "extras" involved with the event. Please see the administration with any questions or concerns.

MSAD#6 Board of Directors has set a Field Trip Policy as follows:

Field Trip Definition:

A field trip is a planned school-sponsored educational activity in which a class or group of students leaves school grounds for the purpose of continuing, extending or enriching the instructional program. Field trips will be encouraged in accordance with the following:

School Day Field Trips: Field trips that require students to be away during regular school hours, between first and last bell, require prior approval of the principal. Regular school hours are specified in the student handbook.

Extended Day Field Trips: Field trips that require extended hours away from school must be approved by the principal.

Overnight Field Trips: All overnight trips require approval of the superintendent, who will notify the Board in advance in a public meeting. Notice of an overnight trip must have at least one month's advance notice.

Foreign Field Trip: Either an extended day field trip or an overnight field trip occurring in a country other than the United States.

Field Trip Criteria:

1. Plans must include relevancy to the curriculum, pre-trip student preparation, objective and an after trip evaluation. All plans must be submitted to the principal.

- All day and extended day field trip plans must be submitted at least two weeks prior to the date of the scheduled field trip.
- All overnight field trip plans must be submitted at least one month in advance.
- All Foreign Field Trip plans must be submitted at least two months in advance.
- All plans must be submitted to the school nurse for notification (as per JLCD) at least two weeks prior to the date of the scheduled field trip for day trips and one-month prior for overnight and foreign field trips.

2. Students are required to turn in permission and medication forms at least two weeks prior to the trip for day trips and one month prior for overnight and foreign field trips. This time is needed for the school nurse to prepare.

Overnight trips:

All overnight trips require approval of the Superintendent, who may choose to seek Board approval when appropriate. Notice of an overnight trip must have at least 1 month advance notice.

A well-detailed plan must be included in the request to the administration. Included in the plan:

1. Number and grade(s) of students
2. Cost per pupil
3. How will funds be raised
4. Transportation to be used
5. Itinerary
6. Dates of trip
7. Times of departure and return
8. Arrangements for meals and lodging
9. Names of proposed adult chaperones
10. Plans for providing parents and chaperones with information
11. Plans for emergencies
12. Plans for inclement weather
13. Plans for parental approval

14. Plans for student's accountability for behavior
15. Plans for administration of medication as per JLCD

A list of students going on the field trip must be given to the office before leaving the building. The field trip must be posted to the BEMS events calendar on email for all staff to view. Once you have returned from the field trip, please forward field trip permission forms to the Principal's Office. These forms must be kept for 7 years.

Fire Exit Routes

From time to time, in accordance with state law, we will conduct fire, alert and lockdown drills. Teachers should make sure that they know the primary and alternate fire exit routes from all rooms to which they are assigned. They are also responsible for supervising students and taking attendance during the drill. Please check detailed instructions listed in the Crisis Response section - Appendix 1 - Fire Drill Procedure. Clan teachers should assist any substitute working in their clan and it is expected all teachers will leave evacuation plans in their substitute plans. Homeroom teachers and Allied Arts teachers must ensure that the fire exit routes are posted in their room near the doorway.

Alert

- Typically used when law enforcement recommends more vigilance due to a possible threat in our or a nearby community
- Teachers continue teaching and students are allowed to move from room to room as needed
- Staff is more vigilant. Ensure secured exterior doors. School grounds and visitors are more closely monitored
- Students may or may not be allowed outside depending on the situation



Hold in Place

- Typically used for medical emergencies or when there is a threat in the nearby community
- Students hold in classrooms, no hallway traffic
- No outdoor recess or movement around the building
- Teachers continue teaching within the room
- No visitors allowed in the building

Lockdown

- Typically used for severe threats to the safety of students
- Everyone locks down in the building
- Everyone is out of sight, lights off, windows covered and doors locked
- We follow the lead of emergency personnel
- Ignore any bells or fire alarms
- Parents/visitors will not be allowed on school grounds





Evacuation/Fire Drill

- All students and staff evacuate the building
- All remain outside until it is deemed safe to return to the building
- Parents/visitors are not allowed on school grounds
- Students will not be dismissed from school during an evacuation event until it is safe to do so

Off Site Evacuation

- This secondary evacuation takes place when it is not safe for students and staff to remain on site
- It often follows an onsite evacuation or a lock down
- The relocation site may be within the district or at the University of Southern Maine
- Parents and the community will be notified of student reunification site and procedures



Frontline - Staff Absences

MSAD #6 uses the program Frontline for reporting absences.

The Frontline service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. Teachers will report their time and request a substitute via Aesop. ***Please complete the [Aesop Training Confirmation Form](#) once you have viewed the training materials below.***

How do I interact with Aesop?

1. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Please add any absences into Frontline as soon as you know you will be out.

Important Notes:

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.** Please complete your training in Aesop by going to the online help center called the Learning Center. Here are two links. The first gets you to the Learning Center itself and the second is your training video.

Employee Learning Center: http://help1.frontlinek12.com/?b_id=3397

Employee Training Video: <http://help.frontlinek12.com/aesop/knowledgebase/employee-web-basic-training-video/>

Here also is a link to the Learning Center for a PDF called the Employee Quick Start Guide. You may print this and use it as a cheat sheet as you get familiar with the new system!

<http://help.frontlinek12.com/Aesop/knowledgebase/employee-and-substitute-phone-guides/>

Scroll down and click on the link for the US Version of the Employee QuickStart Guide for Aesop or the Spanish version.

Please complete the [Aesop Training Confirmation Form](#) once you have viewed the training materials.

Food

NEPN/NSBA CODE: JL

Consumption of food and beverages, with the exception of bottled water, is not permitted in the halls during school hours. In special circumstances, to promote learning, a teacher may waive this rule inside his/her own classroom. Please try to avoid red drinks because it stains the carpet. Food and drink are not permitted in the library. No food, drink, or lollipops may be consumed while traveling in the hallways. For health and safety reasons no glass bottles are allowed in school.

Food Events in the Classroom

Keep in mind that the law requires us to serve school lunch to students each day, so avoid planning food events like pizza parties that might interfere with lunch time. Because we are a receiver of funds for free/reduced lunch plans, we are not allowed to make any exceptions to students bypassing the school lunch program. It also creates a lot of food waste and additional costs if students come down to lunch and don't eat because they just had a meal in the classroom.

From time to time, teachers may want to have a special event that involves a snack in the classroom. Please consult the school nurse to ensure you are aware of any special dietary considerations in an effort to be inclusive of all students. Teachers should also consult the Wellness Policy for more specific information about food based celebrations.

If there is an event that may impact the food service preparation, please alert them with 24 hours notice so they can make prep adjustments.

Fundraising

NEPN/NSBA Code: JJE

Board Policy - Fundraising for student activities can be a positive educational experience, and therefore should be done by the students who will directly benefit from the funds raised. The purpose for which a fundraising project is undertaken shall be related to a specific educational program. It shall not be in the category of materials, equipment, or activities, which are considered basic to the educational program and normally funded by the District, unless approved in advance by the Superintendent of Schools or the Board of Directors.

Since fundraising is not basic to the educational curriculum, on-task school time will not, as a rule, be used to plan or execute fundraising activities. The most educationally beneficial means of fundraising involves student talents and interests. Door-to-door sales or the sale of commercial products shall be prohibited. Each request to undertake fundraising must name a faculty advisor and state explicitly the goal and value of the activity or material to be funded.

Funds or contributions from community organizations or individuals will be accepted for approved projects or materials.

At BEMS all clans may hold one fundraiser, subject to principal and superintendent approval.

Candy and snack food sales to students are not permitted during the regular school day.

Grade Reporting System

MSAD #6 and Bonny Eagle Middle School uses a Proficiency-Based Learning Model. This model is designed to help schools create efficient and effective systems that will ensure all students graduate prepared to succeed in the college, careers, and communities of the 21st century. For this reason, our model is focused on prioritizing and assessing the most critically important knowledge and skills, while also balancing high academic standards with the need for flexibility,

responsiveness, and creativity in the classroom. Teachers have grade level performance indicators for each content area and assessments are being developed, implemented, and revised.

Our BEMS grading practices are aligned with the K-12 system. Parents have access to their children's progress through the parent portal, and the detail of these reports is intended to demonstrate the student's knowledge and skills within each content area. It is also important that parents seek out teacher feedback and input any time, not just when report cards are issued. In addition, Parent Teacher Conferences are held in the fall and a student showcase will be in the spring. A report card is posted at the end of each trimester on ParentVUE. An email will go out to all parents letting them know when the Trimester Report Cards are available on ParentVUE. Parents can access this information by logging into their parent vue account in Synergy.

Teachers are expected to report on grade level performance indicators and work completion indicators at a minimum of every two weeks.

Trimester end dates are as follows: 11/26, 3/14, 6/12

Teachers will report on progress using 4-Exceeds, 3-Meets, 2-Partially Meets, and 1-Does Not Meet

Grants

The MSAD#6 Board of Directors must approve all applications for grants before the application is submitted.

Grounds Policy

It shall be the policy of MSAD#6 to not allow vehicles, except emergency vehicles and maintenance vehicles, to travel across or park on any field that is equipped with underground sprinkler equipment or other equipment that may be damaged by such activity.

Harassment Policy (excerpt)

NEPN/NSBA Code: ACAB

"The board recognizes the right of each employee to work in an atmosphere which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees are not to engage in harassment of subordinates, coworkers or students.

Examples of prohibited harassment:

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

Employees should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

Staff members who believe that they are victims of harassment should report such occurrences to the Affirmative Action Officer (assistant superintendent). Copies of our complete harassment policy are available in the main office and Student Services office. Teachers are responsible for posting copies in their classrooms.

Incidents of student harassment must be reported to a building administrator.

Harassment and Bullying of Staff

(The School Board has requested we add this chart to all faculty handbooks as a way to help staff navigate situations when they feel bullied or harassed.)

Link: [MSAD 6 Employee Harassment and Bullying Flow Chart](#)

Hazardous Materials

A copy of the Material Safety Data Sheets (Hazardous Materials List) is kept in the main office and with Peter Richards, head custodian. All science labs contain lists of all hazardous materials in that lab.

Hazing

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

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

No administrator, faculty member, or other employee of MSAD #6 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 MSAD #6 who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy, may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with MSAD#6 which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

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

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/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

Health

OSHA regulations restrict the use of many chemicals, cleaning agents, and other substances in school. Therefore, for health and safety reasons Bonny Eagle Middle School does not permit students to bring spray bottles and/or cans to

school. This would include perfumes, colognes, etc. An MSDS notebook is kept in the main office and custodial office as a reference for all chemicals kept in the building. (Ref. #EBAA Board Policy)

Immunizations

Maine State Law requires that all children meet certain immunization requirements. If a child's health records are not in compliance with the state law, the school nurse will notify the student's parent(s) or guardian(s).

Medication

Medication includes prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It also includes over-the-counter medications prescribed through a standing order by a healthcare provider.

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.

In the event that no reasonable alternative exists, a parent may request in writing that medication be administered to the student during the school day. The parent will obtain a copy of MSAD #6's Request Permission to Administer Medications in School form from the school nurse. This form must be completed by the parent and health care provider prescribing the medication and returned to the school before any medication, including prescribed and non-prescribed "over-the-counter" medications (such as Tylenol/Acetaminophen or Motrin/Ibuprofen/Advil) will be administered at school. If the nurse has any questions or concerns he/she will contact the parent and/or health care provider, as appropriate. The nurse may consult with the building administrator and/or school physician as necessary to resolve the situation.

Any change in a medication order requires the completion of a new Request Permission form. Requests are valid for the current school year only.

The parent is responsible for notifying the school nurse if a medication is discontinued and removing any remaining medication. The school nurse will properly dispose of all medications not removed by the parent at the end of the school year.

The student's parent will deliver any medication to be administered by school personnel to the school in its original container, along with the Request Permission form. In the event that delivery is not practical, the parent must contact the school nurse to make alternate arrangements.

Only a limited supply of medication will be kept at the school.

Medication records will be maintained as part of a student's health record and made available to parents in accordance with the Board's policy on student education records (Policy JRA).

To the extent legally permissible, school staff may be provided with such information about a student's medication(s) as may be in the best interest of the student.

Under special medical circumstances, students may be allowed to possess and self-administer a specific prescription. Any such request will be reviewed and approved or disapproved by the school nurse in consultation with the building administrator and school physician.

A student's authorization to possess and self-administer any medication may be revoked by the building administrator after consultation with the school nurse and the student's parent if the student demonstrates an inability to responsibly possess and self-administer such medication.

Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy under the Board's policy on student alcohol and drug use, JICH – Drug and Alcohol.

MSAD #6 reserves the right to inspect any medications in a student's possession.

The medication procedures outlined above are in accordance with the MSAD #6 policies referenced below:

JRA - Student Education Records

JICH – Student Drug and Alcohol Use

JLCD – Administering Medication to Students

Illnesses

The health of all pupils is of vital concern. Your support on the following guidelines will help keep a healthy school environment.

Parents of children who become ill, or have symptoms of illness at school, will be contacted. **Generally, notification of parents and dismissal will be processed through health services.** If parents are not at home, the person designated on the emergency information sheet is called to care for the child until a parent can take over. It is IMPORTANT to notify the school of any changes that need to be made on the emergency information sheet.

Children should not be sent to school when ill or showing the following symptoms: nausea, headache or earache, sore throat, swollen glands, rash, cough, fever, or diarrhea.

Please note that if a child is well enough to be in school, he/she is expected to participate in all classes (unless a written note from a physician is provided).

It is a school policy that parents notify the school office when their child will be home sick. If a child is absent and we have not been notified we may contact the home and/or workplace.

A list of health problems that might interfere with the child's academic progress is provided to teachers on an annual basis. A list of serious health problems such as asthma, diabetes, seizure disorders, hemophilia, etc., is provided to the bus drivers in order to readily identify these children if an emergency arises.

Head Lice

In accordance with the Centers for Disease Control and the American Academy of Pediatrics, students with pediculosis (head lice) do not need to be excluded from school. In the case of difficult individual cases, the school nurse will develop

a plan with the student, the student's family and other staff members as appropriate with a goal of limiting loss of class time.

Latex Policy

MSAD #6 recognizes allergic reactions to latex have become an increased health risk, sometimes life-threatening. Therefore, no **latex** gloves or **latex** balloons are permitted in schools.

Additionally, MSAD #6 encourages the purchase of non-latex products. Ref. # NEPN/NSBA Code: GBGAD/JHF

Animal Policy

It is the intent of MSAD #6 to provide a healthy learning environment for all students. The District recognizes that animals have been part of the learning experience at school for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring, and teaching of responsibility. However, for students with certain health conditions, animals can trigger reactions that, in some cases, can be severe. Potential consequences could include allergic reactions, scratches and bites, infections, and infestations. (Please refer to Board Policy NEPN/NSBA Code: IMG)

Vision Screening

School volunteers, under the direction of the school nurse, perform vision screening on all students in grade 7. A school nurse will recheck any students who do not pass the screening and parents are notified if any concerns are found.

Staff Illnesses, Family Illnesses, Personal Leave

Please refer to your contract for clarification.

Student Illnesses/Injuries at School

Students who become ill or are injured at school should report their problem to any staff member so they can be sent to the clinic. Generally, dismissal for illnesses or injuries will be processed through our clinic.

ID Tags

ID Tags are provided to all MSAD#6 employees. It is critical that you wear your ID tag at waist level or higher at all times when in any MSAD #6 buildings. With the addition of the new swipe system, lost tags should be reported immediately to the office. If you lose or break your card to where it does not work anymore, you will be charged a \$10 replacement fee. If your card is intact and becomes inactive or does not work, one will be given to you at no charge. If your card is intact and becomes inactive a second time, you will be charged a \$10 replacement fee. We are instructed not to have the badge in front of a microwave in use as it will deactivate your card. Please turn in your ID Tag and handbook at the time you end your employment.

Impounded Items

Legal items that are impounded by teachers or by the office should be returned, at student request, at the end of the school day. Illegal items must be turned in to the office (e.g. cigarettes, vapes, knives) and will only be returned to parents or police.

Learning Lab

The Learning Lab is open after school on Monday, Tuesday, and Thursday from 2:10 to 4:00 and provides resources, space, time and academic support for all students who need help with assignments, tests, study skills, projects, and class papers. Teachers will staff the Learning Lab in the afternoons. In order to access the services of the Learning Lab after school, students need to sign up online. Students must follow BEMS expectations and procedures while in the Learning Lab.

Lesson Plans

Teachers will be prepared and organized for the lessons that they teach. Lesson plan templates are available in the office for all teachers' planning and are a **REQUIRED EXPECTATION FOR ALL TEACHING STAFF**. It will be under the teacher's discretion to choose their planbook design, such as the school template, a digital planbook, or a binder with daily lesson plans. Lesson plans should be out and visible for any administrator upon visiting classrooms. Evidence of a detailed planbook, with objectives and activities for each lesson will be easily accessible to any visitor to your room and completed at least a week in advance. This is true whether the teacher is physically present at school or if the teacher is out and a support educator has been assigned to the class for the day. Plans left for support educators should mirror regular classroom instruction as closely as possible. This allows for a guest teacher to maintain curriculum and routine during any absence, planned or unplanned.

In addition, teachers are EXPECTED to keep 3 days' worth of EMERGENCY sub plans in a folder or binder on their desk, in the case that they may be out unexpectedly and need to have plans available that a support educator can follow.

Money in Classrooms/Offices

Board Policy - Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures according to MSAD #6's instructions for operation of student activity accounts. Both are to demonstrate the ability of employees to operate in a fiscally prudent manner and to teach such procedures to our students.

All money collected shall be received, accounted for, and deposited with the business secretary daily.

In no case shall money be left overnight in schools except in safes provided for safekeeping of valuables. (Please refer to Board Policy #NEPN/NSBA Code: DM.)

No funds should ever be left in desks or cabinets or any other unsecured location in the school buildings. The board cannot be held liable for the loss. School funds left in designated depositories will be insured. In the event that money is stolen, the business office should be notified immediately and the appropriate officials will be contacted.

For these reasons, any funds collected should be given to Mrs. Lori Wood.

MTSS Process

All students should be considered as part of a Multi-Tiered System of Supports. These supports range from in class full group strategies, to highly specific targeted supports curated for the individual student.

When a teacher or team of teachers are concerned about a student's academic performance, behavioral responses or social emotional learning, it is important to use thoughtful and targeted interventions to address the concern. Many of these

interventions can be implemented right in the general classroom. If after 3-4 weeks of implementing and documenting these interventions you or your team do not see improvement, the team should collaborate with members of the MTSS team to brainstorm next steps, interventions and services to provide the student to assist in their success.

Parent Calls

When a parent calls a teacher, the teacher should return the call within 24 hours. Teachers are also encouraged and expected to be proactive and use their classroom phones to contact parents with good news as well as classroom concerns. Establishing a positive relationship with home is a key ingredient for success in dealing with problem students. Documentation in the contact log under the contact tab in Synergy is required and critical in making sure there is a written record of the communication.

Parent Community Council

The Council serves as our school's P.T.A.. and meets at times specified throughout the year. Teachers and all staff are invited and encouraged to attend these meetings.

Parking

Parking spaces are not assigned at BEMS. Staff members are asked to honor the places reserved for visitors and to park their vehicles on the pavement in the school gym parking lot in marked areas only. The first row of parking should be left open to allow spaces for buses. The front parking lot closest to the BEMS office is designated for visitors, unless circumstances require a staff member to use that lot.

Pass Policy

BEMS Teacher Pass

Each teacher is allowed to send a maximum of one student at a time for short errands or other business of a brief nature. Students must sign out of their classrooms every time they leave the classroom. The intent of this rule is to limit the number of students in the hallways during classes. Passes should only be issued for destinations. At no time should a pass be issued for a "walk" or other non-specific destination. Teachers are expected to note who is leaving and to watch for their timely return. Special group passes are only available for the library.

Library Passes

Students may briefly visit the library with the "Library Pass" to see the librarian, to check out a book, to look something up, to renew a book, etc. Research or projects which demand more time will require a written pass from a teacher, and the student must plan to stay in the library until the period ends.

Teachers should call before sending anyone down to the library to make sure there is room available. If the library is full or has been reserved by a classroom teacher, students will be sent back to their classrooms with a note.

Nurse Passes

Students may visit the clinic after calling the clinic to ensure availability and use a Health Services pass. The exception for a health clinic visit without a pass would be an extreme emergency. Students must complete the reason for the visit on the pass and have their teacher sign it. No one should be sent down without contacting the health office first to determine the availability of the nurses. Please call extension 229 before sending a student to the health office.

Counseling Passes

Appointments for counselors must be made in advance through the counseling office at extension 178. No one should be sent down without contacting the counselor's office first to determine the availability of the counselor. Students visiting a school counselor are usually kept until the end of the period, at which time the school counselor is responsible for seeing that they return to the proper class.

Late Bus Passes

Coaches, club advisors and any teacher keeping students after school must give each individual a late bus pass and stay with students until the bus departs. Special season passes will be given by coaches. Students will only be allowed on the activity bus with a late bus pass.

PBIS School-wide Expectations

BE Safe

BE Polite & Respectful

BE Responsible & Productive

Staff members should refer to the PBIS Handbook for further detail. The purpose of this universal team is to:

- * create a safe, disciplined school environment with common understanding and consistent implementation for and by everyone in our school community,
- * build trust, respect and positive relationships between students and all staff members, and
- * develop, through well-defined structure and a positive community atmosphere, high expectations for social behavior and academic achievement.

Permanent Classroom Displays

Any permanent classroom display (i.e.: maps painted on walls, paintings, murals, charts, etc.) must be approved in advance by the principal.

Professional Learning Community (PLC)

Teaching staff members are expected to be an active member of a content PLC and a cross curriculum PLC by attending and participating in meetings. Schedules of meeting times, all of which occur during contracted time, will be given.

Personal Leave

Personal leave shall not be allowed for vacation or vacation like activities. Misuse of personal leave will warrant disciplinary action.

All personal leave requests must reach the superintendent's office no later than three (3) working days prior to the need. The superintendent may waive the three (3) working day notice at his discretion. Please refer to your contract.

Professional Library/Museum

BEMS is operated for the benefit of its students. All supervised areas of the school should be accessible to students; however, one room is reserved for the exclusive use of adults. Students are not allowed to enter the BEMS Professional Library/Museum unless with a staff member.

Public Relations

Because our school is a social system, it is unrealistic to expect that it will be a perfect place where everybody is always happy. As professionals we should recognize that differences of opinion in a cooperative context can help make an organization strong. It is our collective responsibility to respect the responsible views of others and to align our personal values to common goals.

Please remember in all of your associations inside and outside of BEMS, that you are a representative of MSAD #6, Bonny Eagle Middle School, and the teaching profession. Staff is reminded that student information should not be discussed in public areas. While we all recognize the importance of both television and press in presenting a positive image for our schools, we frequently underestimate the individual power that we possess in shaping public opinion as well. By being positive and enthusiastic about the good things that happen in our building, we can inspire confidence and show that BEMS is a place where children can learn.

Purchase Orders/Requisitions

No bills or orders are to be charged to MSAD #6 or Bonny Eagle Middle School unless the principal first authorizes them. No bills will be paid that do not have a purchase order number. Clan leaders are responsible for working with Mrs. Lori Wood and generating requisitions (formally purchase orders) for their specific clans. Designated parties must sign all requisitions or payment will not be made.

Questioning and Searches of Students

The School Board seeks to maintain a safe and orderly environment in the schools. **ONLY school administrators who are authorized by the Superintendent may question and/or search students** in accordance with this policy and accompanying administrative procedure.

Recess

Teachers who choose to take students outside for classroom lessons or participate in recess like activities should participate in the activities with their students. Optimal supervision requires staff to be separated from one another to cover various areas when outdoors. **When outside, a staff member MUST have a radio.**

Recycling

In an effort to reduce the amount of trash BEMS produces, we encourage each classroom to recycle. Blue recycle bins can be found in each room. Once the bin is full, please empty it into the large recycle bins found in the hallways. When those bins are full, please empty into the large containers outside the Lowlands Gym near the Maintenance Barn. Under no circumstances should food or drinks be put in the recycling bins. The food/beverage containers should be cleaned out prior to being put in the blue bins. Also, encourage students to use the “returnables” bin for any beverage container that has a return for refund.

Acceptable Products: Glass bottle, jars, food and beverage containers; empty aerosol cans; aluminum cans, foil and pie plates; metal cans - food and beverage containers only; plastic #1 - #7 containers and packaging - bottles for soda, condiments, beauty products, detergents, cleaners, milk, juice, dairy tubs, milk jugs, 5 gallon pails, clear plastic hinged take out containers and plastic frozen food trays; boxboard - cereal, shoe, clothing boxes, 6 pack and 12 pack drink carriers, paper egg cartons, dry food boxes, tissue boxes, paper towel and toilet paper cores; corrugated cardboard - boxes with a wavy center layer; envelopes & opened mail - white, manilla, colored, gummed and window envelopes; magazines, catalogs, soft cover books & glossy paper - glue or staple bound publications, paperback books, phone books, brochures, flyers; newspaper; paper bags; shredded paper; white & colored paper - printed, letterhead, copier paper, file folders, kraft paper, manilla folders, index cards, brochures, construction paper, non metallic wrapping paper, tissue paper.

Unacceptable Products: light bulbs, dishes, pyrex, drinking glasses, window panes, ceramics, no full or partially full aerosol cans; aluminum with stuck on food; oil filters, aluminum bottle caps, household scrap metal; toys, plastic bags, plastic wrap, styrofoam, laundry baskets, sleds, housewares, bread bags, cling wrap, grocery bags, motor oil containers; laundry detergent boxes, frozen or refrigerated boxes, drink boxes, milk or juice cartons, paper plates, cups; tyvek envelopes, CDs, plastic cards, plastic wrapping; oil, paint or chemical stained, wet, unclean or wax coated cardboard, packing materials, strapping, string; spiral or 3 ring notebooks; wet newspaper, animal food bags, litter bags; shredded plastic; NCR paper, foil paper, paper towels, facial tissue, stickers, used paper plates, used cups.

Reports of Dangerous Behavior By Students

There is a process to follow when a teacher wants to report incidents of dangerous behavior that is directed against school staff by students (in accordance with 20-A M.R.S.A. §6555.) A report should be made to the principal, in writing, by a person with first-hand knowledge of the incident. The administration will investigate the incident according to the specific procedures outlined by statute. During the investigation, the student may be reassigned to a different space or temporarily removed from school in order to protect the safety of all.

Note: Any reports of dangerous behavior that is directed against students should be reported directly to the building administration to be addressed through applicable student conduct policies/procedures.

Restraint and Seclusion of Students (Chapter 33)

(You can shorten this section and reference policy if you wish)

Physical Restraint

- Physical restraint is an intervention that restricts a student's freedom of movement or normal access to his/her body, and includes physically moving a student who has not moved voluntarily.
- Physical restraint may be used only as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others, and only after less intrusive interventions have failed or been deemed inappropriate.
- Risk of injury or harm describes a situation in which a student has the means to cause physical harm or injury to self or others and such injury or harm is likely to occur, such that a reasonable and prudent person would take steps to protect the student and others against the risk of such injury or harm.

It should be noted that staff must use the least amount of physical restraint necessary. If the behavior can be stopped without physical intervention, then physical restraint should be avoided.

Exceptions to Physical Restraint:

- Physical prompts;

- Physical escorts;
 - The temporary touching or holding for the purpose of inducing a student to walk to another location. This includes assisting the child to his/her feet in order to be escorted.
- Seat belts and harnesses (using as intended); and
- Deflecting bodily movement.

When Physical Restraints Cannot be Used:

- To punish a student;
- For staff convenience;
- To control behaviors that are simply challenging;
- To prevent property damage;
- To prevent classroom disruption;
- As a therapeutic or educational intervention; and/or
- As a method that relies on pain for control.

A physical restraint cannot be used that restricts the free movement of the diaphragm or chest or that restricts the airway so as to interrupt normal breathing or speech (restraint related to positional asphyxia) of a student. Physical restraint requires that at least two adults are present at all times during the restraint.

The rules also bar the use of aversive procedures and mechanical and chemical restraints, including costumes, signs, and medications.

Seclusion:

Seclusion is the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving. **Seclusion is not a time out.** Seclusion can only be used if there is a risk of injury or harm to the student or others and only when less intrusive interventions have failed or been deemed appropriate. In seclusion, the student is alone in involuntary confinement. The student is physically prevented from leaving an area. In seclusion, the student must be continuously monitored. Doors cannot be locked, but the child may be physically prevented from leaving.

Seclusion requires that one adult remain physically present for the entire time and that clearly outlined criteria for the location of seclusion is followed (size of room, ventilation, window, etc.).

Remember!

- **May only be used** as an emergency intervention if the child presents with an imminent risk of injury or harm to the student or others.
- **Must be implemented by certified staff** in a state approved training program (such as Safety Care). If, due to the nature of the emergency, untrained staff have intervened and initiated a seclusion/physical restraint, trained personnel must be summoned to the scene and assume control of the situation as rapidly as possible.
- **May not be used** for punitive purposes, staff convenience, or to control challenging behavior.
- **May not be used** to prevent property destruction or disruption of the environment in the absence of imminent risk of injury or harm.
- **May not be used** as a therapeutic or educational intervention.
- **Require that, if intervention continues for more than 10 minutes**, an administrator or designee must determine if it can continue and monitor the status of seclusion every 10 minutes.

To view Chapter 33 in its entirety, please visit <https://www.maine.gov/sos/cec/rules/05/chaps05.htm>.

Schedule

Students' schedules can be found in Synergy. If a change needs to be made to a schedule, please let the grade level school counselor know. Changes to an Allied Art are allowed only in the circumstance of a scheduling error.

School Supplies

Please see the school secretary if supplies are needed. The school also pays a subscription for each staff member to have access to Ruth's Reusable Resources, to obtain supplies as needed. Staff may also be reimbursed for up to \$50 in supplies annually.

Searching Students

Only Administrators or law enforcement officials have approval to search students and/or their belongings. If you suspect a student has an inappropriate item in their possession, please alert an administrator immediately for follow up.

Secure Building Drills: Fire Drills and Lockdowns

From time to time we will conduct secure building drills and lockdown drills. Please check the detailed instructions listed in the Crisis Response Team Management Plan section Appendix 1 Drill Procedure. Clan teachers should assist any substitute working in their clan.

There should be no use of cell phones, social media or news coverage during these drills and/or events.

Special Education & 504

By law, all teachers are responsible for knowing and fulfilling the IEP (Individual Education Plan) and 504 accommodations for their students. Maine law requires that at least one classroom teacher be present for the duration of the meeting. In the event that you are unable to be present at the meeting, the law requires that you submit a written report, which must be available at the meeting before it can begin. Forms are available on the district website.

Special Education teachers and 504 case managers are expected to share IEP's and accommodations of students with teachers. Teachers must cooperate with them in modifying instructional materials.

Grades should reflect those modifications identified and required by state law (which are included in the IEP).

When attending IEP or 504 meetings, teachers should bring their full attention to the meeting and refrain from the use of technology unless relevant to the student.

Staff Notices

Every staff member is responsible for reading Monday Memo and staff notices daily, which are posted on MY BEMS internal website. Administration will send the Monday Memo on Sunday evening as a way to consolidate communications with staff. Many important dates, announcements, and requirements appear there and no place else.

Staff Conduct with Students

The MSAD #6 School Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;

Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;

For non-Student Services/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate Student Services/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.

Sexual banter, allusions, jokes, or innuendoes with students; and disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

Inviting or allowing students to visit the staff member's home;

Visiting a student's home, unless on official school business;

Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);

Exchanging personal gifts (beyond the customary student-teacher gifts); and/or

Socializing or spending time with students (including, but not limited to, activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Report Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement.

Policy to be Included in Handbooks

This policy shall be included in all employee, student, and volunteer handbooks.

Staff Dress

When school is in session, all staff are expected to dress in a businesslike and professional fashion. Unless participating in field trips or charity fundraising activities approved by the principal, jeans, shorts, sweats, and hats are not acceptable. Exceptions are allowed at the discretion of the principal. Shorts may be worn whenever the temperature is forecasted to be above 80 degrees.

Storm Days and Delayed Starts

During the winter months, if roads are impassable, the Superintendent of Schools will close schools for the day. Local television and radio stations will make the appropriate announcement, and a school messenger message will be sent.

There are mornings when the roads are not ready for the school buses even though the storm has ended or is ending. On some of these days, the superintendent may decide to delay the start of school. This will also be announced on radio and TV and MSAD#6 website. Buses will pick up one or two hours later, breakfast will be served one or two hours later, and school will start one or two hours later. We will use our late start schedule. Dismissal time will not be affected.

On days where there is a delayed start, all staff are expected to arrive as close to normal starting time as is safe and practically possible. Our schedule for allied arts classes will not be immediately adjusted to accommodate days lost to storms. When students return to school, they will follow the schedule normally assigned for that day of the week.

Ranking periods will still be adjusted at the end of each quarter, however.

Student Grades (Displaying of)

In keeping within FERPA regulations, the following guidelines have been established related to publicly displaying student grades or work at BEMS:

- Student work may be displayed as examples.
- No grades will appear on displayed work.
- The faculty will not publicly display **graded** student work, class lists showing individual scores, or quarter grades showing individual names or any other label intended for identification. Class average charts may be used to show group progress toward goals.

Student Information

From time to time Bonny Eagle Middle School celebrates its students' accomplishments by publishing pictures, quotes, writings, and other articles of interest through local media and MSAD #6 publications. These may include television, radio, newspaper, yearbook, MSAD#6 Web Page, and local bulletin boards. We feel this is an excellent way to promote positive school happenings, develop self-esteem in our students, and instill a sense of school pride within the communities we serve.

Before posting any student's picture, etc., please check with the clan list or main office to see if the parents requested not to have their child's information posted.

Student Notices

Student notices are run continuously on BEMS Television. Teachers wishing to make announcements there should [submit entries in writing](#) to Dawn Coolbroth and Gloria Carter the day before.

Student Use of iPads

Teachers may allow students to use iPads and printers in classrooms under close supervision. Please monitor what they are doing at all times and allow them to print copies in labs only with your prior approval. Except for special projects requiring color, students should always use the black and white print settings. For confidential reasons, the office copiers and printers are reserved for guidance and administrative use only.

Substitute Educators

Whenever a staff member is unable to come to school because of personal or family illness, he/she should document on the Frontline system for approval.

Teachers who call in sick are expected to have complete lesson plans, seating charts, a list of students in their classes with special health problems, and copies of teachers' textbooks left at school. If this is not possible, special instructions for the substitute should be communicated to clan leaders or fellow teachers.

Remember that support educators are expected to teach, following the given curriculum. Regular classroom teachers must provide adequate plans in order to allow the substitute to carry on meaningful work.

Teachers who become ill or find it necessary to be excused during the school day must check with the Principal. It is the classroom teacher's responsibility to make sure that all extra duty assignments are covered.

Because support educators may not always be able to effectively enforce the MLTI acceptable use policies, please do not include the use of Ipads activities as a primary focus, which require technology in your support educator plans.

Supervision of Students

Each team is responsible for its students from 7:10 AM until the final dismissal. This includes lunchtime, the time when students change classes, and any breaks that the clan allows. They should also provide "eyesight" escort to and from allied arts classes. Breaks must be restricted to an area where students can be adequately supervised.

Dealing with the actions of middle school students is challenging and often frustrating. Yet, little or no learning can take place in a disruptive atmosphere. Management of student behavior is a critical responsibility of a middle level teacher. No matter how much knowledge of the subject a teacher has, it cannot be taught effectively unless they can control disruptive students. Skillful handling of behavior problems is what makes it possible for other students to learn.

Student misbehavior should not be overlooked. The adult who is present should address the problem with the student. In addition, all incidents of fighting, touching of a sexual nature, or stealing should be reported to the appropriate administrator. They will determine whether any further action is necessary.

Under no circumstances is a misbehaving student to be sent to the office without calling first, providing specific information or an adult escort who can stay with the student until an administrator is available. The secretaries cannot be expected to handle students after they have been a problem for a classroom teacher. More importantly, recalcitrant students cannot be trusted to report to the office and can cause more trouble in unsupervised areas. Sending a student out often gives the wrong message that the teacher is either unable or unwilling to work with them. When a student's behavior becomes so severe that it causes a severe disruption in the learning environment of the class or it threatens the safety and welfare of others, the teacher in charge should call the office for help or seek the assistance of a neighboring colleague.

For health and safety reasons, teachers must stay with their assigned students at all times during instruction unless another staff member covers their class.

Surveys

Teachers wishing to conduct a survey involving the entire staff or student body should consult with the building level administrators and building level C.I.T.

Suspension of Students

Under Maine law, administrators are authorized to suspend students up to ten days provided they have been afforded due process. Special education students may not be suspended for more than 10 days unless an IEP Team meets and conducts a manifestation determination to ascertain whether or not the reason for which that student is being suspended is not directly linked to a handicapping condition.

After two suspensions, students may be asked to meet with the assistant superintendent of schools. The superintendent's office will then determine whether or not an expulsion hearing before MSAD#6 Board of Directors is necessary.

There is no provision in the law or in district policy granting teachers the right to suspend or expel students.

Teacher's Work Day

The minimum workday for staff on a teacher's contract begins at 7:10 AM and ends at 2:15 or final dismissal, whichever is later. The exception when staff meetings have been scheduled (2 times monthly). Attendance at grade level and faculty meetings is mandatory for all certified staff unless a building level administrator excuses them. All support staff are invited to attend the faculty meetings but it is not mandatory. Staff members who need to arrive late or leave early must get prior approval from an administrator and sign out when they leave and sign in when they return during the regular workday.

Each teacher is also assigned a daily duty. Supervision of a homeroom is considered one such duty. Teachers without homerooms are assigned another duty of similar length. Teachers who are assigned to a duty are expected to be there just as if they were teaching a class. Morning duties begin at 7:10 AM and end when the halls are cleared for homeroom. Homeroom teachers must be in their rooms or standing in their doorways providing active supervision from 7:10 AM until the end of homeroom at 7:35 AM.

Teachers have been assigned at least one daily period without students. On days when they have two periods without students, their twenty-minute duty free break or lunch comes during one of those periods. On days when teachers have only one student-free period, their fellow team members should supervise lunch so that everyone gets their duty-free time.

Students are sent out to the buses at about 4:05 PM. At this time, duty teachers go out to make sure that the students get on the buses in an orderly fashion. Support staff members who are helping with supervision go off duty at 4:10 PM or after all buses have left.

If you wish to keep students after school, you must stay with them until the activity bus loads at 4:10 PM or until someone picks them up, whichever comes first.

If you swap the day of a duty assignment with another teacher, you must notify Dawn Coolbroth, ext. 227.

Technology

The Technology Department utilizes a [Tech Help Ticketing System](#). You will find a link with directions on how to use the system, which includes a link to the system, on the District website under Staff Area - Tech Help System and also in the Quick Links on the left hand side of the district page.

Please use this new system for all software, hardware, phone, printer and other issues and questions. [Click here for the link to the site.](#)

Telephones

The telephones in every room are for your convenience. Please do not tamper with or move any of the telephones or try to do any rewiring yourself. If there are any problems with your phone, please report them to the Tech Help folder by email. They will check out the problem and report it to the proper department.

As a rule students will not be permitted to use the office phones. During breaks and between classes teachers may allow students to call parents for important reasons. However, students should never be given any call passwords. Whenever students are using a classroom phone, they must be under direct adult supervision. The only exception would be if a student is sick and wants to go home. The student should then obtain a pass from a classroom teacher and go to the Nurse's Office.

Textbooks

Please have students cover their textbooks and check them once a month. Make sure that students have the books they were originally assigned and that they are not defacing their copies. Do not allow students to store papers in their books; this damages the bindings and shortens the normal lifespan of the text.

If a student loses or defaces a text, the teacher should contact home, issue a new copy if necessary, and report it to Mrs. Wood so that she can send a bill. Contact home and notify the appropriate administrator if a student loses more than one text in one of your classes.

Textbook Numbering

Teachers are asked to make sure each textbook or reference book in their inventory is signed and numbered on the inside cover. When a student is issued a book, make sure that he/she writes his/her name and date legibly on the inside front cover. After the student has done this, add your initials directly beside the student's name to verify that you originally issued the text.

Theft

Teachers and staff should keep all valuable or personable items, including money, in a secured area. If anything is taken, you must report the theft to any building level administrator. You also have the right to report the theft to the Buxton Police Department.

Transgender and Gender Expressive Students

For the purpose of this guidance, a student will be considered transgender or gender expressive if, at school, they assert a gender identity or expression different from the gender assigned at birth. This involves more than a casual declaration of gender identity or expression, but it does not require a medical diagnosis.

Legal Requirements and Issues that Are Considered “Settled Law” in Maine

The Maine Human Rights Act (MHRA) states that schools/employers cannot discriminate based on an individual's actual or perceived race (including hair styles), color, sex, sexual orientation, gender identity, physical or mental disability, religion, ancestry or national origin, age, or familial status. Court cases have upheld the MHRA for the following situations:

- Students are to be addressed by their preferred name and/or pronouns corresponding with their gender identity
- Students must be allowed to use toilet and locker room facilities corresponding with their gender identity (School administration can consider student preference but may not require isolation of transgender or gender expansive students)
- Students are able to participate on sports teams corresponding with their gender identity, unless doing so would create an unfair advantage or pose an unacceptable risk of injury. (There is formal MPA procedure to determine these issues)
- A student's gender identity in an educational record is personally identifiable information (PII) and thus subject to FERPA's confidentiality requirements.

Privacy and Parent Involvement

All students have a right to privacy. This includes the right to one's transgender status or gender expansive presentation at school. In some cases, a student may want school staff and students to know that they are transgender or gender expansive, and in other cases the student may not want this information to be widely known. It is important for teachers to discuss this with the student so that they do not inadvertently share information that the student wishes to keep private.

Sometimes students want to identify as transgender or gender expressive at school, but have not shared that information with parents. If this is the case, teachers should notify an administrator who will work with the student to develop a support plan. Bonny Eagle Schools are committed to being transparent and honest with both students and parents, and we will encourage all students to talk with their parents about their gender identity. In instances where the student's safety or well being is a factor, the administration will work with the student to make a plan that maintains safety while still allowing the student to be their whole selves at school.

If a classroom teacher is unsure about whether or not to use a preferred name/pronouns with parents, it is best to use the student's legal name when communicating with parents.

How to Handle Preferred Names and Pronouns in the Classroom

At the middle and high school levels, it is important to gather information from students about their preferred names and pronouns at the beginning of the year or term. MSAD 6 recommends incorporating questions about preferred names and pronouns into a simple “Get to Know You Card” or questionnaire that are commonly used in classrooms. **Teachers should not poll the class or ask students to share their pronouns out loud in front of the entire group.** This can make some students (including those who are cisgender) very uncomfortable. Instead, tell students that they should let you know in private if they have specific instructions or concerns.

Confidential Transgender Student Support Plans

It is recommended that students who identify as transgender meet with an administrator and a support team to develop a confidential support plan. The plan will outline student preferences, confidentiality, safety, student records, use of facilities, athletics, field trips, etc. The plan can then be shared with school personnel as needed.

Best Practices for Supporting Students in The Classroom

Teaching with equity in mind helps create a classroom environment where every student feels like they belong. The following suggestions will help build a culture that makes **all students** feel safe and welcome, regardless of their individual differences.

- Model equity, by avoiding biases and assumptions when teaching. This will help students see and understand appropriate words and actions to use.
- Avoid creating classroom routines or structures that make assumptions about students. For example: Grouping students by gender for activities.
- Give students a voice.
 - Seek out the perspectives of students who don’t share as much,
 - Find ways for students to offer input in different ways.
 - Implement the feedback students give.
- Address inappropriate remarks. Open dialogue is important in an equitable classroom. But part of building equity is shutting down insensitive remarks so every student feels comfortable bringing their whole selves to class.
 - Pause — Stop the lesson immediately to focus on the problem. If you let it sit, any discussion loses its impact.
 - Address — Bring attention to the remark without shaming the student. Explain why it doesn’t promote equity and identify why the statement is harmful.
 - Discuss — Talk with the student one-on-one to help them understand why the comment they made was not appropriate.
 - Follow up — If this is a repetitive behavior, follow up with your school administrator or guidance counselor to determine the next best steps.

Staff Guidance on the N-Word

Though language and words evolve over time, the n-word continues to carry with it a deep history of violence and injustice. While there are Black people who reclaim and use this word, that does not make it appropriate for all people to use, nor does it make it appropriate for it to be said in a classroom setting. In schools, the n-word often appears in the context of literature or while discussing civil rights history. When the n-word is used, even in the context of curriculum, it can have a negative impact on Black students and staff, which can disrupt safety, trust, and the whole learning environment.

Staff Preparedness and Responses to the N-Word

1. Under no circumstances should staff in MSAD 6 schools use the n-word. Even if the word is written in a curricular text, even if that text is written by a person of color, the word should not be audibly uttered nor should it be written on a display (ie: white board, slide show, etc) by a staff member or student as part of a presentation.
2. When using curricular materials that contain the n-word (books, for example), **do not ask students to read the n-word aloud**. Students and staff may say “n-word” as a replacement or pause to skip this word instead of saying it. Set the context and prepare students.
3. Black students should never be asked to provide rationale or perspective as to why some communities may reclaim the word. Elevating student voice is essential to our relationships with students, but asking individuals to speak on behalf of an entire identity group is minimizing, disrespectful and tokenizing.
4. Be mindful of audio/video materials that portray racial violence. Carefully review the materials and use pre-teaching strategies beforehand. Students may wish to not be present when the n-word is used if it cannot be muted/removed, and educators should support them in making an informed choice.

When Students Use the N-Word

The n-word, like other biased words, if used to target and cause harm, should be taken seriously. Outside of the classroom teachers may hear students using the n-word with each other, particularly at the secondary level. The word may also appear in texts and chats online as well. Response to student use of the n-word requires judgment on the part of the staff and there won't be perfect guidance on this. Every situation is different. Some things to consider are:

- Age of students. Younger students may not understand the word being used. Educators can provide context in a developmentally appropriate way to support their understanding. Explain that not only is it not ok to say it, but also why.
- Restorative vs. Punitive Approaches: Not every instance of the use of the n-word will carry with it an intent to harm. Ask questions and seek opportunities to dialogue with students about the situation. Context matters. However, students and staff should not be using the n- word under any circumstances.

When staff hear the students use the word in the hallway or in the classroom, they should **always** intervene with phrases such as:

“Please remember, that word is not appropriate in the classroom.”

“We don't use the n-word here at Bonny Eagle.”

When students use the word in a manner that is intended to cause harm or target students, staff should intervene immediately and also report the situation to a lead teacher or administrator.

Use of School Equipment

No faculty member or student is authorized to use school equipment outside of school without permission from the Principal.

Videos (Movies)

“R” rated movies generally may not be shown at BEMS. Any movies rated above “G” may be shown only if students have returned a signed permission slip from home. The permission slip must list the name of the movie. “G” movies are acceptable. Prior to showing the movie in the classroom, a movie request form needs to be completed and approved by the principal. These forms can be found in the principal's office. All movies **MUST** be approved by the building administration. The movies should also be uploaded to the building's Plex server

Visitors

All visitors to BEMS must report directly to the main office to register and obtain a visitor's pass. Teachers should not admit visiting students to their classrooms during the school day without written permission from the office. Teachers are asked to notify the office if they suspect that there are unauthorized visitors in the building.

For safety and liability reasons staff members should not plan to bring their children to work. Children may visit if accompanied by another parent or are regular students in this building.

Volunteer Policy

NEPN/NSBA Code: IJOC

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support MSAD 6's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the MSAD 6 volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers will be at least 18 years of age. Exceptions are student volunteers working as part of a class, students fulfilling a service learning or community service requirement for graduation, or student volunteers who work as part of a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers will be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff that request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal will make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application as well as pass an annual online criminal background check.

To protect children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children are appropriate for serving in their positions. The Superintendent, or designee, will determine what situations will require the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks. MSAD 6 will bear the cost for Criminal History Record Checks and fingerprinting if required for academic programming.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

MSAD 6 will provide liability insurance protection for volunteers while performing assigned services.

The Superintendent will be responsible for evaluating the effectiveness of the volunteer program.

The Board will recognize volunteer service on an annual basis. The building principal will be responsible for appropriate school recognition of volunteers.