



DIRECTIONS



The four communities of M.S.A.D. No. 75 are united in our dedication to develop confident, life-long learners. It is our mission to work together to ensure a community of fluent learners, critical thinkers and creative contributors to our society.

From the desk of Brad Smith, Superintendent

September, 2016

Being Part of the Team

The summer Olympics are in full swing, as athletes from around the world compete in Rio. There are over 11,000 athletes participating from 206 countries. Some events are individual and others are team oriented, but throughout the games the sense of teamwork is readily apparent. The support that teammates offer one another is frequently cited as a major factor in success. The strengths and weakness of each member of the team are all part of the equation.

As we begin this new year, let us imagine how much we could accomplish if we were all committed to the same goals, working in harmony with one another in a safe and respectful environment. The talent, experience, and creativity of M.S.A.D. No. 75 staff is simply remarkable. Harnessing all of that into a comprehensive K-12 system is no small feat.

The potential for us to ensure that all students graduate ready for college, career, or military has never been greater. At the same time, the need for us to teach students civility and respect in becoming responsible citizens has never been more challenging. Without a doubt, how we perform our roles in our respective schools and departments impacts student success. How we interact with our colleagues between departments and buildings is critical to our success as a school district.

We begin the 2016-17 school year knowing that the demands and challenges will be significant, but we can do this. There are too many talented and dedicated staff members in this district for us to fail.

As you return, there will be new teachers and support staff in almost every building. We will likely be hiring right up to the start of school. It

has been reassuring to see the quality of teachers coming into our school system. We will also have new support staff throughout the District, and each one of them has been selected because of his or her high caliber performance.

With the beginning of a new school year comes a fresh start for all of our nearly 2,500 students. It is also a fresh start for each of us. Please share your many gifts with one another, support one another, and lighten the burden with humor and fun.

We have so much to be proud of in our district...and our success is achieved through your hard work. Welcome back, or welcome aboard! Let me close with an excerpt from Maya Angelou:

I note the obvious differences
between each sort and type,
but we are more alike, my friends,
than we are unlike.

We are more alike, my friends,
than we are unlike.

You can listen to her reading this poem at <http://www.scientificamerican.com/podcast/episode/maya-angelou-s-human-family/>

Have the best year ever....make it a Gold Medal year for yourself, your students, and one another!

With sincere appreciation,
Brad

Dates to Remember

Professional Development Days

Aug. 30 — Sept. 1, 2016

Labor Day

September 5, 2016

Professional Development Day

October 7, 2016

Columbus Day

October 10, 2016

M.S.A.D. No. 75 Harassment Policy

Harassment Policy M.S.A.D. No. 75 is committed to a work environment in which all employees are treated with respect and dignity. Every employee is entitled to work in an environment free of harassment in areas which include but are not limited to race, color, religion, sex, age, sexual orientation, national origin or disability.

Harassment is prohibited

Harassment includes, but is not limited to, verbal abuse such as offensive racial, ethnic or sexual threats or comments, physical overtures, rude gestures, and other activity that creates a threatening, intimidating or hostile environment.

Sexual Harassment Sexual harassment is specifically prohibited by State and Federal Law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such a conduct by an individual is used as the basis for an employment decision affecting such individual, or
- Such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual advances
2. Suggestive or lewd remarks
3. Unwanted hugs, touches, kisses
4. Requests for sexual favors.

It is also unlawful to harass a person based upon his or her gender regardless of whether the conduct is sexually related.

Reporting incidences of harassment and discrimination

Any employee who feels that he or she has been subjected to sexual harassment or other harassment should report the incident to his or her immediate supervisor, school principal, or administrator, Human Resources Director or the Superintendent. Each incident so reported shall be promptly and carefully investigated as directed by the Superintendent; and if appropriate, remedial action shall be taken. Employees also have the right to report incidents of harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050). Disciplinary Action Any employee found to have harassed another employee will be subject to disciplinary action, up to and including termination.

It is the policy of the District that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint. Any employee who engages in the act of retaliation or attempted retaliation against an individual will be subject to disciplinary action, up to and including termination.

Use of Physical Restraint

Policy JKAA: Use of Physical Restraint and Seclusion

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by State Law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

I. DEFINITIONS

The following definitions apply to this policy and procedure:

A. Physical restraint: An intervention that restricts a student's freedom of movement or normal access to his or her body, & includes physically moving a student who has not moved voluntarily.

Physical restraint does not include any of the following:

1. Physical escort: A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
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4. A brief period of physical contact necessary to break up a fight.
5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
6. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor

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(FERPA) Parents Annual Notice of Student Records

Parents and legal guardians, as well as eligible students (age 18 or older), are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the M.S.A.D. No.75 student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect or review the student's educational records; To review or inspect an educational record, contact the building principal. An appointment to review the record will be made within a reasonable time period.
2. Request the amendment of the student's educational records; To amend a record, the parent, guardian, or eligible student must indicate in writing what they believe is inaccurate, misleading or in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34 Code of Federal Regulations, Section 99.31;
4. File a complaint with the U.S. Department of Education;
5. Obtain a copy of M.S.A.D. No. 75 student records policy by contacting the building principal.

The three types of student records maintained by the school include:

- Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- Statistical information including aptitude scores, permanent school health records, etc.
- Directory information on students such as names, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice unless the school is notified in writing that such information is to be withheld by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent. M.S.A.D. No.75 forwards educational records to other agencies or institutions that have requested the records and in which the student intends to enroll.

Storm Day /Emergency Announcement Procedures

Notice for closing school or delayed opening will be made using the automated calling system as well as through area radio and television stations as early in the morning as possible. We will also post it on the district's website at www.link75.org

Such announcements will usually begin between 5:45 and 6:15 a.m.

Once school is cancelled, it shall be cancelled for the whole day. On rare occasions, school may be cancelled for the afternoon session with notification during the morning session. In this case, if at all possible, a hot lunch will be served before dismissal.

Special Education Child Find Services

The purpose of this public notification is to ensure that M.S.A.D. No. 75 locates, identifies, and evaluates at public expense any resident child of Bowdoin, Bowdoinham, Topsham or Harpswell who may be in need of special education services. This notification addresses the Child Find requirements of Chapter 101, Maine Unified Special Education Regulations.

This notice includes children who may be homeless; wards of the State of Maine or State Agency Clients; children who are suspected of having a disability attending private schools or are home schooled; highly mobile children [including migrant and displaced youth]; children who have the equivalent of 10 full school days of unexcused absences or seven consecutive school days of unexcused absences during a school year; children incarcerated in county jails; and any child potentially in need of special education and related services, even though they may be advancing from grade to grade.

Parents or guardians of children ages three to 20 who reside in the four towns of M.S.A.D. No. 75 may refer their child for a comprehensive individual evaluation if they suspect that their child might have a disability. Referral is accomplished by contacting the building principal of your local school of residence or the Director of Special Services for M.S.A.D. No. 75, or Child Development Services for children aged three to five not yet attending public school. Final identification of children with disabilities and special education programming occurs only after an appropriate evaluation and a determination by the student's IEP team. Parents are members of that IEP team.

Parents of eligible children with disabilities who are home schooled have the right to access District-sponsored special education services if they so choose. If there are any questions regarding this policy, please contact Patrick Moore, PhD, Director of Special Services, at 729-1557.

Physical Restraint cont. from pg. 2

vehicle.

7. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.

8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.

9. DOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

Seclusion does not include:

1. Timeout: An intervention where a student requests, or complies with an adult request for a break.

II. PROCEDURES FOR IMPLEMENTING PHYSICAL RESTRAINT AND SECLUSION.

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included

in the accompanying procedure, JKAA-R.

III. ANNUAL NOTICE OF POLICY/PROCEDURE.

M.S.A.D. No. 75 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

IV. TRAINING REQUIREMENTS.

A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.

B. M.S.A.D. No. 75 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE.

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) school days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Compulsory Attendance

Maine Law requires that every child between his/her seventh and seventeenth birthdays attend school.

A child may enter school if the fifth birthday occurs on or **before October 15** of the school year.

Students may continue to attend school until they graduate from the twelfth grade or attain the age of twenty. Free public education is available to students only in the school district in which his or her parent or legal guardian resides. Problems of residence need to be resolved with the school principal or the Superintendent of Schools.

In compliance with Maine statutes, M.S.A.D. No. 75 permits excused absences from school for the following reasons:

- Personal illness.
- Appointments with health professionals that cannot be made outside

the regular school day.

- Observance of recognized religious holidays when the observance is required during a regular school day.
- Emergency family situations.
- Planned absences for personal or educational purposes which have been approved.

Procedures for excused absences will be part of the information given to students in each school. The responsibility for providing a valid, written excuse rests with the parent or guardian. No absence of a student shall continue more than three days without the school's ascertaining the reason for it, and if necessary, taking measures to have the students in attendance. State Law is specific in matters of truancy; and M.S.A.D. No. 75 will comply consistently, rigorously, and fairly.

***Don't walk behind me; I may not lead.
Don't walk in front of me; I may not follow.
Just walk beside me and be my friend.***

~Albert Camus

**Let us remember all of our friends with love and caring:
those we have now and
those we were lucky enough to have had in our lives in the past.**

2016-17 Religious Holidays Calendar

Link:

<https://drive.google.com/a/link75.org/file/d/0B7c5O36LnnN4WDFoYUtoMGJHYIU/view?usp=sharing>