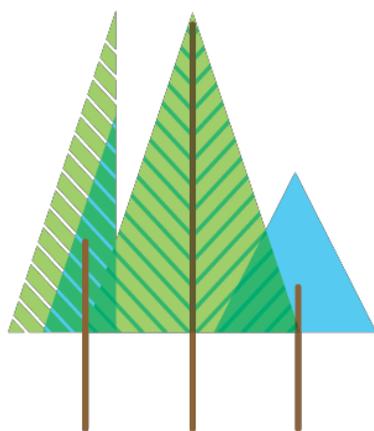


# **Maine Virtual Academy MDOE Required Policies SY20192020**



**MAINE  
VIRTUAL ACADEMY**

Table of Contents

AC Nondiscrimination/Equal Opportunity and Affirmative Action.....5

ACAA Harassment and Sexual Harassment of Students.....8

ACAA-R Student Discrimination and Harassment Complaint Procedure.....8

ACAB Harassment and Sexual Harassment of Employees.....16-17

ACAB-R Employee Discrimination and Harassment Complaint Procedure.....17-18

ACAD Hazing.....13

AD Educational Philosophy/Mission.....5

ADA School System Goals and Objectives.....5

ADAA School System Commitment to Standards for Ethical and Responsible Behavior.....13

ADC Tobacco Use and Possession.....14

ADC-R Tobacco Use and Possession Administrative Procedure .....14

ADF Commitment to Learning Results.....14-15

BBA School Board Powers and Responsibilities.....16

CBDA Superintendent’s Contract-Allocation of Services (Unions).....NA at MEVA

DJH Purchasing and Contracting: Procurement Staff Code of Conduct.....15

DN School Properties Disposition.....15-16

EBAA Chemical Hazards.....34

EBCA Emergency Management Plan (Crisis Response Plan).....35-41

EBCC Bomb Threats.....39-41

ECB Pest Management.....42

EEAEAA Drug and Alcohol Testing of School Bus Drivers.....NA at MEVA

EEAEAA-R Drug &Alcohol Testing of School Bus Drivers Procedure.....NA at MEVA

EFE Competitive Food Sales—Sales of Foods in Competition w School Food Program..... NA at MEVA

GBEC Drug-Free Workplace.....42

GBO Family Care Leave.....42-44

GCFB Recruiting and Hiring of Administrative Staff.....44

GCFB-R Recruiting and Hiring of Administrative Staff Administrative Procedure.....44

GCI Professional Staff Development.....	18
GCOA Supervision and Evaluation of Professional Staff.....	18
GCOC Evaluation of Administrative Staff.....	18
IGA Curriculum Adoption.....	18-19
IHBA Individual Education Plans [IEPs].....	19-20
IHBAA Referral and Use of General Education Interventions.....	12
IHBAA-R Referral and Use of General Education Interventions- Administrative Procedure.....	12
IHBAC Child Find.....	12-13
IHBAL Grievance Procedure for Persons with Disabilities.....	6
IHBG Home Schooling.....	7
IHBGA Home Schooling—Participation in School Programs.....	7
IHCDA Post Secondary Enrollment Options.....	31
IJJ Instructional and Library Materials Selection.....	31
IJJ-E Challenge of Instructional Materials Form.....	31-32
IJNDB Student Computer and Internet Use and Internet Safety.....	32-33
IKF Graduation Requirements.....	33
ILA Student Assessment/Local Assessment System.....	33
ILD Student Submission to Surveys, Analyses, or Evaluations.....	33-34
IMBB Exemption from Required Instruction.....	24
JEA Compulsory Student Attendance.....	24-25
JFABD Admission of Homeless Students.....	25-26
JFC Student Withdrawal from School (Dropout Prevention Committee) .....	26
JICH Drug and Alcohol Use by Students.....	34-35
JICIA Weapons, Violence and School Safety.....	35
JICK Bullying.....	8-11
JJIF Management of Concussions and Other Head Injuries.....	11-12
JK Student Discipline.....	44-51
JKAA Use of Physical Restraint and Seclusion.....	20

JKAA-R Physical Restraint and Seclusion Administrative Procedure.....	20-22
JKF Disciplinary Removal of Students with Disabilities.....	22
JKF-R Disciplinary Removal of Students with Disabilities Administrative Procedure.....	22
JL Student Wellness.....	NA at MEVA
JLCB Immunization of Students.....	22
JLCC Communicable/Infectious Diseases.....	22
JLCD Administration of Medication to Students.....	22-23
JLDBG Reintegration of Juveniles from Correctional Facilities.....	23-24
JRA Student Education Records and Information.....	26-27
JRA-R Student Education Records and Information Administrative Procedure.....	27
JRA-E Notification of Rights Under FERPA.....	27-29
KBF Parent Involvement with Title I.....	29-31
Student Code of Conduct (If adopted as a policy, code JIC).....	44-51

### ***Mission and Vision Statement***

Maine Virtual Academy's (MEVA) mission is to develop each student's full potential with learner-centered instruction, research-based curriculum and educational tools and resources to provide a high-quality learning experience for grade 7-12 students who are in need of alternative educational options. MEVA will develop an Individualized Learning Plan (ILP) with specific learning goals to meet each student's needs. MEVA's rigorous curriculum is aligned to the eight Maine content areas, the Maine Learning Results, the Common Core State Standards and the Next Generation Science Standards. MEVA will demand the highest level of accountability from our Maine-certified teachers, our educational management system and our nationally recognized provider of educational services. The MEVA Board will contract with K12 Virtual Schools LLC for educational products and selected support services.

### ***School System Goals and Objectives***

Maine Virtual Academy, an online public charter school authorized by the Maine Charter School Commission, offers Maine students in grades 7–12 an exceptional learning experience. With individualized learning approaches, Maine Virtual Academy will provide the tools kids need to succeed—in school and beyond. Maine Virtual Academy is the newest high-quality statewide online education program in Maine. As a public charter school which services students from the entire state of Maine, MEVA adheres to state and charter commission required policies.

### ***Non-Discrimination Policy***

MEVA, under the governance of the MEVA Governing Board, complies with all applicable federal and state rules and regulations and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability or veteran status. You may find the discrimination appeal policy on page 13. Inquiries may be directed to:

Dr. Melinda Browne, Chief Executive Officer/Head of School

Ballard Center: Maine Virtual Academy

6 East Chestnut Street, Suite 230

Augusta, ME 04330

### ***Title IX, Civil Rights, Discrimination and Appeals/Complaint Process***

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes that MEVA, or any of the school's staff, instructors, and/or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and/or Section 504 of the Rehabilitation Act of 1973 (disability) may make a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the complaint is encouraged and should be attempted with the MEVA Chief Executive Officer/Head of School. There is more information on the Grievance process in this handbook, along with the necessary form, both in this handbook and on the website.

The definition of Sex Discrimination and Sexual Harassment is as follows:

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Maine Virtual Academy has a designated Title IX Coordinator and the contact information is as follows:

NAME: Ms. Jillian Dearborn

TITLE: Business Manager/Human Resources

ADDRESS: Maine Virtual Academy, Ballard Center, 6 Chestnut St, Suite 230, Augusta, ME 04330

PHONE NUMBER: 207 613 8900

EMAIL ADDRESS: [jdearborn@mainevirtual.org](mailto:jdearborn@mainevirtual.org)

### ***Grievance Procedure: Title IX, Civil Rights, Discrimination***

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The grievance procedures will be as follows:

1. It is the express policy of Maine Virtual Academy to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate

circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.

2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Maine Virtual Academy's policy on the Reports of Suspected Child Abuse or Neglect of Children.

3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator shall have the complete cooperation of all persons during the investigation.

4. The Title IX Coordinator shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.

5. If after an investigation, the Title IX Coordinator determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the Maine Virtual Academy shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with Maine Virtual Academy's Title IX principles and goals.

6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the School Board within thirty (30) working days from receipt of the complaint

7. The School Board shall review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.

8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.

9. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Maine Virtual Academy will take actions necessary to prevent such retaliation.

### ***Homeschooling and Participation in School Programs***

Parents/guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home schooling must comply with the provisions of 20-AMRSA § 5001-A(3)(A)(4). The parent can work with the neighborhood public school regarding school programs.

The student's parent/guardian must provide a written notice of intent to provide home instruction simultaneously to the Superintendent of the school unit in which the student resides and to the

Commissioner of the Department of Education within ten calendar days of the beginning of home instruction. The notice must contain the following information:

1. The name, signature and address of the student's parent/guardian;
2. The name and age of the student;
3. The date the home instruction program will begin;
4. A statement of assurance that indicates the home instruction program will provide at least 175 days annually of instruction and will provide instruction in: English and language arts, math, science, social studies, physical education, health education, library skills, fine arts, and, in at least one grade from grade 6 to 12, Maine studies.

### ***Harassment, Intimidation, and Bullying***

No one should be subjected to harassment, intimidation or bullying at school for any reason. Therefore, it is the policy of MEVA that all students will deal with all persons in ways which convey respect and dignity. Harassment, intimidation or bullying in the form of name-calling, taunting, gestures, unwelcomed conduct, jokes, pictures, slurs, ridicules, or sexual harassment are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
- Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

MEVA has a zero-tolerance policy towards intimidation, harassment, bullying, fighting, and racial and/or sexual harassment as such actions are considered violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others.

A warning letter will be sent to the student and/or legal guardian/learning coach for the first harassment, bullying, or intimidation offense requiring the student (and parent if applicable) to communicate with the teacher or Advisor. Subsequent offenses may lead to suspensions in accordance with the School discipline policy.

MEVA will promptly and thoroughly investigate reports of harassment, intimidation and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, MEVA will act appropriately within the discipline codes of MEVA and will take reasonable action to end such behavior.

If deemed necessary, bullying incidents will be reported to the state every quarter.

### ***Bullying and Cyber Bullying***

#### ***Sources Used: Maine Department of Education***

##### **I. Introduction**

It is our goal for our school to be a safe and secure learning environment for all students. It is the intent of the MEVA Board and school to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of Maine Virtual Academy, and the operation of the school.

##### **II. Prohibited Behavior**

The following behaviors are prohibited:

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

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

##### **III. Bullying and Cyberbullying Defined**

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

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

(1) Has, or a reasonable person would expect it to have, the effect of:

- a. Physically harming a student or damaging a student's property; or
- b. Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:

- a. Creating an intimidating or hostile educational environment for the student; or

b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

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

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or

threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and

5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK- E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

#### IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

2. Takes place while students are being transported to or from schools or school-sponsored events;

3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

\*Title IX, Bullying, and Cyberbullying Reporting Form can be found on the MEVA website and towards the end of this handbook.

#### ***Management of Concussions and other Head Injuries***

Maine Virtual Academy students may choose to participate in their neighborhood school athletics, as MEVA does not have their own athletic teams. In those cases, MEVA will follow the neighborhood school's process for handling the management of concussions and other head injuries. In most cases, at the beginning of each school year, students and parents of students who will be participating in their neighborhood school-sponsored athletic activities will be provided information regarding

A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;

B. The signs and symptoms of concussion and other head injuries; and

C. The school unit's protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation

in the activity (“return to play”). The student and his/her parent(s) must sign a statement acknowledging that they have received and read this information.

### ***Referral and General Education Interventions and Administrative Procedure***

It shall be the policy of Maine Virtual Academy to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Head of School.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Director of Special Education. It shall be signed and dated by the Special Education Director or designee, thereby indicating the date of the receipt of that referral. The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of general education interventions within the local school unit, and may from time to time amend those procedures as necessary.

References: Me. Dept. of Ed. Reg. Ch. 101, §§ II(17), III, IV(2)(D), (E), V(4)(A) (July 2011).

### ***Child Find Policy***

MEVA seeks to ensure that all students within its school are identified, located and evaluated who are school-age (5 through the school year in which they turn 20) and who are in need of special education and supportive assistance - including homeless children, state wards, state agency clients, students who have been suspended or expelled, students receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during the school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

MEVA’s child find responsibility shall be accomplished through a school-wide process which, while not a definitive or final judgment of a student’s capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

The child find process shall include obtaining data on each child through multiple measures, direct assessment and parent information regarding the child’s academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services. School staff, parents or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school's pre-referral and referral policy.

Legal Reference: 34 CFR § 300.111 (2066) Ch. 101, IV (2) (2007 (Me. Dept. of Educ. Regulations)

### ***Student Hazing***

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

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Head of School 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 Head of School as he/she carries out the provisions of this policy, that individual or organization may appeal to the full school board. The ruling of the board, with respect to the provisions of this policy, shall be final.

Legal Reference: 20-A MRSA §6553

### ***Commitment to Standards for Ethical and Responsible Behavior***

The School Board believes that promoting ethical and responsible behavior is an essential part of Maine Virtual Academy's educational mission and vision. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding Principles of the Maine Learning Results. The Board also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior

developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates Board policy or school rules. Further, the Board believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior. To that end, the Board supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the Board is committed to the establishment and implementation of a process for identifying shared values and setting and enforcing standards for behavior, including prescription of consequences for unacceptable behavior. The process for identifying such shared values will invite and include the participation of Board members, school administrators, staff, parents, students, and the community. Core values will be reviewed periodically, with opportunity for public participation. The Board will direct the Head of School to develop a process to assess school system progress toward achievement of an ethical and responsible school culture.

#### ***Tobacco Use and Possession and Administrative Procedure***

Smoking or possession of smoking materials or tobacco products (including E-Cigarettes, vape pipes or similar products) is not permitted on school grounds or at any school-sanctioned activity. Student will be asked to put it away immediately.

Disciplinary action and/or referral to law enforcement will be made for those in violation. In addition, the teacher chaperone will call the parent/legal guardian to inform them of their child's tobacco possession.

#### ***Commitment to Learning Results***

Maine Virtual Academy uses Maine's system of Learning Results. The Learning Results system is intended to serve as a foundation for education reform and to promote and provide assessment of student learning, accountability and equity. The Board recognizes that the legislative intent of the Learning Results system is to provide children with schools that reflect high expectations and create conditions where these expectations can be met. Maine Virtual Academy understands that implementation of the Learning Results system and the mandate to provide all students with equitable opportunities to meet the content standards of the system of Learning Results have broad implications for the school unit, including curriculum, budget, professional development, student assessment, professional evaluation, and graduation requirements. The Board directs the Superintendent to develop a plan and timeline for implementing the Learning Results system and any appropriate administrative procedures. The Board further directs the Head of School to report to the Board on a monthly basis on progress toward implementing the Learning Results system.

Legal Reference: 20-A MRSA §§ 1001(6), 6208-6209 L.D. 1536, Chapter 51 Resolves Ch. 127 § 3 (Me. Dept. of Ed. Rule)

### ***Purchasing and Contracting: Procurement Staff Code of Conduct***

School units that receive federal funding to support their educational programming and services are required to maintain written standards of conduct governing the performance of their employees engaged in the award and administration of contracts and to conduct procurement transactions in a manner to provide, to the maximum extent practical, open and free competition.

#### **Conflict of Interest**

All employees of Maine Virtual Academy shall perform their duties in a manner free from conflict of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools. No employee of Maine Virtual Academy shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school unit is a party if he/she has a real or apparent conflict of interest in the transaction. A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the firm selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

#### **Conflict of Interest Disclosure**

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Head of School who will investigate the circumstances of the proposed transaction. The Head of School will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest.

### ***School Properties Disposition***

The Head of School is authorized to determine when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus. Before property is declared surplus, it should be determined whether it may be useful in any other school within the school system.

Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. Other municipal departments are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board (or "Board's Finance Committee").
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit.
- D. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.

E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Head of School deems appropriate after so informing the Board, with recycling as a priority where feasible.

F. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., “SOLD BY”, “SURPLUS”). All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A MRSA § 7

### ***School Board Powers and Responsibilities***

As creatures of the Legislature, School Boards have those powers which are delegated to them by the Legislature. Section 1001 of Title 20-A sets forth the duties of School Boards.

Among the most important of a School Board’s duties are the following:

1. Adoption of Policies. A School Board is responsible for the adoption of policies that govern the school department.
2. Management of School. A School Board is generally responsible for the overall management of the schools, including the custody, maintenance and insurance of school buildings. The School Board is similarly responsible for the maintenance and operation of all school property.
3. Selection of Superintendents. The selection of the Superintendent of Schools is one of the most important duties of the School Board. Indeed, the Superintendent serves in much the same capacity as a chief executive officer of a corporation. Since the Superintendent has additional and specific powers granted to her under State law, it is extremely important that the School Board exercise great care in selecting the person who is to receive this authority. The eligibility requirements for superintendents are set forth in Section 1051 of Title 20-A.

### ***Harassment and Sexual Harassment of Employees***

MEVA is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment based on an individual’s legally protected status, is prohibited and will not be tolerated. All Employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

#### **Harassment**

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group’s race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Sexual harassment: consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of employment;
- b. Employment decisions are based on an employee's submission to or rejection of such conduct;  
or
- c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

### ***Employee Discrimination and Harassment Complaint Procedure***

#### **Complaint Procedure**

MEVA provides you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive, and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor and/or the Head of School and HR. We cannot resolve a harassment or discrimination problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

#### **Confidentiality**

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

#### **Investigative Procedure**

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved Employees, including the alleged harasser, and any Employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, MEVA will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. MEVA may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment. If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy. Complaints of

unlawful harassment, sexual harassment or discrimination may also be filed with the Main Human Rights Commission, State House Station 51, Augusta, ME 04333, (207) 624-6290.

### ***Professional Staff Development***

The Board recognizes the importance of developing, maintaining, and extending the skills of staff members and encourages employees to engage in programs and activities that will lead to their professional growth and increased competence.

The Head of School is authorized to initiate programs and activities which are designed to serve the following purposes:

- A. To provide a structure through which staff members can stay abreast of new developments in their areas of specialty;
- B. To familiarize staff members with new research and innovative teaching methods;
- C. To assist staff members in the process of change and school improvement; and
- D. To facilitate the development, implementation and evaluation of new programs.

Within budgetary limitations, visitations and attendance at conferences may be approved by the Superintendent in accordance with Board policy.

Legal Reference: Chap. 125 (Maine Dept. of Ed. Rule)

### ***Supervision and Evaluation of Professional Staff and Administrative Staff***

MEVA is committed to attracting and retaining a qualified and competent workforce. Employees typically will receive an annual written performance review and may receive additional performance evaluations at other intervals by their direct supervisor and/or the Head of School. Written performance reviews will be based on overall performance in relation to your job responsibilities, achievements and work behavior. Informal performance discussions typically occur throughout the year and encourage open supervisor-employee communication.

A positive performance review does not guarantee either an increase in compensation or continued employment. Raises, if given, may be based on a number of factors, such as the School's performance, department or group performance, and individual performance.

### ***Curriculum Development and Adoption***

The curriculum at Maine Virtual Academy shall reflect continuous, sequential and specific instruction aligned with the content areas of the Learning Results. Maine Virtual Academy recognizes that curriculum development, review and evaluation is an ongoing process and those programs and practices may need to be adjusted or revised to meet educational standards and to serve the best interests of students and the community. Therefore:

- A. Maine Virtual Academy expects the administration and staff to be sensitive to changing conditions that may require modifications in curriculum.
- B. Maine Virtual Academy expects all programs to be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.

C. Maine Virtual Academy expects the school system to undertake intensive curriculum revision as needed.

D. The Head of School is expected to lead the ongoing curriculum development and review process, and in aligning curriculum with educational standards and with advances in knowledge, educational research and “best practices.”

E. Maine Virtual Academy expects that curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community and the Board.

F. Maine Virtual Academy/School board shall review and adopt all curriculum guides, course descriptions and courses of study prior to their implementation. The Head of School shall be responsible for establishing content area committees that will include representation from professional staff, including special educators, and others as appropriate.

### ***Individualized Education Plans and Special Education***

MEVA provides enrollment counseling to all students who have current Special Education or Section 504 eligibility. The enrollment counseling process is led by a Special Education Coordinator who holds a special education license in the state of Maine.

\*The enrollment process has two intended outcomes. First, it is an educational process for students and families to help them become familiar with the online learning model. Second, it allows the school the opportunity to better understand the students’ unique strengths and needs, to ensure adequate preparation to support student success.

\*When a student with current special education eligibility enrolls at MEVA, the parent/legal guardian, or the adult student if rights have been transferred, must provide consent for MEVA to obtain all special education records from the resident school district. These records are received via electronic fax or hard copy and are stored in a secure environment. In accordance with applicable federal and state law, only those persons authorized will have access to the records, including those staff members having a legitimate educational purpose for reviewing the records.

\*When a student enrolls with current special education eligibility and a current Individualized Education Plan (IEP), the student will be provided special education services and related services in accordance with the IEP. MEVA may request consent to conduct an evaluation or re-evaluation of the student in order to revise the IEP or determine appropriate placement in the Least Restrictive Environment (LRE). If a student enrolls with current special education eligibility, but no current IEP, the student will be provided with appropriate educational services until an IEP can be developed.

\*As soon as possible after enrollment, MEVA staff will complete progress monitoring using multiple measures (such as attendance monitoring, task and assignment completion, quality of work and grades) to determine if the placement supports adequate academic progress. The Special Education Director of MEVA will convene an IEP team meeting as soon as possible. The IEP Team must include the following members:

- Parent (or adult student if rights have been transferred);
- Advisor/designee knowledgeable of the online general education curriculum/ resources
- Special education teacher or service provider (e.g., Speech Language Pathologist);
- General education teacher of the student (at least one);

- An individual who can interpret the instructional implications evaluation results;
- Other individuals at the discretion of the parent, student, or school district, who have knowledge or special expertise

If MEVA and the parent agree in writing that participation of a member of the IEP Team is not necessary because that team member's area of expertise is not being modified or discussed, that team member may be excused. The IEP team will review relevant progress monitoring, evaluation results, and the current IEP. They may also review existing eligibility or determine initial eligibility for special education services and related services, as well as revise or develop a current IEP and determine placement within the LRE. MEVA offers several types of academic support for students with special education eligibility. Course placement decisions are made jointly by the Special Education Director, MEVA Advisor, parent/learning coach, and student. Adaptations and modifications developed by the IEP team will be fully implemented.

### ***Restraint and Seclusion Policy***

Maine Virtual Academy (MEVA) 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 Head of School 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, and 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.
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 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.

## III. ANNUAL NOTICE OF POLICY/PROCEDURE.

MEVA shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Head of School or designee.

## IV. TRAINING REQUIREMENTS.

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. Maine Virtual Academy 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 School's Office.

## 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 Head of School as soon as possible.

The Head of school or 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.

Legal Reference: 20-A M.R.S.A. §§ 4502(5) (M); 4009

Me. DOE Rule, CH. 33

### ***Disciplinary Removal of Students with Disabilities and Administrative Procedure***

MEVA has numerous safeguards governing the discipline and removal of students with

disabilities, including what is known as a “manifestation determination” when questions surround whether a student’s disability contributed to attendance or behavior/conduct leading to discipline, which may or may not trigger the need for MEVA to implement a Functional Behavioral Assessment (FBA) or Behavior Intervention Plan (BIP). The Special Education Director will decide on the best way to handle the situation, given the specific circumstances of the situation.

### ***State Immunization Requirements***

\*One dose of meningococcal vaccine MCV4 (serogroups A, C, W, and Y) is required for all students entering 7<sup>th</sup> grade. 1 dose of the Tdap is also required.

\*Two doses of meningococcal vaccine MCV4 are required for students entering 12<sup>th</sup> grade, with a minimum interval of 8 weeks between dose one and dose two. If the first dose of meningococcal vaccine was administered on or after the 16<sup>th</sup> birthday, a 2nd dose is not required.

-Updated information can be submitted via the Parent Enrollment Portal under Immunizations

### ***Communicable/Infectious Diseases***

Teachers shall be alert to signs of illness and communicable disease and refer students who show such symptoms. All students under quarantine shall be excluded from face to face school functions. Quarantine regulations established by the Bureau of Health shall be observed. The Head of School shall contact the school nurse. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The Head of School shall be notified of all communicable disease cases and contacts in the school. Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the attending physician. When a student returns to face to face school events after having had a communicable disease, a certificate from the attending physician is required. The Head of School must give permission before the student is readmitted to face to face events. Legal Reference: 5 MRSA § 19201 et seq. 20-A MRSA §§ 1001.11-A, 6301 22 MRSA §§ 801, 802, 806, 823, 824

### ***Administration of Medication to Students***

In the unfortunate circumstance of a medical emergency at a face-to-face event such as (but not limited to) a field trip or state testing, MEVA staff and faculty receive basic first aid training. If a child has any medical needs, it is essential that the legal guardian let the Special Services Dept know which medications, where the medications need to be stored, and how to handle those medications with the child. Maine Virtual Academy also strongly suggests that a guardian stays on-site. If there is an emergency at a face to face school function or event, the school will call 911 and alert as soon as possible.

### ***Reintegration of Juveniles from Juvenile Correctional Facilities***

Maine law requires the establishment of a reintegration team to assist a student entering a public school from a juvenile correctional facility. Maine Virtual Academy recognizes the need for advance planning and appropriate confidentiality in these circumstances. The Head of School

shall be responsible for determining whether a student will be accepted or denied access to school based on compliance with the juvenile's rehabilitation plan as it affects reintegration. Access may be denied until the Head of School is satisfied that conditions have been met. Maine Virtual Academy will comply with reintegration standards established by the Maine Department of Education. The Head of School will be responsible for overseeing the transition of students from juvenile correctional facilities based on the following guidelines.

A. Within ten days of receiving information from the Department of Corrections concerning the release of a juvenile offender, the superintendent shall establish and convene a meeting of a reintegration team to review information received from the Department of Corrections, evaluate the student's individual educational needs, and determine what additional information may be relevant.

B. The reintegration team shall include at a minimum the director of special services, the principal/designee of the school to which the student will be admitted, at least one classroom teacher to which the student will be assigned or who is involved in the school's student assistance team, the student's parent/guardian/custodian, and a guidance counselor. The student's juvenile correctional officer or other representative from the Department of Corrections may be invited to attend.

C. The reintegration team will determine, on the basis of need, which school employees should be given (OR receive information OR have access to) information that would otherwise be considered confidential. The nature and extent of information provided should be limited to that needed to implement the student's reintegration plan and ensure the health and safety of the student, the safety of the school's students and staff, and the integrity of school property.

D. The superintendent/designee will be responsible for ensuring that confidentiality training, including a review of the school unit's policy and administrative procedures pertinent to records from the juvenile criminal justice system, including the juvenile correctional facility, and to all student educational records under the Family Education Records and Privacy Act (FERPA), is provided to all school employees who have access to this information.

E. Before the student enters school, at least one additional meeting of the reintegration team shall be held to develop an individualized plan for the student's reintegration based on the student's educational needs and the options available within the school system. This meeting should include the student as well as the members of the reintegration team. The reintegration plan will address the student's educational program, participation in activities (including co-curricular and extracurricular activities), and access to school facilities (including transportation).

F. Placement in grade, class, and/or school programs will be based on the student's abilities and academic achievement demonstrated in prior educational settings, including the student's stay at the juvenile correctional facility. The Head of School will be responsible for evaluating the student's transcript and portfolio from the juvenile correctional facility to assess progress toward meeting the content standards of the Learning Results. The Head of School may require the student to participate in additional tests or other demonstrations of skill or knowledge, consistent with the local assessment system, for the purpose of determining appropriate placement.

G. The Head of School will be responsible for developing and implementing a process for monitoring and reporting a student's progress and compliance with the reintegration plan and for modifying the plan as needed.

Legal Reference: 20-A MRSA §§ 254(12), 1055(12), 2902(10), 4502(5)(0), 6001-B(1), 6001-B(2), 6001-B(3-A) 15 MRSA § 3009

### ***Exemption from Required Instruction***

The curriculum of the school unit is designed to reflect the learning expectations for all students in all content areas of the system of Learning Results, as well as other statutory and regulatory requirements and content areas specified by the Maine Virtual Academy. Maine Virtual Academy/Board acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent(s)/legal guardian disagree. Students and their parent(s)/legal guardian cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum. The Board recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian. Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal. Exemption from required instruction does not excuse the student from meeting the requirements of the Learning Results or from total credit hours or other requirements for graduation, or from performing alternative work.

In considering requests for exemption, factors that the Principal should consider may include:

- A. The alignment of the curriculum with the system of Learning Results;
- B. Whether the course or content area is required by state law or Board policy;
- C. The educational importance of the material or instruction from which exemption is requested;
- D. Evidence regarding the sincerity of the belief on which the request is based;
- E. Whether the school has a legal obligation to accommodate the exemption request;

### ***Compulsory Attendance***

Under Maine State Law, full-time attendance is required of all children from their 7th to their 17th birthday except a student who has:

- i. Reached the age of 15 years or completed the 9th grade;
- ii. Permission to leave school from that person's parent;
- iii. Been approved by the principal for a suitable program of work and study or training;
- iv. Permission to leave school from the Board or its designee; and
- v. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner.

### ***Admission of Homeless Students***

Maine Virtual Academy recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Maine Virtual Academy will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, the school unit will provide homeless students with access to the instructional programming that supports achievement of the content standards of Maine's system of Learning Results and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way. I. DEFINITIONS

A. "Homeless" students are those who lack a fixed, regular, and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who meet one of the above-described circumstances.

B "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

C. "Unaccompanied youth" refers to a youth not in the physical custody of a parent or guardian (e.g., runaway and "throw away" children and youth).

II. ENROLLMENT/PLACEMENT The school unit will determine, according to the best interest of the child or youth, whether the child or youth will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child or youth, the school unit will, to the extent feasible, keep the child or youth in the school of origin, unless doing so is contrary to the wishes of the parent. If the youth is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the youth taken into consideration. The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation. The school unit may require a parent or guardian of a homeless child or youth to provide contact information. The school unit must provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of the homeless child or youth if the school unit sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian. In the case of an unaccompanied youth, the homeless liaison will provide notice of the right to appeal. The enrolling school shall contact the school last attended by the child or youth to obtain relevant academic and other

records. If the child or youth needs to obtain immunizations or immunization or medical records, the parent or guardian of the homeless child or youth will be referred to the homeless liaison for assistance.

### ***Student Withdrawal from School***

#### **Procedure Provisions**

- a. Maine Virtual Academy must follow certain procedures when students withdraw from the program. This document details what is done from the point when the school becomes aware of a withdrawal to when the withdrawal is finalized in the school systems.
- b. *Voluntary Withdrawal*- To voluntarily withdraw a student from MEVA, parents/guardians (or students who are 18 year of age or older) should notify the school administration via phone as far in advance of the withdrawal as possible. An exit interview must be completed with an administrator before a student is withdrawn. All requests for transfer of student records will be initiated by the school in which the student will be enrolled.

#### **II. Procedures**

- a. A school staff member (teacher, advisor, administrator, etc.) becomes aware of a student withdrawal. This is typically in the form of a phone call email from a student or email from the parent.
- b. Staff members need to notify the Registrar, so the student's family can be directed by the Registrar to complete proper steps to withdraw.
- c. Occasionally, MEVA is notified of a student's withdrawal with a record request form from the student's next school. In those cases, the Registrar contact the legal guardian to confirm the withdrawal and reason(s) for it.
- d. The Registrar withdraws all MEVA students.
- e. The Registrar uses the K-12 exit interview electronic forms. (see links below)
- f. Once the form comes up click on I agree and continue
- g. Fill out the form and sign and initial it
- h. Click finish
- i. When the forms comes back up save a copy of the exit interview in the student withdrawal file.
- j. The Legal Guardian is emailed an exit survey to complete the withdrawal process.

### ***Student Education Records & Information and Administrative Procedure***

MEVA, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.

Appointments may be made at the Advisor's office for viewing cumulative records of grades,

and/or achievement test scores.

MEVA, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA policy.

Records will be stored in accordance with state standards and MEVA policies.

MEVA will maintain and store the following records:

1. Student Information Forms/Demographics
2. National and State Assessment Results
3. Student Transcripts

### ***Notification of Rights Under FERPA***

At MEVA, safe guards are in place for proper access to student records by phone and electronically. The Family Educational Rights and Privacy Act (FERPA) afford parents and students turning the age of 18 or are over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day Maine Virtual Academy (MEVA) receives a request for access.

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

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Maine Virtual Academy to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the Maine Virtual Academy decides not to amend the record as requested by the parent or eligible student, the Maine Virtual Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education

record in order to fulfill his/her professional responsibility.

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

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Maine Virtual Academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605

E. The Maine Virtual Academy may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Head of School at the following address:

Maine Virtual Academy

Ballard Center

6 East Chestnut St., Suite 230

Augusta, ME 04330

F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent. Any such notice should be sent to the Head of School at the following address:

Maine Virtual Academy

Ballard Center

6 East Chestnut St., Suite 230

Augusta, ME 04330

G. Under Maine law, Maine Virtual Academy shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents' names.

### ***Title IA Parent Involvement Policy***

This school policy for Maine Virtual Academy (MEVA) has been developed in consultation with the parents/guardians of students participating in Title IA programs at MEVA. The policy includes a “School-Parent Compact” that outlines the way parents, school staff, and students will share the responsibility for improved student academic achievement. The Head of School will be responsible for distributing this policy to parents/guardians of students participating in the school Title IA programs.

#### **I. PARENT INVOLVEMENT MEETINGS**

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school’s participation under Title IA, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school’s Title I programs and parent involvement policy. The school will offer at least two (2) other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title IA programs.

The Head of School/Title IA Coordinator will:

- A. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- B. Provide an overview of Title IA and the programs the school provides under Title IA;
- C. Explain the rights of parents/guardians to be involved in developing and reviewing the school’s parent involvement policy, including the School-Parent Compact;
- D. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- E. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- F. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- G. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title IA committees;
- H. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title IA and the school-parent involvement policy and establish a schedule for this activity;
- I. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;

- J. Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title IA program;
- K. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title IA; and
- L. Arrange for child care so that parents/guardians who would otherwise be unable to attend may do so.

## II. SCHOOL-PARENT COMPACT

This School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

- A. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title IA to meet the State's academic achievement standards.
- B. Parents/guardians will be encouraged to support their children's learning by:
  - 1. Monitoring their children's attendance;
  - 2. Providing assistance and encouraging their children to complete homework assignments;
  - 3. Encouraging their children to ask for help from teachers or classroom aides (Ed Techs) when needed;
  - 4. Talking with their children about the school day;
  - 5. Reading to or with their children;
  - 6. Monitoring and limiting their children's technology usage;
  - 7. Volunteering in the classroom and for school-related activities such as field trips;
  - 8. Participating, as appropriate, in decisions related to the education of their children; and
  - 9. Enrolling their children in extracurricular and age-appropriate, community-based, after-school activities.
- C. The school will address the importance of communication between parents and teachers on an ongoing basis by:
  - 1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement.
  - 2. Providing reports to parents/guardians on their children's progress;

3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children’s learning;
4. Welcoming parents as volunteers in the classroom; and
5. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference: 20 U.S.C. § 6318

***Post Secondary Enrollment Options***

MEVA students have access to Dual Enrollment programs for enrichment and for academic credit. The following are the kinds of Dual Enrollment programs that MEVA students may access:

- Career and Technical education through a student’s local Regional Vocational Centers.
- Early College courses through the University of Maine’s Early College program – ExplorEC

Students seeking to access vocational programs must meet the admissions requirements specific to their local Region Center. Students looking to take Early College courses must meet MEVA requirements and the requirements of the Early College program. The Head of School must make all final decisions on approval.

***Instructional and Library Materials Selection***

MEVA will provide textbooks, software, and required materials for all core academic courses required for graduation. Most textbooks will be an online version accessible through the OLS. Hardback textbooks will only be provided in the event the course does not contain an online version or the student is on an IEP or Section 504 Plan. Students/families may be responsible for expenses associated with optional software or optional materials for selected non-core courses such as technology courses. Computer hardware (if ordered) will be shipped to students via USPS or FedEx with delivery confirmation. Shipments will carry insurance to cover the cost of replacing the system. Students/families will be notified of the method of delivery, the expected arrival date, and the tracking number of the package(s). The student or a parent/guardian must sign for the package.

If there is an issue with any of the instructional materials, the family is to fill out the Challenge of Instructional Materials Form and submit to the Head of School.

Maine Virtual Academy is a virtual school and does not have an on-site library.

***CHALLENGE OF INSTRUCTIONAL MATERIALS FORM***

Type of Material: \_\_\_ Book \_\_\_ Magazine/Periodical \_\_\_ Film \_\_\_ Recording  
 \_\_\_ Software \_\_\_ Other (Please specify) \_\_\_\_\_

Author (if known) \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Person making complaint: \_\_\_\_\_

Street

Telephone \_\_\_\_\_ Address \_\_\_\_\_ Town \_\_\_\_\_

Complainant represents: \_\_\_ Him/herself

\_\_\_ Organization \_\_\_\_\_

\_\_\_ Other group \_\_\_\_\_

1. To what portion of the material do you object? (Please be specific, cite pages, scenes, etc.) \_\_\_\_\_

2. What do you feel might be the negative result of reading/viewing/hearing this material?  
\_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

5. Did you read/view/hear all of the material? \_\_\_\_\_ If not, what parts did you read/view/hear? \_\_\_\_\_

6. Are you aware of the professional reviews/judgment of this material? \_\_\_\_\_

7. What do you believe is the theme and/or intention of this material? \_\_\_\_\_

8. What would you like the school to do about this material?

\_\_\_ Do not assign it to my child.

\_\_\_ Do not assign it to any students.

\_\_\_ Withdraw it from the library and/or instructional program.

\_\_\_ Refer it to the Educational Media Review Committee for evaluation.

Adopted from the MAINE SCHOOL MANAGEMENT ASSOCIATION

### ***Student Computer and Internet Use and Internet Safety***

Maine Virtual Academy has done due diligence to protect students' personal information and to guard against cyber predators by installing anti-virus software and security settings on each MEVA issued student computer. Students are responsible for installing updates and patches for anti-virus software. Students must not change the security settings of the computer.

School email addresses for students do not allow them to email other students for security reasons. In addition, every email the student receives in their school email inbox is automatically forwarded to the student's learning coach.

Students must sign an Acceptable Use Agreement governing their use of the on-loan hardware,

the internet and email. Students who are found to be in breach of the Acceptable Use Agreement, or have been withdrawn from the school, must return the computer following directions provided for them as shipping labels are provided for the family.

### ***Graduation Requirements***

To earn a diploma, incoming students must meet the diploma-requirements approved by the MEVA Governing Board. Completing this program of studies will greatly expand/enhance students' post-secondary options. Credit requirements, listed by academic cohort year, are as follows: English 4 credits, Math 3 credits, Science 3 credits, Social Studies 3 credits, Physical Education 1 credit, Health 1 credit, Visual and Performing Arts 1 credit, Electives 8 credits. PE/Health/Fine Arts- The state of Maine requires 1 year of PE and Fine Arts; .5 credits for Health.

Students may access their progress to graduation at any time by visiting My Grad Plan in their student accounts. Students seeking help accessing and/or understanding their Grad Plan should speak with the Academic Advisor or Advisory Teacher for support.

### ***Student Assessment/Local Assessment System***

Proctored Exams- Face-to-Face and Virtual

Students are required to take the (virtual) Northwest Educational Assessments (NWEA) for grades 7-12 and the face-to-face Maine State Assessments (MEA) for grades 7,8, and 11. The NWEA is proctored virtually so students may take their exams at home. However, the MEA must be administered face-to-face in multiple remote locations across the State of Maine. Locations, dates, and times of the face-to-face MEAs will be communicated via email in a timely fashion. A system is used to pair families to the nearest testing location to their home.

### ***Student Submission to Surveys, Analysis, and Evaluations***

As part of Maine Virtual Academy's continual school improvement process, MEVA will develop, distribute, and collect satisfaction surveys from students/parents about their experience with various aspects of their school experience, which may include:

- Enrollment process
- Course registration process
- Orientation process
- Material distribution and return
- Student/Teacher Relationships
- Academic advising experience
- Student/Parent Portal
- Courses and classrooms

Data collected in surveys will be considered the property of MEVA. MEVA will use this data to make improvements for the MEVA community.

### ***Chemical Hazards***

The Board is committed to providing a safe environment for students and employees. It is the policy of Maine Virtual Academy to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. MEVA will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals. The Head of School has responsibility for the safe handling and storage of hazardous chemicals in schools, the development of required written plans, the designation of a Chemical Hygiene Officer, and ensuring that staff is trained with respect to chemical hazards found in the workplace. Written plans shall include information regarding proper purchasing, labelling, storage, training, handling, and disposal of hazardous chemicals.

### **HAZARD COMMUNICATION STANDARDS**

Maine Virtual Academy will comply with OSHA's Hazard Communication standard 29 CFR 1910.1200, as adopted and enforced by the Maine Department of Labor, which requires a written hazard communication (HazCom) plan, including a listing of chemicals being used in the schools; training of employees that handle these chemicals; and, for all employees, where safety data sheets (SDS) are located, and how to read them. This standard applies to hazard communications for hazardous chemicals such as those used in cleaning and disinfection, which may be found in custodial and food service areas, among other locations.

### ***Laboratory Science Chemicals***

Maine Virtual Academy will comply with OSHA standard 29 CFR 1910.1450, as adopted and enforced by the Maine Department of Labor, which addresses science laboratory chemicals. This standard applies to science laboratory chemicals commonly found in chemistry and biology laboratories in schools. The Head of School will appoint an employee of the school unit as Chemical Hygiene Officer for Maine Virtual Academy. The Head of School ensures that employees with science/laboratory responsibilities are provided appropriate training on the specific hazards associated with the chemicals being used in school laboratories and how to read the SDS for these chemicals person appointed Chemical Hygiene Officer is preferably a science teacher or another staff member who is knowledgeable about the chemicals being used in school laboratories and stored in the schools.

Legal Reference: 29 C.F.R. §§ 1910.12

### ***Drug and Alcohol Use by Students***

Maine Virtual Academy and the school board support a safe and healthy learning environment for students that are free of the detrimental effects of drugs, tobacco products and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco products and alcohol by school-aged youth. Any such incident is to be reported to the Head of School immediately and to the legal guardian of the student. The Head of School will follow the disciplinary process as

outlined in the code of conduct.

### ***Weapons, Violence, and School Safety Policy***

The Maine Virtual Academy School Board prohibits any individual from possessing, using, or storing a weapon on school premises, school buses, or off school grounds at school related activities. You shall not discharge, display, use or threateningly use any firearm, explosive, matches, lighters or weapons on school grounds. A weapon is defined by the school board as any object that by the manner in which it is used, or intended use, could cause bodily harm. Up to a five day suspension and/or referral to law enforcement will be made for those in violation.

### ***CRISIS PLAN – Emergency Plan***

#### **What is an Emergency?**

A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or academy/program and require the combined efforts of the State or other political subdivisions. Academy/Program facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

B. Academy/Program emergencies can be small and easily managed, or they can be large and difficult to manage. Every academy/program emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

#### **Purpose:**

A. To effectively handle an emergency, a comprehensive Emergency Operations Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our program's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.

B. Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to parents.

C. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.

D. A copy of this plan will be filed with the academy/program office.

### **Overview of Crisis Plan:**

In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. Some common incidents have been addressed to help you in an emergency. Each site must conduct It is critical to evaluate the circumstances and determine the most appropriate course of action.

### **Health and Safety/Reporting Medical Needs**

In the unfortunate circumstance of a medical emergency at a face-to-face event such as (but not limited to) a field trip or state testing, MEVA staff and faculty receive basic first aid training. If your child has any medical needs, it is essential to let them Special Services Dept know which medications, where the medications need to be stored, and how to handle those medications for your child. We also strongly suggest that a guardian stays on-site. If there is an emergency, the school will call 911 and alert you as soon as possible.

### **Emergency Communications**

When an emergency condition exists, the CEO will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below will be used.

Notifications will be given in plain language. Code words shall not be used.

- A. Phone
- B. Runners
- C. Email

### **Media Relations**

The CEO will be prepared to deal with the media. A separate staging location will be pre-identified for media briefings. Unless the CEO gives permission, the CEO should be the point person for all media relations.

### **Emergency Contact Numbers/ Public Safety Agency Numbers**

- A. General Emergency: 911
- B. Police/Fire: 911
- C. Poison Control: 800 222 1222
- D. Maine General Medical Center Emergency Room: 207 626 1000

### **Evacuation Procedures**

1. CEO issues evacuation procedures.
2. CEO determines if students and staff should be evacuated outside of building. Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
3. Close all windows.
4. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
5. Lock doors.

### **Lockdown/Shelter-In-Place**

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

1. CEO will issue lock-down order by announcing a warning over office phone system.
2. Direct all students, staff, and visitors into secure rooms.
3. Lock office doors and cover windows.
4. Move all persons away from windows and doors.
5. Have all persons get down on the floor.
6. Allow no one outside of the secure rooms until the Head of School gives the all-clear signal.
7. The Head of School will use a duress code to authenticate an all-clear signal

### **Reverse Evacuation**

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

1. Identify safe areas in each building.
2. The leader warns students and staff to assemble in safe areas. Bring all persons inside building(s).
3. Teachers take class roster if students are on site.
4. Close all exterior doors and windows. Turn off any ventilation leading outdoors.
5. If advised, cover mouth and nose with handkerchief, cloth, paper towels.
6. Teachers should account for all students after arriving in the safe area
7. Office personnel must contact each teacher/classroom for a headcount
8. All persons must remain in safe areas until notified by an emergency responder

### **Fire**

In the event a fire or smoke from a fire has been detected:

1. Activate fire alarm.
2. Evacuate students and staff to a safe distance outside of building.
3. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
4. Teachers take class roster if students are on site.
5. Head of School must report incident to Fire Marshal and call 9-911
6. No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
7. Head of School notifies students and staff of termination of emergency.
8. Resume normal operations.

### **Fire Plan/Policy – Ballard Center**

1. If you discover a fire:
  - a. Rescue anyone in the fire room – if you will not be harmed
  - b. Pull the nearest fire alarm pull station. Fire pulls are always located by any exit door leading out of the building i.e. stairwell doors.
  - c. Call 911 and give them as much information as possible i.e. location in the building and

nature of the fire if possible

d. contain the fire as much as possible by closing all doors and windows in the fire area. Clear the corridors of obstacles

e. Evacuate the building.

f. Ballard Center supervisor or designee will meet with the fire department at the Lobby entrance. Once the all clear is given by the ranking member of the Fire Department, they will relay to all building occupants.

2. If the Fire Alarm is Sounding in the Building

a. Maintenance staff will determine the location of the alarm and if it is actual or a false alarm. This information will be given to the Fire Department when they arrive.

b. All other staff will evacuate the building and meet in the lot across the street from the building.

### **Gas Leak**

#### **If gas odor has been detected in the building:**

1. Evacuate students and staff to a safe distance outside of building.

2. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.

3. Head of School notifies police and fire department (call 9-911) and the staff

4. Teachers take roll after being evacuated.

5. No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.

6. Head of School notifies students and staff of termination of emergency.

7. Resume normal operations.

#### **If gas odor has been detected outside the building:**

1. Head of School notifies police and fire department (call 9-911)

2. Head of School must report incident to Fire Marshal.

3. Head of School determines whether to shelter in place or evacuate. Fire personnel will assist with decision.

4. No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.

5. Head of School notifies students and staff of termination of emergency.

6. Resume normal operations.

### **General Emergency**

1. Call 9-911 (if necessary) and the Head of School

2. Notify CPR/first aid certified persons in school building of medical emergencies, if necessary.

3. Seal off high-risk area.

4. Take charge of area until incident is contained or relieved.

5. Preserve Evidence: keep detailed notes of incident

### **Weather**

#### **If a Severe Weather Watch has been issues in an area near school:**

1. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).

2. Bring all persons inside building(s).
3. Close windows and blinds.
4. Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
5. Review “drop, cover, and hold” procedures with students

**Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:**

1. Move students and staff to safe areas. Remind teachers to take class rosters.
2. Remind teachers to take class rosters
3. Ensure that students are in "drop, cover and hold" positions. Account for all students.
4. Account for all students
5. Remain in safe area until warning expires or until emergency personnel have issued an all clear signal.

**Bomb Threat**

If someone receives a bomb threat: Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

1. Remain calm.
2. Notify authorities immediately: Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure. (See below for assistance with developing a plan for your facility or location.)
3. Call 9-1-1 or your local law enforcement if no facility supervisor is available.
4. Refer to the DHS Bomb Threat Checklist (next page) for guidance, if available.

For threats made via phone:

1. Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
2. DO NOT HANG UP, even if the caller does.
3. If possible, signal or pass a note to other staff to listen and help notify authorities.
4. Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
5. Record the call, if possible.
6. For threats made in person, via email, or via written note, refer to the DHS Bomb Threat Checklist and DHS-DOJ Bomb Threat Guidance for more information.
7. Be available for interviews with facility supervisors and/or law enforcement.
8. Follow authorities’ instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

Information from: <https://www.dhs.gov/what-to-do-bomb-threat>

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



Homeland Security

2014

## BOMB THREAT CHECKLIST

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**TIME CALLER HUNG UP:** \_\_\_\_\_

**PHONE NUMBER WHERE CALL RECEIVED:** \_\_\_\_\_

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Sturred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

**Other Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information from: <https://www.dhs.gov/what-to-do-bomb-threat>  
End of Crisis Plan

### ***Pest Management***

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible. There is a notebook that can be located in the staff room for staff to report date, time, and location of any locates pests.

#### **Notification**

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff. The school also keeps records of prior pesticide applications and the pesticides used. You may a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting 207 626 2468.

### ***Drug-Free Workplace***

MEVA is committed to protecting the safety, health and well-being of all Employees, customers, clients, and vendors in our workplace. "Workplace" includes school property, any school- sponsored activity, or any other site where you are performing work or representing the School. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All Employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy. As a condition of continued employment, all Employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by MEVA's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

### ***Family Care Leave and Medical Leave***

This Policy is in effect only where MEVA is a covered employer under applicable Maine law and when MEVA employs 15 or more employees. As provided under the Family and Medical

Leave Act (“FMLA”), MEVA provides unpaid family and medical leaves of absence to eligible Employees.

Eligible Employee: To qualify to take family and medical leave, you must meet the following requirements the date your leave is to begin:

1. You are an active full-time or part-time employee who works at a MEVA worksite where 15 or more MEVA Employees work in that worksite; and
2. You have been employed by MEVA for at least 12 consecutive months; and

Approved Reasons for Leave: FMLA leave may be taken for the following reasons:

1. A serious health condition of the employee;
2. The birth of the employee’s child or the employee’s domestic partner’s child;
3. The placement of a child 16 years of age or less with the employee or the employee’s domestic partner in connection with the adoption of the child by the employee or the employee’s domestic partner;
4. A child, domestic partner's child, parent, domestic partner, sibling or spouse with a serious health condition;
5. The donation of an organ of that employee for a human organ transplant; or
6. The death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child if the spouse, domestic partner, parent, sibling or child as a member of the state military forces, as defined in Maine Revised Statutes, Title 37-B, Section 102, or the United States Armed Forces, including the National Guard and Reserves, dies or incurs a serious health condition while on active duty.

Length of Family and Medical Leave - An eligible employee is entitled to up to 10 work weeks of family medical leave in any 2 years. The following conditions apply to family medical leave:

- A. The employee must give at least 30 days’ notice of the intended date upon which family medical leave will commence and terminate, unless prevented by medical emergency from giving that notice.
- B. The employer may require certification from a physician to verify the amount of leave requested by the employee, except that an employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination, may submit certification from an accredited practitioner of those healing methods; and
- C. The employer and employee may negotiate for more or less leave, but both parties must agree.

Family medical leave granted under this subchapter may consist of unpaid leave. If an employer provides paid family medical leave for fewer than 10 weeks, the additional weeks of leave added to attain the total of 10 weeks required may be unpaid.

Leaves may be taken as intermittent leave or a reduced schedule when medically necessary for your own serious health condition or the serious health condition of a family member. An employee requesting intermittent leave/reduced schedule leave that is foreseeable based on planned medical treatment may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position with an equivalent hourly rate and benefits, if such a position better accommodates the need for intermittent leave/reduced schedule leave.

### ***Recruiting and Hiring of Administrative Staff and Administrative Procedure***

The Maine Virtual Academy affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools. In accordance with 20-A MRSA, § 1001(13), the Head of School shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates.

Upon each occasion of administrative vacancy, the Head of School shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In accordance with 20-A MRSA, § 4502 (4-A), Maine Virtual Academy's Affirmative Action Plan includes: a description of the status of the unit's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the School Board.

Legal Reference: 5 MRSA § 4576 20-A MRSA §§ 6, 254 (8-10), 1001(13), 4502(4-A), 13011(6), 13019-B, 13019-C

### **Conduct and Discipline**

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

MEVA recognizes and strives to meet the individual needs of each student through programs which promote the development of self-esteem, cooperation and vision. This expanded view of school will result in well-educated, productive and socially responsible citizens. To this end, we believe the school should reflect the desires and expectations held by our community for our children, and that the school must provide an environment that ensures the safety and well-being of students. For this reason, it is important that the school have clear expectations and guidelines for students.

#### ***Virtual Classroom and Face-to-Face School Events Conduct***

In order for virtual classroom sessions and school events and activities to be educationally effective and safe for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom as well as face to face events:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language

- Students must abide by rules established by the course instructor or administrator
- Students must comply with instructions communicated orally or in writing by the instructor or administrator
- Students are not to be in possession of weapons, tobacco, or drugs at face-to-face events
- Students may not display affiliation with a gang

Students who violate the virtual classroom rules and/or face-to-face events rules of conduct, will be warned by the instructor to correct their behavior. If the student does not comply with the instructor's instructions, s/he will be removed from the virtual classroom for the rest of the session. The learning coach can then expect a phone call from the classroom teacher to address the behavior and ensure it does not happen again. If a student has been removed from a virtual classroom, the student may receive read-only privileges in the virtual classroom for the rest of the semester or until the instructor deems it appropriate to restore all classroom privileges to the student. If student does not comply at a face to face event, the student's parents may be called and student may be asked not to attend future face to face events.

### ***Use of Language and Images***

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

### ***Dress Code***

Appropriate attire (free from offensive language and images) shall be worn at all school activities and classroom webcam activities.

### ***Personal Respect***

MEVA administrators, instructors and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

### ***Defiance***

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

### ***Harassment, Intimidation, and Bullying***

No one should be subjected to harassment, intimidation or bullying at school for any reason. Therefore, it is the policy of MEVA that all students will deal with all persons in ways which convey respect and dignity. Harassment, intimidation or bullying in the form of name-calling, taunting, gestures, unwelcomed conduct, jokes, pictures, slurs, ridicules, or sexual harassment are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
- Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

MEVA has a zero-tolerance policy towards intimidation, harassment, bullying, fighting, and racial and/or sexual harassment as such actions are considered violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others.

A warning letter will be sent to the student and/or legal guardian/learning coach for the first harassment, bullying, or intimidation offense requiring the student (and parent if applicable) to communicate with the teacher or Advisor. Subsequent offenses may lead to suspensions in accordance with the School discipline policy.

MEVA will promptly and thoroughly investigate reports of harassment, intimidation and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, MEVA will act appropriately within the discipline codes of MEVA and will take reasonable action to end such behavior.

If deemed necessary, bullying incidents will be reported to the state every quarter.

### ***Bullying and Cyber Bullying***

#### ***Sources Used: Maine Department of Education***

##### **I. Introduction**

It is our goal for our school to be a safe and secure learning environment for all students. It is the intent of the MEVA Board and school to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools.

Bullying and other forms of peer mistreatment affect not only students who are targets but also

those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of Maine Virtual Academy, and the operation of the school.

## II. Prohibited Behavior

The following behaviors are prohibited:

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

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

## III. Bullying and Cyberbullying Defined

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

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

(1) Has, or a reasonable person would expect it to have, the effect of:

- a. Physically harming a student or damaging a student's property; or
- b. Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:

- a. Creating an intimidating or hostile educational environment for the student; or
- b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

Examples of conduct that may constitute bullying include, but are not limited to:

10. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;

11. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
12. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
13. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
14. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
15. Blocking access to school property or facilities;
16. Stealing or hiding books, backpacks, or other possessions;
17. Stalking; and
18. Physical contact or injury to another person or his/her property.

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

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

D. “Substantiated” means that the outcomes of the investigation on the Responding Form

(JICK- E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. “Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

#### IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.

2. Takes place while students are being transported to or from schools or school-sponsored events;

3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy’s definition of bullying.

\*Title IX, Bullying, and Cyberbullying Reporting Form can be found on the MEVA website and towards the end of this handbook.

#### ***Plagiarism and Cheating***

Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment without the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

1st Offense: The teacher will setup and participate in a phone conference with the family and log the information in the school system. The teacher will alert the head of school. The student will not receive credit for the plagiarized assignment. In addition, he or she will be required to review the plagiarized lesson and complete the plagiarized lesson for 70% of the original points.

2nd Offense: The student and parent will attend a conference with the head of school and teacher. The student may not be allowed to rewrite/redo the assignment.

Continued Offenses: Additional disciplinary action may be taken and may result in failure of the course.

#### ***Academic Freedom/Students Rights***

In addition to other rights established by law, each student served by MEVA shall possess the

following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental or sensory handicap.
- All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
- All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while in custody of a common school district.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
- The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Maine or the rights retained by the people.

### ***Technology Usage***

MEVA has done due diligence to protect students' personal information and to guard against cyber predators by installing anti-virus software and security settings on each MEVA issued student computer. Students are responsible for installing updates and patches for anti-virus software. Students must not change the security settings of the computer.

Students must sign an Acceptable Use Agreement governing their use of the on-loan hardware, the internet and email.

Students who are found to be in breach of the Acceptable Use Agreement, or have been withdrawn from the school, must return the computer and printer to MEVA. Students/families who do not comply with the return request will be liable for the cost of the computer and printer

### ***Discipline Process***

The most effective discipline is taught and dealt with before problems arise. It is a learning process that should be Instructor directed. This being said - when applicable - internal interventions will be utilized prior to the referral process.

The teacher will try to positively redirect the student. If this doesn't work, the Instructor will call the learning coach to explain the situation and reiterate expectations. The instructor will log the phone conversation in the school system.

If the problem persists during next class, the teacher is to email the Head of School and Advisor a detailed email and a system note which states the nature of the problem and what the teacher did to try to defuse or solve the situation. The student may then be referred to the Head of School.

Within one school day of receipt of the referral, the student will communicate with the Head of School to review the incident and develop a plan to return to the class, which will include communication with and a response from the parent.

The Head of School will contact the student's parent by the parent's preferred method of contact (phone or email) to review concerns relating to the disciplinary incident.

The student will miss the virtual classroom session from which s/he was excluded, and is responsible for viewing the recording. If necessary, s/he may be blocked from participating in further live sessions, the discussion board and/or the course itself.

If the student doesn't follow through with the agreed-upon plan, he/she will be referred to the Head of School and Academic Advisor again.

With each additional referral, the student will be assigned a consequence or disciplinary step to be determined based on the student's behavior.

Additional referrals may result in continued suspension from school, and the need for a conference between the student/parent and Head of School to develop a plan for return to class.

It should be noted that there are instances where this process may be altered. Behaviors such as violence toward others, bullying, harassment, intimidation, disrespect toward instructors, non-compliance, and other behaviors that a staff member deems as disruptive to an orderly learning environment, may result in an automatic referral to the Head of School.

Instructors may not re-admit a student to the online classroom until they have communicated with the Head of School.

### ***Discipline Appeal Process***

A parent or student has a right to appeal disciplinary action. If an appeal is desired, a letter must be received by the Head of School within ten (10) school business days (Monday through Friday, 8 a.m. to 4 p.m.) with an official request for an appeal hearing.

### ***Re-admission after Suspension/Expulsion***

A student who has been long-term suspended or expelled from MEVA and wishes to be considered for entrance or readmission to MEVA must appeal to the MEVA Head of School. In the case of expulsion, entrance or re-admission will be considered based on review of the offenses resulting in expulsion and a review of the student's re-entry plan.

