



11 Goldenrod Lane  
Sidney, Me 04330  
(207) 618-8908

## **Student & Parent Handbook**

### **2021-2022**

The Maine Arts Academy Student and Parent Handbook is intended to guide students and parents or guardians in the operations of the school. Policies contained herein have been approved by Maine Arts Academy Board of Directors.

***Mission Statement***

Providing a rigorous college and preparatory curriculum and well-rounded arts education to enrich the lives of our students.

***Vision Statement***

Nurturing the next generation of leaders to become invaluable citizens at the heart of Maine's cultural, economic and social well-being.

***Tag Line***

“Maine’s only free public high school for the arts.”

***Authorization and Governance***

MeAA operates statewide under the authorization and oversight of the Maine Charter Commission and the MeAA Board of Directors.

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*Policies and procedures listed in this handbook may be changed without prior notice at the discretion of the Maine Arts Academy, hereinafter referred to as MeAA in this handbook.*

## Admission

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### *Program Scope*

MeAA is a full-time, diploma-granting, public high school serving students in grades 9-12. Full-time status is defined as students enrolled in 8 or more courses each semester. Exceptions to this may be granted by the Head of School. All students will be classified under public school status.

Currently, MeAA is available to students who qualify for public school funding in the State of Maine. Foreign exchange students may enroll after

### *Non-Discrimination Policy*

MeAA, under the governance of the MeAA Board of Directors 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. Inquiries regarding compliance procedures may be directed to the Head of School, Maine Arts Academy, 11 Goldenrod Road, Sidney, ME 04330.

MeAA is a publicly-funded school. Currently, students who are, or will be, residing in the state of Maine for the academic year are eligible to attend.

Families must provide at least one of the following documents during the enrollment process in order to demonstrate residency; however, students who are unable to demonstrate a fixed residence will not be denied admission:

- ❖ Copy of a utility bill with a home address within the state
- ❖ Copy of a housing agreement with a home address within the state
- ❖ Other documents as accepted by MeAA on a case by case basis

### *Special Education*

Maine Arts Academy will ensure that the needs of children with disabilities are met in compliance with all applicable federal and state laws. Maine Arts Academy is designated as a local education agency (LEA) for purposes of meeting special education requirements pursuant to the Individuals with Disabilities Education Act (IDEA). As such, MeAA will comply with all requirements of Maine's Unified Special Education Regulation (Chapter 101) applicable to school administrative units. MeAA will participate in all MDOE-required monitoring activities, and submit all data and information deemed necessary by the MDOE in order to fulfill its general supervisory authority over special education in a timely manner.

Families who have questions regarding special education at Maine Arts Academy should contact the Special Education Director, Special Education Teacher, or the Assistant Head of School. Policies regarding Special Education can be found on the Maine Arts Academy Website.

### ***Section 504 Plan***

MeAA shall be solely responsible for its compliance with Section 504 and the Americans with Disabilities Act (“ADA”). Any facilities of MeAA shall be accessible for all students with disabilities in accordance with the ADA.

Students who qualify for a Section 504 Accommodation Plan (“Section 504 Plan”) or are currently receiving accommodations or other services, are admitted as general education students meeting the minimum admission requirements. The administration will review all Section 504 Plans and discuss with the parent/guardian the accommodations required by the student.

Further, MeAA will comply with the MeAA Board of Directors’ policy outlining the requirements for identifying and serving students with a Section 504 Plan. MeAA recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of MeAA. Any student who has an objectively identified disability which substantially limits a major life activity such as learning is eligible for accommodation by MeAA.

### ***Suspended/Expelled Students***

MeAA shall evaluate for enrollment any student currently suspended or expelled by any other Maine public school on a case-by-case basis. MeAA may refuse to allow a student who is expelled to enroll during the term of expulsion if the student was expelled for one of the following reasons:

1. Possessing or using any illegal drugs or other drug paraphernalia. (Juil, vape equipment, vape liquid, cigarettes, alcohol et al)
2. Selling or soliciting the sale of a controlled substance while at school or a school function
3. Committing a third-degree assault involving assaulting another and inflicting substantial bodily harm
4. Violation of previous school technology policy/agreement
5. Threats or documented cases of bullying
6. Possessing or using any weapons (e.g., firearms, knives, explosives, and any other items used to injure oneself or others)

### ***Transfer Credits***

Students may transfer in credits from a public or private school after a careful review of transcripts by the Assistant Head of School.

Homeschooled students must provide proof of registration with the state as a homeschooler

in order for MeAA to accept transferred credits and show proof of qualifying academic credits and work.

### ***Graduation Requirements***

Graduation requirements for students who transfer into MeAA after completing at least one semester of coursework at another Maine school will be amended on a case-by-case basis. MeAA will complete a credit analysis to reflect the student's progress toward graduation. Transfer students must provide or authorize transfer of transcripts for all previous high school work prior to their first day of course work.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- ❖ Number and type of credits earned at previous school(s)
- ❖ Number of credits possible in a given semester
- ❖ Definition of credit at previous school
- ❖ Transcript analysis conducted by school personnel
- ❖ Number of semesters left until graduation
- ❖ Number of learning standards completed

**Students must reach or exceed the state-mandated minimum graduation requirements based on the Maine Learning Results and National Arts Standards:**

#### **State Minimum:**

**4 credits in English**

**2 credits in math**

**2 credits in science (including 1 year of lab science)**

**2 credits in social studies (including American history, government, civics, personal finance--2 years or the equivalent in standards achievement**

**1.5 credits physical education and wellness**

**1 credit in fine arts**

*Along with the following MeAA requirements of:*

**2.5 hours PER YEAR enrolled at MeAA in community service**

**Senior capstone project**

**Technology credits integrated into the curriculum**

#### **Maine Arts Academy Graduation Requirements:**

**4 credits in English**

**3 credits in science (including 1 credit in lab science)**

**3 credits in math**

**3 credits in social studies (including 1 credit in US History/Civics)**

**2 credits PER YEAR enrolled at MeAA in creative media and/or performing arts (4 years = 8 credits)**

**.5 credit in health and wellness**

**2 credits in world language**

**2.5 hours PER YEAR enrolled at MeAA in community service**

**\_\_\_\_\_ Technology credits integrated into the curriculum**

## **Diploma of Rigour:**

**4 credits in English**

**4 credits in math**

**3 credits in social studies( including American history, government, civics,  
personal finance--2 years or the equivalent in standards achievement**

**3 credits in science (including 1 year of lab science)**

**10 credits in creative media and/or performing arts**

**2 credits in world language**

**.5 credits in health and wellness**

**2.5 hours PER YEAR enrolled at MeAA in community service**

**Senior capstone project**

**Technology credits integrated into the curriculum**

## ***Enrollment Process and Application***

The online enrollment application may be accessed on the MeAA website. The enrollment application collects parent information, student information, as well as background demographic, and request for records. The MeAA website provides additional instruction to applicants.

Enrollment Applications are date/time stamped and processed in the order in which the forms are received. Students who have completed the initial application process can expect to hear from MeAA within two weeks.

The MeAA open-enrollment for current students begins on January 1st until March 15th. After March 15th, if current students have not submitted an application for re-enrollment, they may have to be placed on the waiting list should a lottery be required.

## ***Age Levels of Student Enrollment***

Grade level is determined by the student's birthday and age as of October 15 as well as completed course work for the previous grade level. Students will remain in the calculated class for enrollment and state assessment purposes for the duration of the school year.

October 15 deadlines:

9th Grade=Age 14

10th Grade =Age 15

11th Grade= Age 16

12th Grade= Age 17

Students who have met state qualifications that vary from these restrictions will be reviewed by the administration on a case-by-case basis.

## ***Registration/Course Selection***

MeAA personnel will schedule each student in the courses which meet the student's academic progress and graduation requirements. Students are provided detailed course information to help

them establish graduation plans. All courses are approved by the school administration.

### ***Civil Rights, Discrimination and Appeals Process***

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes that MeAA, 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 MeAA Executive Director.

### ***Complaint Procedure:***

1. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with Affirmative Action Officer.
2. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
3. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
4. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

*If an informal acceptable solution cannot be attained,* the student shall reduce the complaint to writing and formal Title IX and Section 504 grievance procedures shall commence. The complainant may file her/his complaint directly with the Office for Civil Rights, United States Department of Education, and/or use the internal grievance process set forth as follows:

1. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Administration within 14 calendar days after receiving notice of the resolution. The Chief Administrator shall review the investigation report and may conduct further investigation if deemed appropriate. The Chief Administrator's decision shall be final.

2. If the student's parents/legal guardians are dissatisfied with the decision of the Chief Administrator, an appeal may be submitted in writing within 14 calendar days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Chief Administrator shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The School Board's decision shall be final.

## **Instruction and Curriculum**

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### ***Staff Qualifications***

Teachers at MeAA must meet the following minimum qualifications:

- ❖ Hold a bachelor's degree and obtain a Maine state teacher's certification (within three years of the date of hire) or a graduate degree, except for those with an advanced degree, professional certification, or unique experience or expertise in the curricular area in which they teach
- ❖ Approved criminal history record check and fingerprinting (CHRC)

MeAA shall abide by all applicable Maine State Department of Education Teacher Certification requirements as outlined in the Title 20-A, Chapter 502.

MeAA shall maintain licensure and personnel records in the format specified by the Maine State Department of Education (MDOE). This documentation can be provided to the MDOE upon request or can be made available for examination upon 24 hour request.

### ***Course Assignments***

Teachers are assigned to teach courses for which they hold current Maine certification with proper endorsements or are classified as adjunct faculty and/or designated as highly qualified in their profession.

### ***Alignment to State Standards***

MeAA core academic courses are aligned to Maine and national standards as required by state law.

## **Academic Operations**

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### ***Course Approval***

The principal is authorized to grant approval for courses requiring administrative approval as a prerequisite for enrollment.

### ***Add/Drop Period***

Students may add or drop courses during the first two weeks of the course for year-long courses

and within the first week for semester-long courses.

### ***Course Load***

At minimum, students are required to take eight classes, which includes both arts and core academics. Permission to take fewer than eight courses granted on a case-by-case basis by the principal.

### ***Low-Enrollment Courses***

Some courses are dependent upon enrollment. Students will automatically be enrolled in an alternate course if their original course choice is not offered or at maximum capacity.

### ***Credit for Courses***

Credit for coursework completed at MeAA is based on a traditional grading system. A grade of 69 percent or below is not passing.

### ***Transcript Revision***

A transcript may only be revised by an administrator if a student and his/her parents officially contest a grade via written notice and the grade is found to be an inaccurate reflection of the student's work after an investigation.

### ***Change of Student Information***

Students are required to inform the main office of changes in address, telephone number, emergency contact(s), or any other important directory information within two (2) school days of the change. If a student moves out of the state of Maine, the student will be immediately transferred to their resident state.

### ***Voluntary Withdrawal***

To voluntarily withdraw a student from MeAA, parents/guardians (or students who are 18 year of age or older) should notify the school administration as far in advance of the withdrawal as possible. All requests for transfer of student records will be initiated by the school in which the student will be enrolled. Official school records must be delivered from MeAA to the sending school. A parent must put in writing a formal withdrawal with proof of where the student will be attending.

### ***Hardware & Materials Use and Return***

Laptops issued by MeAA to students will be returned to the school, or the student will be charged and report cards/transcripts will be held. If laptops are not returned, legal action will be taken. All students must complete and return MeAA's computer and acceptable use policy before receiving a school laptop. Furthermore, any materials lent out to students (e.g., textbooks, music books, equipment, etc.) must be returned by the student's last day, or the student will be charged for a replacement.

### ***Progress Reports & Report Cards***

Progress reports will be generated and mailed home at the mid-semester point each semester. Report cards will be generated and mailed following the end of each semester.

### ***Transcripts***

All Transcript requests should be in writing with 2 weeks notice. Transcripts will be forwarded to colleges, educational institutions, and/or employers to which students are applying.

### ***Student Privacy***

MeAA, 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.

1. 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.
2. Appointments may be made at the Main Office for viewing cumulative records of grades, and/or achievement test scores.
3. MeAA, 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 section of this handbook.

### ***Disclosure of Personally Identifiable Information***

Parent(s) or guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the MeAA Executive Director or principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students.

## **Grading and Testing**

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### ***Grading Policy***

Grading policies are in compliance with applicable state of Maine and school guidelines.

### ***Course Retake for Grade Replacement***

Students who have already received credit for an academic course may not receive credit again for the same course. Students are able to take arts courses repetitively because each course progresses to a higher level each year.

### ***Attendance and Grading***

Attendance is counted as a percentage of the final grade in each class. Students may miss three classes per semester in a class without penalty. For every third absence, a minimum of three points are taken off the final grade for that semester. If a student has missed ten class periods of the same class or 10 days in a semester, the student cannot make up work missed by absences

after that point. For approved absences, students may get administrative approval.

### ***Grade Scale/Grade Point Value***

Credit for coursework completed at MeAA is based on the following grading system. Final grades for each course will be averaged into the GPA. Honors, early college and AP classes are based on a 5 point GPA scale and all other classes are based on a 4 point GPA scale.

#### **Grading Policy:**

<b>A+</b>	97-100
<b>A</b>	93-96
<b>A-</b>	90-92
<b>B+</b>	87-89
<b>B</b>	83-86
<b>B-</b>	80-82
<b>C+</b>	77-79
<b>C</b>	73-76
<b>C-</b>	70-72
<b>F</b>	69 -0 Not passing

**High Honors** = A average (93 +)

**Honors** = B average (83 +)

A grade of 72 (C-) or Incomplete makes a student ineligible for Honor Roll recognition.

### ***Class Rank***

Class rank for seniors will be determined by March 30th. Class rank information will be published on the student's transcript and designated as official class rank. Unofficial class rank can be provided within 2 weeks of written request. Unofficial class rank will/can change as the student progresses throughout their high school career.

### ***Late Assignments and Work-at-Home Days***

Students are required to hand in work by the teacher's designated due date. If a student is absent, the student has the number of days he/she was absent to make up the missed work.

Attendance is taken into account for part of the final grade in each class. Students may miss three classes per semester in a class without penalty. For every third absence, a minimum of three points are taken off the final grade for that semester. If a student has missed ten days in a semester, the student cannot make up work missed by absences after that point. For approved absences, students may get administrative approval.

Students are required to complete work assigned on *Work-at-Home-Days* and hand it in by the next day. If a student does not have internet access, special arrangements can be made to complete the assigned work.

All special education services are provided on *Work-at-Home-Days* through synchronistic electronic meetings. Students are assigned a designated time to meet and work with the special education teacher.

### ***Appeals Process***

Students wishing to appeal a final grade in a course must follow the appeals process within 7 days, including:

- ❖ Submit a written request for a detailed copy of the student's grade book from the course instructor.
- ❖ Identify in writing any assignments that he/she would like re-evaluated.
- ❖ Explain in writing why the student believes the grade on each of the identified assignments should be revised.
- ❖ Submit identifications and explanations to the course instructor.

### ***Standardized Assessments***

All students enrolled and attending 9-12th grade at MeAA will participate and take part in all district and statewide assessments developed by the Maine Department of Education, as well as any assessment developed by the United States Department of Education or the Maine Legislature to implement the federal Every Student Succeeds Act (ESSA) assessment requirements. Students may be required to travel to regional locations within the state to participate in these assessments, which must be proctored.

SAT's are provided to all 11th graders during their third year of high school. PSAT's are provided to all 10th graders during their second year of high school. The NWEA Northwest Evaluation Association) is required by the state to be given to all juniors. NWEA are given to all 9th and 10th graders each year in the fall and in the spring. The ASVAB test is provided to 10th, 11th and 12th.

## **Graduation**

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**Please see the grading and credit sections of the handbook for graduation requirements.**

### ***Incoming 9<sup>th</sup> Grade Students***

To earn a diploma through MeAA, all students must meet all Maine State diploma requirements along with MeAA diploma requirements for their designated graduation year published at the time the student begins course work at MeAA.

### ***10th-11th Grade Transfer Students***

Graduation requirements for students who transfer into MeAA after completing at least one semester of coursework at an accredited institution will be amended on a case-by-case basis. District graduation requirements, including the required credits, will be prorated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize transfer of transcripts for all previous high school work prior to their first day of coursework.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- ❖ The number and type of credits earned at previous school(s);
- ❖ The number of credits possible in a given semester;
- ❖ The definition of credit at previous school;
- ❖ A transcript analysis and course matching conducted by MeAA;
- ❖ The number of semesters left until graduation;
- ❖ Students must comply with MeAA graduation requirements.

### ***Transfer Credits***

MeAA reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences. Students who have been home-schooled must show proof of curriculum that is reviewed and accepted by the administration.

### ***Accelerated Graduation***

Students who graduate early will have to complete MeAA graduation requirements posted in this handbook for the 9th, 10th, and 11th grades as well as the first semester of their 12th grade year.

Students must obtain approval for accelerated graduation before undertaking additional course work outside of MeAA.

### ***Diploma Authorization***

Students who graduate from MeAA with at least the minimum number of credits, in accordance with the requirements specified above, will earn a diploma from Maine Arts Academy authorized by the Maine Charter School Commission.

## **Conduct and Discipline**

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

MeAA faculty and staff believe in creating a school community that is safe and welcoming for everyone. The educational opportunity at MeAA is a partnership between the student, family, and educational team. MeAA uses Restorative Practice techniques to redirect behavior on most first offenses. Using this approach helps students build positive relationships and partner

with other individuals to find ways to “right the wrong.” Examples of interventions may include: method of apology, researching the impact of a behavior, writing a paper/creating a presentation about research, loss of privileges, or behavior contract. Although MeAA strives to use restorative practices, drug use, vaping and any illegal substance results in an immediate suspension.

Issues within the classroom are first dealt with by the teacher. If a warning is ignored and the behavior continues, the student will be referred to the Principal. The teacher will submit a referral which states the nature of the problem.

The student will meet with the Principal to review the incident and develop a plan using an internal intervention to return to the class, which will include communication with the parent/guardian.

If the student doesn’t follow through with the agreed-upon plan, he/she will be referred to the principal again. With each additional referral, the student will be assigned a consequence or disciplinary step to be determined based on the student’s behavior and the relationship of this behavior to the student’s community and fellow students. Additional referrals may result in suspension from school, and the need for a conference between the student, parent/guardian, and principal 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 principal and could lead to suspension or expulsion.

To ensure a positive school community, the following Code of Conduct, broken down into various components, is what is expected from students who choose to attend MeAA. **Please also see the behavior rubric.**

### ***Use of Illegal Substances, drugs, vaping or possessing drug/vaping paraphernalia.***

The following is the disciplinary procedure for any type of illegal substances, drug use, vaping or possessing drugs or vaping paraphernalia including, pods, vape juice, vape drops etc...

1. Suspension for 5 days
2. Suspension for 7 days
3. Suspension for 10 days
4. Possible Expulsion

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**TOBACCO FREE SCHOOL**

**Tobacco-Free Policy Rationale:**

Maine Arts Academy is dedicated to providing its students, staff and visitors with a safe and healthy environment to learn, work and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States. Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. Maine Arts Academy has adopted a tobacco-free campus policy that prohibits the use of all tobacco products in school buildings, facilities, on school buses and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco use, will assure compliance with laws, protect school community members from secondhand smoke and demonstrate tobacco-free lifestyles.

**Policy Statement:**

To support and model healthy, tobacco-free lifestyles and to create an environment free of tobacco smoke, Maine Arts Academy has adopted the following tobacco-free policy effective 3/7/19.

All school buildings and property shall be tobacco-free at all times that school events are in session. This also includes all functions taking place on school grounds or events sponsored by the school. The policy applies to all staff, students, visitors and families. The policy extends to school buses and all leased or owned vehicles.

The policy applies to the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco chew, snuff, electronic cigarette, vape products and other nicotine delivery systems.

Possession of any tobacco products is prohibited by students and others under the age of 18 on school property, in school vehicles and at school-sponsored functions. Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

- The sale, distribution or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions.
- Advertising of tobacco products is prohibited in school buildings, on school property and in all school publications.
- Tobacco industry and tobacco retailer sponsorships of school activities or functions is prohibited.

### **Policy Communication**

This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. Tobacco-free signage will be posted in highly visible areas. The policy will be listed on the school website and printed in employee and student handbooks.

### **Policy Enforcement**

Everyone is required to comply with Maine Arts Academy tobacco-free policy. Enforcement of this policy will follow the standard procedures of the school for each group as laid out below. All school staff are expected to enforce the policy under the direction of the administration. The administrator shall report any violations of this policy/procedure as promptly as practicable to the Executive Director.

### **Student Violations:**

The Administration shall develop age-appropriate disciplinary guidelines for students violating this policy. Strategies may include confiscating tobacco materials and paraphernalia, notifying family, providing tobacco education and referral to tobacco treatment along with:

The following disciplinary procedure for any type of illegal substances, drug use, vaping or possessing drug or vaping paraphernalia including, pods, vape juice, vape drops etc...

5. Suspension for 5 days
6. Suspension for 7 days
7. Suspension for 10 days
8. Possible Expulsion

### **Other Adult/Visitor Violations:**

Visitors, including families, to the school facility must comply with regulations set forth by Maine Arts Academy. Persons found to be using tobacco products will be asked by school officials to refrain from use while on school property. They will be informed of the tobacco -free policy. Persons who do not comply will be asked to leave the property. If they refuse to leave, law enforcement may be called and they could be charged with trespassing.

### **Tobacco Treatment Support:**

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Approved: March 7, 2019

### ***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, phone apps, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites. Students are prohibited from using any electronic device to search for, post or use vulgar, abusive, pornography at school. If the device is school-owned, this policy also applies to at-home use along with the technology agreement. Parents are responsible for providing a laptop for the student if the school-issued laptop is removed due to misuse.

### ***Dress Code***

Appropriate attire shall be worn at all school activities. Appropriate is defined as not causing a disruption to the academic environment. Certain courses may require specific types of attire, but shall not require specific brands of attire.

The following is a list of guidelines for appropriate attire, which is subject to change by school administration at any time.

1. Wearing appropriate footwear is required
2. Clothing must not be see-through
3. Clothing must cover midriff and all undergarments completely
4. Clothing must not reference alcohol, drugs, gangs or profanities
5. Length of shorts and skirts: must be fingertip length when arms are resting at your side

Students are encouraged to dress and prepare for all weather conditions.

Failure to adhere to the Academy's dress code will result in the following:

*First offense:*

Meeting with student, verbal warning, phone call home, and request to change/cover inappropriate attire

*Second offense:*

Written warning, phone call home, request to change/cover inappropriate attire, and lunch detention

*Third offense:*

Meeting with parents/guardians and possible behavior action plan for student

### ***Cell Phone Use***

Cell phone use by students is permitted between classes and during non-academic times. Students are not permitted to use cell phones during academic times. Students not adhering to this policy will be asked to turn in their phones to the teacher who will then turn it into the office for the remainder of the day. Failure to do so will result in a referral to the principal for further

disciplinary action.

### ***Personal Respect***

MeAA 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 be addressed by the individuals involved and then with intervention from the Principal as deemed necessary.

### ***Defiance & Insubordination***

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 including in-school suspension, out of school suspension, or expulsion.

### ***Transportation***

Students utilizing MeAA transportation (van, bus, etc.) are expected to behave appropriately and respectfully en route to and from school and at transportation hubs. Failure to do so will result in a warning, action such as assigned bus seat, and may result in the loss of transportation.

### ***Bullying***

Bullying and Cyberbullying Prevention in Schools

#### **I. Introduction**

It is our goal for MeAA to be a safe and secure learning environment for all students. It is the intent of the MeAA Board 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 affects 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 MeAA, 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:

1. (a) Physically harming a student or damaging a student's property; or
1. (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:

1. (a) Creating an intimidating or hostile educational environment for the student; or
1. (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. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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, in writing or electronically.
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 email, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email 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
4. 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.

#### **V. Reporting**

*Refer to the Reporting Form – JICK-E1*

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

## **VI. Responding**

*Refer to the Responding Form – JICK-E2*

The school principal or a superintendent's designee will:

- A. Promptly [OR: within 3 days] investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- E. Inform parent(s) or guardian(s) of their own child's involvement in the findings of the investigation and actions to be taken;
- F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

## **VII. Remediation**

*Refer to the Remediation Form – JICK-E3*

The school principal or a superintendent's designee will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include appropriate discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behavior, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
  - 1. Meeting with the student and the student's parents/guardian;
  - 2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
  - 3. Community service
  - 4. . In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
  - 5. Suspension
  - 6.. Expulsion
- C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

## **VIII. Appeal**

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

## **IX. Assignment of Responsibility**

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school administrative unit publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;

[NOTE: The law requires “training and instructional materials related to the policy” be posted on the Maine Department of Education’s website. See “Bullying Prevention Resources” at <http://www.maine.gov/doe/bullying/resources/> for further information]

8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Legal Reference: 20-A M.R.S.A. § 254 (11-A)

20-A M.R.S.A. § 1001(15), 6554

Maine Public Law, Chapter 659

Cross Reference:

AC - Non Discrimination, Equal Opportunity

ACAA - Harassment and Sexual Harassment of Students

ACAA-R – Student Discrimination and Harassment Complaint Procedure

ACAD – Hazing

AD – Educational Philosophy/Mission

ADAA – School System Commitment to Standards for Ethical and Responsible Behavior

CHCAA - Student Handbooks

GCI – Professional Staff Development

IJNDB – Student Computer and Internet Use and Internet Safety

JI - Student Rights and Responsibilities

JIC - Student Code of Conduct

JICC - Student Conduct on Buses

JICIA - Weapons, Violence and School Safety

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JRA-R – Student Education Records and Information Administrative Procedures

KLK - Relations with Law Enforcement Authorities

Adopted: April 4, 2017

### ***Plagiarism***

MeAA students are expected to uphold the highest regard for academic integrity and honesty. Cheating (giving or receiving information) and plagiarism (submitting work that is not cited or original to the student) on any class assignment may result in a zero grade for the assignment without the opportunity to complete an additional assignment to make up lost points.

1. The following procedure governs identification and discipline for instances of academic dishonesty when work has been borrowed but not cited from the original author.

First Offense: The teacher will meet with the student and parent and alert the principal. 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.

Second Offense: The student and parent will attend a conference with the Principal. The student will not be allowed to rewrite the assignment.

Continued Offenses: Failure of the course.

2. The following procedure governs identification and discipline for instances of academic dishonesty when work has been given or received by cheating instead of completing the work on their own.

First Offense: The teacher will meet with the student and parent and alert the principal. The student will receive a zero for the assignment.

Second Offense: The student and parent will attend a conference with the principal. The student will receive a zero for the assignment.

Third Offense: The student will fail the course

Fourth Offense: The student may be suspended or expelled from school

### ***Academic Freedom/Student Rights***

In addition to other rights established by law, each student served by MeAA 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***

MeAA 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 MeAA 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 or remove any identifying codes on the equipment.

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 to MeAA. Students/families who do not comply with the return request will be liable for the cost of the computer. Parents are also responsible for providing a laptop for their child if the school-issued laptop is taken away due to misuse.

Cell phone use by students is permitted between classes and during non-academic times. Students are not permitted to use cell phones during academic times. Students not adhering to this policy will be asked to turn in their phones to the teacher who will then turn it into the office for the remainder of the day. Failure to do so will result in a referral to the principal for further disciplinary action.

### ***Open Campus***

MeAA has boundaries on campus and as such, students who are found away from the academic campus are considered out-of-bounds, which may result in disciplinary action. At no time are students permitted anywhere on campus without supervision.

### ***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 school district office within ten (10) school business days with an official request for an appeal hearing.

### ***Re-admission***

A student who has earned a long-term suspension or expulsion from MeAA and wishes to be considered for entrance or readmission to MeAA must appeal to the MAA Board of Directors. 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 and according to MeAA policy and Maine law.

### ***After School Events & Activities***

In order to attend after-school events and activities, students must be present in school that day, if

the event or activity occurs on a school day. Students arriving after lunch will not be permitted to participate in the event or activity without administrative permission.

Students will not be permitted to attend extra-curricular school events if they have a behavior infraction within the week of the event that rises to a level II or level III infraction on the behavior rubric.

Students must also submit the after-school agreement form into the main office 1 week before they are planning on staying after school hours with a signature from the teacher responsible for supervising event, parents and principal.

### ***Media Use and Publishing***

Parents/Guardians must sign a media permission form in order for MeAA to publish video, photographs or any social media posting.

## **Record Keeping**

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### ***Records to be maintained***

MeAA will maintain and store the following records:

- ❖ Student Information Forms/Demographics
- ❖ National and State Assessment Results
- ❖ Student Transcripts

### ***Records Storage***

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

### ***Attendance Tracking***

MeAA tracks attendance for State and Federal reporting. Within the State of Maine, the following measures are tracked:

- ❖ Instructional Hours
- ❖ Attendance
- ❖ Student Behavior Data

### ***Instructional Hours***

MeAA will implement a school that provides students with the state required instructional hours per year. All courses have been and will be audited to ensure they meet this criteria and evidence of that audit will be recorded. Audit records are maintained by MeAA.

School assemblies, student orientations, testing, parent-teacher conferences, and other instructionally related activities directly involving students may be included in the required instructional hours.

### ***Work at Home Days***

Work at home days are defined as any days that are school cancelation days due to weather or

unforeseen circumstances. On these days, students will have assigned work that needs to be completed. If the work is not completed as scheduled, the student will be assigned after school hours or a learning center. If the student does not have access to internet, special arrangements can be made to extend the due date of the work that needs to be submitted within 24 hours of the work-at-home-day or per teacher assigned due date.

### ***Attendance Policy***

As a Maine public school, Maine Arts Academy (MeAA) must adhere to the same attendance requirements as other public schools. MeAA follows the laws of the State of Maine regarding procedures of absences. Accordingly, the following are MeAA's policies for tracking student attendance and, when necessary, reporting truancy. Truancy is considered any time a student has accumulated ten absences or seven consecutive absences.

Unexcused absences are absences which do not meet the Maine State criteria or were not reported in a proper and/or timely manner.

If your student is absent from school, please call MeAA to report the absence by 8:30 a.m.. If your student arrives late or leaves early for an appointment, please send a note to school with your student with proof of the appointment. Documentation from the source of the appointment will ensure the absence is excused.

If a student knows he/she is going to miss three or more consecutive school days, administration must be notified by the parent/guardian via phone or email. If the absence is due to illness or injury, a doctor's note will be requested.

If a student is taking an educational vacation, please let the school know ahead of time.

### ***Attendance and Grading***

Attendance is counted as a percentage of the final grade in each class. Students may miss 3 classes per semester in a class without penalty. After the third absence, at a minimum 3 points are taken off the final grade for that semester. If a student misses 10 or more classes in a semester, the student may not make up the work missed from those absences.

### ***Student/Parent Satisfaction Surveys***

As part of our continual school improvement process, MeAA will distribute, and collect satisfaction surveys from students/parents about their experience with various aspects of their school experience annually through the Maine Charter Commission. Data collected in surveys will be considered the property of MeAA. Results shall be reviewed at least annually during MeAA Board meetings.

## Materials and Technology

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### *Inventory Identification*

All hardware belonging to MeAA is clearly marked with an inventory identification tag or label. Any hardware bearing an inventory identification tag or label is “on loan” to the student for the semester or the school year. School materials (such as books and software) are also “on loan” to the student for the semester or the school year. Identification tags and labels should not be removed. Students will be billed for any lost or damaged equipment. Students who damage instruments including pianos will be responsible for any costs incurred.

### *Insurance Coverage*

School insurance will not cover stolen, lost, or fire-damaged equipment. MeAA highly recommends adding the laptop to the parent’s/student’s homeowners/renters insurance policy. MeAA also provides information about laptop insurance.

Without the insurance protection against stolen, lost or fire-damaged equipment, the student and their family are financially responsible for replacement costs for any equipment damaged by fire, lost or stolen. All technology packages must be insured up to \$2,000.

## Food Service Policies

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**Free status** students will be allowed to receive a free breakfast and lunch each day.

**Reduced status** students will be allowed to receive a breakfast for \$.00 and lunch for \$.00 each day.

**Full pay students** will be allowed to receive a breakfast and lunch for the School’s published standard rate each day.

**Students** are encouraged to prepay or pay cash for all meals. As a courtesy the School will allow students to charge up to \$25.00 on their meal account, charges in excess of \$25.00 will not be allowed and result in no meals being served to the student until the balance is paid or other payment arrangements are made with the Food Service Director.

**Parents/Guardians** are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

**The School** will have designated staff in attendance at each meal time to monitor and track meals served. The School will maintain electronic tracking of all meals served, as well as, keep physical copies of meals consumed daily. Records of all monies deposited and spent for each student and said records are available by request. Requests can be sent to the school or by contacting the Food Service Director.

**Students/Parents/Guardians** can pay for meals in advance online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or with cash or check payable to Maine Arts Academy. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. All balance deficits must be paid by the end of the school year.

**Refunds** for withdrawn and graduating students, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.

**Unclaimed Funds** must be requested within one school year. Unclaimed funds will then become the property of the School's Food Service Program.

### **Reason for Policy**

The goal of the School is to provide students and staff with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student and staff meal balances.

The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, as a courtesy the School extends credit to students to charge their meals and pay at a later date.

If a student is without meal money on a consistent basis, the Principal will investigate the situation, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals. If the situation continues the Principal will report it to the Superintendent for further investigation.

**Blocks on Accounts** are an option if a parent calls the Food Service Director to request it to prohibit their child from purchasing meals.

### **Scope of Responsibility:**

- **The Food Service Program** is responsible for maintaining charge records and notifying the school district (School Principal and Business Manager) of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of outstanding balances.
- The School is responsible for supporting the food service department in collection activities.
- The Parent/Guardian is responsible for keeping their student's account paid up to date.

- **Invoicing:** The Food Service Director will send out invoices of account balances on regular intervals throughout the school year. Students/Parents/Guardians may request their balance at any time.
- **If a check is returned for non-sufficient funds “NSF”** to the business office, a phone call to inform the parent/guardian of the “NSF” is made along with a penalty fee of \$25.00 plus the amount of the check owed. Payment must be made within (10) days of the call to the Business Office. When the NSF notice is received, the Food Service Director will deduct the check amount from the student’s account.

If the amount owed is not received, the Superintendent or his/her designee may take one or more of the following actions:

- 1) Delay the issuance of report cards, transfer cards, and class assignments until payment obligations are met.
- 2) Prohibit the student from participating in any fee based program until or unless outstanding balances are paid.
- 3) Prohibit the student from attending student paid field trips.
- 4) Prohibit the student from participating in senior activities or graduation exercises or receipt of diploma.
- 5) Referral to small claims court and/or District Attorney’s Office.

**At the end of the fiscal year of May**, the food service department must begin the process of closing out the fiscal year and reconciling all accounts with the Business Office. As a result, the following will take place:

- 1) Parents/Guardians will be mailed a written request for “payment in full”.
- 2) Seniors must pay all outstanding balances before receiving their cap and gown.

All charges not paid before the end of the school year must be dealt with through the general fund budget, pursuant to USDA federal regulations and School policy. This burdens the general fund budget and affects its ability to fund teachers, instructional supplies, and other expenditures necessary to operate the school district.

**Forms and Instructions:**

Application for Free and Reduced Meals can be requested from the School or online at <https://www.maine.gov/doe/schools/nutrition/studenteligibility>.

**Additional Information:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

If you wish to file a discrimination complaint electronically, please select [File a Complaint](#) and complete an intake questionnaire. Before completing this process it may be helpful to review relevant links under [Guidance](#). If you are not sure how the Maine Human Rights Act may apply to you, please review the publication "[What It Is! How It Works!](#)". Maine is an equal opportunity provider and employer.

## **FERPA Policy**

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### ***NOTIFICATION OF RIGHTS UNDER FERPA***

The Family Educational Rights and Privacy Act (FERPA) afford parents and students 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 Arts Academy (MeAA) receives a request for access.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The principal 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 Arts 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 Arts Academy decides not to amend the record as requested by the parent or eligible student, the Maine Arts 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 Arts 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 Arts 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. Maine Arts 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 Executive Director at the following address:

Maine Arts Academy  
11 Goldenrod Ln  
Sidney, 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 Executive Director at the following address:

Maine Arts Academy  
11 Goldenrod Ln  
Sidney, ME 04330

- G. Under Maine law, Maine Arts 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 parent's names.

## **Emergency Information**

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A. The objectives of Maine Arts Academy emergency operations program are to protect the lives and well-being of students and staff through the prompt and timely response of trained school personnel in an emergency.

B. To meet these objectives, the school has established a comprehensive emergency operation program and shares an office space with the Maine State Police who will be on our campus in the Learning Center.

C. Full emergency policy available upon written request.

**It is the responsibility of Maine Arts Academy officials to:**

1. to protect students and staff from the effects of hazardous events
2. to provide inservice emergency response training
3. conduct drills and exercises
4. integrate procedures with local emergency responders and businesses
5. addresses the general functions that may need to be performed during an emergency situation
6. establish an incident command system to manage emergencies