

*Opal Myrick Elementary
School
&
Schenck High School*

ADMINISTRATION, FACULTY & STAFF
Handbook
EAST MILLINOCKET SCHOOL DEPARTMENT
2019-2020



Administration

Eric W. Steeves – Superintendent of Schools, Guidance Director (Schenck High School)
Justin Page – Principal
John Montgomery – Dean of Students/Athletic Director
Luci Milewski – Finance & Human Resources Manager
Stacia Smith – Special Services Director, Director of Guidance (Opal Myrick), Senior Guidance Counselor (Schenck)

Secretarial Staff

Kim M. Lyons – Principal’s Secretary/Bookkeeper
Cynthia F. Thompson – ½ Guidance Secretary, ½ Food Service Bookkeeper
Tracy Jandreau – Superintendent’s/ SpEd. Secretary

Custodial Staff

Scott Lowell
Richard King
Robert Chasse III

School Nurse

Sharon Holway R.N.

Art

Mary McManus

English

Jennifer Bissonnette
William Chesley

Family and Consumer Science/Health/Personal Finance/Foods/Elem. Guidance

Paula Sprague

Foreign Language

Karl Cousins – Rosetta Stone

Librarian

Catharine S. Steeves

Library Ed Tech

Michaela Blaisdell

Mathematics

William Cousins
David Nicholson

Music (Band & Chorus)

Jennifer Bissonnette

Physical Education

Greg Friel
Aaron Hutchins

Science

Travis Gallagher
Joyce Smith

Social Studies

Justin Page
Paula Sprague
Aaron Hutchins
Karl Cousins

Special Education

Michael Rucci – Schenck
Sally Osborne – Opal Myrick
Cindy Clukey – Opal Myrick

Hot Lunch Program

Cynthia Thompson (1/4 Bookkeeper)
Karen Spearin
Shelly Lee
Kylie Bouchard
Lillian Stanley

Kindergarten

Julie Powers & Samantha Herring

Grade One

Lynn Nicholson

Grade Two

Angela Hutchins & Emily Chambers

Grade Three

Lisa Gagnon & Kirsten Hutchins

Grade Four

Jennifer Cousins & Cathy Bouchard

Music

Brenda Angotti

Speech - Assoc. Specialist

Kelly Mason

Reading Recovery/Literacy Intervention

Gail Rucci (Title 1A)

Tech Coordinator

Barry Goddard

Ed Techs – Opal Myrick & Schenck

Jennifer Bissonnette

Nicole Campbell

Amber Charette

Janet Cram

Marti Dionne

Dan Drost

Robin Federico

Susan Getchell

Vicki Hanington

Aaron Hutchins

Julie Jurgiewich

Stacie Johnston

Laurie Leavitt

Kelly Mason

Jamie McNeal

Barb Mitchell

David Nicholson

Joyce Smith

Becky Stanley

Kelly York

Shelly Blaisdell

DAILY BELL SCHEDULES

Schenck High School

Region III students should arrive no later than 7:40 to get on the bus to Lincoln.

7:50	First Bell
7:53	Tardy Bell – Homeroom
7:53 – 7:58	Pledge of Allegiance, moment of silence, & announcements
8:01 – 9:03	Block 1 – 62 minutes
9:06 – 10:08	Block 2 – 62 minutes
10:11 – 11:13	Block 3 – 62 minutes
11:15 – 11:44	Lunch – 29 minutes
11:47 – 12:49	Block 4 – 62 minutes
12:52 – 2:12	Block 5 – 80 minutes (announcements)
2:15 – 3:05	Detention (Mon., Wed., Thur.) – 50 minutes
3:10	Late Bus

Opal Myrick

7:45	First Bell
7:50	Tardy Bell
10:48 – 11:08	First Lunch
11:49 – 12:09	Second Lunch
2:05	Dismissal Bell
3:10	Late Bus

EARLY RELEASE SCHEDULE

Hot Lunch will not be served on Early Release Days. Opal Myrick School's schedule will remain the same except DISMISSAL will take place at 10:40

Specials will not take place on the Early Release Days unless otherwise notified

Schenck High School

7:50	First Bell	
7:53	Tardy Bell to Homeroom	
7:53 – 7:58	Pledge of Allegiance, Moment of Silence, Announcements	
8:01 – 8:29	Block 1	28 minutes
8:32 – 9:01	Block 2	29 minutes
9:04 – 9:33	Block 3	29 minutes
9:36 – 10:05	Block 4	29 minutes
10:08 – 10:40	Block 5	32 minutes

1-HOUR DELAY SCHEDULE

8:50	First Bell	
8:53	Tardy Bell	
8:53 – 8:58	Pledge of Allegiance, Moment of Silence, Announcements	
9:01 – 9:33	Block 1	32 minutes
9:36 – 10:08	Block 2	33 minutes
10:11 – 11:13	Block 3	62 minutes

Continue with regular schedule

2-HOUR DELAY SCHEDULE

9:50	First Bell	
9:53	Tardy Bell	
9:53 – 9:58	Pledge of Allegiance, Moment of Silence, Announcements	
10:01 – 10:24	Block 1	23 minutes
10:27 – 10:50	Block 2	23 minutes
10:53 – 11:15	Block 3	22 minutes
11:15 – 11:44	Lunch	29 minutes

Continue with regular schedule

On 2-hour delays, specials for Opal Myrick students will only take place if they do not interfere with the high school schedule. Please check with each other at the beginning of

the year.

Teacher Hours

The teachers' in-school hours shall start ten (10) minutes prior to the start of the student school day and end twenty-five (25) minutes after the end of the student school day. These 35 minutes are flexible and will be used to deal with duties and emergency supervision needs. There is a 30-minute duty free lunch break. On Fridays, on days preceding holidays, vacations, and full-day workshops, teachers may leave at the close of the students' day. The Principal or Dean of Students may grant permission for early dismissals at their discretion.

Staff members: Please notify the Principal or Dean of Students before leaving the building during school hours.

PARKING

The only reserved parking space on campus is for the nurse.

TEACHER ABSENCE

It is the responsibility of the professional staff to call in when they are not able to report to work on a given day. Please call or text **Karl Cousins at (207) 651-0879** as soon as possible so that arrangements for a substitute can be made.

OTHER LEAVE REQUESTS

All other leave requests (i.e. personal leave, bereavement leave, etc.) shall be submitted to the Principal in writing to accordance with the lines contained within the master agreement.

Professional leave shall be at the discretion of the Principal. All such requests shall be made in writing and shall be discussed with the Principal should there be any questions or concerns that should be addressed. Faculty members will be required to submit a written or oral report, faculty meeting report, and where appropriate, a report to the school committee upon returning from a professional staff development leave.

FACULTY MEETINGS

Faculty meetings will be scheduled as needed by the Principal. Every attempt will be made to schedule meetings on Tuesdays beginning at 2:30 p.m. and with the provision of at least a two day notice where possible. No I.E.P.'s or other meetings may be scheduled on Tuesdays without first obtaining the Principal's authorization. Faculty members may request to have an item placed on the meeting agenda. Detentions will not be held on Tuesdays.

DISCIPLINE

Building-wide and classroom discipline is a major factor in the success of any school. Respect for reasonable rules of conduct should be reinforced by all of us. Teachers are responsible for proper discipline of students enrolled in their classes and for the school's general welfare. Student misconduct should be referred to the Principal's Office only after all reasonable means have failed.

CLASSROOM DISCIPLINE

Good discipline is best done, whenever possible, in a pleasant learning environment. On the first day(s) of school, set reasonable rules for your classes and communicate them to your students.

A key to good discipline is being **consistent and fair**. **A phone call/conference with parents/guardians should be the next step**. If a teacher sends a student to the office for disciplinary action, a phone call/conference must be made to the parent from the sending teacher.

TEXTBOOK INVENTORY

Each teacher must have an inventory of all textbooks assigned to students. Please keep the list in your teachers' handbook. Make plans to regularly check Book numbers against student names. Near the end of the school year be prepared to report damaged or lost textbooks to the Principal.

LESSON PLANS

Lesson plans must be up to date and may be checked periodically by the Principal. Plans are to be written so that a substitute will be able to follow them. Titles of textbooks and supplementary materials used in the various classes should also be included. A copy of the teacher's schedule and room locations should be placed in the front of the plan book. Each teacher should indicate his or her duty schedule for the week so that a substitute teacher will see it and take that duty. Plan books should be left on the teacher's desk. Plan books and seating charts will be checked on a regular basis.

A substitute folder must be submitted to the Principal's office by September 15. This folder is to include lesson plans, rosters, and emergency information.

CORRIDOR SUPERVISION - HS

Teachers are to be in the corridor at 7:45 a.m., to assist in supervising students. Teachers should supervise the corridors and restrooms in their area during passing of classes.

ATTENDANCE - HS

Homeroom teachers will take attendance each morning at 7:53 a.m. **Each Teacher must also take attendance in each of his/her classes throughout the school day**. If a student is absent from your class but the student's name does not appear on the attendance bulletin, please notify the office immediately.

Students should not be dismissed from classes until the bell, signaling the end of the Block, has rung.

Opal teachers will take attendance at 7:50 each morning and record this in PowerSchool. All teachers will take a lunch count during these times and record these counts in PowerSchool.

Teachers are to record absenteeism in their grade books and on PowerSchool.

TARDY TO CLASS

The administration is supportive of measures taken to address and resolve the issue of student tardiness to class. Teachers are to note each tardy in their grade books and let students know that the tardy is being recorded. On the 3rd and subsequent tardy in a semester, the teacher is to issue a detention. If tardiness continues to be a problem, the student should be referred to the office.

The office personnel will issue a student reporting to school tardy for homeroom a pass. A student should not be allowed into class without this pass. Please do not cross off/delete the student name, simply place a "T" near that name.

ACADEMIC DETENTION

A teacher can and should assign academic detention if a situation warrants it with a student. Academic detention can be more effective with some students than assigning a zero for non-work. Non-work is a behavior, not achievement/knowledge based, and should be treated behaviorally.

ASSEMBLIES

Please attend assemblies with the students that you were with when they were called to the assembly. Please sit among them and supervise them. Those of us who do not have students are to supervise from the floor or seating area.

DETENTION DUTY RESPONSIBILITIES - HS

Teachers who have been assigned detention duty may obtain the detention list from the Principal's office immediately after school. Detention begins promptly at 2:15 p.m. and ends at 3:05 p.m. on Monday, Wednesday, and Thursday. **(Please refer to the detention calendar for detention assignments).**

The consequence for arriving late is that the teacher will ask the student to leave and assign two detentions. The appropriate form is to be filled out and the office notified. All teachers must conduct a quiet detention hall. Students may read, do homework and must be seated and quiet. Detention is a punishment for student misbehavior or noncompliance with the school's policies; therefore, it should not be something that our students look forward to. Students who do not comply will be assigned additional detentions.

ANNOUNCEMENTS

Announcements will be read each morning between 7:53-7:58. Announcements may also be made at the end of the day.

LUNCH DUTY

Teachers will have 30 minutes of duty free lunch each day. Please be in your classroom when your students return from lunch.

Opal teachers are assigned to bus duty. Please refer to your lunch duty schedule and recess schedule.

PROCEDURE FOR HANDLING DISCIPLINARY PROBLEMS

You are expected to enforce your own classroom discipline at all times. When a student interferes with the learning atmosphere in the classroom, follow the steps below:

1. The teacher will detain the student after school or class for a brief conference. If the student fails to meet the teacher after school and/or class, refer the student to the Principal/Dean of Students for a conference. It is always a good practice to inform the Principal or the Dean of Students of the elements in a particular case. A completed disciplinary form should be sent to the office to inform the administration of problems regarding the child's behavior in school. **This form should be sent in every instance.**

When a teacher assigns a detention, he/she is responsible for informing the student of the detention and the reason for it. Bus students on detention can use late buses. These are available on Monday, Tuesday, Wednesday, and Thursday. **Personal contact with a student's parents/guardian is required.**

2. Should there be a reoccurrence; the teacher will contact the parents/guardians by phone to discuss the problem. The teacher will schedule an office conference with the Principal/Dean of Students, teacher, and student as soon as it is convenient for all parties.
3. If the student continues to be a problem, he/she will be suspended from class/school.
4. Prior to the students being readmitted to class/school, a conference will be held involving the parents/guardian, Principal/Dean of Students, teacher, and student. The student will be required to make a commitment to modify his/her behavior before he/she will be allowed to return to the class.

If the student persists in being a problem beyond this point, he/she will be removed permanently from the course. No credit will be earned for the course, and the student will be assigned to a study hall for the remainder of the semester/year.

GUIDANCE

A student who wishes to use guidance services during school hours must obtain a pass from the counselor. This pass should be obtained before school, between classes, or after school. It is the responsibility of the student to present the pass to their assigned teacher during the period he/she will be meeting with guidance personnel. Students are not to be allowed to go to the Guidance Office during a class unless extenuating circumstances demand it.

LEAVING CLASS

Students should rarely be out of class, and passes should be kept to a minimum. If a student is permitted to go to the restroom or get a drink, teachers must grant permission. Teachers are required to keep a classroom pass record.

ACCIDENTS

In the event of an accident, please notify the Principal's office immediately. Accident reports must be filled out. They are available in the main office.

FIELD TRIPS

Field trips are encouraged whenever they are pertinent to the content of the course. All field trips should be organized through the office of the Principal. All requests must be submitted at least two weeks in advance. Field trips should meet the following criteria:

1. Pre-planning has taken place and is evident.
2. Contact with the agency to be visited must be accomplished prior to application, and evidence of that contact must be presented to administration.
3. Bus transportation must be budgeted in advance.
4. Parental permission slips must be obtained prior to the trip and a file containing the slips maintained by the teacher. Please set a deadline requiring students to return permission slips no later than four (4) school days before the trip.
5. A list of students taking the trip must be provided to the Principal **at least three days prior to the trip**. No student names may be added after this point.
6. Proper supervision during the trip will consist of at least one adult chaperone for each fifteen students. Overall responsibility for supervision shall be the responsibility of a designated faculty member.

STUDY HALL GUIDELINES

When monitoring a study hall, the study hall monitor or teacher is expected to monitor attendance and the following rules:

1. Students must be on time. After three tardies and each tardy thereafter, the student will be assigned a detention by the teacher and reported to the office.
2. Students must be working/reading/writing quietly. Reading and writing material should be made available in the study hall room.
3. Students will not be eating, drinking, talking or passing notes.
4. Students will be seated at their desks, and will only be permitted to leave the study hall with a pass from the office or a teacher.
5. Students must maintain their area by keeping it clean, and will not vandalize the desk, walls, or woodwork in any way.

TEACHERS' ROOM

The teachers' room is a common area that is shared by everyone. Teachers are encouraged to pick up after themselves and to keep the doors to the faculty room closed at all times. Also, please keep the bathroom door closed.

CONDITION OF CLASSROOMS

Teachers are responsible for maintaining a safe classroom environment. Prior to leaving a classroom, secure it by turning off all of the lights, closing and locking all windows, and locking the door. If you have a classroom maintenance request, make that request known to the Principal. Teachers should routinely check desks and rooms for vandalism, graffiti,

or other problems, and see a janitor about having graffiti removed. This also applies to the study hall room to which you are assigned.

PROGRESS REPORTS - HS

Progress reports, generated electronically, are important in establishing a link with parents/guardians and the school. Parents/guardians who are kept informed have fewer complaints than those who have not been kept apprised of their child's performance. Progress reports issued as "borderline" or "failing" must be given to the principal's secretary to be mailed out and filed. Please retain a copy for your files. Progress reports can be sent out at any time during the quarter if the need arises, but they are required at the mid quarter. Senior progress reports are required to have the grade point average listed on the report.

PROGRESS REPORT DUE DATES - Opal Myrick

1st Trimester - October 4, 2019

2nd Trimester - January 10, 2020

3rd Trimester - April 10, 2020

REPORT CARDS

Report cards are mailed home or given to high school students at the end of each quarter. Teachers are expected to accurately complete the electronic grade reports. Space is provided for the first quarter grade, the second quarter grade, the semester one average, the third quarter grade, the fourth quarter grade, the final exam grade, the semester two average, final average, and for teacher comments. The teacher filling out the grade report should double-check his/her work. Grades assigned should be justifiable and should be accurate.

Opal Myrick report cards are issued in class at the end of each trimester and are sent home with the students.

GRADING SYSTEM

All grades for courses taken in grades 9 – 12 at Schenck High School are numerical. The traditional numerical grades are listed below with a letter for those who would like to translate them into a letter equivalent.

98-100	(A+)	75-77	(C-)	P – Passing
95-97	(A)	73-74	(D+)	I – Incomplete
93-94	(A-)	71-72	(D)	E – Excused
90-92	(B+)	70	(D-)	WF – Withdrew Failing
87-89	(B)	69 or below	(F)	M – Medical
85-86	(B-)			WP – Withdrew Passing
82-84	(C+)			U – Unsatisfactory
78-81	(C)			

NOTE: Teachers should only deviate from this established policy if they are using Standards Based Grading.

Opal Myrick grading system is implemented by the teachers and the principal.

PROCEDURE

The school year is divided into four grading or marking periods of approximately nine weeks each. Please submit the grade sheets to guidance when requested.

QUARTER ENDS – HS

- 1st Quarter Ends – October 25, 2019
- 2nd Quarter Ends – January 10, 2020
- 3rd Quarter Ends – March 20, 2020
- 4th Quarter Ends – Last day of School

TRIMESTER ENDS – OPAL

- 1st Trimester Ends – November 15, 2019
- 2nd Trimester Ends – February 14, 2020
- 3rd Trimester Ends – Last day of School

PHOTOCOPY REPRODUCTION

A photocopier is available in the faculty room or library for teacher use. Should there be a problem with the photocopier, notify the main office.

All faculty are encouraged to be mindful of copyright laws. If you infringe upon laws related to copyrighted materials be prepared to suffer the consequences.

Students should not be sent to the office OR THE FACULTY ROOM to photocopy. Please plan accordingly. Students, with teacher permission may go the library to use a copier.

STUDENT HANDBOOK

All faculty and staff are expected to enforce school policies as stated in the Student Handbook. Should these policies require clarification, see the Principal or Dean of Students.

HOMEWORK POLICY

The purpose of homework is to reinforce what is taught in class, to promote new learning, and to apply independently what was explained in class.

The chief advantages of homework are an opportunity for self-discipline, the development of specific skills, the acquiring of a responsible attitude, the opportunity to be stimulated and challenged scholastically, and to increase understanding by the student.

Teachers should stress the value of homework, emphasize its importance, use these assignments to increase course expectations, achieve goals, and promote student responsibility.

The role of homework in preparing students for post-secondary education is extremely important because it is the chief means of developing and improving good study habits needed when high school graduates are in a less structured environment.

If students know in advance that they will be absent, they should ask for the assignments

from the teacher and pass them in on returning to school. This applies to absences due to sports events, medical appointments, extended vacations, etc. After a student has been absent due to an unforeseen illness, the assignments should be passed in as soon as possible. A general rule of thumb is two days of make-up time for every day absent.

Teachers have the responsibility to implement the school's homework policy in their courses. Teachers should use professional discretion in applying and adjusting this policy to meet the individual needs of students and courses.

THE AWARDING OF CREDIT FOR A COURSE

No teacher may set up a course or program for the purpose of issuing credit to a student without the Principal's prior authorization. The Principal may request a course outline, list of books or materials to be used, and samples of student work completed in instances where a teacher or student desires to arrange an independent study for student(s).

FACULTY GOALS AND OBJECTIVES

By the end of September, every year, teachers shall submit to the Principal professional goals and objectives that focus on instructional goals/objectives, professional goals/objectives, public relations goals/objectives, and personal goals/objectives. The Principal and the faculty member will review these goals and objectives periodically during the school year.

NON-TEACHING DUTIES

1. Use of Automobiles: Teachers shall not be required to drive students to activities that take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of the Principal and the Superintendent. The teacher will be compensated at the State of Maine rate per mile for the use of his or her automobile, plus tolls. Teachers may also be asked to provide proof of insurance to the Superintendent's Office.
2. Payment of Assigned Duties: The school will pay \$16.00 per hour for teachers assigned to chaperone dances, bus trips and other school activities. Volunteers from all of the East Millinocket staff will be requested and assignments will be made by the high school principal, which will have to consider the availability of teachers volunteering. The Principal may assign teachers or secure the services of individuals, other than teachers. Any person currently being paid for an extra-curricular activity will not be paid extra for the time involved in such an activity.
3. All overnight trips will be paid a flat fee of \$75. If teachers on the volunteer list are not available for assignment, all other members of the East Millinocket staff will be notified and volunteers will be requested. Assignments will be made by the high school principal. If there are not a sufficient number of teachers volunteering, the Principal may assign or secure the services of individuals, other than teachers. No teacher will be paid for any time prior to the closing of the teacher's school day.

STIPEND REQUEST FORM
SCHOOL YEAR _____

ACTIVITY: _____

TITLE OF YOUR POSITION:

NUMBER OF PARTICIPANTS: _____

LENGTH OF SEASON: _____
(start date) (end date)

PLAY-OFF ROUNDS _____
(Enter Dates Play-off Rounds Were Played)

I hereby request that you pay the stipend due for the above-mentioned activity on the next payroll date.

Amount of stipend due: \$ _____

I, also, request that you pay the bonus due for participation in the play-off rounds I have listed above.

Bonus Due - \$ _____

Signature of Coach/Advisor Chairperson/Committee Member Date

NOTE: If you are a teacher, taxes will be deducted the same as on your payroll check. If you want anything different, you need to complete a new W-4.



LUMP SUM REQUEST

If you are a teacher, taxes will be deducted the same as on your payroll check. If you want anything different, you need to complete a new W-4.

Approval Date: _____

Principal's Signature: _____

School Year (Enter School Year): _____

I hereby request my salary that is due for July and August be paid in full the first pay period in July.

Date: _____

Signature: _____

NOTE: This request must be submitted to the Superintendent's Office by May 4.

MEMORANDUM

TO: Staff

FROM: Principal

DATE: August 26, 2020

RE: Receiving Budget Purchasing

To make the process of receiving budget purchases easier, budget items have been shipped directly to each staff member. Your purchases have been placed in your classrooms. Please follow the procedures below:

- Find the packing slip
- As you unpack the carton, on the packing slip, please check off each item that has come in
- Use a highlighter to mark an item that is backordered, unavailable, or shown as shipped, but is not found in the package.
- If the order is complete, write “Complete” across the packing slip
- Sign and date the packing slip.
- Return the packing slip to Mrs. Lyons as soon as possible. Please give her any explanation if needed.

PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT

Conflict of Interest

All employees of the East Millinocket School Department shall perform their duties in a manner free from conflicts 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, officer, or agent of the East Millinocket School Department may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee, officer, or agent—or any member of his/her immediate family, his/her (business) partner, or an organization which employs or is about to employ any of the parties indicated herein—has a financial or other interest in the firm selected for the award, or a tangible personal benefit from a firm considered for a contract.

For the purpose of this policy, “immediate family” is defined as spouse, brother, sister, parent, son, or daughter.

Conflict of Interest Disclosure

All employees, officers, or agents with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent who will investigate the circumstances of the proposed transaction. The Superintendent 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. If the Superintendent determines that the proposed transaction is in the best interest of the East Millinocket School Department and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad hoc subcommittee of the Board will investigate and make a determination regarding the transaction.

Staff Gifts and Solicitations

East Millinocket School Department employees, officers, and agents may neither solicit nor accept gratuities, favors or anything of monetary value from persons or entities doing business with, or desiring to do business with, the school unit.

Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees of the East Millinocket School Department who violate this code of conduct

may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

Dispute Resolution

A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision in writing within 20 business days of receipt of the protest. The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

Legal Reference:

34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR))

Commissioner's Administrative Letter No. 6, June 18, 2006 (Fiscal Compliance)

2 CFR § 200.318 (Uniform Administrative Requirements—General Procurement Standards) (for federal awards made on or after 12/26/2014)

Cross Reference:

BCB – Board Member Conflict of Interest

DJ – Bidding/Purchasing Procedures

DJ-R – Federal Procurement Manual

First Reading: July 14, 2015

Adopted: August 15, 2015

Amended: June 6, 2017

**EAST MILLINOCKET SCHOOL BOARD POLICY
EMPLOYEE SOCIAL MEDIA PRIVACY**

For the purpose of this policy, “social media account” means an account with an electronic medium or service through which users create, share and view user-generated content including but not limited to videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online service accounts and Internet website profiles and locations.

“Social media account” does not include an account opened at the employer’s behest or provided by an employer or intended to be used primarily on behalf of the employer.

In compliance with Maine’s employee social media privacy law, East Millinocket School Department, through its administrators or designees, shall not:

- A. Request, require or coerce an employee or applicant for employment to disclose a password or any other means for accessing a personal social media account;
- B. Request, require or coerce an employee or applicant for employment to access a personal social media account in the presence of administrative or other East Millinocket School Department personnel or agent of the school unit;
- C. Require or coerce an employee or applicant to disclose any personal social media account information;
- D. Require or cause an employee or applicant to add anyone, including administrative or other East Millinocket School Department personnel or agent of the school unit to the employee or applicant’s contact list associated with a personal media account; or
- E. Request, require or cause an employee or applicant to alter settings that affect the ability of a third party to view the contents of a personal social media account.

East Millinocket School Department shall not discharge, discipline or otherwise penalize any employee, who refuses to disclose or provide access, add contacts or alter settings as specified above, or to fail to hire an applicant based on his/her refusal to comply with illegal requests, requirements or coercion.

This policy does not prohibit East Millinocket School Department from requiring an employee to disclose personal social media account information when the employer reasonably believes it to be relevant to an investigation of alleged employee misconduct or a workplace-related violation of applicable laws, rules or regulations, provided the information disclosed is accessed and used solely as necessary for the investigation of related proceedings.

This policy does not apply to information publicly available, which may be available on an employee or applicant’s public social media accounts.

As employer, East Millinocket School Department may maintain policies governing the use of its own electronic equipment, including a requirement that an employee disclose to

the school unit the employee's user name, password or other information necessary to access employer-issued electronic devices or to access employer-provided software or email accounts.

Legal Reference: Maine P.L. 2015, Ch. 343

Cross Reference: GCSA – Employee Computer and Internet Use

First reading: April 12, 2016

Adoption: May 10, 2016

**EAST MILLINOCKET SCHOOL BOARD POLICY
EMPLOYEE COMPUTER, INTERNET AND ELECTRONIC DEVICE USE**

The school district's computers, networks, electronic devices and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

School unit computers, network, electronic device and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: (1) does not interfere with the employee's job responsibilities and performance; (2) does not interfere with system operations or other system users; and (3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and rules concerning electronic and computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers will also result in referral to law enforcement.

The school district's computers and other electronic devices remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Superintendent.

The Superintendent/designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computers, electronic devices system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: EGAD – Copyright Compliance
 GCSA-R – Employee Computer and Internet Use Rules
 IJNDB – Student Computer and Internet Use

REVISED: April 12, 2016

Adopted: May 10, 2016

Revised: May 1, 2012

Adopted: 3/6/07

**EAST MILLINOCKET SCHOOL BOARD POLICY
EMPLOYEE COMPUTER, ELECTRONIC DEVICE, AND INTERNET USE RULES**

These rules implement Board policy GCSA (Employee Computer, Electronic Device and Internet Use). Each employee is responsible for his/her actions and activities involving school unit computers, networks, electronic device and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with Board policy GCSA, these rules, and/or other procedures or rules governing computer and electronic device use may result in disciplinary action, up to and including termination. Illegal use of the school unit's computers and/or electronic devices will also result in referral to law enforcement.

B. Access to School Computers, Networks, and Internet Services

The level of employee access to school unit computers, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers and networks is strictly prohibited.

C. Acceptable Use

The School district's computers, networks, electronic devices and Internet services are provided to employees for administrative, educational, communication, and research purposes consistent with the school unit's educational mission, curriculum, and instructional goals. All Board policies, school rules, and expectations for professional conduct and communication apply when employees are using the school unit's computers, electronic devices, networks, and Internet services.

D. Personal Use

School unit computers, network, electronic devices and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure, or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

E. **Prohibited Uses**

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates other Board policies, procedures, or school rules, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc. The school unit assumes no responsibility for illegal activities of employees while using school computers or electronic devices.
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising, or solicitation purposes;
5. Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
6. Any communication that represents personal views as those of the school unit or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by employees.
8. Sending mass emails to school users or outside parties for school or non-school purposes without the permission of the Technology Coordinator or building administrator.
9. Any malicious use or disruption of the school unit's computers, networks, electronic device and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users);

10. Any misuse or damage to the school unit's computer equipment, including opening or forwarding email attachments (executable files) from unknown sources and/or that may contain viruses;
11. Any attempt to access unauthorized sites or any attempt to disable or circumvent the school unit's filtering/blocking technology;
12. Failing to report a breach of computer security to the system administrator;
13. Using school computers, electronic devices, networks, and Internet services after such access has been denied or revoked; and
14. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer, electronic device, or stored within a cloud server, that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

F. No Expectation of Privacy

The School District's computers and electronic devices remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers/ electronic devices including email messages and stored files, and Internet access logs.

G. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

H. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers or electronic devices with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the school unit's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

I. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and school rules while the employee is using school unit computers or electronic devices, including the cost of investigating such violations. The school unit

assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers.

Cross Reference: GCSA - Employee Computer and Internet Use

Revised first reading: April 12, 2016

Adopted: May 10, 2016

Revised: May 1, 2012

Adopted: 3/6/07

**EAST MILLINOCKET SCHOOL DEPARTMENT
EMPLOYEE COMPUTER, ELECTRONIC DEVICE, AND INTERNET USE
ACKNOWLEDGEMENT FORM**

No employee shall be allowed to use school computers, Internet, and other electronic devices until he/she has signed and returned this acknowledgement.

I have read policy GCSA – Employee Computer, Internet, and Electronic Device Use, and GCSA-R – Employee Computer, Electronic Device, and Internet Use Rules, and I understand their terms and conditions.

Signature

Date

Reviewed: April 12, 2016
Adopted: May 10, 2016