

Alfred and Lyman Elementary Schools

Family Handbook 2023-2024



21 Sanford Road Alfred, Maine 04002 (207) 324-3831

39 Schoolhouse Rd Lyman, Maine 04002 (207) 499-7228

“Preparing students for success in an ever changing World.”



RSU 57 SHARED VISION STATEMENT

RSU 57 is a learning COMMUNITY built upon RESPECT and RESPONSIBILITY. We value KINDNESS, PERSEVERANCE and COLLABORATION. Through HIGH EXPECTATIONS for students and staff, we aim to create a safe, engaging and inclusive learning experience for ALL that prepares students for success in an ever changing world.

RSU 57 CORE VALUES

| | |
|------------------------|---|
| Achievement: | <i>We encourage the individual academic growth of each student.</i> |
| Collaboration: | <i>We value the importance of developing strong communication skills that allow students and staff to be effective members of high functioning teams.</i> |
| Integrity: | <i>We strive to be honest, ethical and trustworthy.</i> |
| Kindness: | <i>We expect students and staff to interact with others in a way that is compassionate and empathetic.</i> |
| Perseverance: | <i>We value resilience and hard work and expect students to work through challenges as they seek to accomplish their goals.</i> |
| Respect: | <i>We value the respect of others to ensure all students feel valued, accepted and encouraged to reach their full potential.</i> |
| Responsibility: | <i>We understand the impact and consequences of our choices and actions on others and our school environment.</i> |

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Please Note:
RSU57 follows all Maine Department of Education and CDC guidelines, [linked here](#).

IMPORTANT PHONE NUMBERS & CONTACT INFORMATION

If you have a question, this directory may help:

| | | |
|--|--|---|
| School-Related Questions/Concerns | Cindy Pellerin (Lyman Elementary) and Catherine Poulin (Alfred Elementary) | Lyman 499-7228 Alfred 324-3831 |
| Counseling Services | Aurlie Swasey (Lyman Elementary) and Jackie Chaplin (Alfred Elementary) | Lyman 499-7228 Alfred 324-3831 |
| Health/Medical | Kathleen Earley (Lyman Elementary) Elizabeth Soule Parent (Alfred Elementary) | Lyman 499-7228 Alfred 324-3831 |
| Nutrition Program | Jen Dyer, Alfred Food Service Manager Keegan Mien, Lyman Food Service Manager Vanessa Richardson, Director of Food Service | 324-3831 499-7228 247-3221 |
| RSU #57 Policies | Stephen Marquis, Superintendent Kyle Keenan, Assistant Superintendent | 247-3221 |
| Special Education Services/504 Compliance | Timothy O'Connor, Special Education Director Nora Lantagne, Assistant Special Education Director | 247-3221 |
| Transportation | Richard Newton Transportation Director | 247-6181 |
| Alfred PTSA | Brianna Thomas, President (alfredptsa@gmail.com) | |
| Lyman PTC | Liz Mitchell, President | |

School Address:

Alfred Elementary
School 21 Sanford Rd.
Alfred, Maine 04002
Phone: (207) 324-3831 Fax: (207) 490-9732

Lyman Elementary School
39 Schoolhouse Rd
Lyman, Maine 04002
Phone: (207) 499-7228 Fax: (207) 499-2981

School Website:

<http://alfred.rsu57.org>
<https://lyman.rsu57.org>

District Website:

<http://www.rsu57.org>

Please Note:

RSU 57 follows all Maine Department of Education and CDC recommendations, [linked here](#). This handbook contains our school practices and procedures which may be subject to change based on the most current guidance.

ALFRED ELEMENTARY - STAFF DIRECTORY INFORMATION

ADMINISTRATION

Catherine Poulin, Principal

OFFICE STAFF

Linda Hughes, Admin Assistant
Elizabeth Soule-Parent, School Nurse

Jackie Chaplin, School Counselor
Kris Nason, Social Worker

TEACHING STAFF

Jessica Pelletier, Pre-K
Michelle Lessard, Kindergarten
Maureen Larochelle, Kindergarten
Alexandra Chretien, Grade 1

Kristina Normand, Grade 1
Lauri Randall, Grade 2
Kris Bear, Grade 2
Theresa LaPage, Grade 3

Heather Graham, Grade 4
Jessica McCarthy, Grade 4/5
Emily Shopland, Grade 5

SPECIALS TEACHING STAFF

Shannon Sibya, Library

Brian Penley, Physical Education

Symantha Morales, Music

David Hall, Art

OTHER CLASSROOM STAFF

Corinne Dow, Bench Sub

Victoria Guiliani, Band

CUSTODIAL STAFF

Pete Langevin, Custodian

LITERACY STAFF

Christine White, Literacy/Numeracy Specialist

Cindy Paradis, Literacy Ed Tech

Ann Hand, Literacy/Special Ed Tech

SPECIAL SERVICES

Jessica Wilkins, SpEd Teacher
Caitlyn Zabielski, SpEd Teacher
Dorothy Haws, District GT Specialist
Monica Wardwell, District GT Specialist
Emily MacKinnon, District GT/ELO
TBD, Psychology Services

Lisa Stanton, Speech Clinician
Janis Peterson, Physical Therapist
TBD, Occupational Therapist
Vicki-Lyn Anderson, Special Ed. Tech
Melissa McCarthy, Special Ed. Tech
Jen Merrill, Special Ed. Tech

Jessica Toomey, Special Ed. Tech
Robin Tucker-Gahm, Special Ed. Tech
Kimberly Desrochers, PreK Ed Tech
Kristen Demers, ELL Teacher

FOOD SERVICES

Jen Dyer, Food Manager

Suzanne Herrin, Assistant

LYMAN ELEMENTARY - STAFF DIRECTORY INFORMATION

ADMINISTRATION

Cindy Pellerin, Principal

OFFICE STAFF

Sarah Foss, Admin Assistant
Kathleen Earley, School Nurse

Aurelie Swasey, School Counselor

Ellie Gagnon, Social Worker
TBA, Sweetser Counselor

TEACHING STAFF

Corrin Hoyt, Pre-K
Carla Kelly Pre-K
Jamie Haynes, Kindergarten
Alice Sundik, Kindergarten
Poleigh Driscoll, Kindergarten

Arlyn Boulard, Grade 1
Gabby Hayden, Grade 1
Kelsey Orbaczewski, Grade 2
Katherine Townsend, Grade 2
Jocelyn Hargis, Grade 3

Mollie McKinley, Grade 3
Cynthia Campbell, Grade 4
Karen Lizotte, Grade 4
Susan Richards, Grade 5
Sarah Marines, Grade 5

SPECIALS TEACHING STAFF

Shannon Sibya, Library
Victoria Guiliani, 5th Grade Band

Brian Penley, Physical Education

Symantha Morales, Music

David Hall, Art

CUSTODIAL STAFF

Vitoria Beaulieu, AM Custodian

Terry Roberts, PM Custodian

LITERACY STAFF

Jill Richards and Jon Marines, Strategist

Ruth Clockedile, Literacy Ed Tech

Penny Gilman, Literacy Ed Tech

SPECIAL SERVICES

Laurel Richards, Special Ed Case Manager
Danielle Prosser, Resource Room
Deborah Cough, Resource Room
Sara Bailey, Resource Rm SpEd Tech
Dorothy Haws- District GT Specialist
TBD, Special Ed. Tech

Monica Wardwell- District GT Specialist
Emily MacKinnon- District GT/ELO
TBA, Psychology Services
Mary Riendeau, Speech Clinician
Rachel Anderson, Occupational Therapist
April Allen, Special Ed. Tech
Tasha Tarbox Pre-k Ed Tech

Mike Perrone, Special Ed. Tech
Tami Caramihalis, Pre-K Ed. Tech
Susan Wells, Special Ed. Tech
Kristen Demers, ELL Teacher

FOOD SERVICES

Keegan Mein, Food Manager

Jamie Cushman, Assistant

SCHOOL HOURS / DAILY SCHEDULE

SCHOOL HOURS 8:45 a.m. - 3:05 p.m.

AM Reminder: The school day begins at 8:45 a.m. Bus and student drop off will start at 8:30 a.m. and instruction will begin immediately following the morning announcements. Students who arrive after 8:45 a.m. will be considered tardy. Our “Grab and Go” breakfast will be served from 8:30-8:45 a.m. in the cafeteria.

PM Reminder: If you are picking up your child at the end of the day for dismissal, please plan on arriving at 2:45 p.m. Dismissal cards will be issued to families who indicated they will be picking up their children regularly. Dismissal cards should be placed in the lower front right hand side of the dashboard to support our dismissal process. Students will be dismissed for buses at 3:10 p.m.

HEALTH CONSIDERATIONS

All RSU 57 schools follow the [Maine Department of Education and Maine CDC recommendations](#) regarding health and

DAILY CONSIDERATIONS

Please note a few changes to students’ daily routine:

- Students will be able to bring lunch boxes, water bottles, backpacks and appropriate outdoor gear daily to school. A change of clothes for our younger learners should be provided and will be stored at the school. All items need to fit into one backpack.
- The sharing of classroom resources and materials will be limited to the extent possible.
- Students are strongly encouraged to bring a water bottle to school. Water fountains will be used to fill bottles only. Cups will be made available for students without a water bottle at school.

DAILY SCHEDULE

| | |
|---|---|
| 8:30 - 8:45 am | Arrival |
| 8:45 - 2:55 pm <i>Each grade level may be slightly different due to their specific curriculum components</i> | Morning Announcements Morning Meeting (15 minutes) Reading (60 minutes) Writing (40 minutes) Math (60 minutes) Specials (30-40 minutes) Lunch (30 minutes w/ transition) Recess (30 minutes w/ transition) WIN Time (40 minutes) Science/Social Studies (20 minutes) |
| 3:00 - 3:20 pm | End of the Day Routine Parent Pickup Bus Dismissal |

ATTENDANCE

Daily school attendance is an integral component of successful student learning. Classroom instruction and the discussions and interactions which take place are important components of the educational process. This cannot be replaced when students are absent from school. RSU#57 administration, with the support of the School Board, have agreed that absences beyond ten days would be reason for concern. All absences and tardiness are classified as either excused or unexcused.

Excused absences/tardiness are only those that meet the Maine State Law (Title 20-A Section 5001-A) as follows:

- personal illness
- appointments with health professionals that cannot be made outside of the regular school day
- observance of recognized religious holidays when the observance is required during a regular school day
- emergency family situations
- planned absences for personal or educational purposes which have been **approved in advance** ([please see planned absence form](#))

Please note: Absences not meeting these criteria are considered “unexcused” and may result in action by the district’s Attendance/Tuancy Officer.

ABSENCES

Your child’s absence is always our concern. It is very important that we know where your child is. Please support our efforts by doing the following:

- Call the school before 9:30 a.m. to report an absence or to leave a message.
- The school nurse will follow up with any illness related absence questions.
- We will make every effort to contact parents who do not call to report an absence. This is a time consuming activity and your cooperation with our procedure is appreciated.
- Excessive absences may result in administrative intervention and contact with the school district’s truancy officer.

TARDINESS

Late arrivals to class disrupts the learning for other students and puts the tardy student in a catch-up position. Students who arrive after the 8:45 a.m. bell are tardy. Families must call the school or report to the school entrance with their student to state the reason for being late. The student will enter the building and proceed to class.

DISMISSALS

For the safe and orderly dismissal of students, all parents, guardians, and visitors are required to remain in their vehicle and follow our school dismissal procedure below. The person who assumes the responsibility of the student must either have their dismissal card displayed and be on the emergency contact list for the student or have prior authorization in writing or by phone from the parent by 2:15 p.m. on the day of dismissal (identification may be required).

Early Dismissals

On occasion, early dismissal is necessary for families to meet personal needs. However, routine dismissals are disruptive to the classroom and affect your child negatively. They miss important lesson information, activities and announcements. For these reasons, we will ask that you state the reason for the early dismissal and do the following:

- Send a note to the classroom teacher or call the school in the morning to let the school know the time your child is being dismissed
- Pull to the front entrance of the building and call the office to let them know you have arrived
- Students will be dismissed from class with notification from the office

End of the Day Dismissals

If you are picking up your child at the end of the day for dismissal, please plan on arriving at 2:50p.m. For those families whose children do not ride the bus, dismissal cards will be issued. Dismissal cards should be placed in the lower front right hand side of the dashboard to support our dismissal process. For students who typically take the bus or for non-bus students who are being picked up by an adult without a dismissal card, the office must be called prior to 2:15 p.m. to allow time to prepare. Students will be dismissed for buses at 3:10 p.m.

AM ARRIVAL: DROP OFF

Arrival SOP

- Parents will approach the drop off zone(s) designated by signage where a staff member on duty will be present (see traffic flow picture). Parents must remain in their vehicle.

[Alfred Traffic Flow Chart](#) [Lyman Traffic Flow Chart](#)

PM Reminder: If you are picking up your child at the end of the day for dismissal, please plan on arriving at 2:45 p.m. For those families who have indicated they would provide transportation, dismissal cards will be issued to those adults you have indicated as your emergency contacts who can pick up. Dismissal cards should be placed in the lower front right hand side of the dashboard to support our dismissal process. For students who typically take the bus or for non-bus students who are being picked up by an adult without a dismissal card, the office must be called prior to 2:15 p.m. to allow time to prepare. Students will be dismissed for buses at 3:10 p.m.

PM DISMISSAL: PICK UP

Parent Pick Up SOP

- Parents will arrive beginning at 2:45 p.m for student pick up. All dismissals should be completed by 3:10 pm at the latest due to the arrival of the buses.
- Parents will pull up and park around the bus loop at one of the designated numbered signs (cones will be labeled 1-6). If each station is occupied, families must wait in a single line until directed to move forward. A staff member will direct you to one of the six stations. Parents must remain in their vehicle.
- Families who indicate they will provide transportation will receive a dismissal card at the start of the school year that will include the student(s) first and last name. Please place this dismissal card in the lower front right hand side of the dashboard so that it is located in a manner that staff can clearly read it.
- For students who typically take the bus or for non-bus students who are being picked up by an adult without a dismissal card, the office must be called prior to 2:15 pm to allow time for the appropriate staff to be notified.
- After parking at one of the six stations, a staff member will approach your vehicle to read your dismissal card, radio the office, and your child will be called for dismissal.
- A staff member will let you know when you can pull away from the curb.
- *Please note: please always be prepared to present your driver's license in the case it is requested.*

FAMILY VACATIONS

We recognize there are instances when a family may have the opportunity for a special vacation that does not fit within the school schedule. If your child does need to miss school for a family vacation, we ask that you do consider the impact any additional absences will have on their learning. In addition, in order for the absence to be considered excused, the school must receive prior notification through submission of our electronic [“Planned Absence Form”](#) to the main office. Hard copies can be made available to those needing it.

SCHOOL CANCELLATIONS

When the start of school is delayed, breakfast, snacks and milk will not be served. If school must close early, we will use the Regional School Unit 57 app for mobile phones and other modes of communication to send out the notification to families. This app can be downloaded for free on both Google Play or the Apple App Store. (Download for Android: <http://bit.ly/3278HxW> Download for iPhone: <https://apple.co/2NqwkOu>). Please ensure that you have made child care arrangements. The following is a list of media used to make no school announcements or delays due to storms or other emergencies:

| TELEVISION | WEBSITES | RADIO |
|------------|-----------|---------|
| WCSH 6 | wcsh6.com | FM 92.1 |
| WMTW 8 | wmtw.com | AM 560 |
| WGME 13 | wgme.com | AM 1490 |



RSU57 APP

BEHAVIOR

BEHAVIOR EXPECTATIONS/PRIVILEGES

The school must maintain a safe and orderly environment, which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school expectations, and applicable state and federal laws.

It is our goal to have children develop self-control through thoughtful behavior. Teachers will set the guidelines for classroom behavior expectations. All staff will assist students in understanding the need for appropriate, kind, respectful, and safe behavior. Students will be given strategies, suggestions and instructions regarding appropriate, respectful and safe behavior choices. Possible consequences for not following the behavioral expectations are noted below:

1. Student receives a warning
2. Removal from setting (classroom, hallway, playground, cafeteria, etc.)
3. Time to reteach and or restorative practice recess and or lunchroom privileges.
4. If a student is sent down to the office for misbehavior any or all of the following may occur:
 - a. Verbal warning and discussion about their behavior choice(s)
 - b. Loss of privileges (ie.restorative practice time, attending special events, choice of seating in the classroom or cafeteria)
 - c. Apology spoken or written to offended person
 - d. Restrictions from classroom activities until responsibility is accepted and communicated to change is made
 - e. In or out of school suspension based on severity of action
 - f. Phone call and letter home to parents

The purpose of these consequences is to teach the students the appropriate way to behave. Teachers are encouraged to communicate with parents to keep them informed of their child's behavior, positive or negative and to receive backup assistance when needed.

Suspension A student who demonstrates willful disobedience of the school rules may be immediately suspended as a result of her/his behavior. The student will only be allowed to return to school at the discretion of administration after a

conference with the principal, parents/guardians, and other appropriate staff.

BULLYING

It is the intent of the R.S.U. #57 School 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 is detrimental to student learning and achievement. It interferes with the mission of the schools to educate its students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. It is our hope that by developing positive relationships with every student that serious behavioral incidents will be nonexistent; however, if students exhibit these kinds of behaviors then it is expected that administration/designee be notified immediately. Administration will ensure that all reports of bullying and retaliation are investigated promptly and that the appropriate documentation is prepared. Based on the outcome of the investigation and severity of the incident/behavior, administration may notify the superintendent of schools to determine appropriate next steps.

**Refer to “District Information: Required Policies” at the end of this handbook for additional information*

DRESS CODE

Clothing which is neat, clean and in good taste assists your child in a feeling of well-being and confidence. All clothing should be marked with the child's name. Each year our “Lost and Found” is immense. If names are marked on the inside tag, every effort will be made to return it to the owner. Please consider the weather when sending your child to school. The following guidelines have been established with your child in mind. If clothing is determined to be inappropriate, you will be called to bring in alternative clothing for your child.

The following guidelines are provided regarding certain items of clothing and masks:

- any item with vulgar, profane, discriminatory, and/or offensive words, artwork, or slogans are not permitted
- any item that promotes or displays tobacco, alcohol, or other drug or drug paraphernalia usage are not permitted
- hats and hoods are not to be worn within the building
- footwear must be securely worn. At the elementary level, all footwear must be safe for the playground and physical education. If they do not have correct footwear at recess, they will be asked to be in a safe area during this time
- clothing which exposes excessive bare skin is not permitted.

**Refer to “District Information: Required Policies” at the end of this handbook for additional information*

SCHOOL CLIMATE

Preparing respectful, responsible and creative thinkers for success in the global community.

Our goals are to provide the best learning environment possible and to attain the highest level of physical and emotional safety possible for your children. It is the philosophy that appropriate/respectful behavior is expected and necessary in order for quality learning to take place.

[LYMAN MTSS DOCUMENT](#)

[ALFRED MTSS DOCUMENT](#)

ITEMS TO LEAVE AT HOME

Given our concern with the safety of children and our commitment to creating a positive working and learning environment, the following items are not allowed to be used or visible at school:

- expensive or valuable items, such as video games, electronic music devices and phones

- weapons (fake or real) of any kind are NOT permitted on school grounds and will result in disciplinary action
- toys, hard balls/baseballs, skateboards, trading cards, etc.
- make up, perfume, hairspray, nail polish, etc.

*If you are unsure about the appropriateness of something your child wishes to bring, please call us. ***The school is not responsible for any lost or stolen property.***

CURRICULUM

RESPONSE to LEARNING

Response to Learning (RtL) is a systematic process designed to provide increasingly targeted and rigorous instruction to students. Each step in the process gives more attention to the student and what he or she needs in order to become a proficient learner.

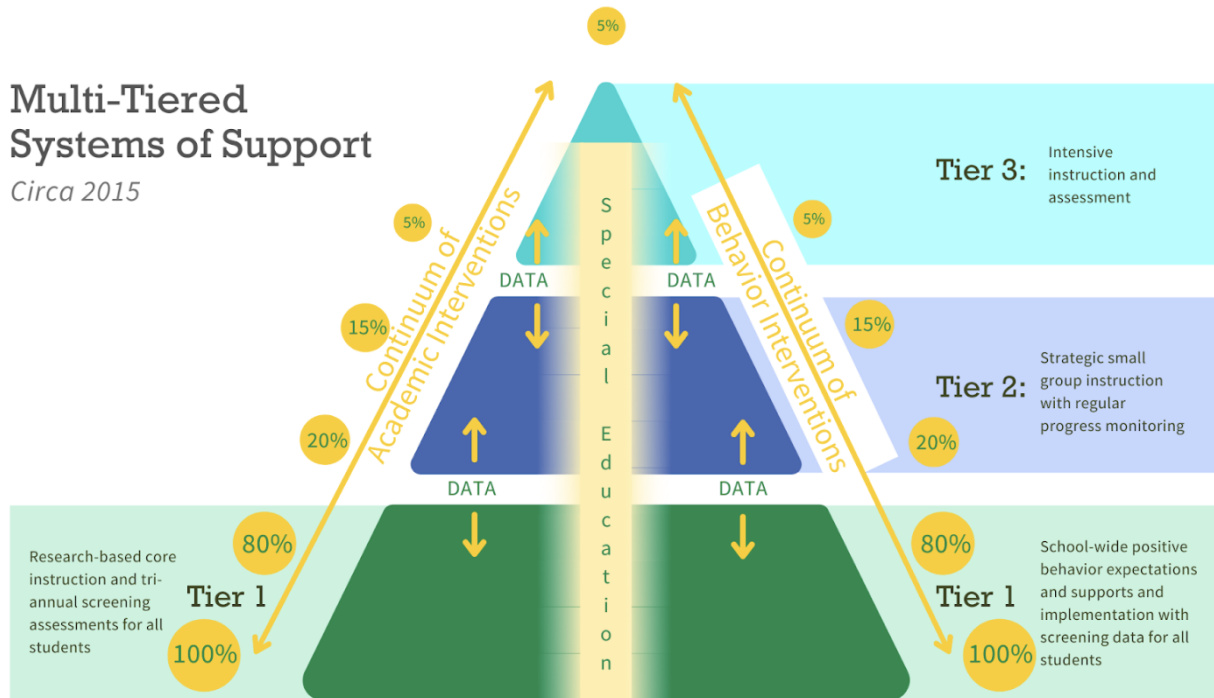
The process begins with the foundation of the pyramid, which is made of high quality instruction that focuses on the learner and her or his interaction with specific learning targets (standards). The teacher is the guide in this process, sharing the journey with the learner and parents. The teacher establishes the targets to be addressed, the pace, and how the learner shows proficiency. Much of the learning process includes the very same strategies that have been used in classrooms for years.

"Intervention" begins when a gap begins to form between what is being taught and what a student is learning. Gaps show when a student falls behind in the established timeline for becoming proficient on the current learning targets or when a student scores below proficient on a common assessment such as the DIBELS, NWEA (MAP), and/or Fountas & Pinnell Benchmark Assessment. When a gap emerges, the teacher communicates with parents, and the formal intervention process begins.

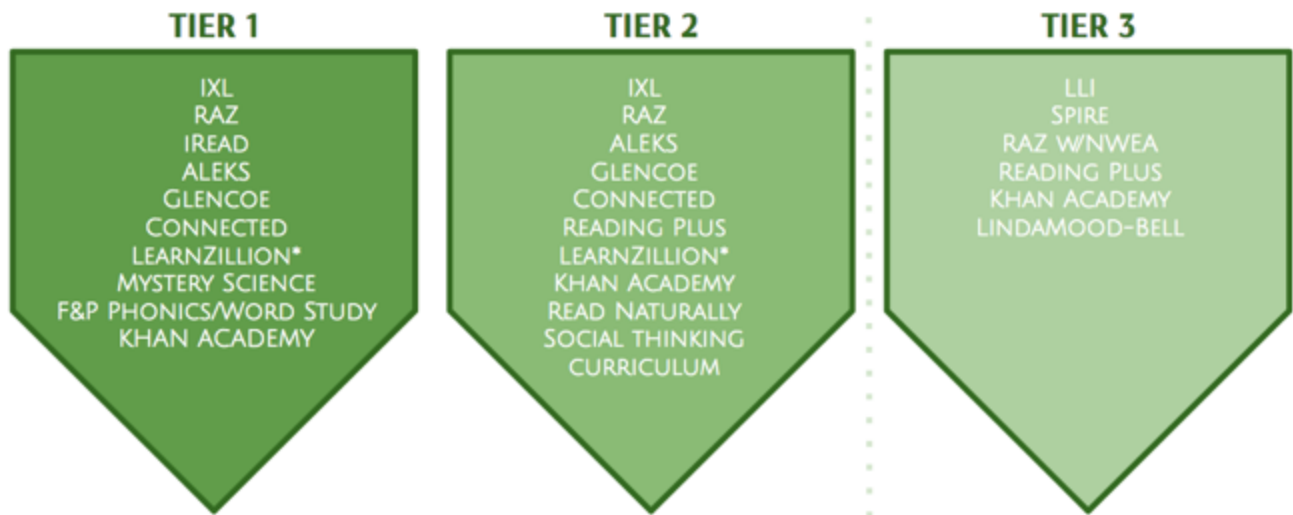
A student may be at different levels of the pyramid for any of the areas addressed by RtL (mathematics, reading, writing, social/emotional needs). He or she may be identified for an intervention plan in one content area such as reading or mathematics and remain in the foundation stage in another area. Students are unique. Strengths and areas of need are different for everyone and response to learning is intended to meet the needs of every child.

Multi-Tiered Systems of Support

Circa 2015



Brown-Chidsey & Bickford, 2015



PROGRAM INFORMATION

Special Education:

RSU #57 provides a comprehensive program of special education services. Students who have special education needs may be served entirely in the regular classroom either by specialists who consult with the regular classroom teacher or, if the need exists, children can be given direct special education instruction for most of the school day. Students may receive special education services in one or more of the following formats:

| | |
|--------------|--|
| Consultation | <i>The student stays in the regular classroom setting and the classroom teacher consults with the specialists.</i> |
|--------------|--|

| | |
|--|---|
| Special Education Instruction in the Regular Classroom | <i>The specialists provide direct instruction to the students in their regular classroom.</i> |
| Resource Room Instruction | <i>The students go to the specialists in the Resource Room for instruction for up to one half of the day.</i> |
| Speech/Language & Occupational Therapy | <i>Therapy is most often provided outside of the regular classroom individually or in small groups. Sometimes the therapist will find greater benefit for students to offer instruction within the regular classroom setting.</i> |

RSU #57 will refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, professional staff, and/or other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures set forth in State Regulations - Chapter 101 (Maine Unified Special Education Regulations, Birth to Age Twenty). If you have questions about the Special Education referral process, contact the Special Education Director, RSU #57, 86 West Road, Waterboro, ME 04087, telephone 207-247-3221.

RSU #57 will destroy selected Special Education records of special education students at the end of the school year in which the student would turn 28 years old. Parents or adult students wishing to obtain these records should contact the School Department at that time. The School Department shall maintain permanently a record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed.

Section 504 Process:

Qualified individuals with a disability will be provided accommodations according to Section 504 of the Rehabilitation Act of 1973. If you have questions about the Section 504 process, please contact the 504 Coordinator, RSU #57, 86 West Road, Waterboro, ME 04087, telephone 207-247-3221.

Technology:

RSU #57 provides devices, networks, and internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school devices, networks, and the internet is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their device privileges revoked and may also be subject to further disciplinary and/or legal action (Ref: Policy IJNDB-R).

All RSU #57 devices remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school devices. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires ethical, efficient, and legal utilization of the network resources for academic purposes only. As students and staff use this network, the user is ultimately responsible for his or her actions in accessing network services and for adhering to the district procedures and guidelines. If an RSU #57 user violates these provisions, his or her account may be terminated and future access could be limited or denied.

Guidance/Social Work

Our school counselor meets with students who would benefit from targeted support to support social/emotional development in small groups. She also provides direct instruction to all students using the Second Steps program. This program focuses on social/emotional awareness and academic success for all students.

Library/Media Center

The Library/Media Center is a space where students can engage in a wide variety of activities: research skill development, STEAM activities (science, technology, engineering, arts, and mathematics), Makerspace activities (problem solving and scientific inquiry), reading, story time, etc. Your child will be visiting this space regularly each month.

When a child borrows a book from the library, they are expected to return it by the assigned deadline so that other students have the opportunity to enjoy the book. Books need to be returned in the condition in which they left the Library/Media Center.

You can be a part of this experience by asking them to share their learning with you. Sitting down and reading with your child or discussing what they created are excellent ways to support and their growth in reading and creative exploration.

Gifted and Talented (Perform Accelerate Create Extend, P.A.C.E.)

The purpose of the Elementary P.A.C.E. program is to provide enrichment experiences for students who are identified by the district as being gifted or talented. Those students who are identified through our district's gifted and talented screening process have an opportunity to work with a certified Gifted & Talented specialist. Our mission is to provide services to help meet the psychological, social, educational, and career needs of gifted potential students. GT/P.A.C.E. Services (K-12) will be the liaison between educational stakeholders and highly able students to optimize their educational experience and to help in reaching teaching and learning academic potential. This role, accomplished through consultation, teaching, and constructive collaboration, will promote differentiation within the classroom and the use of other specialized community program options tailored to the student's learning requirements.

Maine Dept of Education G/T Mission: A gifted and talented educational program shall mean a comprehensive K-12 program that provides specialized instruction beyond that available within the regular school program.

Chapter 104: Educational Programs for Gifted and Talented Children: Gifted and talented children are defined as children in grades K-12 who excel, or have the potential to excel, beyond their age peers, in the regular school program, to the extent that they need and can benefit from programs for the gifted and talented.

Nutrition

We offer students a nutritious breakfast and lunch daily. A breakfast/lunch menu is available in the office monthly and can also be found online. Thanks to funding from the U.S. Department of Education meals will continue to be provided at no cost to students. However, we encourage all families to complete the free and reduced meal application each year as the accuracy of this information is crucial to our receiving federal funds. These forms are sent home at the start of each new school year or available online at <http://www.myschoolapps.com>.

Additional food purchases may be paid for by cash or check; please be sure to put your payment in an envelope with the child's first and last name on it. You may also make payments online at: <http://www.myschoolbucks.com>. In order to sign up for online payments, you will need your child's student identification number. If you do not know this number, please contact the School Nutrition Department at 207-247-3221 x2257. Student meal accounts are a debit account; money is deposited into the account and then money is deducted with every purchase the child makes. Please be sure to maintain a positive balance on your child's account. No student will be denied lunch.

EXTRA CURRICULAR ACTIVITIES

We have many after-school/community programs offered throughout the school year that take place in the school building. Written communication must be provided giving your child permission to stay after school for an activity. Please watch for information to come home or contact these organizations directly for further information.

HEALTH INFORMATION

HEALTH SERVICES

Our school provides access to a Registered Nurse who supports student learning by providing care at school. Parents are asked to complete an annual health update for their child at the beginning of each school year and notify the school nurse of any health changes moving forward. If a health care need is identified, the school nurse will coordinate and collaborate with school staff, parents, and the student's health care provider to develop a plan of care that supports a student's learning. For any questions or concerns regarding your child's health, please contact Elizabeth Soule-Parent at elizabethsouleparent@rsu57.org or call our school at (207) 324-3831 for Alfred and Kathleen Early at Lyman Kathleeneearly@rsu57.org or call Lyman Elementary at (207) 499-7228.

When should you keep your child home with illness and what happens if your child gets ill at school?

Please notify the school office if your child is too ill to come to school and report your child's symptoms, especially if they exhibit symptoms of a communicable disease such as strep throat, conjunctivitis, covid or influenza. Students with diarrhea or vomiting should stay home for 24-hours after diarrhea or vomiting has stopped. All students who are ill at school should be seen by the school nurse or other authorized school staff prior to dismissal. If your child exhibits any symptoms of a communicable disease, you will be notified and your child will need to be dismissed home at that time. There may be a need for a doctor's note prior to your child returning. This is for the protection of your child as well as the other children. Students will be dismissed only to the specific people listed on the emergency card unless the school is instructed by the parent to make other arrangements.

What happens if my child is injured at school or comes to school with an injury?

Parents will be notified of injuries and accidents occurring at school, except those requiring basic first aid. If the student needs follow-up care at home or at the hospital, the parent (or their designated emergency contact person) is responsible for transporting the student. For serious medical emergencies, we will attempt to contact you first. If time permits, we will call authorized persons on your child's emergency card. If no one can be reached, the rescue department will be called.

For injuries that happen outside of the school day, please don't wait for the school nurse to assess your child when he/she gets to school. Instead, please consult your child's healthcare provider for recommendations of care. If your child has an injury that your healthcare provider recommends specialized care or changes in the daily school routines, please contact the school nurse to discuss your child's needs (for example; a broken arm, crutches, or a concussion).

How are life threatening allergies managed at school?

Life threatening allergies are a common health concern in schools today. We are committed to maintaining the health and protecting the safety of children who have life-threatening food allergies. We are **not** a peanut or tree nut free school. We cannot guarantee that a student will never experience a food allergy-related event while at school. To manage the school environment to ensure that these students are safe, we provide allergy awareness classrooms as well as allergy awareness areas, including a peanut/tree nut allergy awareness table in the lunchroom as needed. We monitor the snacks/food that will be eaten in that particular classroom, so as to minimize the risk of an accidental exposure to the allergen. The school

will send a letter to parents of students in those classrooms that are directly involved for how parents can help create a safe environment.

RSU #57 Allergy Procedures: The allergy policy/procedures can be found on the RSU 57 district website.

Staff Development Steps:

- Prior to the beginning of the school year all staff including food service, transportation, custodial, and maintenance staff will be required to complete online annual allergy and anaphylaxis management and epinephrine training. Additional training is available.
- Substitute staff will be asked to complete online annual allergy and anaphylaxis management and epinephrine training. Additional training is available.
- Signs and symptoms of allergy reactions will be posted in each school building.
- A record of staff training will be maintained by Central Office.

Procedures for Classrooms of Students with Known Allergies

- Food provided for any school sponsored event should not contain peanut/tree nut containing foods
- Students are discouraged from food trading, touching or sharing.
- The classroom teacher is responsible for including the allergy plan or the Individualized Health Plan of an allergy student in the substitute plan.
- Teachers will notify parents of allergy students prior to lesson plans or activities involving the use of any food.
- Best practice recommends that students will wash their hands with soap and water upon arriving at school.
- Students with known allergies will be provided with a designated area to consume food.

Grades Pre-K through 5

The classroom adult is responsible for monitoring the classroom environment.

- The designated area will be wiped down with a school approved cleaner and clean paper towel before and after food exposure.
- All tables in the classroom will be cleaned immediately with a school approved cleaner and clean paper towel after food exposure.
- Children with allergies will not assist in cleaning assignments.
- Students will wash their hands with soap and water before and after eating.

Before & After School Activities

- The school nurse is a resource for activity leaders/coaches to discuss any health concerns related to students in their activity or sport.
- It is the parent/guardian(s) responsibility to do the following:
- To notify the adult activity leader/coach about the health conditions related to their child for any before or after school activity including the location of all medicines (Epinephrine Auto- Injector, inhalers etc.).
- As part of any activity sign-up, health concerns including allergies must be communicated by the parent to the activity leader/coach in charge; consulting with the school nurse when necessary.
- To provide emergency medicine for before and after school events and to be sure that any required medication is in the student's personal backpack or sports bag. The student must have a permission to self-carry order that is signed by PCP, the school nurse, and parent/guardian.

Parents of children with life threatening food allergies or other life threatening allergies, such as bee stings, should contact the school nurse at the beginning of school each year. In collaboration with the parents, teacher, and physician, the school nurse will develop a plan for managing the child's allergies while in school. The parents will need to provide an allergy action plan from the child's physician on an annual basis. Students that require emergency medications, such as

EpiPens and inhalers (must also complete an asthma plan) may self-carry with the written permission of the school nurse, their physician, and parent.

Will my child be screened for vision and hearing problems at school?

The School Nurse conducts vision and hearing screening on all students in Grades K, 1, 3, and 5 each year as required by Maine Law. Parents may notify the nurse in writing if they do not want these screenings done. All students who do not pass the first screening will be re-screened at a later date. Once the second screening is complete, the nurse will send written notification to parents of those who did not pass the second screening.

What if you want your child to take medication at school?

RSU #57 has a medication policy to comply with the state of Maine's laws governing medication administration in school. Parents need to notify the school nurse if they would like their child to receive medication, even over the counter medication, during the school day. Before a medication can be administered at school, written permission that includes the student's name, the name of the medication, dosage, and time to be administered is required by both the parent and a physician. A physician must concur that administration of this medication during school hours is necessary for the health of the student.

1. For safety, the first dose of a newly prescribed medication must be given at home.
2. Students will not be permitted to carry and self-administer any medication (including over-the-counter medication). However, students with asthma or allergies may be permitted to carry and self-administer emergency medication with prior approval of child's parents, physician and the school nurse.
3. The student's parent/guardian must provide all medication. Medications will be kept in a secure location in the nurse's office. Other than prior approval for emergency medication, please do not have your child transport any medication on the school bus. A child's parent or an adult designated by the parent, must hand carry in all medication to school and give it directly to the school nurse.
4. For medications that are controlled by the Federal Narcotics Act, **only five days of medication can be kept at school**. For all other medications, only twenty days of medication can be kept at school.
5. Prescription medication must be in a pharmacy labeled container. Over the counter medication must be in the original container and will be administered only as prescribed per the student's physician.
6. For safety reasons, due to choking, cough drops are not allowed at school.
7. Parents are responsible for removing the medications from school once a medication has been discontinued and at the end of the school year.
8. Although medication is always administered under the direct supervision of the school nurse or unlicensed personnel trained in medication administration, primary responsibility for taking medication properly and at the appropriate time rests with the student, unless the physician and parent have made prior arrangements.

Immunizations are required in order to attend school

The school health record must include the following information:

- The child's name and date of birth, each vaccine type, date administered and the name of the provider
- A minimum of:
 - 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
 - 4 Polio (if 4th dose given before the 4th birthday, an additional age appropriate IPV should be given on or after the 4th birthday)
 - 2 MMR (measles, mumps, rubella)
 - 2 Varicella (chickenpox) or reliable history of disease

The State of Maine requires that all children, upon registering for school, must present proof of immunization against diphtheria, polio, pertussis, tetanus, measles, mumps, rubella, and chickenpox. If a student is exempted from this

requirement due to a medical reason, either the student's physician must provide a written statement that the immunization is harmful to the student's health, or the student must demonstrate immunity with laboratory evidence. If a student's health record is not in compliance with the Maine State Immunization Law, the student must be excluded from school.

What if my child needs health insurance during the school year?

All enrolled students are eligible for health insurance coverage. Information is sent home at the beginning of every school year for your review. Please do not hesitate to call the school should you have any questions about providing coverage for your child.

HOME SCHOOL CONNECTION

BIRTHDAYS/CELEBRATIONS

Birthdays are special occasions. We are happy to recognize these through school-wide announcements. Due to our nutrition guidelines please do not send cakes or birthday treats to school. When planning a party, it is often the case that classmates will be invited. This is exciting for those invited to the party but can be very disappointing for those not invited. With this in mind, please hand out invitations outside of school unless inviting the entire class. Please understand that due to legal protections around confidentiality, we are not able to share personal contact information such as email addresses and phone numbers of your child's classmates.

CONFERENCES

A conference will be scheduled during the first trimester. This is an opportunity for you to discuss your child's progress with the teachers and we encourage students to be part of the conversation. Please know that you are invited to contact your child's teacher at any time to discuss their progress. Open communication between home and school will develop strong relationships between parents, students, teachers, and staff.

COMMUNICATION (district app, emails, newsletters, etc.)

We strive to engage in a high level of communication with families throughout the school year. Regional School Unit 57 is thrilled to announce our new app for mobile phones. This app allows you to stay up-to-date with access to the daily cafeteria menu, news from the school, student stories, and even emergency notifications. This app can be downloaded for free on both Google Play or the Apple App Store. (Download for Android: <http://bit.ly/3278HxW> Download for iPhone: <https://apple.co/2NqwkOu>). In addition, you should expect a monthly newsletter, periodic emails, and frequent website updates from the main office staff as well as teacher communication through classroom websites, blogs, digital portfolios, weekly newsletters, emails, etc. If you feel that the level of communication is not meeting your needs, please let us know. Communication is key. Please reach out to us if your child is struggling to engage in school (socially, emotionally, or academically).

EMERGENCY INFORMATION

Your child's health and safety are our concern. Each year emergency information needs to be updated through Synergy, our student information system. You can access Synergy through the district (www.rsu57.org) website or through the Synergy Parent View App that can be downloaded in the Apple App Store. It is vital to update any phone number or other contact information changes as soon as possible so the school has the most up to date information. If you have moved, you must contact the District Registrar, at 247-3221, ext 2264 before any changes can be made as proof of residency is

required. Please contact the main office for your parent activation key and directions to help set up Parent View Accounts.

LOST & FOUND

School and home share the challenge of teaching children responsibility for their possessions. We have a large “lost and found” collection that includes valuable items. **Please label your child’s belongings when possible and remind your child to check this location in the event they are missing something.** At the end of the year, we donate unclaimed property to charity.

PTA/PTC/PTO/PTSA

Our organizations meet monthly to plan activities that support the school program. These groups have been instrumental in raising funds for the playground as well as for many cultural activities. In addition to these activities, the clubs also provide many other supportive functions including family night activities, special school/classroom purchases, etc. All parents are welcome to participate in one of these groups. Call/Email the respective school for information or visit the school website for more information. Your involvement with the committee aids in the continued success of our PTO/PTA/PTC/PTSA. Please watch for the bulletins that come home with your child and plan to support them by attending these important meetings.

REGISTRATION

For parents who are registering a child for the first time in public school or transferring their child into the district, the parent must access our online registration form that can be found on the district website (www.rsu57.org) and meet with our district registrar to provide a copy of your child’s birth certificate and proof of residency. Usually the child may begin classes one to two days following the registration. In cases where there may be special considerations, the beginning time may be a bit longer so that the most appropriate placement can be arranged.

VISITING THE SCHOOL

All visitors must sign in at the main office upon entering the building. A visitor’s badge must be worn at all times.

VOLUNTEERS

Volunteers are always appreciated for the variety of support they provide, including library assistance, classroom support, chaperoning, and support with special projects. Volunteers have also provided enrichment by serving as guest speakers or sharing special skills and talents. There are specific annual requirements for volunteering, including our district volunteer application and criminal record check. These are located on the district website. Forms must be completed and approved before any volunteer work can be done at school. No one will be allowed to volunteer without fulfilling these requirements. Younger siblings are not allowed to accompany you when you volunteer in our building or on field trips.

SECURITY PROTOCOLS

Our staff recognizes that in our school and school community there exists the potential for a serious incident involving the health, safety, and well being of its members. With this in mind, the Crisis Team has established specific procedures that are practiced throughout the year so that staff and students are familiar with what is expected should we experience a situation.

TRANSPORTATION

BICYCLES & WALKING

Because of dangerous roads around our school, walking to school or riding a bike is not allowed. Bicycles as a mode of transportation are prohibited at both Alfred and Lyman Elementary School.

BUS REGULATIONS

Riding the bus is a privilege. If the bus driver determines that a student's behavior is inappropriate and infringes on the rights or the safety of others, the driver will call parents and notify school administration. Bus privileges may be suspended.

Because our district's transportation system is so large, we must have policies to ensure that it runs smoothly. A few guidelines are worth noting:

- Your child is assigned to one bus (the same for the a.m and p.m.).
- Your child may not go home on another bus for any reason.
- You and your child should become familiar with the behavioral expectations of your bus driver.
- No food or drink is allowed to be consumed on daily bus runs.

Pre-k and kindergarten students must have an adult in view of the driver at drop off in order for the student to be released.

Versatrans E-Link (Bus Stop Information)

Versatrans E-Link provides parents/guardians with secure access to their students' bus route information. This information is updated in real-time and reflects what is in our routing program. Routes have the potential to change during the year. This system will allow parents to always have access to the latest information. Use E-Link to get your child's bus information by visiting <https://versatransweb04.tylertech.com/RSU57/mlinkrp/Login.aspx>.

In addition, parents also have access to Versatrans MyStop™ App which allows parents and students to see in real-time where their students bus is located using GPS data from our school buses and vans and give an estimated time of arrival of the bus to your child's bus stop, as well as send push notifications to users to help communicate things like bus breakdown delays, early release and delayed day reminders and other relevant transportation related notifications as needed. The app is a free download in the Apple AppStore and Google play.

Questions involving transportation may be addressed to the Transportation Coordinator at 247-6181 x3.

TRAFFIC AND VEHICULAR SAFETY

The road in front of our school is for bus loading, unloading, and general traffic flow. Personal vehicles must not interfere with school bus arrival and departure. Please do not pass a bus with its lights on, ever. Not only is this a safety concern, but it is also a traffic violation that must be avoided and may be reported to the authorities by our bus drivers. We kindly ask that vehicles be parked in the parking lot and that students and staff use designated walkways to enter the school. A permit must be displayed to park in the designated handicap spots in our parking lot.

DISTRICT INFORMATION

RSU #57 POLICIES

Please note: Many of the notices found below and throughout this handbook have references to RSU 57 Board policies. You can access these policies online (<http://www.rsu57.org>), at your child's school, or at the RSU 57 Office of the Superintendent of Schools.

RSU 57 Policies and this Handbook

In the event that there are unintended inconsistencies between this handbook and the RSU 57 Board policy, the policy will govern. In addition, RSU 57 reserves the unlimited right to change terms of this handbook, at any time, without notice.

Compulsory Attendance

Under state law, full-time school attendance is required for all children from their 7th to their 17th birthday except a person who has: graduated from high school before their 17th birthday; reached the age of 15 years or completed the 9th grade; permission to leave school from that person's parent; been approved by the principal for a suitable program of work and study or training; permission to leave school from the Board or its designee; and agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner. (See Policy JEA)

Excusable Absence

A person's absence is excused when the absence is for the following reasons: personal illness; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; or a planned absence for personal or educational purpose, which has been approved. Parents are responsible for the attendance of students who are under 17 years of age. (See Policy JEA)

System-wide Student Code of Conduct

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed a system-wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment. In addition to the sections addressing behavior found in this handbook, please see Policy JIC.

Bomb Threats

The Board recognizes that bomb threats are a significant concern to the district and a violation of Maine and federal law. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. (See Policy EBCC)

Nondiscrimination Statement

Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability are prohibited. (See Policy AC)

Harassment / Sexual Harassment

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. (See Policy ACAA)

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Discrimination / Harassment Complaint Procedure

Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator. At any point, the Affirmative Action Officer at RSU 57, 86 West Road, Waterboro, ME 04087, 207-247-3221, can be contacted for assistance. (See ACAA-R for a complete complaint procedure)

Bullying

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate its students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

Bullying is not acceptable conduct in RSU 57 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. (See Policy JICK)

Hazing

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

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

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. (See Policy ACAD)

Drugs/Alcohol

The board and staff of the district support a safe and healthy learning environment for students, free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth. (See Policies JICH and JICH-R)

Use of Tobacco

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the School Board prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students, employees and visitors. (See Policy ADC)

Weapons / Violence / School Safety

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with

Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Board Policy JICIA prohibits possession or use of items commonly used as weapons, any object not necessarily designed to be a weapon, but used in a malicious way, violent or threatening behavior, verbal or written statements, willful or malicious damage to school or personal property, theft (or attempted theft), lewd, indecent or obscene acts or expressions, or any other conduct that may be harmful to persons or property. Refer to Policy JICIA for a complete list of prohibited behavior, as well as potential disciplinary action.

Student Education Records and Information

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students with respect to confidentiality and maintenance of student records and information. (See Policy JRA)

Public Notice – Destruction of Records

RSU 57 will destroy selected Special Education records of special education students at the end of the school year in which the student would turn 26 years old. Parents or adult students wishing to obtain these records should contact the School Department at that time. The School Department shall maintain permanently a record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of educational records at a cost of 10 cents per page. (See JRA-E)

Amendment of Records

Parents/eligible students may ask the District to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure. (See JRA-E)

Disclosure of Records

The District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law. (See JRA-E)

1. Directory Information

The District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the District to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names and addresses and telephone numbers of secondary students and the District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible

students who do not want the District to disclose this information must notify the Superintendent in writing by September 15th or within thirty (20) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Directors; persons or companies with whom the District has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, RSU 57 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Project Child Find 57

Do you know of a child 3-20 years of age with a disability residing within the RSU 57 school district? The disability might be in vision, hearing, behavior, learning, health, mental ability, autism, or any combination of these areas. Children with disabilities are entitled to appropriate educational services provided at no cost to the child or family. If you know of a child with a disability in need of special education services, please call your local school principal or the RSU 57 Special Education Director. RSU 57 includes the towns of Shapleigh, Newfield, Limerick, Lyman, Waterboro and Alfred.

Questioning / Searches of Students

The Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with Policy JIH and the administrative procedure.

Students may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action shall be taken. Evidence may be forwarded to law enforcement authorities as required by law. (See Policy JIH)

Referral / Pre-Referral of Students with Disabilities

RSU 57 will refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff and by other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures set forth in State Regulations – Chapter 101 (Maine Unified Special Education Regulations, Birth to Age Twenty). If you have questions about the Special Education referral process, contact the Special Education Director, RSU 57, 86 West Road, Waterboro, ME 04087, or telephone 207-247-3221. (See Policy IHBA-R)

Section 504 Process

Qualified individuals with a disability will be provided accommodations according to Section 504 of the Rehabilitation Act of 1973. If you have questions about the Section 504 process, please contact the 504 Coordinator, RSU 57, 86 West Road, Waterboro, ME 04087, or telephone 207-247-3221.

Teacher Qualifications

Parents have the right, in accordance with NCLB – Title IA, to request information about the qualifications of your child's teacher. Please contact your child's teacher or building principal if you would like more information.

Discipline Reporting

The Maine Department of Education requires schools to electronically report, by student name, those incidents of prohibited behavior that result in more than a half-day suspension. The State of Maine uses this information by grouped data rather than by individual students, to create summary reports for the federal government. If you have questions about this information, please contact your building administrator.

District Curriculum

It is the policy of RSU 57 to implement the District adopted the Common Core State Standards for English Language Arts and Mathematics, as well as the Maine State Learning Results for Science and Social Studies, and to provide all students with equitable opportunities to meet these content standards/learning targets. This has broad implications for the school, including curriculum, budget, professional development, student assessment, professional evaluation, and graduation requirements. Moreover, in recognition of the important connection between the school and our community, we will report our academic progress at least on a yearly basis. (See Policy ADF)

In response to the requirements in ESSA, parents/guardians have the opportunity to inspect instructional materials used as part of the curriculum. Please contact the building administrator if you need information.

Administration of Medication

RSU 57 has established policies and procedures for the safe administration of medication to students at school. If you have questions about this, please contact your school's nurse. (See Policy JLCD)

Use of Surveys

From time to time, the District may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school unit will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

Student Computer and Internet Use

RSU 57 computers, network, 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 laptops and any mobile device issued directly to students, whether in use at school or off school premises. Student use of computers, any mobile device, networks, and Internet services at school is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 57 computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

RSU 57 utilizes filtering technology that is CIPA (Children's Internet Protection Act) compliant, designed to block materials that are obscene or pornographic. RSU 57 takes precautions to supervise student use of the Internet, but parents should be aware that RSU 57 couldn't reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents 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 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 computer 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.

Student Computer And Internet Use Rules

These rules accompany Board Policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks, 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 /mobile devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Student use of the computers, any mobile device, networks, and Internet services at school is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. The building principal/designee shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

B. Acceptable Use

The school unit's computers, mobile devices, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers/mobile devices.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school unit's computers/mobile devices.

C. Prohibited Uses

Examples of unacceptable uses of school unit computers/mobile devices that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
2. Illegal Activities – Using the computers, mobile devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. Copying Software – Copying or downloading software without the express authorization of the Technology Coordinator. 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 students;
5. Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. Non-School-Related Uses – Using the school unit's computers, mobile devices, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access – Sharing password, using other users' passwords, and accessing or using other users' accounts;
8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school unit's computers, mobile devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. Unauthorized Access to Blogs/Chat Rooms – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

RSU 57 computers/mobile devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, mobile devices including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers/mobile devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers/ mobile devices.

F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

G. System Security

The security of the school unit's computers, mobile devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the RSU 57 problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her technology privileges limited, suspended, or revoked.

H. Additional Rules for Computers/Mobile Devices Issued to Students

1. Computers/mobile devices are loaned to students as an educational tool.
2. Before a computer/mobile device is issued to a student, the student and his/her parent must sign the school's acknowledgement form.
3. Students are responsible for the proper care of computers/mobile devices at all times, whether on or off school property, including costs associated with repairing or replacing the equipment. RSU 57 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. If a computer/mobile device is lost or stolen, this must be reported to the building administrator immediately.
5. The Board's policy and rules concerning computer/mobile device and Internet use apply to use of computers/mobile device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computers/mobile devices issued by school staff.
6. Violation of policies or rules governing the use of computers/mobile devices, or any careless use of such may result in a student's computer/ mobile device being confiscated and/or a student only being allowed to use the computer/mobile device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the computer/mobile device and Internet access when in use at home.
8. The computer/mobile device may only be used by the student to whom it is assigned and his or her immediate family members.
9. Computers/mobile devices must be returned in acceptable working order whenever requested by school staff.

**RSU 57 Office of Transportation
Waterboro, Maine 04087**

Dear Parents,

The following transportation policies are designed for the safety and well being of RSU 57 students. Please read them carefully. If you have any questions regarding any of this material, feel free to call the Transportation Office at 207-247-6181.

Student Disciplinary Measures for Infractions Aboard Buses

Written warnings may be issued by drivers for the following:

- Throwing objects
- Standing in a moving bus
- Extending arms, legs, head out of the window
- Not sitting in assigned seat
- Consuming food or beverages without permission
- Disturbing the driver
- Disturbing other students

RSU 57 Policy Regarding Riding Different Buses

Students shall be assigned to one specific bus. Students shall not be assigned to different buses.

RSU 57 Policy Regarding Utilizing Different Bus Stops

It shall be required that each student riding a school bus always ride from the authorized bus stop to school and from school to the authorized bus stop. The Transportation Coordinator shall authorize bus stops. Any exceptions to this rule require written permission signed by a parent, dated, and noted by the Transportation Coordinator 48-hours in advance of the time of exception.

PROCEDURES

MEETING THE BUS

1. All pupils shall be on time and at their assigned stops.
2. Pupils, when getting on the bus (if they must cross the highway), shall wait until the bus driver directs them to cross the highway. Pupils, when crossing the highway, shall walk, **NOT** run.
3. Pupils shall not walk or run alongside the bus when it is moving.
4. Pupils shall line up single file when loading without cutting the lines or shoving.
5. No high school student without a pass shall leave or board the bus at the Middle School.

ON THE BUS

1. Each pupil shall be cooperative and obey the driver who has full charge of the bus and responsibility for their safety and the safe operation on the bus.
2. Each pupil shall not extend arms, legs, or head outside the bus.
3. A pupil shall not distract the driver, except with an emergency.
4. A pupil shall not tamper with an emergency door or the other bus equipment.
5. Each pupil shall go directly to an available or assigned seat in an orderly manner and remain seated while the bus is in motion.
6. A pupil shall not damage the bus. The pupil and their parent or guardian will be financially responsible for any damage they cause.
7. A pupil shall not open windows, unless permission is given.
8. A pupil shall not eat or drink on the bus.

9. A pupil shall not create any disturbance that interferes with the safe operation of the bus and the safety of any individual.
10. A pupil shall not shout on the bus or to others outside the bus.
11. Prior to getting off the bus, pupils shall remain seated until the bus comes to a complete stop.
12. A pupil shall not place feet or other loose objects in the aisle of the bus.
13. The Transportation Coordinator must authorize objects, other than usual and customary school supplies, before being permitted on the bus.
14. A pupil, after leaving the bus (if crossing the highway), shall go to the front of the bus and wait until the driver directs the pupil to cross the highway. A pupil, when crossing the highway, shall walk, not run.
15. A pupil riding the late afternoon activity buses shall present an activity pass to the driver before boarding the late bus.
16. A pupil shall not use profane or offensive language in the bus at any time.
17. A pupil shall not board or leave at other locations other than the assigned pick up spot or assigned school except in an emergency. Exception to this rule requires signed permission from a parent, dated, and noted by the Transportation Coordinator. The permissions statement shall be presented to the bus driver. Changes shall be completed 48 hours in advance.

The RSU 57 Substance Abuse Policy will be enforced on all buses. All drivers shall enforce these basic rules. Willfully disregarding a bus driver's instructions may be brought to a building administrator's attention for disciplinary action. The student may lose bus privileges for a specified time.

[RSU #57 DISTRICT SCHOOL YEAR CALENDAR](#)

RSU #57 [DISTRICT ASSESSMENT CALENDAR](#) & PROFICIENCY BENCHMARKS (subject to change)

Alfred [ESSA PARENTS RIGHT TO KNOW](#)

Lyman  Lyman/RSU57 Sschool 2022 - 2023 ESSA Parents Right to Know

Alfred [STATE ASSESSMENT NOTICE](#)

Lyman:  RSU57 School 2022 - 2023 State Assessment Notice