

Central Community Elementary School

Student/Parent Handbook

2021-2022

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Serving the towns of
Bradford, Corinth, Hudson, Kenduskeag and Stetson.

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Download the RSU 64 App
for up-to-date information and announcements

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Dear CCES Families,

Last year was definitely a unique year filled with many challenges and changes, but also one filled with unforgettable memories and experiences that have made us stronger in many ways. We are excited to see our students returning this school year as we work on building an even stronger CCES community than before. We have continued to work hard on creating a plan for opening this school year by continuing to implement best practices around keeping our students, school, and communities safe. Through our experiences last year we learned that there were some new practices that were effective and efficient for our students and these practices will continue. This will include procedures such as bus dropoff and pick up, breakfast locations for students, use of online platforms and continued opportunities for hand hygiene and opportunities to access outdoor learning spaces. We want to offer students, families, and our community both at school and outside of school the opportunity to return to school with ease, expectations of a great year, and many smiles.

Hello for the first time to our incoming PreK and Kindergarten students who will be starting this year. We want you to know that we look forward to having you as part of our school community and know that you will be a great addition to our school. As you settle in, you can expect to receive information and newsletters from the school, as well as, your child's classroom teachers. We are thrilled to have you join us as your student begins their educational adventure.

The Central Community Elementary School Handbook provides a great deal of important information regarding our programs and services, as well as, our policies and procedures. Please take time to read the handbook thoroughly and discuss this information with your children. This relationship between home and school helps to promote the well-being of our children and their learning process.

Partnering with families will always be crucial in order for everyone to experience a successful year despite all that is going on in the world around us. We encourage families to stay connected and informed by following our district website along with our new app for important updates and information throughout our school year.

Although this year will be different in some ways, we will be returning to some familiar ways of doing things. The entire staff of CCES, as always, remains committed to providing a safe and nurturing environment for our students. Welcome back, we missed you!

Sincerely,

Mrs. Carr and Ms. Wyman

Introduction:

On the following pages, we present the rules and procedures used at our school, along with suggestions we feel will help students and parents have a clearer understanding of what is expected of them in specific situations.

As the ongoing threat of COVID-19 is monitored at the state and local levels, specific guidance to mitigate the spread of the virus may be needed. Any changes and updates will be communicated directly with staff, students, and families who will be affected.

Please keep this handbook as a reference. Like all school districts, RSU 64 has an extensive set of policies that were created by the RSU 64 Board of Directors. If some portion of this handbook conflicts with Board policy, then, by law, the Board policy overrules the handbook portion. Our school reserves the right to change the terms of the handbook at any time, without notice.

We suggest that parents review this **HANDBOOK** with their children to become familiar with its content.

For your convenience, we are listing all staff members at CCES alphabetically by name with their title and extension. If you do not see an extension listed, please call the main number 207-285-0325 and listen to the menu options.

Name	Title	Extension
Mrs. Allard	Kindergarten Teacher	21033
Mr. Arsenault	Grade 3 Teacher	22062
Mrs. Babcock	Educational Technician	
Mrs. Bacon	Music/Band Conductor	
Mrs. Batchelder	Grade 3 Teacher	22102
Mrs. Bean	Grade 4 Teacher	22032
Mrs. Bell	Educational Technician	
Mrs. Birmingham	Grade 2 Teacher	21052
Mrs. Blodgett	Speech Teacher	21083
Mr. Boudreau	Assistant Director of Maintenance	
Mrs. Bryer	Art Teacher	21162
Mrs. Bubar	Educational Technician	
Mrs. Carr	Principal	20041
Mrs. Chubbuck	Music Teacher	21141
Ms. Churchill	Custodian	
Mr. Clark	Physical Education Teacher	21301
Mrs. Clark	Office Secretary and Receptionist	20031
Mrs. Clukey	Grade 2 Teacher	21032
Mrs. Coffin	Grade 3 Teacher	22082
Mrs. Crocker	Food Service	
Mr. Curry	Physical Education Teacher	
Mrs. Day	Educational Technician	
Mrs. Donaldson	Grade 2 Teacher	21042

Mrs. Dorr	Grade 5 Teacher	22023
Mrs. Dow	Food Service	
Mrs. Emery	Grade 2 Teacher	21022
Ms. Fogler	Grade 3 Teacher	22092
Mr. Goodrow	Custodian	
Mrs. Graham	Educational Technician	
Mrs. Gray	Educational Technician	
Ms. Gross	Custodian	
Mrs. Hanson	Educational Technician	
Mrs. Harrison	Educational Technician	
Mrs. Hart	Grade 5 Teacher	22053
Ms. B. Harvey	Grade 4 Teacher	22022
Mrs. R. Harvey	Custodian	
Mrs. Hatch	Special Education Teacher	21142
Mrs. Hewitt	Educational Technician	
Mr. Howard	Special Education Teacher	21132
Mrs. Iverson	Library Educational Technician	
Mrs. Jack	Kindergarten Teacher	21043
Miss Jackson	Grade 5 Teacher	22013
Mrs. Jones	Grade 1 Teacher	21102
Mrs. Jordan	Pre-Kindergarten Teacher	21031
Ms. King	Educational Technician	
Ms. Knowlton	Guidance Counselor	20111
Mrs. Mandigo	School Nurse	20151
Mrs. Marsh	Grade 1 Teacher	21082
Mrs. Miller	Food Service	
Mrs. Mitchell	Educational Technician	
Mrs. Morissette	Grade 4 Teacher	22012
Mrs. Nickerson	Coach and Interventionist	22063
Mrs. Noel	Kindergarten Teacher	21023
Ms. Noyes	Custodian	
Mrs. Pelkey	Pre-Kindergarten Teacher	21021
Mrs. Perkins	Grade 3 Teacher	22072
Mrs. Poulin	Grade 5 Teacher	22043
Mr. Pullen	Custodian	
Ms. Randall	Educational Technician	
Mrs. Reardon	Special Education Teacher	22083
Mrs. Reynolds	Coach and Interventionist	22074
Mrs. Rice	Educational Technician	
Ms. Richards	Grade 1 Teacher	21072
Ms. Rivard	Kindergarten Teacher	21013
Mrs. Roberts	Food Service	
Ms. Robinson	Educational Technician	
Mrs. Roy	Educational Technician	
Mr. Roy	Director of Maintenance	
Mrs. Ryder	Grade 1 Teacher	21092

Mrs. Sabine	Reading Recovery Teacher	21085
Mrs. Sanborn	Grade 1 Teacher	21062
Mrs. Sawyer	Office Manager and Administrative Assistant to Principal	20041
Mrs. Shorey	Educational Technician	
Mrs. Smith	Educational Technician	
Mrs. Soares	Speech Teacher	22075
Mrs. Speed	Food Service Manager	21391
Mrs. Storman	Secretary and Administrative Assistant to Asst. Principal	20044
Ms. Swett	Kindergarten Teacher	21053
Ms. Trafton	Reading Recovery Teacher	21084
Ms. Ward	Grade 5 Teacher	22033
Mrs. Werenko	Educational Technician	
Mrs. Wesley	Grade 2 Teacher	21012
Mrs. C. Weymouth	Educational Technician	
Mrs. H. Weymouth	Educational Technician	
Mrs. Wheeler	Special Education Teacher	22083
Mrs. Williams	Educational Technician	
Mrs. Wood	Grade 4 Teacher	22042
Ms. Wyman	Assistant Principal	20071

RSU 64 Vision

INSPIRING STUDENTS TO EXCELLENCE

Mission

Provides a Safe, Respectful, and Positive Learning Environment
That Supports Life-Long Learners
Who Leave Our Schools College and Career Ready

Guiding Beliefs

The District's mission and vision are grounded in the following beliefs:

- o All students can learn to their potential;
- o Education is a shared responsibility of the whole community;
- o Our schools are a safe, respectful, and positive learning environment;
- o All relationships within the school community are based on mutual respect, trust, honesty, and personal responsibility;
- o Educational opportunities are designed to recognize student abilities, passions, interests and learning styles and to reflect desired learning outcomes;
- o All school community members understand, respect, value, and actively engage in the learning process;
- o Technology is an integral part of the learning environment;
- o Students will develop the necessary skills, knowledge, and attitudes to be successful, productive, and contributing citizens.

The revised Mission Statement and Guiding Beliefs were developed using data obtained during the Future Search Conference held in October of 2011. A representative group of over fifty stakeholders participated in the day and a half conference. From the data obtained, the District's Planning Committee reviewed and revised the Mission and Guiding Belief statements into this format.

PreK-5 Universal Student Expectations

We are RESPECTFUL....and KIND.

We settle our differences in a peaceful manner.

This means:

- We respect other people's property and personal space.
- We use positive words if we disagree.
- We keep our hands to ourselves.
- We use words that make others feel good about themselves.
- We respect diversity.
- We return anything that does not belong to us.

We follow the directions of adults in charge.

This means:

- We look at the speaker.
- We listen and are respectful to our teacher, educational technicians, substitute teachers, the school secretaries and all other adults who work in our school.

We are sensitive to the feelings and needs of others.

This means:

- We use appropriate language at all times.
- We respect differences in others.
- At an assembly, we are quiet and respectful.
- We are willing to help each other.
- We are friendly and courteous.
- We are role models for those younger than us.

We are RESPONSIBLE....and WORK HARD.

We take responsibility for learning.

This means:

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude and effort in daily work.
- Homework is carefully and thoughtfully completed on time.

We are SAFE....

We are expected to move safely through the school.

This means:

- We move through the halls quietly in a line.
- Running is allowed only on the playground.
- We line up promptly.
- We walk in a straight line.
- We move to our next location safely and promptly.

Parent School Compact

The Parent-School Compact is a voluntary agreement between the school and the parents of the children at that school. A compact outlines how parents, students and the school staff will share the responsibility for improved student achievement in meeting the learning standards.

Student Responsibilities:

- Come to school ready to learn, putting forth their best effort.
- Follow Universal Expectations for behavior.
- Ask for help when needed.
- Talk daily with parents about school.

Parent Responsibilities:

- Participate in parent teacher conferences.
- Provide consistent time and place for homework.
- Help encourage and monitor homework as needed.
- Read to and/or listen to my child read.
- Keep lines of communication open between home and school.
- Provide the best nutrition, rest and dress possible.
- Encourage regular attendance.
- Listen/talk to my child about school.

School/Teacher Responsibilities:

- Provide a safe and caring environment.
- Communicate regularly with parents.
- Support and understand the uniqueness of each child.
- Have clear, high, positive expectations of every child.
- Be flexible and available for student needs.
- Encourage students to always do their best.
- Be aware of and open to new instructional practices.
- Make learning interesting, enjoyable and challenging.
- Provide an environment that welcomes parents to the school.

How will we support the Compact at our School:

- Open Houses
- Parent-Teacher Conferences
- PTO Meetings
- Parent/Community Volunteers
- Homework Communication
- Newsletters

Code of Conduct

We believe that discipline is best accomplished through a cooperative effort between the school and the home. It is important that communication lines be kept open so that parents are aware of any problems at school with their child. Parents who have questions regarding school procedures, rules or the school program, should contact the classroom teacher or school principal for an explanation.

Conduct Code

1. Verbal Warning – Teachers and/or staff members may issue a verbal warning at any time. The verbal warning serves to notify the child that they are not following our universal expectations.
2. Behavior Incident Report– Teachers and/or the Principal may issue a referral at any time. The incident report will usually be followed by a restorative conversation about how to meet expectations in the future.

Teachers will develop individual behavior tracking programs as needed at each grade level. These will be used during classroom time.

Positive Rewards Programs

The Elementary Staff believe that positive rewards will help maintain good behaviors and help those children with more challenging behaviors work to achieve their best.

Reward Recesses or Other Special Events – Teachers are always able to give their class a reward recess or special event for doing an exceptional job of following school wide expectations.

Thumbs Up Tickets – Staff will issue positive reward tickets to those students caught being safe, respectful and/or responsible.

PTO Group Special Events – From time to time, our parent group will offer fun activities for students.

Articles Prohibited in School

Students should not bring toys from home or electronics to school since they often cause disruption in the classroom. Use of these items is not permitted during the instructional day. The school is not responsible for the loss of personal items that are brought from home. RSU 64 policy requires students to adhere to the Digital Citizenship expectations. Digital photos and videos should not be taken at school or shared through messaging apps or social media. In addition, RSU 64 has policies governing Bullying and Cyber-Bullying that also pertain to the use of electronic devices.

Weapons and/or instruments that could be used to injure or threaten others are strictly prohibited. Students possessing such devices shall be disciplined in accordance with Board policy and State law. Prohibited articles will be confiscated and not returned to the student. Parents may pick up prohibited items from the main office.

Attendance

Classes begin at 8:00 am. Children form habits at an early age; therefore it is important that they attend school regularly. It is just as important as ever that students participate in their educational program. In alignment with state requirements, we have worked to provide flexible options for students and families to participate in a manner that is safe for each individual student.

Students and parents are expected to self-monitor for symptoms that may signal a health concern and potentially put others at risk. If your child is not able to attend, please notify the school of the reason and the anticipated length of the absence.

Parents should call the school on any occasion that an emergency or illness prevents their child from attending school.

Excused Absence

Board Policy states that, “parents must receive approval from the principal or his/her designee for an absence to be excused for any reason other than the following:

- Personal illness
- Appointments with health professionals which cannot be made outside the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situation

Books and Property

Students are responsible for books assigned to them. Should a book be lost or damaged, the student will be required to pay the replacement cost of that book. If a student defaces or damages school property, the student (and parent) will be assessed the cost of replacement or restoration of the item.

Building Security

Front Entrances Locked: Beginning at 8:00 a.m. until dismissal time at 2:25 p.m., all exterior building doors, including the school’s main doors, will be locked. If you plan to visit us in person, visitors should enter the building through the front door, identify themselves to the office staff, and wait to be buzzed into the building.

Before School & Arrivals

Students will enter the building and report immediately to their classrooms. Daily attendance and lunch count will take place at 8:00 a.m. Students arriving after 8:00 a.m. must stop at the office to sign in.

Students who are dropped off should be brought to the **main entrance** of the school **in the parent drop off or the bus pickup/drop off loop**. Vehicles should be mindful of others in line and pull forward as far as possible along the sidewalk. Students should be prepared and exit the vehicle as quickly as possible. Parents should remain in the vehicle to maintain a steady flow of traffic.

Dismissal - After School

At the end of the day, students who ride home on a bus will begin to be dismissed at 2:10. We have 18 buses to dismiss and we will call students from their classrooms by bus numbers. We will work with students to help them learn their bus number. Keep in mind, that your bus number and driver may change as the bus company prepares their routes. The process of bus dismissal will take time - especially at the beginning of the school year.

If you intend to provide after school transportation, families will be provided with a time for pick up and a designated spot. We will distribute this information when you drop your child off on the first day. If the time does not work for your family, please call the office and we will do our best to accommodate you. Please try to be prompt! The process of dismissal will take time - especially at the beginning of the school year.

Dismissal - Mid-Day

If a student knows they will be dismissed during school hours, sending an email at the beginning of the day regarding the dismissal is helpful. Parents may also call to inform the office of the dismissal. Once arriving at the school, the driver should **CALL THE OFFICE TO HAVE THE STUDENT RELEASED**. The caller may be asked a question from the student's personal information on file to confirm their connection to the student.

Changes In After-School Plans

Please communicate any changes in after school plans by 1pm each day. Dismissal time is a very busy time as 500 students are preparing to go home. We want to ensure that your child knows where they are going and arrive at the correct locations. The earlier you are able to communicate changes, the better.

Cell Phones

Students are not allowed to use cell phones during the school day. Students will not be allowed to place or receive calls during class times except in case of an emergency or under extenuating circumstances. All calls should be made from and to the school office regarding your child.

Emergency Information Cards

At the beginning of the year, parents are asked to fill out an emergency information card. This is very important for us to have at school. If a student should become ill during the day or have an accident at school, we need to contact the parents as soon as possible. We must have an emergency number on file, as well as your doctor's telephone number.

It is very important that the card be completely filled out, including emergency phone numbers, and that you inform us of any address or telephone number changes that occur during the school year. Your cooperation is needed in this area.

Field Trips

Field trips related to the academic program will occur periodically throughout the school year. Your child's teacher will send home information as these opportunities become available. If you would like to help chaperone your child's field trip, please remember to complete the volunteer background check process. You find links to this information on our website.

Health

If your child is not feeling well in the morning, please keep him/her home for the day. Should they have a fever, your child must stay home until they have been fever free without medicine for 24 hours. Additionally, your child should stay home for 24 hours following the last episode of vomiting or diarrhea. Many times, if the child is sent to school ill, it may take longer to recover.

Parents are asked to call the school by 8:30 a.m. if their child is absent from school. For your convenience, you can also email us at the following email address: tstorman@rsu64schools.org. If your child will be tardy and is planning to eat lunch at school, please call the school by 9:00 a.m. to let us know to order a lunch for your child.

Homework and Home Follow-Up

Homework is a way of reinforcing and enriching concepts we learn in school each day. Your child may be assigned homework on a regular basis. Homework should provide extra practice on developing skills, provide an opportunity for students to engage in positive work habits, provide an opportunity for growth in responsibility and provide parents with an opportunity to see what their child is studying and how well he or she is doing. Homework at the discretion of the classroom teacher. If you experience problems with homework, please contact your child's teacher.

Lost and Found

All lost and found items should be turned in to the office or to the bus driver. If a student loses an item, he or she should check with the office/bus driver. It is a good idea to mark items with the owner's name in an easily visible location. The school will not be responsible for lost or misplaced items. Periodically, unclaimed items will be donated to charity.

Lunch (Breakfast) Eligibility and Payments

Breakfast and Lunch will be provided free of charge to all students during the 2021-2022 school year. However, it is still extremely important that you complete the eligibility paperwork, as this helps to determine the federal funding provided to the school for this program. We ask that you be as accurate as possible in filling out the application. Also, if your financial situation should change during the school year, it will be necessary for you to submit these changes as soon as possible so that we may adjust our records.

Additionally, a time for snacks is offered for all K-5 students. Students are encouraged to bring a nutritious snack from home.

Medication

Any medication that must be taken by a student while he or she is at school must be accompanied by the written instructions of the doctor or pharmacist and the written consent of the parent or guardian. The school has a standard form, "Permission to Administer Medications at School" which the parent or guardian must complete before any medication may be given. All medications required to be taken by the child during school hours must be sent to school in the original prescription bottle container and will be stored in the Nurse's Office unless permission has been granted for the child to keep the medication on his or her person.

Medication requirements:

1. Schools cannot administer any kind of medication, even over the counter medication such as Tylenol, Ibuprofen, cold medicine, etc., without the health care provider's written authorization. This is state law. For short-term prescription medication taken less than 10 days, such as an antibiotic, the prescription bottle label fulfills this requirement. Do not send Tylenol, Ibuprofen or other medications to school unless you have the child's health care provider sign a medication permission form. This rule also applies to older students who want to carry over the counter medication on their person. This form must be signed by the health care provider and you, checking off "unsupervised."
2. Medication must be presented to the school in its original, labeled container. TIP: Ask your pharmacist for two bottles – one for home and one for school. We will not accept medication in envelopes, plastic baggies or similar containers. Please try to schedule medications so they can be taken before or after school.
3. The student may transport a one-day supply of medication to school.
4. The parent/guardian must transport medication for more than a one-day supply, up to a one-week supply. If absolutely necessary, we will store up to a two-week supply.
5. Swallowed pills are to be taken with water from a cup, not the water fountain, to help prevent choking.
6. If the medication is a liquid, please send a proper measuring device to school.
7. At least the initial dose of medication must be administered at home prior to being administered at school.
8. A new medication permission form will be required if the dosage, time of administration or the health care provider changes or a different medication is prescribed. **Medication permission forms must be renewed annually.**

If you have any questions regarding the administering of medications at school, please contact Mrs. Bean or Mrs. Mandigo, the District Nurses, at your child's school.

Newsletter

We plan many exciting academic activities throughout the school year, which we let you know about them through a monthly newsletter. Be sure to watch for your copy to be brought home by your child on the first of each month or by checking on the school website. Please share dates of special events with friends and neighbors. The newsletter is made up of a calendar of events, menu, classroom news and reminders. Let us know if we forget anything of importance to you.

Parent – Teacher – Student Conference

Parent-teacher conferences are held in the fall and in the spring. We believe discussing your child's academic progress with his/her teachers gives a better understanding of our report system and how the students are graded on their work. If you have any questions about your child's progress at any time, do not hesitate to contact teachers directly via email.

Playground

Rules

All students will be expected to abide by the school wide expectations of being **safe**, being **respectful** and being **responsible** while playing on the playground.

Students who are unable to follow the school expectations will lose recess and parents will be called as necessary. Other consequences may also be given.

Attire

During the winter months, students are expected to wear appropriate clothing for cold weather recess. This includes boots, hats, mittens, ski pants and winter coats. Students will not be allowed outside during periods of inclement or extremely cold weather.

PTO

Our school has a group of parents who lend support to our program by organizing fundraising activities, setting up special presentations, and providing equipment and materials for teachers and students. If you would like to be a part of this group, please contact the school or check meeting dates on the current newsletter. Your help is always welcome and greatly appreciated.

Report Cards

Report cards will be issued quarterly to indicate your students' performance on the learning standards taught during those quarters of the school year.

School Closure

In the event that it becomes necessary to close school (whether related to COVID-19, inclement weather, or some other reason), you will receive information about such events by signing up for district notification through our district website: RSU64SCHOOLS.org, click 'District Information' then click 'Cancellation Information' or by providing an up to date email address on your child's Information Update Form. You may also download the RSU 64 App to follow up to date information.

School Day

The school day begins at 8:00 a.m. Additionally, if your child will be dropped off, ride a bicycle or walk to school, he or she should arrive no earlier than 7:30 a.m. Dismissal is at 2:15 p.m., with a final pick-up of 2:45 p.m.

The Pre-K schedule runs from 8:00am to 10:45am for the morning session and 11:30am to 2:15pm for the afternoon session.

Signing Out Students

If a parent or a parent designee comes to school to take a child out of school or pick them up, it will be necessary to sign out the student. Photo ID may be requested by school staff if the parent or designee is not familiar to them. We understand this may be inconvenient, but it is for the safety of your child.

Student Council (Grades 3-5)

Students in grades 3-5 have an opportunity to become classroom representatives, make decisions regarding special activities and promote citizenship and community service while serving in the Student Council. Following a campaign procedure of posters and speeches, an election is held and two students are elected from each classroom to serve half of the school year. Meetings are held once each month. Students are eligible to be Student Council representatives only one time so that others have the same opportunity.

Visitors

We welcome visitors to the school as permitted. Please be aware of any current health and safety guidelines. Those who are not vaccinated against Covid 19 should wear a mask.

Volunteers

We welcome volunteers to join our school activities. If you will be volunteering in our school, please complete the volunteer background check form. You can find this on the RSU 64 website.

Website

Our school will have a website that may be found at <https://cces.rsu64schools.org/> The school's website will contain helpful information such as; menus, newsletters, staff directory and other upcoming events. The website will be updated monthly, so check back often.

ALL FORMS OF HARASSMENT ARE PROHIBITED

All RSU #64 staff annually participates in required sexual harassment awareness training. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following situations:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

The Board of Directors of RSU#64 prohibits sexual harassment by staff and/or students and has directed its agents to aggressively investigate all complaints.

Any employee or student having a complaint of sexual harassment should notify the building Principal, Superintendent of Schools or the Affirmative Action Officer at the Office of the Superintendent of Schools (285-3334) for information on the complaint procedure and advice. All appropriate confidences shall be maintained.

The RSU #64 Board of Directors prohibits all harassing conduct and will not tolerate such behavior including the use of foul and/or abusive language.

Name-calling, threats, ridicule, derogatory actions or remarks toward others (oral, physical, or written) constitute harassment. The RSU #64 Board of Directors, through its administrative agents, will investigate such conduct and see that appropriate disciplines are used.

RSU #64 prohibits threats of violence against the school. Please contact your principal for the actual school policy.

Restraint and Seclusion Policy Adopted for 2012-13

In response to action taken by the 125th Legislature which revised and updated Maine Department of Education (MDOE) Rules Chapter 33: Rule Governing Physical Restraint and Seclusion, The RSU 64 Board of Directors has adopted new policy P5144.1 Use of Physical Restraint and Seclusion and accompanying procedures R5144.1 Procedures on Restraint and Seclusion. Rules Chapter 33 established revised "standards and procedures for the use of physical restraint and seclusion in schools. The rule provides that physical restraint and/or seclusion may only be used as an emergency intervention when the behavior of the student presents an imminent risk of injury or harm to the student or others. It also sets forth permitted and prohibited uses of restraint and/or seclusion, required notification of documentation of incidents of restraint or seclusion, aggregate reporting or incidents to administration and the Department of Education, notification of parents, response to multiple incidents involving the same student, local and state complaint processes, and department approval of training programs.

District Policy P5144.1 and Procedures R5144.1 are in compliance with State Law and Rules Chapter 33. We have adopted an approved training program and have staff trained in the program as prescribed by law. Copies of the policy and procedures are on file in the main office of your child's school and in the District office. If you have any questions about the new policy, please contact your child's school principal.

NEPN/NSBA Code: ADC

TOBACCO USE AND POSSESSION

RSU 64 is dedicated to providing its student, staff, and visitors with a safe and healthy environment in which to learn, work and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States and research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. RSU 64 has adopted a tobacco and smoke-free campus policy that prohibits the use of all tobacco and smoke products in school buildings, facilities, on school buses and at school sponsored events. "Tobacco use" includes possession. This policy reflects and emphasizes the hazards of tobacco use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco and smoke-free lifestyles. **Further information regarding this policy can be found on the District website in the RSU 64 Policy Manual, Code ADC.**

Highly Qualified Teacher Information For Title I Schools and Programs Only

We at RSU #64 are sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal No Child Left Behind Act (NCLB). Under these requirements, Title I teachers must meet general qualifications, as well as, specific requirements of the subject they are teaching. Parents will be informed in writing whenever a child is taught for four consecutive weeks by a Title I teacher who does not meet the new federal definition of "Highly Qualified."

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest level possible.

Most teachers already meet the federal definition of “Highly Qualified.” Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. All Title I teachers in our school meet that definition.

Additional information on the NCLB Act, as well as, on the qualifications of your child’s teacher is available upon request. Please contact the principal if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

General School Schedule Grades K-5

7:30	First Wave of Buses Arrive Breakfast Begins
7:45	Second Wave of Buses Arrive
8:00	School Day Begins with Announcements
11:00	Kindergarten and Grade 3 Lunch
11:30	Grade 1 and Grade 4 Lunch
12:00	Grade 2 and Grade 5 Lunch
2:15	General Dismissal First Wave of Buses
2:30	Second Wave of Buses

Pre K Schedule

Morning Session

7:30	Arrival Begins
8:00	School Day Begins
10:45	Morning Dismissal

Afternoon Session

11:30	Arrival Begins/School Day Starts
2:15	Dismissal Begins
2:45	Final Pickup