

Hall-Dale Elementary School Parent Student Handbook 2019-2020



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HALL-DALE ELEMENTARY SCHOOL STAFF LISTING

ADMINISTRATION

Cheri Towle.....	Superintendent
Kristie Clark.....	Principal
Amanda Wilcox.....	Guidance Counselor
Katie Putnam.....	Administrative Secretary
Jessica Ferry.....	Secretary
Deb Murphy.....	Director of Special Education
Lisa Smead.....	Asst. Director of Special Education
Kennebec Pediatrics.....	School Physician
Gordon Murray.....	Director of Building and Grounds
John Armentrout.....	Director of Information & Technology
Christine Michaud.....	Food Service Director
John Lambert.....	Director of Transportation
TBD.....	Coordinator of Student Achievement

TEACHING STAFF/PROFESSIONAL PERSONNEL

Tiffany Dosite.....	Four Year Old Program
Mary Fortier.....	Kindergarten
Tricia Jamison.....	Kindergarten
Terri Pelletier.....	Kindergarten
Christina Underhill.....	Kindergarten
Karen Jones.....	First Grade
Kit Langmeyer.....	First Grade
Kim Mills.....	First Grade
Stephanie Barker.....	First Grade
Stacia Duncklee.....	Second Grade
Kim Kennedy.....	Second Grade
Victoria Weber.....	Third Grade
Carolyn Nott.....	Third Grade
Siobhán Murtiff.....	Third Grade
Brianne Henderson.....	Third Grade
Renee Libby.....	Fourth Grade
Mike Gilbert.....	Fourth Grade
Ashley Lawrence.....	Fourth Grade
Steve Howe.....	Fifth Grade
Emily Nelson.....	Fifth Grade
Michelle Wheelock.....	Fifth Grade
Rosemary Ellis.....	Art
Juliann Gilbert.....	Music/Band
Kyle Bishop.....	Health & Physical Education
Allison Myers.....	Spanish Teacher
Matthew Giustra.....	French Teacher
Sachiko Clough.....	Japanese Teacher
Susan Cody.....	Special Education
Scott Hunt.....	Special Education
Samantha Elder.....	Special Education

Pamela Delashaw.....Speech Pathologist
 Kim Brown.....Title One
 Stephanie Beale.....School Nurse/Health Teacher

SUPPORT STAFF

Kelly Byron.....Title I Education Technician
 Vicki Record.....Title I Education Technician
 Kathy Forand.....Pre-K Education Technician
 Jessica Gilbert.....Regular Education Technician
 Rebekah Ackerman-Cross.....Special Education Technician
 Meaghan Bates.....Special Education Technician
 Anne Beaulieu.....Special Education Technician
 Elizabeth Benner.....Special Education Technician
 Darcee Betit.....Special Education Technician
 Jennifer Conrad.....Special Education Technician
 Kim Ennis.....Special Education Technician
 Holly Habib.....Special Education
 Technician
 Sharon Hayden.....Special Education Technician
 Kristin Nichols.....Special Education Technician
 Amy Pinkham.....Special Education
 Technician
 Tesse Rau.....Special Educaiton
 Technician
 Amy Terrell.....Special Education Technician
 Laurie Taylor.....Librarian
 Brenda Buck.....Food Service
 Shelby Griffin.....Food Service
 Mary-Lynne Greene.....Food Service
 Carroll Williams.....Head Custodian
 Moe Beaudoin.....Custodian
 Sue-Ellen Frizzle.....Custodian
 Dennis Gorham.....Custodian

RSU #2 School Board Membership

Kathryn Marseglia
Board Chair; Negotiations Committee
565 Calls Hill Rd
Dresden, ME 04342
kmarseglia@kidsrsu.org

Branden Perreault
Policy & Personnel Committee; Finance & Transportation Committee; RSU #2 Monmouth Building (Ad Hoc) Committee
Dresden (position open in June 2019)
159 Orchard Hill Rd
Dresden, ME 04342
bperreault@kidsrsu.org

Jon Lambert
Policy & Personnel Committee; Facilities & Food Service Committee; RSU #2 Monmouth Building (Ad Hoc) Committee; RSU #2 Rep. to CATC Committee
36 Roberta St
Farmingdale, ME 04344 (position open in June 2020)
jlambert@kidsrsu.org

Linda Leet
Facilities & Food Service Committee; Curriculum, Technology & Special Ed Committee Chair; HDHS Simmons Fund Advisory Committee
120 Park St
Farmingdale, ME 04344 (position open in June 2019)
458-9281
lleet@kidsrsu.org

Chris Asch
Policy & Personnel Committee; Curriculum, Technology & Special Education Committee; RSU #2 Monmouth Building (Ad Hoc) Committee

50 Academy St.
Hallowell, ME 04347 (position open in November 2020)
215-1134
chrismyerasch@kidsrsu.org

Dawn Gallagher
Facilities & Food Service Committee; Curriculum, Technology & Special Education Committee; Futures & Communications Committee; HDHS Simmons Fund Advisory Committee
27 Union St
Hallowell, ME 04347 (position open in November 2019)
623-4524
dgallagher@kidsrsu.org

Jim Grandahl
Facilities & Food Service Committee; Futures & Communications Committee; RSU #2 Monmouth Building (Ad Hoc) Committee
Monmouth (position open in June 2020)
85 Carter Dr
N. Monmouth, ME 04265
jgrandahl@kidsrsu.org

Jonathan Hamann, Board Chair
Board Vice-Chair; Facilities & Food Service Committee; Finance & Transportation Committee; RSU #2 Monmouth Building (Ad Hoc) Committee
109 Tamarack Dr
Monmouth, ME 04259 (position open in June 2019)
jhamann@kidsrsu.org

Leanne Burnham
Curriculum, Technology & Special Education Committee Chair; Negotiations Committee; RSU #2 Monmouth Building (Ad Hoc) Committee
947 Main St
Monmouth, ME 04259 (position open in June 2018)
lburnham@kidsrsu.org

Russ Hughes, Board Vice-Chair
Policy & Personnel Committee; Facilities, Food Service & Transportation Committee; Negotiations Committee
72 Ridge Rd
Richmond, ME 04357 (position open in June 2020)
rhughes@kidsrsu.org

Lori Umberhind

Policy & Personnel Committee Chair; Negotiations Committee; Curriculum, Technology & Special Education
Committee; Futures and Communication Committee
625 Alexander Reed Rd
Richmond, ME 04357 (position open in June 2019)
lumberhind@kidsrsu.org

You are invited to attend School Board meetings, which are held on the first Wednesday of each
month at 6:00 PM. The meeting place alternates throughout the RSU. Please refer to the calendar
at www.kidsrsu.org.



HDES Master Schedule 2019-2020

Student Arrival (Breakfast and walking club) 8:00 – 8:10
1st Bell (Students may head to class) 8:00
2nd Bell (Morning announcements, class begins) 8:20

Students who arrive after 2nd bell need a tardy slip.

	<u>Lunch</u>	<u>Recess</u>
Grade 2	11:00-11:25	1:10 - 1:35
Grade 4	11:05-11:30	*11:35 - 12:00
Grade 5	11:35-12:00	11:05 - 11:30
Grade 3	11:40-12:05	12:05 - 12:30
Grade 1	*12:10-12:35	*12:40 - 1:10
Kindergarten	12:25-12:50	*12:55 - 1:20

***Note slight time change**

Dismissal: parent pick ups, after school program, buses 3:00-3:15

Please call before 2:00 if there is going to be a change in dismissal plans and **limit early dismissals to urgent matters only.**

Early Release Lunch (no AM or PM Pre-K)

Grades 2 & 4	10:25-10:50
Grades 1 & K	10:50-11:15
Grades 3 & 5	11:15 -11:40

Dismissal 11:45*



11:45 AM is the dismissal time for the scheduled early release days throughout the school year; Nov. 8, Jan. 17, Feb. 14, May 8. If a weather related early release occurs, please check local news stations for exact time of release.

VISION:

Our school community strives to develop the confidence and skills necessary for all learners to become accomplished and responsible citizens.

MISSION:

Our mission is to provide each student with a safe, supportive learning environment where individual differences are accepted and school, family, and community work together to help all students reach their full potential. We believe in RSU #2's mission, which is to cultivate hope in all learners.

NOTICE OF NON-DISCRIMINATION

RSU #2 does not discriminate in its education and employment programs on the basis of age, race, color, national origin, gender, handicap, religion and marital or parental status and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer at the Superintendent's Office at 622-6351. The US Department of Education address:

US DOE
Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617-289-0111

VISITORS

Parents are welcome to visit Hall-Dale Elementary School and share the learning process in our school. Arrangements to visit classrooms need to be made in advance by contacting the teacher or principal. In the interest of creating a climate of learning and maintaining a safe environment for students and staff, all visitors and volunteers must sign in at the office and get a name tag before visiting anywhere in the building or on the school grounds.

School Rules and Routine

ATTENDANCE PRACTICES

Arrival to School: Children should arrive at school between 8:00 and 8:10 AM. If students arrive between 8:00- 8:10 AM they should go directly to class, or walking club. If students arrive after 8:10 AM they should go directly to their classroom unless they need to eat breakfast. Students are asked to walk to their classroom independently. We ask parents to not walk through the halls and classroom during school hours. We ask that children are not dropped off prior to 8:00 am as we don't have staff available to supervise them.

Attendance and Absences: Attendance and punctuality in arriving at school are essential for students to make continuous academic and social progress. *Frequent absences are one of the leading causes of academic difficulties.* Prompt and regular attendance is an excellent habit to establish at the beginning of the school year. If your student will not be attending school on any given day, please contact the school to let us know. This saves the office staff from calling unnecessarily as we regularly contact parents regarding the absence of their child.

If your child is going to be absent from school, please notify the school secretary between 7:00 AM and 8:15 AM by telephoning 623-8677. A telephone call or a note is required so that we know you are aware of your child's absence. The school secretary will call the home of any student whose absence has not been verified by a parent note or phone call. If you plan a family trip that will result in an extended absence for your child, please notify the teacher and the office you must complete an absentee form. It is strongly recommended to take family trips during school vacations.

Maine School Statutory law requires all students between seven years of age and under seventeen years of age to attend public day school during the time it is in session. State law recognizes a student's absence from school is justified in certain situations. The following circumstances constitute an "excusable absence":

1. Personal illness – in the case of frequent illness or suspected truancy, a doctor's statement may be required.
2. Appointments with health professionals that cannot be made outside the regular school day.
3. Observance of recognized religious holidays when the observance is required during a school day.
4. Emergency family situations.
5. Planned absences for personal/educational purposes that are approved in advance by the Principal.

Unexcused Absences: Students will receive a warning for the first three unexcused absences during a trimester. All other unexcused absences beyond the third will result in a meeting with student and parents to insure that the student in question will be able to report to school on time and to prevent possible habitual truancy from occurring. Students will be responsible for the work they miss due to all absences.

Habitual Truancy: A student is considered truant if seven consecutive days or ten cumulative days of unexcused absences are accumulated. Parents will be contacted to determine if truancy is the concern and will set up a meeting with the parent to create a plan to resolve the truancy issue. If additional unexcused absences are accumulated, a written notification of truancy will be sent to the parent/caregiver from administration and our superintendent of schools will be notified. If truancy continues, the school administration will contact the county District Attorney and a referral will be made to the State Department of Human Services.

Tardiness: A LITTLE TOO LATE IS TOO LATE. Students are expected to be in their classroom and ready for class at 8:20 am. Students reporting to school after 8:20 am must report directly to the office. **The parent/caregiver of each student will need to accompany his or her child to the office and provide a reason for the tardiness.** Students will receive a warning for the first three late arrivals to class or school during each trimester. After the third late arrival a parent meeting will be set up to make a plan to insure that the student in question will be able to report to class/school on time and to prevent habitual truancy from occurring. Students will be responsible for the work they miss due to late arrivals. Sleeping in and arriving late is not an excusable tardiness.

Dismissals: Dismissal of students begins at 3:00 PM. Pickups are dismissed first, followed by bus students, then walkers, to assure that bus traffic is gone before students walk home from school. If you plan to pick up your child from school, please send a note in the morning. To protect quality time in the instructional day, we discourage parents from having their child dismissed before 3:00 PM. Dismissal time is the busiest time of day. We ask parents to avoid calling in routinely for dismissals. Having a note in writing decreases the risk of overlooking a change at the last minute. Our procedure for incoming calls for dismissal includes writing a note, logging it in, and delivering it to the classroom. Thank you for helping to reduce added busyness to this time of day. **Please note that phone calls for same day dismissal must be received no later than 2:00 pm.**

In all cases, parents need to sign in at the office before a student may be dismissed. Teachers ask that parents not take their child from the playground without first checking in the office and then speaking directly with the teacher on playground duty. The secretary will call students to the office or in from the playground. We appreciate your cooperation and understanding. Dismissal time is the busiest time of the day and staff need to give their full attention to assuring the safe departure of all students. Routine pickups will be dismissed at 3:00. Please notify the office ahead of time if you need to pick up your child earlier for an appointment. This allows the teacher time to prepare for the early departure of the student (assignments, etc).

Change in After School Destinations: Occasionally students need to change where they normally go after school. These changes need to be made in advance, **no later than 2:00 pm** if possible. It is our practice not to dismiss children unless we can reach an adult listed on the emergency card. If you need to pick up your child before dismissal time, we ask that you please send in a note. Please make sure the note has students full name, where the child is going, persons name & address and signed by Parent (print if not clear).

Early Release Day for Students: There are days designated on the school calendar by the Board of Directors when students are dismissed at 11:45 AM. The purpose of the early dismissal is for teachers to participate in staff development activities. Reminder notices will be sent home each month. All students will eat lunch before dismissal begins. The following days are scheduled Early Release Days: November 8th , January 17th, February 14th, May 8th.

Cancellation of School: If school needs to be cancelled for weather problems or any other reason, the announcement will be carried on all Augusta area radio stations. The stations are notified as early as possible, usually by 6:00 AM on WABK 104.3 FM, WMME 92 Moose FM, WGAN/WMGX/WPOR 560 AM. The decision regarding school closing is made by the superintendent and is based on safety considerations. Parents should use their judgment regarding keeping children home in inclement weather depending on individual locations. The school is sending out automatic calls on cells, please make sure when you change your cell numbers to notify the school with new cells numbers. All notices are sent via E-Blast to all email accounts in our system. It is important we have your current email address.

Emergency Closing of School During the Day: On rare occasions the students need to be sent home unexpectedly, usually due to developing bad weather. The superintendent makes the decision based on safety considerations and is announced on local radio and TV stations. The office follows a detailed procedure to help reduce an oversight in a student's destination for such dismissals. A dismissal form is to be filled out by the parent/guardian at the beginning of each school year stating where each child goes should such an occasion arise. This information is followed and it is up to the parent to update the office in writing with any changes that pertain to your child's dismissal. Our goal is to dismiss as quickly and safely as possible. Please check with the office at any time to verify what plan you have put in place for such a dismissal.

GENERAL INFORMATION

Animals: Due to student allergies, cats, dogs, or other animals are not allowed in school or in playgrounds before and after school hours or weekends. Please make special arrangements if your child wants to bring a pet for show & tell.

Behavioral expectations: Hall-Dale Elementary School strives to create a safe learning environment, which promotes honesty, tolerance, and respect. We encourage students:

- 1) to develop as individuals, both academically and personally;
- 2) to develop respectful relationships; and
- 3) to use their unique talents and abilities as contributing members of their school community.

We expect students to be responsible for their actions and to learn from the choices that they make. We want every student to look forward to coming to school each day because Hall-Dale Elementary School is a respectful, caring place to be. These expectations cannot be accomplished without parent support and student commitment.

All students have rights and responsibilities. Every student has a right to an education in a safe and respectful learning environment. Every student has a responsibility to treat people and property with respect

Birthdays: Birthdays are a special time. Please be aware that due to allergies and other nutritional considerations some parents prefer their children not eat cake at school. We discourage sugary snacks in the classroom for any celebrations. We support the idea of a special, healthy snack. We also discourage the delivery of large bouquets or gifts, as they are difficult to transport home on the bus. **Invitations cannot be distributed at school. Please do not bring or send balloons to school.**

Books and School Supplies: All textbooks, library books, and most general school supplies are provided by the taxpayers of Hallowell and Farmingdale. They are loaned to students at no cost. Each student's family is responsible for loss or damage other than normal wear and tear. Parents may be billed for the replacement costs of materials that are lost or damaged. Textbooks that go back and forth to school need to be covered and carried in a school bag. During the school year teachers may find it necessary to request donations of items for special projects. Thank you in advance for any help you can give.

Bus Transportation: Students are expected to ride their assigned buses. Generally, scheduled bus runs have maximum loads and it is difficult to take other students. If parents want their child dropped off at a place other than home, a written note giving the date of the change, along with the name and address of the adult who will have the responsibility for the child, needs to be given to the

child's teacher before the change can be made. Drivers require a note from each student who does not routinely ride that bus or is being dropped off at a different location. Safe behavior is expected at all times. Riding the bus is a privilege that depends on appropriate behavior. Repeated misbehavior may result in suspension from riding the bus.

Caller ID: A Caller ID system has been installed and activated on all telephone lines entering the Hall-Dale Elementary School and Hall-Dale Middle School/High School complex. All calls will be identified and stored. Any calls placed to any building that are made from a phone that is not identifiable will receive a message asking the caller to make the call from a phone that is identifiable to the system. One option available to you is to press *82, which will remove any existing block and allow the call to be identified and completed. We apologize for any inconvenience, but hope you understand our motive is a safe and secure school environment.

Digital Devices: We request that parents restrict students from bringing digital devices to school. If a student has any type of digital device out on the bus or at school, school staff have been instructed to confiscate the device, send it to the office for safe keeping and then the parent will be contacted to pick up that device at their earliest convenience. If a student is caught using their digital device a second time, not only will the device be confiscated, but the student will also receive a half-day of office detention. In the unlikely event that there is a third offense, the student will have an entire day of office detention and a parent meeting will be required.

In our efforts to proactively reduce or eliminate the instances of cyber-bullying, where one student texts another student inappropriate messages either at school or on the bus, again we ask that you not send your student to school with a digital device. Devices such as Nintendo DS or a cell phone have proven to be distractions to students on the bus and at school, and have led to increased behavior concerns.

We acknowledge that there may be special circumstances that require a student to have a cell phone for emergency purposes only. IF this is the case then please set up a parent meeting with school administration to discuss such a matter.

Clothing: We are all familiar with cold winters and changing weather. Please see that your child comes to school dressed to play outside each day. During warm weather students may wear shorts and skirts that provide appropriate coverage to school, but since this is their "place of work" we ask that halter-tops and half shirts be saved for wearing at home or the beach (no exposed midriffs or navels). We ask that students do not wear flip flops to school. In the past, children have tripped or twisted their ankles in flip flops. We strongly feel they need more supportive footwear at school. As a matter of courtesy, hats are not worn inside the building. We do not allow students to wear clothing with inappropriate language and designs such as beer logos or profanity. Shoes, sneakers, or other footwear must be worn at all times. Roller sneakers are prohibited in school as they mark the floor & are unsafe. Parents will be called to bring a change of clothes for their child when necessary.

Emergency/Medical Information: Each child is required to have emergency & medical information on file that lists telephone numbers where we can reliably contact parents, guardians, or other child care providers in the case of an emergency. **Please notify the school immediately with any student information changes relating to residence, custody, telephone numbers, health, or other student information.**

Evening Extra Curricular Events: Extra curricular events which are scheduled for after school hours occur throughout the school year. These events are listed in the monthly "List of Dates." For events that are intended for both students and parents we ask that students be accompanied and supervised by an adult. Our goal is to avoid any unsafe situations that might arise by unsupervised students. School rules and regulations that govern daily school operations are also in effect for any extra curricular event.

Field Trips: Trips away from the school setting are a valuable extension of the classroom because they provide additional opportunities for learning. Teachers will always inform you in advance when your child will be away from the school grounds.

Fire Drills: In cooperation with the State Fire Marshall's Office, Hall-Dale Elementary School has ten (10) fire drills during the school year. These drills may happen in various types of weather. When the fire alarm rings, students and all others in the building leave quietly and orderly, in a single file. Several times throughout the school year, teachers review with students where fire exits are and how to exit safely.

Homework, The Act of Learning at Home: Learning is the responsibility of both the school and the home. Extending learning time and opportunity beyond the standard school day, has proven to make a substantial difference for some students. The time that a child actually spends on homework will be influenced by the student's individual needs and learning style. Though not always the case, the amount of homework assigned per day should average about ten (10) minutes multiplied by the grade in which the child is enrolled. (Example: 10 minutes X grade 2 = 20 minutes per day.) You are encouraged to contact your child's teacher if homework is problematic.

Lost and Found: Please mark clothing and personal items with your child's name so we can match owners up with misplaced items. Every year we donate many bags of unclaimed articles to Goodwill. Items are located in our Lost and Found area. If your child has lost an item, check with the classroom teacher and look through the Lost and Found. Labeling items helps us return lost items to the correct owner.

Lunch and Milk: A nutritious lunch and breakfast is prepared in the Hall-Dale Elementary School kitchen every day. Breakfast is \$1.10, lunch is \$2.40, milk only is \$.40 and adult lunch \$5.50. Breakfast, lunch, and milk money is collected every day. However, we ask that you pay for one

week of meals and/or milk whenever possible. Any overpayment or missed meals/milk will be credited to the next week. Meals and milk are expected to be paid in advance. We cannot afford to extend credit. Students who owe money will be provided a sandwich, but will not be given a choice of a meal. An on-line payment system is available for your convenience. Please call Christine Michaud at 622-6211, ext 208. Forms are available in the school office at all times for families who feel they may qualify for free or reduced priced meals or milk. Reduced prices are no longer in effect; they are now qualified as free meals. We are unable to provide charging of meals.

Lunchroom Rules: Students are expected to use appropriate manners in the lunchroom. Teachers regularly discuss manners as part of their classroom program. We appreciate any home discussions you have in this area. Even though lunch is scheduled for 25 minutes, students are given the time they need to finish eating their lunches. Lunch food needs to be eaten in the cafeteria and is not allowed to be taken out to recess.

Parent-Teacher Conferences: Parent-Teacher conferences are scheduled during November and March to review student progress. However, additional conferences will be scheduled whenever the parent or teacher feels it is helpful. It is in the best interest of your child to contact the school whenever you have a question.

In addition to conferences, our line reporting system, called Empower, is updated and available for review throughout the year. Please contact your child's teacher for a username and password if you haven't already done so. Progress Reports, a less formal report of student work, are sent home in the middle of each trimester at some grade levels. Please refer to your school calendar for trimester dates.

Parent/Teacher Organization ("PTO"): The HDES PTO is a tax exempt, charitable organization that is actively involved in planning informative programs and in raising funds for the enrichment of all HDES students. All parents, teachers, caregivers and staff of HDES are eligible to join simply by signing the PTO membership book located in the front office. For more information, visit the PTO website at <http://halldalepto.org>. Meetings are typically held on the second Monday of each month beginning at 6 pm.

Radios, Battery Toys, CD Players and Other Valuable Items: Children should not bring radios, walkmans, cell phones, CD players, Ipods, hand held videos, and other toys to school. Not only do they disturb classes and other students, but they often get lost or broken. Such items that interfere with learning will be kept in the office until a parent can arrange to pick them up. No buying, selling or trading of student property is permitted at school. "Show and Tell" items are an exception to this request because teachers monitor the use of valuable toys during this time.

Student Placement: Much time and effort goes into placing students in classrooms. It is a process that takes many factors into consideration, and is done methodically to provide classrooms with

well-balanced mixtures of students. In placing students, teams of teachers meet at each grade level and take into consideration class size, ratios of boys and girls, teacher/student compatibility, student/student compatibility, and learning styles of students. This is all done to help balance academic, developmental, and social needs of students in the entire class and within grade levels. The principal makes final review and placement determination of all students. Parents certainly know their children best and, while parental input is helpful in the process and will be considered, **please understand parental requests for specific teachers will not be accepted.** Should parents want to contribute information about the learning environment they think their child will do best in, the school will certainly use that information in the placement. However, that information should not include specific teacher requests.

Student Records: Student records are maintained on a highly confidential basis and are made available only to school staff who have a need to evaluate information for educational purposes. Parents may review their child's record by requesting an appointment with the principal. See the policy section of this handbook for more information.

Telephone Usage: Once students begin their school day, there should be no reason for them to use the telephone. Certainly, the school will contact parents in the event of an emergency. The office may also contact the parents for unexpected accidents such as muddied pants or soaking feet. Students will be discouraged from calling home to have parents bring forgotten items, such as library books or homework. Reinforcing responsibility is an important part of educating a child.

TESTING: Standardized Assessment helps measure student progress. Two assessments are used in RSU #2.

1- NWEA (Northwest Evaluation Association) – a standardized computer-based test. Students are given a score (RIT score) which is a measurement of learning achievement and readiness. The test is administered in the Fall, Winter, and Spring and typically takes less than one hour to complete, students grade K - 5 participates.

2- There is a standardized state assessment (MEA) given in the spring to children in grades 3-5. More information will be shared at a later date.

Testing can be very stressful for all involved; especially students and parents. We want our students to do their very best on all assessments as well as their daily school work. We ask parent's cooperation in helping students prepare and give their very best effort. Try and keep to regular routines of bedtime, mealtime, and daily school attendance. **Kids need to be in school every day!**

Please do not schedule doctors' appointments or vacation time during formal testing time. Lastly, encourage your child to do their very best. That is really all we can ask! Assure your child that he/she will not know every answer, but they will know many.

Visitors: All visitors, parents and volunteers must sign in at the office. Arrangements should be made ahead of time with the teacher for classroom visits. If you are here to pick up your child, please sign him/her out in the office and your child will be called down to the office to meet you. Walking your child to their classroom is discouraged unless special occasion set up with the office. This procedure reduces classroom interruptions. Thank you for your cooperation.

Volunteers: We value the important role volunteers play in our school community. Please see the volunteer form that is in this packet to sign up for volunteering. Please check what areas interest you and return it to school. Before volunteering you must complete a confidentiality form in the office. It is very important you do not discuss information on students outside of school.

Wellness: Students, as well as the entire school community are encouraged to eat healthy snacks & meals. Please see Policy JL for the RSU #2 wellness Policy. For further information, please consult <http://www.cspinet.org/healthysnacks>.

HEALTH RELATED PROCEDURES

Accidents and Illnesses: Accidents, injuries, and illnesses that occur during the day at school will be taken care of in the nurse's office by the school nurse or other school personnel. In the case of minor injuries, basic first aid will be used. In the event of serious injury or illness, school personnel will call the names listed by you on the Emergency Information Card. Every attempt will be made to contact the parent before calling other numbers listed. In extreme emergencies, we will contact the hospital emergency services after one attempt at reaching each person on the emergency card. It is our practice to notify parents when children come to the office with a complaint of illness, injury, or a temperature. We appreciate your support in keeping your child home to fully recover from colds, flu, and other illnesses where a temperature or sickness is evident. If a student is running a fever we recommend to keep the student home. When the student goes 24 hours without any fever reduction medication or vomiting, they may return to school.

Abuse and Neglect of Children: "School employees will report known or suspected instances of abuse or neglect to his or her principal who will, in turn, report such abuse or neglect to a State Child Protection Service official as provided by statute." All school employees are mandated reporters and are required to report known or suspected instances of abuse to DHHS.

Communicable Diseases: "Students with communicable disease will be excluded from school as prescribed by law or shall observe other protective procedures according to recommendations issued by the school physician or State guidelines. When a child returns to school after having a communicable disease, a certificate from the attending physician may be required by the principal before authorizing the child's readmission."

Immunizations: Maine law requires that all students be fully immunized against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps and varicella before entering school. Exceptions due to religious, political, philosophical, or personal reasons may be allowed. Contact the school nurse for further information if you have any questions.

Lice: If your child has an itchy head he or she will be checked by the school nurse. If lice are found the nurse will contact you. The nurse will work closely with you to enable your child to return to school quickly. A notice will be sent home if a student in the classroom has been exposed to lice.

Medications: According to Policy JLCD, RSU #2 urges that, whenever possible, medications be given to students under parent's direction outside of school hours. Only drugs prescribed by a student's health care provider, and pre-approved by the principal and/or school nurse, may be administered by school personnel.

In order for a student to take medication at school, the parent must complete a "Request for In-School Administration of Medication" form which is available in the nurse's office. All medications must be in their original containers and labeled with the student's name.

Physical Examinations: All students entering Hall-Dale Elementary School for the first time are required to show proof of a physical examination. New students must show proof of having had a physical within one year of entering school.

RSU #2 DISTRICT-WIDE RULES AND PROCEDURES

ATTENDANCE AND ABSENCES

There is a strong relationship between the amount of time students are available for instruction and the amount of progress they make. We urge parents to make every effort to have their children attend school regularly so that we may fulfill our responsibilities and provide them with the best formal education. Listed below are certain sections of Maine State Law regarding attendance:

- Persons 7 years of age or older and under 17 years shall attend a public school during its regular annual session. Any adult having a person subject to the above age requirements shall be responsible for their compliance.
- A student is considered habitually truant if he/she is absent from school without excuse for the equivalent of 10 full days or at least 1/2 day on 7 consecutive school days within any six month period.

A person's absence is excused when the absence is for the following reasons:

1. Personal illness
2. An appointment with a health provider that must be made during the regular school day
3. Observance of a recognized religious holiday
4. Family emergency
5. Planned absence for a personal or educational purpose which has been approved

On the day they return to school, students must present a note to the office giving the reason for the absence from school and signed by a parent or legal guardian. In cases where the parent has contacted the school, or the school has contacted the parent, either in person or by telephone, no written excuse is required. If there is no contact between home and school regarding a student's illness, an unexcused absence will be assigned. Students ill with a communicable disease must have a doctor's certificate for readmission to school.

BUS DISCIPLINE POLICY

To provide maximum safety on school buses, each driver shall be responsible for enforcing, and each passenger shall be expected to observe the following rules:

1. Board and leave the bus in an orderly manner.
2. Remain seated while the bus is in motion.
3. Keep aisles clear of any obstacles.
4. Act in a courteous manner.
5. Obey the bus driver.

These rules mean the bus passengers **WILL NOT:**

1. Make excessive noise, yell, or use foul language on the bus.
2. Annoy or harass others.
3. Argue, hit or fight.
4. Throw objects in the bus or out of the windows.
5. Annoy or distract the bus driver.

In the event that a student fails to follow bus rules, the bus driver will:

1. Give at least one verbal warning. This includes confirming that the student knows what the offense is.
2. At Hall-Dale Elementary School, after a verbal warning has been given, whenever the student repeats the offense the driver will fill out and sign a School Bus Incident Report and give it to the principal. A copy of the completed form may be given to the parent.
3. The principal will discuss the incident with the student involved and outline the immediate consequence and the consequences of a second report.
4. Written notification will be sent to the student's parents, which will include the immediate consequence and the consequences of a second report. These consequences may include:
 - a. an assigned seat on the bus; (temporary or permanent)
 - b. a conference with the student, parents, and/or bus driver;
 - c. temporary or permanent suspension of bus privileges.

Any acts, which are considered flagrant violations of safety, may mean immediate suspension of transportation privileges following the driver's written report to the student's principal. These incidents include:

1. Fighting
2. Smoking
3. Vandalism
4. Profanity directed at the bus driver or other students
5. Throwing objects from the bus.

BUS RULES POSTED IN BUSES

Follow These Basic Bus Rules:

1. Be courteous
2. No profanity
3. Do not eat or drink on the bus; keep the bus clean
4. Violence is prohibited
5. Remain seated
6. Keep your hands and head inside the bus
7. Do not destroy property
8. For your own safety, do not distract the driver through misbehavior.

**NOTE: The bus driver may assign seats.*

RSU#2 DISTRICT-WIDE RULES

- Treat others the way you would like to be treated, with tolerance and respect
- Communicate respectfully
- Follow directions given to you by any staff member
- Complete all assignments and come to school prepared
- Respect school and private property
- Do not bring unsafe or illegal objects to school

RSU #2 DISTRICT-WIDE POLICIES

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ADMINISTRATION OF MEDICATION TO STUDENTS

POLICY CODE: JLCD

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens and any other medication prescribed by a physician and supported by the school nurse. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student’s health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse and principal shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded (nurse).

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

H. Administration of Medication during Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

III. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act; 4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

ASSIGNMENT TO GRADES, TEACHERS

Policy Code: JG

A. GRADE PLACEMENT, PROMOTION, RETENTION

Decisions related to grade placement, promotion and retention of students will be made by the school principal with appropriate regard to objective data, staff evaluations and parental opinions.

B. CLASSROOM ASSIGNMENT

Decisions related to the assignment of pupils to classrooms will be made by the school principal based on consideration of such matters as: class size; teacher/student compatibility; and student/student compatibility.

Parental and/or student preference for assignment to a particular teacher will be considered.

BOMB THREATS

POLICY CODE: EBCC

The Board recognizes that bomb threats are a significant concern to the school unit. 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.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with

the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate/practicable opportunity as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Boards should be sure that the school system's Student Code of Conduct identifies the making of bomb threats as unacceptable behavior, describes the disciplinary consequences associated with bomb threats, and provides that students suspected of making bomb threats will be reported to law enforcement authorities.

CHILD FIND POLICY

Policy Code: IHBAC

RSU #2 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

RSU 2 is responsible for child find for resident students attending private or public schools through public tuition payments or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school or through direct child find services by unit personnel or contracted personnel.

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

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU #2 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If

screening occurs in the spring prior to school entry, the RSU will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the RSU's pre-referral and referral policy.

DRUG, TOBACCO AND ALCOHOL USE BY STUDENTS

POLICY CODE: JICH

The School Board and staff of RSU #2 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs, tobacco and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three- pronged approach to address the issue of drug, tobacco and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations (unless prescribed by a physician), any look-alike substance, or any substance that is represented to be controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Smoking and the use, possession, provision and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school busses, and at school-sponsored functions at all times by all persons.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students shall be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

The RSU will provide students with appropriate information and activities focused on educating students about drugs, tobacco and alcohol and preventing abuse of these substances.

Intervention

The RSU will establish a team approach (Principal, Counselor, Nurse, etc.) to intervene with students with drug/tobacco/alcohol problems. Students will be assisted in addressing their drug/tobacco/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

The RSU shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks, district website and/or other means selected by the Superintendent and building administrators, i.e. announcement of Tobacco Free Environment at public events.

EDUCATIONAL PHILOSOPHY/MISSION

POLICY CODE: AD

The Board recognizes that the thorough and efficient education of children is its primary statutory-based responsibility. To this end, the Board considers proper and adequate support of schools to be a civic responsibility shared by all citizens.

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career in the 21st Century. All schools will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for satisfying, worthwhile lives.

We believe that all children must be provided equal but not identical opportunities to allow them to achieve, develop positive attitudes toward themselves and a genuine respect for others.

A rigorous core curriculum designed to achieve specific learning outcomes will be provided. It will be planned with the goal of creating and maintaining standards which will furnish students with the skills necessary for success in a global society while giving them a broad educational foundation compatible with their interests, aptitudes and aims. The curriculum and graduation requirements will be regularly evaluated to ensure their continued appropriateness.

In order to achieve our goals and to implement this philosophy, we believe that all schools must secure the involvement of the community, students, staff, parents and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school system's success depends on good rapport and cooperation with our communities and its institutions.

The Board recognizes the professional staff as the body that is legally charged with the responsibility of providing education to all children. In fulfilling this responsibility, the staff will seek to ensure the following.

A. All children will master the standards set forth in accordance with the Maine Learning Results.

B. Instruction will be provided which is appropriate to each individual with respect to goals, methodology and evaluation.

C. Students will be seen in their totality as physical, mental, social, and aesthetic beings, which requires knowledge of child growth, development and instructional pedagogy.

D. Staff members, in order to effectively execute their responsibilities, will establish goals for themselves consistent with the philosophy of the Board and individual schools. Staff members will engage in a self-evaluation process for the purpose of self-improvement-- the ultimate objective being an improved instructional program for all students.

E. The Board recognizes that this highly technological 21st Century society demands that students learn how to cope with change and learn to accept that "learning" is a continuous process.

The Board fully accepts the responsibility of formulating policies and acquiring adequate funding to support the education process. The Board will always consider the welfare of students as the single most important factor in making decisions relative to educational policy. It will be the responsibility of the Board and administrators to promote sound educational practices and professional development.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

POLICY CODE: ACAA

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

Harassment

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

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.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer (the principal in each building) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

HAZING

NEPA/NSBA Code:

ACA

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.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

NOTIFICATION OF RIGHTS UNDER FERPA

Policy Code: JRA-E

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the Superintendent receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Superintendent to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent/designee decides not to amend the record as requested by the parent or eligible student, the Superintendent will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the Superintendent/designee discloses education

records without consent to officials of another school district in which a student seeks or intends to enroll.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSU #2 administrators to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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

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

Office of the Superintendent of
Schools
7 Reed St
Hallowell, ME 04347

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

G. Under Maine law, RSU #2 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parent's' names.

STUDENT COMPUTER AND INTERNET USE

POLICY CODE: IJNDB

RSU #2 provides computers, 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 preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

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

All M.S.A.D. #16 computers 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 the school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the M.S.A.D. #16 cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. The signed acknowledgment will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. The use of school computing devices, networks and other infrastructure by students is a privilege, not a right. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or information technology director. These rules apply to all school computing devices (see definition for computer in policy IJNDB) and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and network whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers and must read and sign an acceptable use policy.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities and Digital Citizenship – Students must practice good digital citizenship and may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or

download software without the express authorization of the information technology director. Unauthorized copying of software or other copyrighted material such as movies, etc. is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism – Students may not represent as their 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 web site must be identified.

5. Use for Non-School-Related Purposes - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program, authorized after-school activities or school assignments.

6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computing devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Students shall take every precaution to ensure that the computing devices are protected and safe from damage, including liquid spills, drops, etc.

8. Avoiding School Filters – Students may not attempt to or use any software, utilities, proxy servers, peer-to-peer networks or other means to access Internet sites or content blocked by the school filters. Students may not bypass school networks by broadcasting a personal network device from a cell phone or other personal device.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. –Students may not access blogs, social networking sites, etc. to which student access is prohibited by filters or other means. Occasionally access to such sites or tools may be permissible when authorized by a teacher or administrator for educational purposes.

11. Mass Email – Students must not send mass email or SPAM from a school unit computing device or network.

12. Inventory Asset Tags - Students are not permitted to remove or deface asset tags from computing devices.

C. 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 for violations of Board policies/procedures and school rules while the student is using school unit computing devices or network, 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 or network.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer 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.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Computing Devices Issued to Students

1. Computing devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are encouraged to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form and acceptable use policy.
3. Students and their families are responsible for the proper care of district computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU#2 offers a protection plan for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase the protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. A laptop that is, or suspected to be, lost or stolen must be reported to the building administrator or IT department immediately. If a laptop is stolen, a report shall be made to the local police and the DOE (if required) immediately.

5. The Board's policy and rules concerning computer and Internet use apply to use of laptops or district- owned computing devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computing devices issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use or vandalism of a computing device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Students will provide the laptop login password to their parents. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home and away from school.
8. The laptop may only be used by the student to whom it is assigned and his or her parents to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules and Acceptable Use Policy.
10. Computing devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computing Devices by Students

1. A student's privately-owned computing device, cell phone, etc. in school must adhere to all Student Computer Use Policies and Rules and the Acceptable Use Policy. There must be an educational basis for the use of any computing device brought from home.
2. The Technology Director or staff will determine whether a student's privately-owned computing device meets the school unit's network requirements and will determine if that device may be used in the school buildings.
3. Use of these devices may be prohibited if it is determined that there is not a suitable educational basis and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care and security of his/her privately-owned computing device, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately-owned devices.

6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computing devices at school.
7. Students have no expectation of privacy in their use of a privately-owned computing device while at school. The school unit reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computing device may result in the revocation of the privilege of using the device at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computing device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

STUDENT DISCIPLINE

POLICY Code: JK

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy. Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

STUDENT RIGHTS AND RESPONSIBILITIES

POLICY CODE: JI

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board; the responsibility to attend school as required by law.
- C. The right to due process with respect to suspension, expulsion or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school.
- D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not

materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission.

- E. The right to privacy regarding the content of student records as defined by the Family Educational Rights and Privacy Act.
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The board expects all staff to abide by this policy in order to achieve mutual respect of rights and the acceptance of responsibilities.

This policy is designed for educational and informational purpose and is not intended to create, expand or restrict any student rights and responsibilities.

STUDENT TRANSPORTATION SERVICES

POLICY CODE: EEA

The Board will provide transportation for all students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

Distance shall be measured by the shortest public road from the residence to the bus stop or school door. In cases questioned, distance will be measured and established by the Superintendent.

Exceptions to the above distance shall be made for the following reasons only:

A. Health

Exceptions to established walking distances may be made for students with disabilities as required by their IEP or Individual Health Plan (504 Plan). Exceptions may also be made to accommodate a student's need for transportation with written documentation for the student's physician.

B. Kindergarten Students

Kindergarten bus service will include pick-up and delivery to the closest location to home, providing a suitable bus turn is available.

C. Hazardous Walking Conditions

Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger.

Authorized bus stops will be located so as to load and unload students with the most safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes.

Bus stops will be determined and communicated prior to the new school year.

Requests for bus stops, inconsistent with this policy must be made in writing and submitted to the Superintendent.

STUDENT WELLNESS

POLICY CODE: JL

I. Introduction and Rationale

The Board recognizes that student wellness and good nutrition are related to students' physical and psychological well being to ensure they are healthy, safe, and ready to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, physical education, and regular physical activity while recognizing individual differences and medical necessities. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic diseases.

II. School Food Service

A. Assurance

1. The RSU will ensure that meals provided by its Food Services Program meet the nutrition standards established by federal regulations and will strive to meet the nutrition recommendations of the *US Dietary Guidelines for Americans*. This policy serves as assurance that school district guidelines for reimbursable meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the National School Lunch Act and the Child Nutrition Act.
2. To the maximum extent practicable, RSU #2 will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program.
3. To ensure that all children have the opportunity for breakfast at school in order to meet their nutritional needs and enhance their ability to learn, schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program and eligibility of students who qualify for free and reduced lunch to receive free breakfast.

B. Nutritional Quality of Foods and Beverages

1. The RSU will provide foods that meet or exceed the federal nutrition standards, such as fresh fruits and vegetables, whole grains, and low-fat options. Minimally processed foods low in sugar, sodium, and fat will be served whenever possible.
2. Fat-free and low-fat milk and dairy products will be offered.
3. RSU #2 will allow adequate time for students to obtain food and eat (recommended 10 minutes for breakfast/mid-morning break, 20 minutes for lunch). The school will schedule lunch at appropriate hours of the day, allow adequate space to eat, and provide a clean and safe environment.
4. RSU #2 should make an effort to obtain locally grown foods (e.g. through the Farm to School program).
5. RSU #2 will provide access to safe drinking water for all students throughout the day.

C. Professional Development

1. The RSU should hire qualified/certified nutrition professionals or provide appropriate funding for food service director training. Appropriate professional development will be provided for food services staff. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

D. Competitive Food Sales

1. Sales of foods and beverages that compete with the school lunch program (and/or school breakfast program) must be in compliance with the Board's policy EFE, Competitive Food Sales/Sales in Competition with the School Food Services Program.

E. Goals

Each of the sections contained in JL-R (Nutrition Education, Physical Activity, School Based Activities, Staff Wellness and Communication with Parents) include regional wellness goals that the Local Wellness Committee may elect to address in its annual selection of district activities.

The listing of goals is presented to support local differences while still being aligned with a regional wellness focus.

III. Implementation, Compliance, and Monitoring

The Superintendent/designee shall be responsible for the implementation and compliance of the wellness policy, for monitoring efforts to meet the intent of this policy, and for reporting to the Board on an annual basis.

A. Implementation and Compliance

1. The Superintendent will develop a summary report every three years on RSU-wide compliance with the established nutrition and physical activity wellness policies, based on input from districts within RSU #2. That report will be provided to the Board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.
2. In each school, the principal or designees will ensure compliance with those policies in his/her school and will report on the school's compliance to the Superintendent.
3. School food service staff, at the school, district, or RSU level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent. In addition, RSU #2 will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If RSU #2 has not received a SMI review from the state agency within the past five years, the RSU will request from the state agency that a SMI review be scheduled as soon as possible.

B. Assessment, Monitoring, and Review

1. To help with the development/revision of the RSU #2 wellness policy, each district in RSU #2 will conduct a baseline assessment of the existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.
2. Assessments will be repeated at minimum every three years to help review policy compliance, assess progress, and determine areas in need of improvement.
3. Monitoring may include surveys or solicitation of input from students, parents, staff, and school administrators.
4. As part of the review, schools will review nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements.
5. Reports may include, but are not limited to:
 - a. The status of the school environment in regard to student wellness issues

- b. Evaluation of the school food services program and compliance with nutrition guidelines
- c. Summary of wellness programs and activities in the schools
- d. Feedback from students, parents, staff, school administrators, and wellness committee
- e. Recommendations for policy, program, or curriculum revisions

6. As necessary, RSU #2 Wellness Committee and Local Wellness Committee will develop work plans to facilitate implementation of the Wellness policy.

IV. Appointment and Role of the RSU #2 Wellness Committee and Local Wellness Committees

The RSU #2 Wellness Committee and the Local Wellness Committees at the district level shall serve as advisory committees in regard to student wellness issues and will be responsible for making recommendations related to the wellness policy, wellness goals, administrative or school regulations and practices, or raising awareness of student health issues.

A. RSU Wellness Committee

The RSU #2 Wellness Committee should be representative of the districts in RSU #2 with representation from elementary and secondary schools. The RSU Wellness Committee will be comprised of at least one of each of the following:

- RSU #2 Board Member • School Administrator
- Food Services Director • Parent Representative
- School Nurse
- Teacher
- Student Representative
- Physical Education Teacher
- Health Education Teacher
- Guidance Counselor
- Community Representative
- Local Wellness Committee Representatives (4)

The RSU #2 Wellness Committee may also include:

- Community organization or agency representatives
- Other staff or individuals as designated by the RSU Board

The RSU #2 Wellness Committee will meet at least two times per year. Each district will maintain a Local Wellness Committee with representation on the RSU Wellness Committee. With the prior approval of the Superintendent/designee, the RSU Wellness Committee may survey parents, students, and the community and/or conduct focus groups or community forums.

The RSU #2 Wellness Committee shall provide an annual report to the Superintendent/designee and, as requested, to the Board.

B. Local Wellness Committees

Local Wellness Committees within each district will implement, monitor, review, and report to the RSU #2 Wellness Committee on progress related to the RSU Wellness Policy. Local Wellness Committees will also serve as resources to schools for implementing the policy. Where there is another health-related committee in school the Local Wellness Committee will connect with that body.

Local Wellness Committees will set annual goals and report progress to the RSU #2 Wellness Committee.

Local Wellness Committee will have representation from the school and community and may include the following:

- RSU #2 Board Member • School Administrator
- Food Services Director • Parent Representative
- School Nurse
- Teacher
- Student Representative
- Physical Education Teacher
- Health Education Teacher
- Guidance Counselor
- Community Representative

TOBACCO USE AND POSSESSION

POLICY Code: ADC

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of RSU #2 facilities, the Board prohibits smoking and all other use of tobacco products, including e-cigarettes, in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school sponsored events and at all other times. Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

PLEASE RETURN THIS FORM TO SCHOOL WITH YOUR CHILD

PERMISSION FORM USAGE FOR COMPUTER/INTERNET/WEB SITE

I have read the district policies for using the computer, internet and web site (IJNDB, IJND, IJNDB-R, IJND-R) with my parent/guardian and understand and agree to comply with its contents in order to gain telecommunications access for the school year. I understand that violation of rules or inappropriate use may result in a loss of privileges and possible disciplinary or legal action.

STUDENT NAME (printed): _____ DATE: _____

STUDENT SIGNATURE: _____

As the parent or legal guardian of this student, I have read the above polices and grant permission for the above- named student to access telecommunications services such as electronic mail and the Internet for the school year. I understand that access is designed for educational purposes. I also understand that the school district will make reasonable attempts to discourage access to inappropriate of objectionable material and communication, however, it is impossible to restrict all such access. I have determined that the benefits of my child having access to the Internet outweigh potential risks.

PARENT/GUARDIAN NAME (printed): _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____



FIELD TRIP PERMISSION SLIP

I give my child _____ permission to attend classroom field trips for the 18-19 school year.
(NAME)

I understand I will receive informational letters prior to each field trip.

(Parent/Guardian Signature)



ACKNOWLEDGEMENT OF REVIEWING STUDENT HANDBOOK

Please indicate that you have read this student handbook and reviewed it with your child by signing below and returning this form to school as soon as possible. Thank you.

(PARENT SIGNATURE)

(DATE)

**PARENT/GUARDIAN AGREEMENT TO PUBLISH STUDENT
INFORMATION ON THE KIDS RSU WEB SITE**

2018-2019

Name of Student: _____ Grade/Class: _____

Name of Parent/Guardian: _____

Student Information/Photograph/Work to be Published:

RSU #2's policy is to obtain permission from a student's parent/guardian prior to publishing student information, photographs or work on our web site. A copyright notice is also included prohibiting the copying of student work without express written permission. In the event that a request for copying is made, the student's parent/guardian will be notified.

Please indicate below whether or not you agree to the publication of the information/photograph/work described above and return this form to your child's teacher or the school office as soon as possible.

_____ I grant permission for my child's information/photograph/work to be published on the School Department web site and/or any other photo to be used for school purposes.

OR

_____ I do not want my child's information/photograph/work to be published on the School Department web site.

Signature of Parent/Guardian

Date