

# STUDENT / PARENT HANDBOOK 2020-2021

Boothbay Region Elementary School  
Grades PK-8



Shawna Kurr, Principal  
Matt Lindemann, Assistant Principal

AOS #98 Rocky Channels School District  
Boothbay Harbor, Maine  
207-633-5097

<https://bres.aos98.net/o/bres>

**\*\*Find us on Facebook / Boothbay Region Elementary School\*\***

Respectful-Responsible-Safe

Updated 8.27.20

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# Boothbay Region Elementary School

238 Townsend Avenue, Boothbay Harbor, ME 04538

Telephone: 207-633-5097 · Fax: 207-633-7130

<http://bres.aos98.net>

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Shawna Kurr · Principal  
Matt Lindemann · Assistant Principal

Kim Dionne · Guidance Counselor (K-4)  
Sarah Gordon · Guidance Counselor (5-8)

Dear BRES Community,

On behalf of the staff of Boothbay Region Elementary School, I would like to take this opportunity to welcome you to our school community. We are fortunate to work and play in such a beautiful community who provides our school with an outpouring of support. From the many community members near and far, family members, organizations, business owners, Set for Success, and countless others who endlessly give to our students and staff- we thank you for your continued support.

As we enter into a new year, a year unlike we have ever seen before, we understand the importance of bringing students back together in classrooms on our campus. There is no substitute for effective, in-person, classroom instruction, and our goal is to safely resume classroom instruction with as many students as we are able. All educators in our district are collaborating intensely to be ready for all learning models we have outlined in our operations and instructional plans. Should we need to switch gears based on changing health conditions during the year, from in-person learning to remote learning and everything in between, we will be ready to provide the best continuity of instruction possible for all students. The overall health, safety, and well-being of our school community is first and foremost in all of our minds.

This handbook outlines our specific procedures at BRES and outlines general safety procedures and expectations for our CSD schools, including a three scenario approach for reopening our schools.

I know that we can make this year a success with your partnership. **Together** we can ensure the safety, wellbeing, and learning, of all of our students. Let's gear up for an adventure and get this year started!

With anticipation and excitement,

Shawna M. Kurr

Principal BRES

## BRES 2020-2021 School Personnel

<p><b>Administration</b></p> <p>Principal: Shawna Kurr Assistant Principal: Matt Lindemann</p> <p><b>Office Staff</b></p> <p>Administrative Asst: Mary Knapp Lisa Tilton</p> <p><b>Student Support Staff</b></p> <p>Nurse: Kate Schwem School Counselor K-4: Kim Dionne School Counselor 5-8: Sarah Gordon Social Worker: Tammy Blackman Psychologist: Melinda Renda Adrien Lemar</p> <p><b>Specialists</b></p> <p>Art: Jessica Nadeau Gifted and Talented: Emily Higgins Library: Joan Chatterton Music: Nancy Taylor-Cole Band: Jeffrey Waldrop Physical Education: Lauren Brown John Gosselin Technology: Zachary Gray</p> <p><b>Special Education</b></p> <p>K-3 Resource Room: Charlinda Carlson 4-6 Resource Room: Molly King 7-8 Resource Room: Gray Ferris Behavior Specialist: Kate Hossler Composite Room: Tanya Thibault Occupational Therapist: Kristin Cameron Speech Pathologist: Jennifer Hyson</p> <p><b>Intervention Staff</b></p> <p>Title I Coordinator: Lisa Sharp Title I: Judy Coady Reading Lab: Jo-Anne DiMauro</p> <p><b>District Staff</b></p> <p>Special Education Director: Christopher Baribeau Special Education Assistant: Julie Lutkus Adult Education: Pam Moody Technology: Brynne Roseberry School Resource Officer: Larry Brown Safety Director: Kyle Canada</p>	<p><b>Classroom Instruction</b></p> <p><b>Pre-K:</b> Jessica Murray Kate Rice</p> <p><b>Kindergarten:</b> Jessica Lessner Jordan Plummer</p> <p><b>1st Grade:</b> Lisa Andrews Sarah Wade</p> <p><b>2nd Grade:</b> Barb Carbone-Crocker Ashton Harvey</p> <p><b>3rd Grade:</b> Deborah Jones Lacey Phelps</p> <p><b>4th Grade:</b> Sara Boies Jennifer Lassen</p> <p><b>5th/6th Grade:</b> Emelia Petroski Jeremy Phelps Soren Barker Michelle Miclette</p> <p><b>7th/8th Grade:</b> Mame Anthony Cordelia Chase Kristin Smith Elizabeth Tilton Sandy Wheeler</p> <p><b>Educational Technicians</b></p> <p>Deb Arter Sarah Baldwin Roberta Blaney Earl Brewer Kara Bryer Brooke Chaney Magen Chryplewicz Jessica Doucette</p> <p>Amy Henderson Colleen Hennessy David Lassen Casey Martin Sonja Morrison Kate Norton Mary Pawlowski Susan Sealy</p> <p><b>Facilities/Maintenance</b></p> <p>Maintenance Director: Dave Benner Custodians: Deb Andrews Tim Andrews Tom Dewey Tracy Dunton Dale Robertson Deb Russell Tracy Grover Ron Abbott Eric Dunton</p> <p>Maintenance:</p> <p><b>Support Staff</b></p> <p>Kitchen Manager: Nancy Cressey Food Services: Laurie Dickinson Nita McFetridge Suzanne Sherman Heidi Stevens</p> <p>Transportation: Peter Greenleaf Lyndon Roberts Martha Snow</p>
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# Boothbay - Boothbay Harbor CSD

School Year 2020-2021

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Quarter 1- ends November 6th  
Quarter 2- ends January 22nd  
Quarter 3- ends April 2nd  
Quarter 4- ends June 15th

175 student/182 staff days  
Draft Revision July 2020

Report Cards  
November 13th  
January 29th  
April 9th

## Boothbay Region CSD Belief Statements

Education is a lifelong process which begins with our students and their families, extends to our schools, and encompasses our entire community. Our common goals are to create a safe environment, stress academic excellence, respect diversity, and promote self-awareness and an appreciation of the world. Shared high expectations lead all students to develop the knowledge and skills to participate constructively and creatively in society.

*Each of our students will be expected to become:*

### **An effective communicator who:**

- Reads, listens to, and interprets information accurately
- Writes, speaks, and responds in a clear and purposeful manner

### **A lifelong learner who:**

- Thinks and questions logically, critically, and relatively
- Locates, evaluates, and applies information
- Establishes and attains goals
- Develops new interests and skills
- Exhibits intellectual curiosity and aesthetic interest

### **A healthy individual who:**

- Makes knowledgeable decisions regarding physical and mental well being
- Accepts responsibility for his/her own actions
- Demonstrates a positive self-concept
- Demonstrates an understanding of moral and ethical choices
- Reacts to adversity in responsible ways and adapt to challenging circumstances

### **A productive worker who:**

- Completes tasks independently
- Collaborates with others
- Plans, creates, evaluates, and recognizes quality products
- Assumes accountability for their work
- Manages time, space, resources and technology

### **A responsible citizen who:**

- Demonstrates awareness of current issues
- Understands and respects human diversity
- Understands historical and cultural heritages
- Participates in the local, national and world communities
- Applies sound environmental practices

### **A creative and practical problem solver who:**

- Frames questions and designs data collection and analysis strategies from all the disciplines to answer those questions
- Identifies patterns, trends, and relationships that apply a solution to a problem

# COVID-19 Response 2020-2021

## Addendum to the BRES Student Handbook

*UPDATED: 8/26/20 based on current Maine CDC Guidelines*

*The Boothbay - Boothbay Harbor CSD School Board approved this document in public session on August 26, 2020.*

Maine's Department of Education, in conjunction with the Center for Disease Control, expects all School Administrative Units to outline specific plans to meet new physical health and safety requirements for students and staff. Furthermore, each SAU must have approved educational plans in place for the 2020-2021 school year to address three possible reopening scenarios dependent on local health conditions:

**Green Light** - Schools will be authorized to resume in-person instruction for all students with additional health and safety guidelines in place.

**Yellow Light** - Schools will be authorized for partial in-person/classroom instruction, physical distancing and health & safety guidelines in place.

**Red Light** - All students will need to resume virtual/remote instruction.

In order to meet the needs of all students in the CSD and meet the CDC/MDOE requirements for returning to school, we are currently proceeding with a **Hybrid Model**, in addition to providing a **Virtual Academy** option for students/families seeking a 100% distance learning model.

### **IN-PERSON/HYBRID MODEL:**

- PK will have five days of in-person learning. On Wednesday, PK students will be dismissed at noon.
- Grades K-8 will attend in-person learning four days a week (M/T/Th/F).
- Wednesday will be a distance learning day for all students K-8. Students will utilize the Edmentum Online Platform (Calvert and Courseware) to engage in distance learning activities virtually or in a hands on manner. Teachers will assign work that needs to be completed for in-person learners that day. Virtual Academy students will continue their learning path.
- Students may switch from the in-person/hybrid model to the Virtual Academy at any time.

## VIRTUAL ACADEMY:

- Any student across grades K-12 will have the option of participating in our Virtual Academy. This is available for any student with health and safety concerns, elevated health risks, a family member with elevated health risks, or personal reasons.
- BRES will be utilizing a virtual curriculum through the Edmentum Online Platform for distance learning students. This program will also be used to supplement in-person learning. Grades K-5 will utilize the Calvert Learning program and Grades 6-8 will utilize the Courseware program.
- The Virtual Academy will include synchronous offerings during Morning Meeting, Read Aloud, and other social/emotional learning supports.
- These remote learning programs will be graded through the Edmentum platform.
- Students who elect to participate in this remote instruction program to begin the 2020-21 School year must remain in the program at least through the end of the first quarter (Nov. 6th). Parents may choose at each quarter mark to switch from the Virtual Academy to in-person/hybrid instruction.
- BRES staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL programs are provided to students remotely as needed.
- Please see our Virtual Academy Handbook for more detailed information on this program.



## ATTENDANCE

Also refer to [School Board Policy](#)

Regular school attendance is a vital part of every student's education. The sense of responsibility and regimen of self-discipline that develop from regular school attendance are traits that will positively affect a student's entire life.

When students are allowed to miss school for other than the most important of reasons, it not only deprives them educationally, but it also can impact directly upon their own developing senses of responsibility and self-discipline. Parents are urged to strongly support regular daily attendance for all students. Failure to do so sends students the message that their education may not be all that important. Whether your child(ren) is participating in- person or remotely, attendance expectations and procedures will be followed.

**Procedure for in-person school attendance:** Parents will complete a checklist of symptoms, including taking your child(ren)'s temperature each morning before 7:30am or before getting on a school bus (See below).





**Procedure for digital school attendance:**

For all in-person students on distance learning **Wednesdays**, teachers will be taking and monitoring attendance through completion of assignments whether virtual or hands on.

**Absences:** Every time your child is absent, whether planned or last minute, you must call or email the BRES office ([bresoffice@aos98schools.org](mailto:bresoffice@aos98schools.org)) before 8:15am on the day your child will not be present to let the school know that the student will be absent and the reason why. If you do not contact the office, your child's absence will be recorded as unexcused. Any student who is absent cannot participate in any after school extracurricular activities without prior approval for extenuating circumstances.

The BRES staff views student attendance as the primary responsibility of each student and his/her parents. Students who are excessively absent from school cannot be expected to achieve at a rate consistent with grade level peers. The reasons why students can be absent from school are limited by Maine law. The following circumstances constitute "excusable absences":

- Personal illness; including a "yes" on the Covid checklist of symptoms/ conditions
- Appointments with health professionals that must be made during the regular school day;
- Observance of recognized religious holidays when the observance is required during the regular school day;
- A family emergency;
- A planned absence for a personal or educational purpose, which has been approved.

**Procedures for Students with Excessive Absences:**

- After four non-excused absences within a quarter, school personnel will schedule a meeting with the family to discuss the importance of regular attendance.
- At any time a student is absent more than 10 days, whether excused or unexcused, the school will send home a letter and may require medical documentation and/or a parent/guardian meeting with school personnel.
- Students whose attendance shows a pattern of repeated "one day" absences will be referred to either the guidance office or to the nurse's office for help in improving their attendance pattern. The family may also be asked to meet with school administration.
- A student who is absent, for any reason, over 30 school days will be considered for retention and may be required to participate in summer school.

**Truancy**

Also refer to [School Board Policy](#)

A student is considered truant if he/she misses:

- Grades K-6= Seven (7) full days or five (5) consecutive days of unexcused absences
- Grade 7-8= Ten (10) full days or seven (7) consecutive days of unexcused absences

Truancy means that you will need to meet with administration to make an attendance plan. If the pattern continues after the meeting, the school will utilize a variety of strategies that may involve district administration, DHHS, and/or other community agencies.

#### **Make-up Work Due to Health Absence:**

- Students who are not able to come to school due to COVID like symptoms, or did not pass the daily checklist, can participate in online learning through Calvert Learning (K-5) and Courseware (6-8) and participate in other Virtual Academy offerings, as appropriate.
- Students who are absent from school for one day are to check in with teachers to make up missed learning.
- In the case of longer medical absences or for students who are required to quarantine, students can participate in online instruction through Calvert Learning (K-5) and Courseware (6-8).

#### **Planned Family Absence:**

When a family plans an absence from BRES while school is in session, the family must notify the Teacher(s) and Principal in writing or by email.

Procedures depending on the length of the absence:

#### **One to twenty days:**

- Parent notifies Principal and Teacher(s)
- Teachers have the following options for missed work:
  - Provide assignments before departure.
  - Assign an alternative assignment.
  - Require the student to make up work upon his/her return.
  - Assign online learning materials to be completed while absent or within one week of the student's return back to school.

#### **Over twenty days:**

- For a planned absence of more than 20 consecutive days, parents may elect to unenroll and home school their child or enroll in our Virtual Academy option.

#### **Tardy Procedures**

Our bell rings at 7:45. Students who arrive after 7:50 will need to sign in at the office. If you arrive after 8:00, you will need to check in at the office because attendance has already been taken. Students who arrive after 10:00 a.m will be considered present for a half-day. Students who are dismissed after 10:00 a.m. will be marked present for a half-day. Students who enter school after 1:00 p.m. will be marked absent for the entire day.

#### **Procedures for Students with Excessive Tardies**

If a student is tardy 20 times, the principal or assistant principal will contact parents via letter or phone to remedy the situation. A meeting may follow to develop a plan to improve school attendance.

## Early Dismissal Procedures

If you need to sign your child out of school early, we ask that they do not return on campus until the following day.


## DAILY SYMPTOM SCREENING:


Students (parents/caregivers) and staff members must conduct self-checks for [symptoms](#) prior to boarding buses or entering the school each day.


# COVID-19


## Pre-Screening Tool for School Attendance

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**Within the past 24 hours have you had a fever (100.4 and above\*) or used any fever reducing medicine?** YES = 

**Do you feel sick with any of the most common symptoms? (see symptom list to the right)** YES = 

**Have you been in close contact with a person who has COVID-19?** YES = 

**Have you traveled outside of the state in the past 14 days?** YES =   
Contact Your School

**Most Common Symptoms of Covid 19:**

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or greater)\*
- Chills
- Sore throat
- New loss of taste or smell

**Less Common Symptoms:**


- Muscle pain
- Nausea or Vomiting
- Stomach pain
- Diarrhea
- Fatigue
- Headache
- Rash
- Swelling or redness of hands/feet
- Red eyes/eye drainage
- Congestion/ runny nose

\*Fever is 100.4 regardless of measurement location (oral, temporal).

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**Stay home with any YES response to the questions above OR with two or more of the "less common" symptoms listed to the right.**

Attend school when all answers are NO. Call or see your school nurse or other designated person at school if you have questions.

Updated 8.3.20 

Any person showing symptoms must report their symptoms and not be present at school. Any person who has had close contact with a person diagnosed with or suspected of having COVID-19 may not be present at school. Distance learning may be an option.

\*The CSD will be using an app called Ruvna ([www.ruvna.com](http://www.ruvna.com)) for the daily screenings. The app will need to be completed before a student gets on a school bus or arrives at school. For families who do not have access to a smartphone, tablet, or desktop computer, please contact the building principal to make other arrangements for daily screening.

**STUDENTS WHO DISPLAY SYMPTOMS WHILE AT SCHOOL:** If a student or staff display symptoms of COVID-19 they will immediately need to leave the premises.

The nurse's office will be used as the "medical isolation room" for students/staff who exhibit COVID-19 symptoms during the school day. The "bumps & bruises" and medication room will be relocated. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 will be closed off until thorough cleaning and sanitization takes place.

### **RETURNING TO SCHOOL AFTER HAVING SYMPTOMS OF COVID-19:**

*The below guidelines follow CDC/DOE recommendations and are frequently updated. This document will be updated as those guidelines change.*

A student/staff member who had symptoms of or confirmed COVID-19 can return to school when:

- At least 24 hours have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs such as: cough and shortness of breath; **AND**
- At least 10 days have passed since symptoms first showed up **OR**
- It has been at least 24 hours since recovery **AND** a health care provider has certified that the student/staff does not have a suspected or confirmed case of COVID-19.

A student who had close contact to someone with COVID-19, should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19 or as directed by the CDC.

**POSITIVE CASE OF COVID-19 IN SCHOOL:** In the event of a positive case of COVID-19 (staff or student), the CSD schools will close for at least 24 hours to allow for cleaning and contact tracing. Any response beyond that will be guided by the CDC and determined on a case by case basis.

## QUARANTINE FOR TRAVEL:

Students and staff who travel outside of Maine will follow the state quarantine requirements at the time of their travel. Check this link for current guidelines:


<https://www.maine.gov/covid19/restartingmaine/keepmainehealthy/faqs>

## FACE COVERINGS:

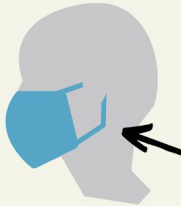
Students are required to wear a mask/face covering that covers their nose and mouth. Masks/face coverings will be provided by parents as they are a personal and individual preference item. If a student forgets their mask, disposable masks will be provided. If a family is unable to secure a mask/face covering, the school will provide them. Washing reusable masks will also be the responsibility of the parent. Masks/face coverings must be worn by all students while on the school bus.



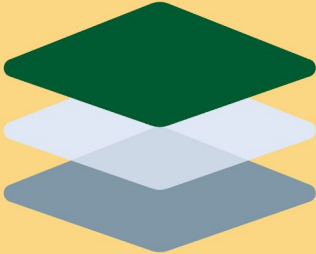
**A GUIDE TO SAFE FACE COVERINGS**




Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Be secured with ties or ear loops and fit snugly against the side of the face..



Include multiple layers of fabric.



Allow for breathing without restriction.

**BOOTHBAY REGION  
ELEMENTARY SCHOOL**

Source: cdc.gov/coronavirus

Face shields **may** be an alternative for those adults and students with documented medical challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears. Individuals must provide medical documentation to our school nurse stating that an alternative face covering must be worn.

### **OTHER PREVENTION MEASURES:**

All students must practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.



- All students must practice proper [CDC infection control measures](#):
  - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
  - Avoid touching their eyes, nose, or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from physical contact, including hugs and hand-shakes.
- Hallways will be marked with directional arrows.
- Place holders marked six feet apart will be placed in areas that students are likely to congregate such as teacher's desks, bathrooms, office, etc.
- Staggered classrooms being released in the hallway to minimize the number of people in the hallway.
- Restrooms will be assigned to specific grade levels/cohorts.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- The use of lockers will be suspended for the 2020-2021 school year. Students will be allowed to carry a backpack with them.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.
- See CDC's informational video on how to [Stop the spread of germs](#).

## **MEETINGS BETWEEN STUDENTS AND STAFF:**

There will be times during the day when individual students, or even small groups, will need to meet with staff members. In these situations, if students cannot be in a space with the adult that allows 6 feet of separation, we plan to install plexiglass barriers in order to safely conduct these private conversations.

## **SCHOOL BREAKFAST AND LUNCH:**

School meals are a great value and a huge convenience for busy families. Our school cafeteria meets federal nutrition standards for breakfast and lunch, ensuring that meals are healthy and well balanced. We are always working to offer students healthier and tastier choices.

**Applications for free and reduced priced meals are sent home at the beginning of the year and are available from the office throughout the year.**

The breakfast and lunch service will continue to provide balanced, nutritious meals to any student who has signed up. Meal prices remain the same (see below). Students may continue to bring lunches and snacks from home.

All breakfasts and lunches will be delivered to the classroom/homeroom in individually wrapped packaging. Students will eat in their classrooms, unmasked, and spaced six feet apart. Staff will assist students in cleaning up trash and wiping down surface tops.

The cost of breakfast for the 2020-2021 school year is:

- \$1.40 for students paying full price
- Free for students who receive free or reduced lunch
- \$1.75 for adults

The cost of lunch for the 2020-2021 school year is:

- \$2.75 for students paying full price
- \$0.40 for reduced price students
- Milk may be purchased for \$0.50
- \$6.00 for adults

Access to our digital menus is available at <http://aos98schools.nutrislice.com> and you can prepay for your child's meals at <https://k12paymentcenter.com>.

The Meals Plus Program will be in effect again this year. Students in grades K-8 will have the same account number they had last year. The number stays with them until they graduate from high school. Kindergarten and all new students will be given an account number the first day of school. Parents may prepay for meals on a daily, weekly, or monthly basis. No

charging of meals will be allowed. Please send the accurate amount of money, as the homeroom teachers will not have money available to make change.

Please direct any questions or concerns to Food Services at 633-7131.

### **Breakfast/ Lunch Time Procedures** *Respectful-Responsible-Safe*

While we will not be utilizing the cafeteria during lunch for the foreseeable future, there are guidelines that we will follow while eating in all settings:

- Students will be unmasked and 6 feet away from each other
- Eating surfaces will be sanitized before and after eating
- Students will wash/sanitize their hands before and after eating
- Students will clean up their eating area when they are finished eating
- Due to allergies/virus students are not allowed to share food

### **TRANSPORTATION:**

All students are eligible to ride the school bus to and from school. All students in grades PK-3 must take the bus home unless the office is notified of alternative arrangements. It is your responsibility to make arrangements for someone to meet your child at his/her destination.



Any students in grades Pre-K through grade 2 will not be dropped off without a parent or guardian visibly present at the bus stop, or without prior written permission from parents that has been given to the school's main office. If no one is at the bus stop for your child, your child will be brought back to the school to be picked up there.

### **Bussing Procedures:**

- Symptom Screening must be completed before a student can ride the bus.
- Masks/face coverings must be worn by bus drivers and students. Each bus will have extra masks on the bus, if a child should forget theirs.
- Students will use hand sanitizer upon entering the bus.
- Students will sit one per seat unless they are family members. Family members will sit no more than two per seat.
- The first seat occupied will be six feet from the bus driver.
- Students will have assigned seats on the bus. Assigned seating will follow physical distancing.
- Upon arrival at school, students will remain in their seats until dismissed by their driver.



- Only one bus will dismiss students at a time.
- Buses will be fully sanitized between bus runs.

**Parents/guardians must observe the following procedure when altering a student's method of transportation:**

1. Students (K-3) who will not be riding the bus home must have a note from their parent/guardian. These notes are to be given to their homeroom teacher.
2. Students will not be allowed to ride a school bus to another location other than what has been indicated as the permanent plan for that student, due to the limited capacity on our buses due to COVID-19.

*\*Additional arrival and dismissal plans are still being worked on*

**DROP OFF (AM)**

*\*Additional arrival and dismissal plans are still being worked on*

**PICK UP (PM)**

*\*Additional arrival and dismissal plans are still being worked on*

**TRAFFIC FLOW:**

*\*Additional arrival and dismissal plans are still being worked on*

**RECESS:**

Recess times will be scheduled around grade levels to minimize exposure. If students maintain more than six feet physical distance, and are engaged in an individual, structured, activity, they will be permitted to remove their face coverings outside. If social distancing cannot be ensured, students will be required to wear face coverings. Students will be able to use the large playground equipment (will be sanitized daily) and individual play items such as: jump ropes, balls, etc. Games involving physical contact, such as tag will not be allowed.



At BRES we recognize that recess is an important part of our day. We value students having down time, fresh air, and being able to socialize and play. As a general rule staff do not use recess as a consequence though, BRES staff may withhold recess for repeat offences, aggressive and/or major infractions.

Students are expected to go outside for recess — weather permitting. This requires proper clothing and footwear. Winter clothing (snow pants, boots, hats and mittens/gloves) is required when the weather is cold. Exceptions to recess participation for health reasons will

be made upon written parental permission. Parents are not permitted to take their students from the playground. They must check in at the school office and their students will be dismissed from the playground to meet them in the lobby.

Cold weather guidelines: On days when the weather does not allow for an outdoor recess, students will have indoor recess in their classroom. On days when the wind chill temperature is 10 degrees or lower, teachers will use discretion on taking students out for a partial recess or staying inside for recess. Students will maintain physical distance and wear face coverings during indoor recess.

## **Playground Procedures and Use of Equipment** *Respectful-Responsible-Safe*

We ask all organizations and parents who use our playground to observe these rules. This will ensure that students do not get confused by separate rules for the same space.

Ongoing safety rules on our playground:

- Chasing on and around the equipment is unsafe.
- Jumping from the top of any structure is unsafe.
- Swinging should be done in the seated position only. Twisting and spinning the swing and “under ducks” are not allowed.
- Students should go down all slides feet first in a seated position.
- Throwing of ice, snow and woodchips is not allowed.

### **SPECIAL SERVICES:**

**Section 504:** A student is protected under Section 504 when a disability (defined as a mental or physical impairment which substantially limits one or more major life activities) is present. A student who qualifies under Section 504 has a right to access a free and appropriate education and a right to other accommodations that are necessary for the student to access services offered by the District. In order to address its obligation under Section 504, the CSD has a procedure that includes parental notice of due process safeguards, screening, evaluation, teaming, written documentation, and complete copy of the procedure will be made available upon request to the school. For more information, please contact the Guidance Department for the BRES Coordinator at 633-5097.

**Special Education:** Students may be referred for special education programs by their teachers or parents. All decisions regarding programs for these students are made by an IEP (Individual Education Plan) team only after a variety of classroom interventions have been attempted. There are a variety of programs available to students who qualify for special education. For more information, please contact the Special Education Director at 633-2874.

**Title I Services:** Title One federal funds, in combination with local funds, provide assistance to students identified as needing additional support in the areas of reading and/or math. Students are selected according to need and their progress is monitored. Parents receive a report of progress during the year.

**Students Considerations for receiving in-person instruction on otherwise designated "Remote Days":** We recognize that there are many individual circumstances that need to be considered when determining schedules, placement, instructional and emotional needs as well as other supportive services for students. The following factors will help guide our decisions for students:

- Level of Academic Skills appropriate to engage in the learning model.
- Level of Executive Functioning Skills appropriate to navigate the learning model.
- Cognition Needs/Level appropriate for the learning model.
- Communication Present Levels appropriate for the learning model.
- Behavior / Social / Emotional levels to meaningfully engage in the learning model.
- Potential learning loss since March 2020 "Covid Impact Recovery Services".
- Changes in Needs.

## **ATHLETICS:**

The fall athletics program will be offered in an intramural capacity. Coaches will offer conditioning, skill work, practices, and scrimmaging for the fall program. We will not be participating in interscholastic competitions for the fall. We will



continue to update for winter and spring sports throughout the year. We will continue to monitor and follow CDC and MPA guidance when making decisions about the winter and spring athletic seasons.

**Participation in Athletics/Extracurricular Activities:** Boothbay Region Elementary School offers a wide variety of extracurricular activities. Participation in these activities enhances the school experience. To participate students must be in good academic standing. Students who participate in any extracurricular activities will be monitored every two weeks. Students not meeting the academic standards become ineligible to participate. The student's progress will be reviewed and a decision will be made regarding further participation.

Appropriate student behavior is also an expectation. Each sport season, one office visit will constitute a warning, with notice to the coach and a call to the athlete's parents. A second visit during the same sports season will result in no game or practice that day.

A student who is absent the day of an activity (dances, athletics, plays, etc.) may not participate in the activity.

**BRES Student/Athlete Code of Conduct:** BRES is committed to the personal development of each student in our athletic program. The athletic department is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person

Our athletic department will interpret hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person.

Reported incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach, athletic administrator, and/or school administrator.

The student-athletes general conduct in and out of school shall be such as to bring no discredit to the athlete, the parents, the school, or the team. Athletes who do not meet this standard of conduct will be subject to disciplinary actions up to and including suspension or removal from the team. Any student that is suspended will not be permitted to attend any school activities during the suspension and will not be allowed to participate in the next contest following the suspension.

The privilege of participating in any athletic event/practice may be removed by a coach, athletic administrator, or school administrator if the athlete does not conduct himself/herself in a manner that reflects favorably on the team and/or school or for violations of the athletic handbook. (Reference Maine Anti-Hazing Law (Statutes 6553 and 10004).

### **GATHERINGS, FIELD TRIPS, AND VISITORS:**

No after-school hours visitors/activities will be permitted for the 2020-2021 school year. We will not utilize parent or community volunteers or guest speakers in classrooms. Parents and other family members are not allowed to enter the school unless it is an emergency. No non-essential visitors will be allowed into the building. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits, which is currently 100 people outside and 50 people inside.

### **TRAINING VIDEOS FOR FAMILIES FROM THE CDC:**

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do's and Dont's](#)

- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)
- [Tested Positive for Covid: When it is ok to Return to School](#)
- [Taking Care of Your Daily Health During COVID-19](#)

## Core Values & Behavior Expectations

We continually review our Core Values (Respect- Safety- Responsibility) and what they mean to us as a school. All staff review the Core Values with students regularly and demonstrate what they look like and sound like in each of our school settings. Families can also play an important role in the teaching and reinforcement of our Core Values by taking family time to talk about what they look like and sound like at home and in the community.

### BRES School-wide Positive Behavior Matrix

<b>Behavior Expectations</b>	<b>Be Respectful</b> (Be Nice)	<b>Be Responsible</b> (Be Here)	<b>Be Safe</b> (Be Aware)
<b>Everywhere</b>	Use kind words and actions Be aware of others Be nice to others	Own your actions and consequences without arguing Follow directions the first time	Keep hands, feet, and objects to yourself Walk safely at all times Stay in control
<b>Classroom</b>	Be a good listener and be patient with others Mind your own business Help other	Be attentive and prepared Do your best work and seek help if you need it	Have permission before leaving the classroom Use materials appropriately
<b>Hallways</b>	Calm and quiet voice at all times Be considerate of others' space and belongings	Go directly to where you need to be Stay to the right and allow others to pass	Keep hallways free of clutter Stay in line if you're with your class (don't forget, NO running)
<b>Playground</b>	Follow game rules Be fair and honest Include others	Be a problem solver Put away equipment when you're done	Stay within boundaries Use equipment appropriately Line up when the whistle blows
<b>Cafeteria</b>	Use appropriate manners while you eat Be quiet when adults are talking	Raise your hand if you need help Clean up after yourself (take care of tray and trash)	Stay seated until you're dismissed Wait your turn in line No sharing food
<b>Bathrooms</b>	Give people their privacy Wait your turn Maintain personal space	Flush the toilet Pick up after yourself Return to class promptly	Wash hands with soap and water Report any problems to an adult
<b>Bus</b>	Stay seated and keep aisles clear Report issues to bus driver	Listen for directions Pick up after yourself Be on time	

## **BRES Behavior Intervention**

There are several practices at BRES that support our Core Values. Respect, Responsibility, and Safety are practiced, modeled, and reinforced throughout the year using strategies including guided discovery, community meetings, logical consequences, community recess, conflict resolution, and restorative practices. Together, staff and students use these strategies, and more, to create a community of learners in every classroom.

At BRES we use a system that identifies negative behaviors: as minor or major.

**Minor offenses**, including negative gestures, threatening to exclude, offensive language, and unsafe play, require attention and correction by staff. Students are provided with time to reflect on the behavior and determine how the behavior affected others and determine what needs to change to be a positive member of the learning community.

**Major offenses** are the more serious behaviors and require deliberate intervention and/or consequences. School administration is involved with major student offenses.

Parents continue to be an important part of the success of our safe school community. Please refer to the school-wide positive behavior matrix above. We will continue to seek your support as we help all of our children learn social norms, our Core Values, and how to contribute to our community in a positive way.

## **Aggressive Behavior/ Major Offense Progression**

As a school we use multiple philosophies as a way of teaching that emphasizes social, emotional, and academic growth in a safe school community. We believe teaching social and emotional curriculum is just as important as the academic curriculum. At BRES we reinforce our Core Values and positive community by focusing on relationships, making helpful choices, peer influences, and appreciating differences; including how to respond when conflicts arise. Below is a sample of the process followed when a major offense occurs:

1. **Gather Information** - Conference with students involved individually or in a small group.
2. **Process** - Process what could have been done differently with involved students. During the conversation, Core Values and behavior expectations will be the focus of discussion.
3. **Future Planning** - Future planning is done by using an approach that focuses on building positive relationships, identifying the problem, and planning on how to fix the infraction/ problem. Students and staff make a plan of improvement and discuss possible logical consequences when appropriate.
4. **Making Things Right** - Follow through with the identified plan on how to fix the infraction. This might include a letter, face -to-face discussion, apology, and other forms of restitution. As we meet students where they are at, there is no specific timeline or expectation on when this happens.

5. **Notification** - Determine the best time to contact parents. This may be done through a letter, e-mail, or phone call. When staff contact parents there are different agendas depending on the information and process gone through. Staff may contact you to consult about the concern at hand and where to go next, by simply informing you, or may have your child speak to you.

**Ongoing Infractions:**

Students who do not respond to our usual progression of interventions will require further support, for example: behavioral support plan, social skills group, referral made to the MTSS, consultation with the school counselor, time out of class or school, or a referral to special education services. We also work closely with therapists, pediatricians, and other outside agencies to provide appropriate school interventions as needed.

As always, age, developmental level and individual student/ family circumstances are taken into consideration during this entire process. At BRES we will continue to have clear expectations, focus on building caring, respectful relationships, and teach our young learners how to thrive in our social world.



## Academics — Programs

**Art** — The art program is based on the elements and principles of design: line, shape, color, texture, form, value, balance, variety, space, and symmetry. These concepts are taught through age appropriate art lessons. Concepts are introduced, then reinforced and expanded upon in successive grades. The program is sequential, allowing students to build on prior skills and knowledge. Every activity has structure without restricted outcome. The goal of the art program is to provide students with a wide range of visual art experiences.

**Gifted and Talented** — Our gifted and talented educational program (GATE) is designed to serve the students who excel or demonstrate the potential to excel beyond their peers in terms of general intellectual ability and/or a specific academic aptitude. Some students are more ready for advanced material, or may be able to understand material at a faster rate than their peers. Many of our students are twice-exceptional, meaning that they have an area in which special education support is needed and an area of strength requiring additional challenge.

GATE is based on the premise that students with abilities that are significantly beyond the norm for their age must be helped to further develop those abilities and increase their knowledge and understanding of both the area of strength and of their own giftedness. We believe in providing gifted students with opportunities and tools to grow in knowledge and ability in their areas of strength. We believe in encouraging inquiry, introspection, and understanding of those areas. For more information, please visit our district [GT webpage](#).

**Guidance** — The school counselors work with students, staff, parents and the community. Counselors help students to deal with social problems and help them in identifying school and personal problems. They provide structured developmental guidance lessons designed to assist students in achieving desired competencies and to provide all students with the knowledge and skills for their developmental level. Counselors support the efforts of teachers and parents in promoting the educational, career, personal, and social development of students. If you are interested in contacting our Guidance Department, please contact Kim Dionne for K-4 students or Sarah Gordon for 5-8 students.

**Health** — The mission of Health Education is to help students attain the knowledge and skills to thrive physically, mentally, emotionally, and socially as outlined in the Maine Learning Results and ten content areas of Health. This knowledge should help students gain an understanding of the multiple challenges of growing up, in order to be successful and healthy adults. Health Education also includes a set of skills to empower students to better manage stress and conflict, to make better decisions in the face of conflicting messages, and to be improved, assertive communicators, thus assisting them to lead healthier lives. Kindergarten-Grade 5 health units are combined with guidance units.

**Library** — The library is designated as a resource center to help students obtain a wide variety of information and to support the curriculum of the school. Students are taught library skills in grades K-5. As with any library, there is a need for cooperation in the care and use of books and for prompt return of borrowed materials. Parents are asked to help their children keep track of library materials, return them on time, and pay for books in the event they are lost or damaged.

Books may be checked out for 2 weeks at a time. All materials checked out from our library will follow CDC guidelines for quarantining materials of this nature.

**Calvert Learning** — Our K-5 teachers will be utilizing Calvert Learning as a supplement to their classroom curriculum. This is an online curriculum that provides resources and learning materials that are aligned with national standards. Calvert Learning also includes a project-based learning component for students. This online curriculum will support the distance learning model, as the need arises throughout the year. For more information on how this curriculum is being applied for Virtual Academy students, please refer to the Virtual Academy Handbook.

**Courseware** — Our 6-8 teachers will be utilizing Courseware as a supplement to their classroom curriculum. This is an online curriculum that provides resources and learning materials that align with national standards. Courseware includes a multi-media approach to delivering content to students in an engaging way. This online curriculum will support the distance learning model, as the need arises throughout the year. For more information on how this curriculum is being applied for Virtual Academy students, please refer to the Virtual Academy Handbook.

## Academics - Procedures

**Assessments** — BRES teachers use assessments throughout the year to monitor student progress, inform classroom instruction, and to determine the need for interventions. We utilize NWEA testing two-three times a year in addition to ongoing, formative, classroom assessments.

**Conferences** — Parent communication is one of the highest priorities at BRES. For this reason, parent conferences are held in the fall and throughout the year as needed. We will hold conferences digitally during the 2020-2021 school year to minimize exposure to COVID-19.

**Daily Schedule** — The school day begins at 7:45 a.m. and dismissal begins at 2:30 p.m. Dismissal begins at 2:15 p.m. for Edgecomb students only. Students are not permitted in the building prior to 7:45 a.m. and should not arrive at school before 7:30 a.m. Students who arrive at school prior to 7:30 a.m. will not be supervised.

### **Homework** —

Learning activities assigned for home can help support students' individual learning goals and yearly targets. We will take a relaxed approach in the 2020/2021 school year as we adjust our expectations to meet the needs of our students and families.

Learning Activities/ Homework that will be assigned outside of school for this year:

- Reading each night (time/ length based on grade level expectations)
- Practice math facts
- Work that was not completed during the time allotted in school
- Special project that may not be completed in school time

**MTSS — Multi-Tiered System of Supports** — Grade level teams meet regularly to look at student progress. Students who are not meeting grade level benchmarks are provided interventions as needed and their progress is monitored by the team. Referrals can be made for both academic and behavioral intervention and support.

**Reporting Student Progress** — Teachers are available to discuss student progress at any point in the school year. A combination of written reports and parent conferences are used to communicate student progress to parents. Report cards are sent out quarterly. Parents/guardians of 6th-8th grade students can also refer to Power School for academic updates. Teachers will update Power School on a bi-weekly basis, unless there is a larger project that requires a longer period to grade.

## Programs, Services, and Procedures

**Custody Issues** — We ask that parents who have court documents regarding sole custody, provide a copy signed by the judge. Without this document in your child's file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Please feel free to contact the school secretary with any questions.

**Dress Code** — Students are required to wear clothing that is appropriate for weather conditions and school activities. All clothing is to be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, back and mid-thigh appropriately. The bottom hem of all shorts and skirts must equal the length of the student's fingertips when their arms are hanging by their sides. Tank tops with "spaghetti straps" are not to be worn to school. All students on school grounds will wear safe, appropriate footwear. Any clothing or accessory with an inscription, symbol or design promoting or depicting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity is not acceptable attire for school. Hats/hoods are to be removed upon entering the building and will be put away until needed for outside wear. Students who are not dressed according to the dress code will be asked to change their clothing or to call their parent/guardian for a change of clothes.

**Electronic Devices** — Students are prohibited from bringing any hand-held electronic devices or games at school or on the school bus unless approved by a school employee. These devices and their components are costly and if brought to school, are done so at the student's own risk. The School and/or District will not be held liable for lost, stolen or damaged electronics. Electronic devices, but are not limited to : cell phones, laser pointers, iPods, iPads, electronic games, etc. If this rule is violated:

- 1st Offence: The device will be taken from the student and held in the office. The student may pick up the device at the end of the school day.
- 2nd Offence: The device will be taken from the student and held in the office. The student's parent or guardian will be contacted to pick up the device in the office.
- 3rd Offence: The device will be taken from the student and held in the office. The student's parent or guardian will be contacted to pick up the device in the office. The parent or guardian will be required to meet with building administration to make a plan.

**Fit Kids After School Program** — The YMCA will continue to provide the Fit Kids After School program. Contact Lindsay Senecal at the YMCA for more information.

**Insurance** — School accident insurance is made available early in the school year. Parents have the option of coverage during school hours only, year-round 24-hour coverage at home

and school, or no coverage at all. Insurance claim forms are available from the school office or on our website.

**Invitations** — Celebrating a child's birthday with a party attended by friends/classmates is a tradition in many families. However, when students bring invitations to school for only a few members of their class, it is hurtful for those children who are not invited to the party. Therefore, our policy is that unless all of the students in the class are invited, invitations may not be handed out at school.

**Lost and Found** — A lost and found collection area will be maintained throughout the year. Lost and found items are displayed near the front office. Unclaimed items will be donated to local charitable organizations. Families should put their child's name on any clothing items that may be removed during the school day (sweatshirts, coats, hats, boots, lunch boxes, etc.) so they can be returned.

**School Cancellations** — In the event that weather, power failure, or threats to the building should cause the cancellation or early closing of school, the district will notify local media outlets including online news, TV, and radio. Please note that our district might be listed by town or under AOS 98. For your convenience, you may sign up for the Instant Alert at [www.aos98schools.org](http://www.aos98schools.org).

On occasion, we may be required to dismiss students early or delay our opening due to inclement weather. In the event we have a delayed school opening, the following procedures will be observed:

1. Buses will pick up students two hours later than their usual time.
2. When school has a delayed opening, school will begin at 9:45 a.m.
3. Students should arrive at school by 9:45 a.m. Please do not drop off your child earlier than 9:30 a.m.

If delayed opening is called for and the road conditions have not improved by the time buses are scheduled to travel, school will then be cancelled and an update will be sent.

**School Safety** — At BRES we take the safety of our community very seriously. We have emergency plans for fires, lockdowns, bomb threats, natural disasters, chemical spills, deaths, assaults and hostage situations. We work closely with the Police Department and Fire Department to practice drills for emergency procedures during the school year. We have locks on all classroom doors, an efficient system to disseminate information, clear check-in procedures in our office, and locked exterior doors during the school day. We take school safety seriously and are always seeking to improve our policies, procedures and implementation with help from local emergency services. If you have questions or concerns, please contact our Safety and Security Department (Kyle Canada) or our Assistant Principal (Matt Lindemann).

**Student Records** — Boothbay Region Elementary School adheres to all aspects of the Family Rights and Privacy Act (FERPA). Parents have the right to inspect, to request copies, and to appeal the inclusion of some materials. There are some public school specific guidelines regarding the maintenance of records and access to those records.

**Technology** — We are pleased to offer one to one devices to every student in grades K-8. Technology is used to supplement and extend learning for our students. It is the expectation that the user will follow all guidelines outlined in our [Acceptable Use Policy](#).

**Toys** —During this COVID-19 school year we ask that all non-school related/needed items stay at home. Under different circumstances, we ask that with any “share” brought from home that parents and students take a moment to consider the risk of that item being lost, broken, or stolen. All shares/toys are brought at your own risk. Students are prohibited from bringing violent materials to school. These items include but are not limited to toy swords, guns, and “army men.”

**Tours of the Buildings** — Tours and classroom visits will be done virtually for the 20/21 school year.

## Student Health and Safety

**BOOTHBAY REGION SCHOOL BASED HEALTH CENTER** — The Boothbay Region Health Center is up and running again this year. We are fortunate to offer a broad range of health services to our students. Our nurse practitioner, Anne Barker is available Mondays 7:30- 9:30, Tuesdays, Wednesdays and Fridays 7:30- 8:30am by drop in or scheduled appointment in the school based health center. Through a partnership with Lincoln County Dental, dental screenings are available once a month at reduced or no cost. Social work services are provided on campus by referral through Maine Behavioral Health.

The following services are available:

- Sports/new student physicals
- Immunizations
- Diagnosis and treatment of common illnesses
- Evaluation of sports injuries and Physical Therapy referrals
- Mental Health referrals
- Annual health assessment
- STD testing/treatment
- Contraception
- Other services as indicated
- Dental Screenings

**Several payment options are available, for further information, please contact either Anne Barker or Kacy Pound at 633-1934.**

Students may access Physical Therapy Services with licensed PT, Josh Garneau on Monday and Thursday afternoons from 2-3.

School nursing is available during all school hours with Kate Schwehm. She is on call at the high school and easily accessed by all students pre-k-12 in her office in the elementary school. Feel free to contact her with any questions or concerns: 633-9814 or [kshwehm@aos98schools.org](mailto:kshwehm@aos98schools.org).

**CONTAGIOUS DISEASES** — The school must be notified if your child contracts the following disease: chicken pox, measles, mumps, scarlet fever, hepatitis, meningitis, scabies, impetigo or head lice.

**COVID-19** — We have developed and instituted a number of updated health and safety protocols related to the COVID-19 pandemic. Each of these protocols has been developed following CDC and MDOE protocols for reopening schools. See the above COVID-19 Response section for specific details on all of these health and safety protocols.

**HEALTH SCREENINGS** — The Boothbay Region School Health Program facilitates the healthy growth and development of school age children. Health screenings of vision, hearing, and height-weight are provided at intervals recommended by the State of Maine. Vision is screened at grades K,1,3,5,7 & 9. Re-screening can be done any time at teacher or parent request. Hearing screening is done at K, 1,3, &5.

Parents will be contacted via referral with unusual findings.

**ILLNESS GUIDELINES** — Students who become ill during the school day will be assessed by the school nurse and receive appropriate care and supervision in the nurse's office. The school nurse will dismiss the student only after a parent or other responsible adult has been contacted. **Please keep your child's emergency contact information up-to-date.**

In accordance with Maine Department of Health and Human Services guidelines, a child should not attend school if he/she exhibits one or more of the following symptoms or infections:

- Fever – fever is defined as having a temperature of 100 degrees F or higher.
- Diarrhea – watery, foul smelling, runny and/or bloody stools.
- Vomiting – one or more times in the last 24-hour period.
- Nasal discharge – runny, yellow-greenish mucus accompanied by fever, vomiting or diarrhea.
- Sore throat, vomiting, earache or irritability accompanied by a fever.
- Pinkeye – drainage from the eye or inflammation of the conjunctiva/mucous membranes of the eye. Children may return to school after receiving medication for 24 full hours.
- Rash – an unexplained rash with fever or behavioral change. Child can return to school if a physician has determined the illness is not communicable and fever is gone.
- Strep Throat/Impetigo and other bacterial infections requiring antibiotics. A student with strep throat must remain home until they have been on their antibiotics for a full 24 hours.

Students with these symptoms cannot comfortably participate in program activities and unnecessarily expose others to their illnesses; they should stay home for at least 24 hours before returning to school. **Students should be fever-free without the aid of fever-reducing medication, such as Acetaminophen or Ibuprofen, for 24 hours before returning to school.**

**IMMUNIZATION REQUIREMENTS** — Maine School Immunization Laws require that all students produce certification of immunization prior to school attendance for the following:

- 5 doses of DTAP (4 if the 4th dose given after 4th birthday)
- 4 doses of Polio vaccines (3 if 3rd dose given after 4th birthday)
- 2 doses of MMR (first dose on or after first birthday)
- 1 doses of Chickenpox (2 doses recommended) or proof of immunity.
- 1 Tdap for all students entering 7<sup>th</sup> grade



- 1 Meningococcal (MCV4) for all students entering 7<sup>th</sup> grade
- 2<sup>nd</sup> Meningococcal (MCV4) for all students prior to entering 12<sup>th</sup> grade

•Maine law states that a student who does not meet these requirements may not attend school until the parent or guardian provides an exemption form (this is a yearly requirement) with one of the following:

A **physician's written statement** that immunizations may be **medically inadvisable**.

A **parent/guardian written statement** of opposition to immunization because of philosophical or sincere religious beliefs. (Please note, as of September 2021 religious or philosophical exemptions will no longer be accepted)

Please note there is **NO GRACE PERIOD for these immunization requirements per Maine state law** and that the waiver must be signed and returned immediately at the beginning of the school year.

**MEDICATION AT SCHOOL** — It is the Boothbay Region School Department's policy that medications are given at home whenever it is medically feasible. In exceptional cases when the child needs the medication in order to be in school, the prescribing physician can order it during school hours. This policy was developed with the safety of your child in mind. If medication is necessary the following policy must be followed:

1. Medication will be sent in the original bottle.
2. Written instructions with the following information:
  - a. Name of child
  - b. Name of medication
  - c. Reason for medication
  - d. Dosage
  - e. Time to be administered
  - f. Possible side effects
  - g. Termination date of medication
3. Parents will provide a signed informed consent.
4. Parents will provide a signed informed consent from the prescribing physician.
5. Parents must bring controlled substances to the health room.
6. Parents will be responsible for informing the school nurse of any medication change.
7. Medication will be stored in a secure space in the health room.
8. Students cannot carry or self-administer any medication at school except for inhalers, epipens, and insulin. In order to carry these medications, the student must first meet with the school nurse to review the administration of the medication in a manner directed by the physician. The student must be able to assess their medical need for the medication and understand any necessary follow up post administration.

## School and District Policies

Click to view the district policy.

**BULLYING** — The BRES school community is committed to providing a safe and positive school climate. School rules dictate that there will be no bullying behavior. We define bullying as repeated negative or aggressive behavior creating a victim, due to an imbalance of power. We ask you to please help others if you see bullying by speaking out and by getting adult help. All students are to be included in activities at our school.

**BOMB THREATS** — Determining whether a bomb threat is legitimate is difficult. Therefore, every threat will be treated seriously and investigated to the greatest degree possible in conjunction with appropriate law enforcement officials. In the event that evacuation is necessary, students will exit the building to predetermined evacuation locations. Individuals found to be responsible for making bomb threats will be referred to law enforcement officials.

**DISCRIMINATION** — Discrimination against and/or harassment of students or staff because of color, sex, religion, ancestry, national origin, or disability violate school board policy and state and federal laws. Each employee and student has the right to a working and learning atmosphere free of intimidation, hostility and offensiveness. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator.

Each student and employee has the right to learn and work in an atmosphere free of intimidation, hostility, and offensiveness. Students who believe they are victims of discrimination/harassment should report such occurrences to a teacher, counselor or administrator.

**DRESS CODE** — See above for school procedures.

**DRUGS/ALCOHOL/TOBACCO** — The use of, or possession of, alcoholic beverages, tobacco or drugs on school grounds, or at any school- sponsored event, on or off school grounds (including field trips, athletic events, etc.) will result in the student immediately being removed from school ground. Local law enforcement will be contacted regarding the possession of, or use of illegal substances at school or any school sponsored event. This may result in suspension and/or expulsion following the completion of an investigation and consultation with parent/guardian.

**HAZING** — Maine statute defines hazing as “any action or situation that recklessly or intentionally endangers the mental health or physical health of a student enrolled in a public school”. Therefore, hazing activities of any type are prohibited. Failure to abide by this policy will result in disciplinary action.

**STUDENT SEARCHES** — Schools have the right to ensure a safe and orderly environment conducive to the educational process. Therefore, school officials may conduct reasonable searches of students when, in their judgment there is reasonable grounds for suspecting that the search will reveal evidence that the student has violated, or is violating either the law, or policies or regulations of the school. Lockers are school property that students are provided for convenient storage. The school retains the right to open and to inspect lockers and its contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

**WEAPONS IN SCHOOL** — In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school sponsored activity: Possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, switchblades, butterfly knives, chains, clubs, brass knuckles and Kung Fu stars. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to coerce, or harass another person. Examples of such articles include, but are not limited to: belts, pencils, files, compasses, scissors, or replicas of weapons (including toys). Administrators shall take the appropriate action against any individual violating this policy, including but not limited to disciplinary procedures and/or action by law enforcement officials.