

Cascade Brook School Handbook

2020-2021



*162 Learning Lane,
Farmington, Maine
Tel: 207-778-4821*

Website: <https://sites.google.com/a/mtbluersd.org/cascadebrookschool/>

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R2S1

Respectful, Responsible & Safe

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Dear Cascade Brook Students, Parents and Teachers,

I want to take this opportunity to welcome all of you returning to Cascade Brook School and to welcome all of you who are new to our Cascade Brook family.

This handbook is designed to serve as a source of information for parents, students, and teachers. Please read the information carefully and don't hesitate to call or set up a time to visit if you have a question or concern.

Due to COVID 19, we have made some procedural changes to implement the Maine Dept. of Education/CDC health and safety school guidelines. You may check out the Mt. Blue Regional School Website for more information regarding RSU9's healthy and safety plans.

Thank you in advance for taking the time to read this handbook. I know we are going to have a very positive year for all our staff and students.

Sincerely,

Nichole R. Goodspeed, Ph.D.

CBS VISION

The parents, teachers and students at Cascade Brook School believe that we are COLLECTIVELY responsible for creating a learning environment, which is safe, supportive, and intellectually challenging.

Our vision for ourselves as learners requires that we act with intelligence and moral integrity, compassion and personal responsiveness.

CBS MISSION

When students leave the Cascade Brook School they will continue to:

- * Explore ideas, problems and possibilities,
- * Initiate experiences, experiments, projects and communications with others to facilitate their learning within and across the disciplines using a broad array of processes and skills, and
- * Use reflection as a tool toward understanding their actions as learners, their learning and their interactions with others.

Ultimately, the students will demonstrate their caring about people and the world actualized by their personal daily actions that are morally and intellectually active, responsive and responsible.

Mt. Blue Regional School District Vision

Our learning community creates structures that support students' achievement by:

Expanding student-centered learning opportunities in a variety of settings.

Increasing student engagement, motivation, and voice.

Providing flexible time frames based on students' needs.

Collaborating with students to develop and monitor learning plans.

Implementing a challenging, meaningful, Proficiency Based Education System that transcends from the classroom into the community and the world.

Adopted: September 23, 2014

Staff 2020-2021

Office

Dr. Goodspeed, Principal
Mrs. Childs, Secretary
Mrs. Hutchins Secretary/Duty Monitor
Mrs. Strickland, Nurse
Ms. Arnold, School Counselor

Teachers

3rd gr.

Mr. McAllister
Ms. Graham
Mrs. Haines
Mrs. Reynolds
Ms. Burns

4th gr.

Ms. Varney
Mrs. Marshall
Ms. Brooks
Ms. Dennis
Mrs. Roberts

5th gr.

Ms. Brown
Mrs. Davis
Mrs. Marshall
Mrs. Rondinone
Mrs. Nelson

Special Education

Mr. Perry
Mrs. Guppy
Mrs. Crockett
Mrs. Kemp

Specials

Ms. Yamashiro, PE
Mr. Wright, Music
Mrs. Beacham, Strings
Ms. Moran, Art
Mr. Edmundson, Band

Title 1/Diff. Curriculum

Remote Learning

Mrs. Edmundson, ELA
Mrs. Wilson, Math
Mrs. Young, Math
Mrs. Jamison, Math/Reading

Ed Techs

Mrs. Drosdick
Mrs. Federick
Ms. Schondell
Mrs. Lesko
Mrs. Foster
Mrs. Breton
Mrs. Bean
Ms. Scott
Ms. Harvel

Custodians

Mr. Barden
Mrs. Richards
Ms. Mullen
Ms. Adams

Kitchen

Mrs. Butterfield
Ms. Wahl

Social Workers

Mrs. Jacques
Mrs. Folk

Communications with Staff

Cascade Brook School's telephone number is 778-4821. Office hours are from 8:00 a.m. to 4:00 p.m. If you wish to talk directly with your child's teacher, please call between those hours and leave a message with the secretary. In cases of emergency or urgency, every effort will be made for you to speak promptly with appropriate parties.

Notes to teachers or the office should include: date, child's full name, teacher's name, a brief message, and the parent/guardian's signature.

Daily School wide Schedule

9:00 - 9:30 a.m. Arrival for All Students 9:30 a.m. School Starts

9:30 a.m. School Starts

11:40 - 1:06 p.m. Lunch/Recess

3:05 - 3:09 p.m. Walkers/Parent Pick Up 3:12 p.m. Bus Dismissal

Early Dismissal (ERD)

On selected days the RSU #9 School will close early to provide time for teachers to investigate and practice ways to improve instruction, create common goals, and develop a community of learners.

Dismissal time is 12:30 p.m.

September 25 November 6 December 11 January 15 February 12 March 26
 April 16 May 28

District Calendar

Go to Mt. Blue Regional School District Website @ <https://www.mtbluersd.org/>

Progress Reports and Report Cards

Cascade Brook School will be reporting progress on grade level standards quarterly. Progress reports will go home to parents three times a year and a report card will go home to parents at the end of the year.

Progress Report/Report Card Language for K-5

Progress reports will be sent home with students on a quarterly basis. Progress reports will be based on standards and learning targets. A full report card will be sent home at the end of the year. Please contact your student's teacher with specific questions regarding your student's progress. Please see the table below for the marking of the standards and learning targets.

Exceeds (E)	The student is exceeding the grade-level standard or expectation.
Meets (M)	The student is meeting the grade-level standard or expectation.
Partially Meets (PM)	The student is working towards meeting the grade level
Not Met	The student is not currently meeting the

	standard.
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Breakfast and Lunch

Due to COVID19 -All Students in RSU9 will receive free breakfast and lunch until December 2020

Free and reduced price lunch applications are sent out at the beginning of each school year and are available any time during the school year upon request.

Students shall pay on their lunch account on a weekly or daily basis.

	Breakfast	Hot Lunch	Milk
Full Price	\$1.25 per day	\$2.30 per day	\$.45

ATTENDANCE POLICY (JH-R)

Elementary Schools Students are expected to attend school regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Excused Absences as described by Maine State Law are the following:

- a. Personal illness
- b. Medical appointments that cannot be made outside the regular school day
- c. Family Emergency
- d. Observing recognized religious holidays
- e. *Planned absence for personal or educational purpose that has been approved by the school
- f. Homelessness
- g. Unplanned hospitalization
- h. Placement in foster care or youth development center

*Parents may request permission for excused absences in advance by submitting the request (Green Slip) in writing to the high school office. Any request must be approved by the administration. Students may obtain green slips in the main office and submit completed forms two weeks in advance.

Planned absences for other reasons can be excused with approval of the principal. In general, the school discourages extended absences for vacation trips and the like because of the possible negative effect on the child's academic program. Requests for approval of a planned absence for vacation trips, etc. must be made in writing five days before the absence. Absences that are approved by the parent but not the school will be classified as unexcused. All other absences will be excused at the discretion of the principal.

Attendance is reviewed daily. If a student is absent without parent notification it is considered unexcused and someone from the school will contact the parent via phone call. When the student has seven total unexcused absences or five consecutive unexcused absences, the principal will contact parents to set up a plan to address absences.

Tardiness

Tardiness is defined as being late for school. It is the responsibility of the parents to see that a child is on time each day. Students are expected to attend school regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Parents should send a note to school for each instance of tardiness. Notes should include the following:

Example of note:

September 9, 2013

Dear Mrs. Jones,

*John Doe was not in school on Thursday and Friday,
September 5th and 6th, because he had a cold.*

Sincerely,

Jane Doe

Before School Arrival

Parent/guardian Responsibility per the Maine DOE: Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day.

Any person showing symptoms must report their symptoms to the school and not be present at school.

- Parents/guardians should screen their children for illness before sending them to school and should not send their children to school if they are ill. The following questions are recommended for screening:
- Does your child feel sick with any symptoms consistent with COVID-19? (such as: fever, chills, cough, difficulty breathing, fatigue, muscle aches, headache, loss of taste or smell, sore throat, runny nose, nausea or vomiting, diarrhea)
- Has your child been around anyone who is unwell and/or has COVID-19?
- Within the past 24 hours has your child had a fever (100.4 and above) or used any fever reducing medicine?

Parent Drop Off Location -Turn Around

- Please remember to use the Turn Around when dropping off or picking up your child at school.
- The turn around is located at the side of the building behind the gym.
- By using the Turn Around, you provide your child a safe walking route to the front door.
- Please do not park in the Turn Around. If parents want to park they need to use one of the designated parking spaces in the front of the building.
- Please do not park on the side of the road or block parked cars in the parking lot . The road is quite narrow and it is difficult for buses to pass in and out of the school.

Parent Drop Off Procedures-Morning

- Parents may drop off their children from 9:00 a.m.-9:30 a.m. at the Turn Around.
- Students must put their mask on upon exiting their car.
- Students must exit the car onto the sidewalk, not the middle of the circle drive.
- Students will go directly inside to their classrooms or breakfast. There is no morning recess.
- Parents/guardians may walk their child to the main door but only students and staff may enter the building.

- Parents wishing to enter the building will need to make an appointment with staff prior to visit.
- Cars may cautiously pass a parked car - please look for students.
- Students will need to maintain 3 feet of space and wear a mask while walking to the front door/entrance.

Dismissal -Afternoon

- Parents please remember to use the Turn Around when picking up your child at school.
 - Students will use the sidewalk and walk to the turn around.
 - Students will wait for directions from the staff member before walking to their parent's car.
 - Parents will remain in their cars and wait for their child to come to the car.
 - Please do not park in the Turn Around. If you want to park please use one of the designated parking spaces in the front or back of the building.
 - Parents please be aware of students using the crosswalk and buses entering and exiting the road.
- Transportation - Students who ride the bus.
- We will do our best to honor one student per seat, but there will be times when we cannot accommodate this.
 - Siblings will be required to sit together, and daycare students will sit together.
 - Students will be required to have regular bus pickup and stops.
 - **No bus notes or calls for changes during the day. Please plan accordingly and contact the school for emergencies.**

Student Dismissals During the School Day

If parents need to pick up their child during school day, please follow these procedures

- Parents must notify (i.e. written note or phone call) the school before picking up their child unless there's an emergency.
- By notifying the school, we can have your child ready and signed out in the office. This will make your pick up time much quicker.
- Parents must wear masks in the building and sanitize hands when entering the building.
- Students will wait by the office for their parents.
- Parents will use the sign out sheet in the main hallway. Parents must sanitize when using the pen to sign out children.
- Parents will not enter the office unless they have pre-arranged appointments.

Parent Visits During the School Day

- For Safety and Health reasons, all visitors (including parents) must make an appointment to visit the office or teachers. No Walk-Ins.
- Parents may contact their child's teacher or the office to make an appointment.
- If parents need to drop off items (i.e. instrument, lunch, sneakers etc.) for their child, we ask them to bring the items to school and leave them on the table outside the main entrance of the school. Also, we ask that parents call the school office to notify the secretaries that items have been left on the table.
- Please make sure the items are labeled with your child's name and teacher's name. We strongly encourage you not to leave valuable or perishable items on the table as we cannot be held responsible for damage or theft.

Change of Contact Information

It is imperative that the school has your correct mailing address, street address, and phone number. If you move or change your phone number, please inform the school so we may reach you quickly in case of an emergency. Phone numbers and other personal information are not given out from the school office and, if notified, special care will be taken with unlisted numbers.

The school principal needs to be notified if students move outside RSU #9 or if guardianship arrangements change.

If you change daycare providers, you must also provide the school with the new name, address and phone number for transportation and safety reasons.

Student Transfer

Is your family leaving our town? Moving to another school? We hope not, but if you are, please notify the principal's office at least one week in advance. This notification will give us time to prepare the necessary records for the transfer. The cumulative records will be mailed to the school administrative unit to which a student applies for transfer when we receive the request from the new school. In order to assure confidentiality and safekeeping, we do not allow student records to be hand-delivered to any receiving school.

New students arriving at our school after the academic year has begun will be placed in their assigned classroom the following day. This gives the office, the teacher, and classmates adequate time to make welcoming preparations for the student's first day with us.

Class Placement

Each spring, we create classes for the next year using a variety of strategies and data (including parent surveys, teacher surveys and assessment results). Our goal is to create classes that reflect the diversity of our students and provide the best possible educational environment for our students. Parent requests for teachers will not be considered by the principal.

Making Up Missed Work

Following any absence, students must make up work missed. Students may access after school extended day services (21st century) or homework club to receive additional support.

School-wide Behavior Expectations

We expect all of our students to act appropriately in all areas of the school. We expect students to be responsible, respectful and safe (R2S1). We have a three-tiered behavior system at Cascade Brook School. Tier I includes teaching all students school wide expectations for behavior that is Respectful, Responsible and Safe (R2S1) in all areas of the school. Tier II includes re-teaching school wide expectations with a focus on small group interventions and strategies. Tier III includes providing re-teaching of school wide expectations for individual students (e.g. behavior plans, mental health support).

Students who show positive and appropriate behaviors will be able to receive the following:

Caught in the Act (CIA)-- when staff sees students being responsible, respectful, or safe they will fill out a CIA card, and place it in a box. Then once a week our school counselor will randomly draw cards from the box. Students selected will receive a prize, the principal will announce their names on morning announcements and the student CIAs will be displayed on the wall in the hallway.

Enrichment-

An activity time regularly scheduled in the month to reward students' for their appropriate behavior. The activities vary from quarter to quarter and may include walking, hiking, drawing, extra-recess, sliding, laptops and much more.

Certificates

Students who have been responsible, respectful, and safe will receive certificates and their names will be displayed on a school wide bulletin board.

Behavior Expectations

Students who struggle to follow our school wide expectations (R2S1) will receive an Office Discipline Referral (ODR).

An ODR provides our school with a way to document inappropriate behaviors and staff responses to inappropriate behaviors. An ODR includes the following information.

Student Demographic Information:

Name, Grade, Teacher, Date and Location of incident

Definitions of Behaviors:

Inappropriate Language--student uses language not directed at an individual (e.g. suck, crap, shut up, etc.)

Disrespect to students--students not following good manners (e.g. being rude, dismissive messages to adults, not using please and thank you), single event of put downs, gossip (e.g. name calling)

Disrespect to staff--students not following good manners toward staff

Physical Contact--Student engages in non-serious but inappropriate physical contact.

Disruption--student displays behavior that interferes with the flow of the classroom (e.g. talking, moving around, making noise)

Material/Equipment Misuse-- not using material properly, no property damage

***Major Behavior*

Abusive Language--student uses language directed at a person, use of swear words and/or offensive words

Lying/Cheating--student delivers message that is untrue and/or deliberately violates rules

Physical Aggression--student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.)

Defiance/Disrespect--student engages in refusal to follow directions, talks back and/or delivers socially rude interactions

Harassment--The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. District policy prohibits acts of harassment based upon race, color, sex, religion, age, national origin, or handicap (see district policy)

Technology Violation--student engages in inappropriate (see district policy) use of cell phones, pagers, music/video player, camera and/or computer.

Property Damage (Vandalism)-- student participates in an activity that results in destruction or disfigurement of property (see district policy)

Forgery/Plagiarism---something that is falsely made or copied, the practice of taking someone else's work or ideas and passing them off as one's own

Theft--student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission

Teacher (Staff) Response

Conference with students--teachers meets with students to discuss expected behavior

Re-teaching of expectations--student practices expected school wide behavior with staff member

Loss of privilege--student loses weekly enrichment privilege; recess, football, use of computer, etc.

Parent contact/signature--teacher/staff contacts parent

Administrative Decision

Conference with students -- student meets with the principal

Restorative Practices – works with staff to review responsibility for behavior and plan for making things better

Parent Contact--principal contacts parents regarding behavior

Guidance Referral- student is referred to the school counselor for consultation

Tier II - staff on Tier II team review the academic and behavioral data of students to provide an assistance plan of interventions.

Out of School Suspension--consequence for referral results in 1 -10 day period out of school (see policy JKDA-R)

Other Action Taken - Principal reviews the ODR.

Conflict vs. Bullying

Conflict

- Equal power in relationship
- Both children upset
- Feel remorse
- Want to solve problem and restore relationship
- Happens occasionally
- Usually not emotionally damaging

Bullying

- Imbalance of power
- Victim upset, bully is not
- Bully has no remorse
- Bully does not see need for resolution
- Is ongoing
- Can be serious emotional or physical threat

Use of Playground Equipment

Playground Expectations

In order to provide a safe and friendly playing environment for all children please follow these guidelines:

- * Respect the staff members who are outside on duty.
- * Line up quickly when the whistle is blown. All students will come in the front doors.
- * Bring soft playing balls (e.g. tennis balls, kick balls.)
- * Leave all baseball bats and lacrosse sticks at home.
- * Stay on the ground, no climbing snow banks that you cannot see over. If a snow bank

is taller than you are, don't climb it.

- * Leave the snow on the ground (e.g. don't pick up the snow.)

Climbing Structures

- * Use the correct grip; use both hands.
- * Be careful climbing down, and watch out for those climbing up.
- * Avoid having too many people using the structure at one time, especially the horizontal ladders and bars.
- * Start at the same end of the structure and move in the same direction.
- * Stay well behind the person in front and watch out for swinging feet.
- * Never use structure when it is wet.
- * Avoid speed contests or trying to cover too large a distance in one move.
- * Drop from the bars with knees slightly bent and land on both feet.
- * Avoid gymnastics moves (hip circles, hanging upside down by knees, etc.)
- * One at a time on the fire poles. Avoid standing under another student climbing or sliding down a fire pole.
- * Avoid pushing or pulling on students using structures.

Gazebo

- * Use benches to sit
- * Walk to the Gazebo

Swings/Tire Swing

- * Sit in the center of the swing; never stand or kneel.
- * Hold on with both hands.
- * Stop the swing before getting off. Never jump from a moving swing.
- * Walkway around a moving swing - not too close to the front or back.
- * Never push anyone else in the swing or allow others to push you.
- * Have only one person in one swing at a time.
- * Never swing empty swings or twist swing chains.
- * Never throw swings on top of bar

Sliding Hill

- * Proper clothing must be worn to slide on the sliding hill, i.e., snow pants, jacket, Boots, gloves, hat
- * Jumps are dangerous - do not build them.
- * Use the marked path to go up the hill.
- * Standing or kneeling on the sled while going down the hill is more dangerous than sitting or lying down
- * Do not stand or kneel while descending the hill.
- * Do not push your friends on his/her sled.
- * It is dangerous to start down the hill while others are still in your path. Please wait your turn and look before you slide.
- * There will be no sliding in the morning. We cannot supervise the hill at this time.

*The principal of Cascade Brook School reserves the right to make changes in these regulations whenever it is in the best interest of the school property and the safety of students.

Textbooks

Books issued to students should be properly covered at all times and any loss or damage to these books should be reported to the office at once. It is the responsibility of the student to cover

books issued to him/her with either book covers or heavy paper. We have book sox available at school. Please, do not use contact material on textbooks.

Personal Property

RSU #9 does not carry insurance on a student's personal property. All items carried onto school buses or into school buildings by students (i.e. toys, radios, "show-and-tell" treasures, etc.) remain the responsibility of the student. The school will not be responsible for the loss or damage of student property; therefore, we discourage children from bringing such items to school unless the item is part of a specific classroom project.

Items not allowed are cell phones, iPods, DVD players, remote control vehicles, inline skates, and skateboards.

Lost and Found

Due to Health and Safety Guidelines from the MDOE, we will not have a lost and found table this year. Please make sure your children keep track of their personal belongings.

Money Brought to School

There are many times during the year that you need to send money to school (examples: lunch money, book orders, school pictures). We request that you put money in an envelope and write your child's name, teacher's name and the intended use of the money on the outside. Bringing loose change or undesignated money is discouraged.

Electronic Devices

Students are permitted to use the school phone with adult permission. Cell phones are not permitted. (See policy JFCK-R)

Clothing and Appearance

While RSU #9 does not have a formal dress code, we encourage students to wear clothes that are suitable to the occasion. Grooming and dress that prevent the student from doing his/her best work should be discouraged. In general, parents are asked to use good judgment in choosing or guiding the student's choice of wearing apparel to be sure it is appropriate for school and does not create or be likely to create disruptions in the classrooms.

Due to safety and maintenance reasons, the following items are not appropriate for school

- Cleats and shoes with metal soles
- Halter tops, Mid-drift shirts, Shirts with less than 1 inch shoulder straps
- Pants, shorts and skirts should be appropriate in length and coverage
- Pants and shirts that show undergarments
- Clothing with words, symbols, or designs depicting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity.

Outerwear and footwear must be appropriate for the weather as children are expected to play outdoors during recesses. During inclement weather we encourage parents to send a pair of light shoes to be left at school. These can be worn, instead of heavy boots, in the classroom. Jackets or other appropriate outerwear should be worn outside.

Students wearing inappropriate or inadequate clothing will be sent to the office. School will call home for a change of clothing and/or student will be given clothing to change into at school.

Hat Manners

Upon entering the building, a student will need to remove his/her hat at the locker/coat hook where it will be kept until the student is ready to leave the building.

If the student does not automatically remove the hat, the student will be reminded. For a second offense, the student will be required to turn in the hat for the remainder of the day. If the inappropriate behavior continues, the parents will be contacted to help develop a solution.

As role models, we request that all adults, visitors and staff, abide by the no-hat policy.

Homework

Aside from the subject matter we teach each student, the study skills children learn are basic to a good educational program. Homework is an important study skill. But like other skills, it must be learned in an appropriate developmental sequence and have a purpose. All homework assignments shall be for sound educational purposes. Homework properly designed, carefully planned, and geared to the development of individual students, meets a real need and has a definite place in the educational program.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, to complete certain projects such as reading worthwhile books, and preparing research papers is another good use of homework.

Home study assignments also afford a way for parents to acquaint themselves with the school program and their children's educational progress.

Parents are encouraged to contact their child's teacher(s) with any questions or concerns over homework assignments.

Homework Hints for Parents

1. Establish a regular time and place for daily study.
2. Ask to see the child's assignments. Initial the assignment when you are assured that it is complete and the quality is acceptable.
3. Establish a practice of putting completed work and library books in backpacks at night in preparation for morning pickup.
4. Insist and help your child be organized.
5. When you hear a child say, "I don't know how to do this...", insist that he find the exact word which gives the direction: draw, circle, and add...
6. Know the day of your child's spelling test. Review with him/her the night before.
7. When reading a child's written work, such as stories and poems, try to be supportive.

Comments like these work well:

"I follow your story on your first page, but I'm confused with this section."

"Can you write more description here?"

Student Pictures

From time to time during school activities, school staff may photograph a child or a group of children. The principal's approval is required. Please make sure to complete the form in Power School permitting or not permitting our school to publish your child's picture. The form is called Agreement to Publish Information on Mt. Blue Regional District and Individual Websites.

Vandalism and Damage to School Property

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. State law holds students (or parents) financially liable for damage to school property. Chapter 513,3772 of the Maine State Statutes states: "If a minor injuries or aids in injuring any schoolhouse, out buildings, utensils, or appurtenances belonging thereto; defaces the walls, benches, seats or other parts of school

property belonging to an administrative unit, such administrative unit may recover of his parent or guardian in a civil action double the damage occasioned thereby.”

Civil action will be pursued only when students or parents fail to make appropriate restitution by repairing or replacing the damaged school property.

Health and Wellness

Out of consideration for the welfare of other children and your own child’s comfort, please do not bring a child to school if s/he has any of the following symptoms:

- Rash not evaluated by a physician
- Diarrhea
- Fever
- Green or yellow discharge from the nose, accompanied by a cough
- Conjunctivitis (pink eye) in its acute phase
- Vomiting

We must send home any child who exhibits any of these symptoms.

Administering Medication To Students

Medications should be given at home whenever possible. If prescription or over-the-counter medication is needed at school, it must be given according to district policy. The complete policy is available from your school’s nurse, school office, or on the MBRSD Website.

- All medications must be in their original, properly labeled container. For prescription medications, a parent/guardian can ask the pharmacy to provide a duplicate prescription bottle for school use.
- The parent/legal guardian must complete a Medication Request/Permission Form. These forms are available from the school nurse, school office, or on the MBRSD Website.
- Medications can only be given with a valid prescription label, standing orders from a physician, or written order from a health care provider.
- In certain cases a school nurse may be requested by a physician or a parent by phone or a note to give a one-time dose of medication. A standard written authorization is needed for continued doses.
- The school nurse shall review the Medication Request/Permission Form for completeness and clarity. If the nurse has any questions or concerns about the form or medication, he/she may decline to administer the medication and will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
- With the exception of those medications authorized for self-administration or according to an Individualized Health Plan, all medications shall be stored in the school nurse’s office.
- The student’s parent/guardian shall deliver any medication to the school. In the event that this is not practical, the parent/guardian should contact the school to make alternate arrangements. All controlled medication will be counted when it is received and/or returned to the parent/guardian.
- Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training by the school nurse.
- Contact the school nurse with any questions or concerns about student’s medications.

Inhalers and Epinephrine Auto-injectors (EpiPens)

Students are allowed to carry and self-administer emergency medication such as an asthma inhaler or epinephrine auto-injector (EpiPen) if the following requirements are met.

- The student must have written approval from the student's health care provider that details the use of the medication and confirming that the student has the knowledge and the skills to safely possess and use the medication in school.

An Asthma Action Plan and/or Allergy Action Plan is recommended.

- A completed parent Medication Request/Permission form is on file at the school.
- The school nurse shall evaluate the student's technique to ensure proper, safe, and effective use of the medication.
- Contact the school nurse with any questions or concerns.

Ambulance Service

Occasionally, a student will be seriously injured while at school. The principal will make a judgment as to what steps should be taken. Depending on the nature of the injury, parent contact is usually made first; however, when deemed necessary for the safety and welfare of the student, the school reserves the right to act for the parent and contact the ambulance service.

School Insurance

There are a number of activities in the schools of RSU #9 that subject students to a possibility of injury. They range from play at recess time to activities in the shops and laboratories. Although every effort is made to supervise activities, the possibility of an accident is very real.

Accident reports are routinely submitted on all reported accidents that occur at school. A copy of the report is sent to the parents. If you have any questions about an accident report, please call the school. RSU #9 does not buy insurance policies for students, but policy information for parents to purchase is available at the school office.

Emergencies

In the event of a fire, bomb, weather, or other physical threat to the school, students may be moved to a predetermined location. Parents will be notified by police or school officials as to how students will be returned home or picked up by parents.

Safety Drills

Periodically, students and teachers must evacuate the building in a matter of seconds. MDOE regulations require regularly scheduled safety drills each year. Early in the school year teachers will instruct the students on the evacuation procedures for the different classrooms and other spaces in the building. Parents should discuss the importance of these drills for the students' safety.

In the case of an emergency drill, all students, guests, and other personnel will exit according to predetermined posted exit routes.

Flag Salute

It is the policy of RSU #9 that each school day should begin with appropriate activities that should include, but not be limited to, a salute to the United States Flag.

(Note: RSU #9 recognizes that individual students may not participate in a flag salute, and it is the District's policy to recognize the individual rights of these students.)

Parent-Teacher Conferences

Each year, in November, the school holds formal parent-teacher conferences to discuss the student's first progress report. You will be notified during October of the appointment process. Additional celebrations of student work may be scheduled later in the year.

From time to time, other than the annual conference day, there is a need to discuss a student's progress. If you desire to have a conference at a time other than during the scheduled conference time, simply contact the teacher directly or call the school. These conferences are held before or after school and appointments must be made in advance.

Recommendations About Assessments

Assessments should align with subject area standards. The final determination of mastery will be based on a collection of both qualitative and quantitative evidence. A combination of the following assessment tools will provide evidence that supports teacher decisions: student self-assessments, formative and summative tests, written and oral assignments, projects, products, and student performance. Teachers will use more than one assessment to check for mastery. Teachers will "spiral" items on tests throughout the year.

RSU #9 TRANSPORTATION PROGRAM

Basic Responsibilities for Parents

- Cooperate with school authorities and bus drivers in promoting safe, efficient service.
- Ensure your child's cooperation with the bus drivers and others responsible for student transportation.
- Instruct your child in safe walking and bus riding practices.
- Have your child at the bus stop 5 minutes before pickup time.

- **Bus Stop Behavior**
 - All students will be ready in the morning at the usual time for the bus to arrive at their home or at the "School Bus Stop". The bus cannot wait for those who are late.
 - Do not stand in the roadway while waiting for the bus.

- **Expectations for students**
 - The driver is in full charge of the bus and the students. Students should obey the driver promptly and cheerfully.
 - For safety reasons the driver may assign seats in the bus and students will use the assigned seats.
 - When the bus is in motion, do not stand, extend your arms out of the windows, or move about.
 - Damage done to the seats or other equipment must be paid for by the student.
 - Remember, good conduct is the first rule of safe behavior. There is nothing wrong with quiet, clean conversation, but it should never be loud and boisterous. All talking should stop when the bus approaches a railroad crossing, so the driver can listen for trains.
 - Always treat your fellow students with courtesy.
 - When arriving at your destination, remain seated until the bus stops. If you cross the road, do so in front of the bus after the driver has signaled you that it is safe to cross.
 - No students will leave the bus without the driver's consent, except at home and at school.
 - Good bus conduct does not permit the throwing of hats or books, eating, or doing written homework. These acts can be a distraction to the driver and/or dangerous to the students.
 - Students will help in keeping the bus clean. Do not throw paper or other refuse on the floor.

- Use the trashcan provided.
- Always address your bus driver with respect.

Individual Education Plan (IEP)

Some students require a special academic program because of certain handicapping conditions. The determination of such a need and the development of a special program is the role of the Individual Education Program (IEP) Team. The IEP is comprised of teachers, parents, school administrators, students, and others who are involved with the student. Any person feeling that a need exists may initiate the IEP process by contacting the principal. Any person feeling that a need exists may initiate the IEP process by contacting the principal.

Section 504

Handicapping conditions, other than academic, are serviced under Section 504. Any student needing special accommodations, such as a broken leg, may be eligible for help. Parents should contact the principal for help.

Civil Rights Team

Our Civil Rights Team is open to all students in all grades. These students meet monthly to discuss ways they can support and promote respectful and accepting behavior for all students. Some activities include writing and performing skits, creating informational bulletin boards and posters at school, and serving as role models for other students.

Academic Intervention – TITLE I, RTI

The Title IA, ESEA Program is a federally funded program of remedial education, CBS has a school wide program offering academic assistance in reading, mathematics, and language arts. Certified teachers who work closely with the classroom teachers to develop plans based on student needs provide this assistance.

PBIS Tier I & Tier II Teams

Our PBIS teams are made up of school and community professionals whose function is to identify, refer, and intervene with students experiencing difficulties at school. It is a prevention/intervention process that redirects students experiencing high-risk behaviors before they experience school and/or social failure.

Some factors that may place a student at risk include academic decline, poor self-esteem, lack of friends, poor physical health, absenteeism, depression, isolation, self-destructive behaviors, and drug /alcohol involvement.

Staff, self, other students, and family may refer to students needing assistance. Referral forms can be obtained through the building PBIS team members. Through team training and member expertise, the SAT assists and refers students for appropriate help. Our team develops procedures using every possible resource in the school system and the community including the students' families.

The PBIS Tier I & Tier II teams part of the initial referral process for Special Education Services. These teams maintain confidential contact with the referring source as to the progress of that student.

Volunteer Program

Our children are our most important resource. All of us share a common purpose - educating and preparing them to become the citizens of tomorrow. Volunteers are playing an increasingly vital role as members of the educational team. Volunteers, under the direction of a teacher, can help many of our children.

Parents, retirees, business and professional people, and college and high school students are all needed as school volunteers. You may choose the type of service. If you cannot volunteer an hour or two a week on a regularly scheduled basis, you may choose to be listed in a Community Resource Guide as an occasional volunteer talking with students about your career, hobbies, or travels. Forms are available from the school office. Simply give us a call and we'll send you one.

For more information, please call the school or our volunteer coordinator at 778-3707.

Extended Year Program

RSU #9 runs an Extended Year Program for students in grades 3-12 who are not meeting either state or local standards. Students will be referred to the program by their teachers according to their performance in the classroom and/or on RSU #9 common assessments.

Participation in the Extended Year program is voluntary. We must remember, however, that all students must meet standards for promotion and ultimately graduation. EYP is an opportunity for any student needing additional time and teaching to avail themselves of a tutorial-based program.

Parents are encouraged to have their children participate, if recommended by the classroom teacher. RSU #9 has created a research-based program that offers students an additional six weeks of learning time each summer. Parents will be informed about student performance with progress reports and/or report cards. The intent of this program is to support students and help them reach the level of proficiency needed in our standards-based learning environment.

Differentiated Curriculum

The Differentiated Curriculum Program is a component that serves students who excel, or have the potential to excel, beyond their age peers in the regular school program. Some direct services are provided to students in small groups. However, the goal of the program is to meet the needs of the gifted and talented students within the regular class environment whenever possible through independent study, advanced skills, compacts, or other curricular adjustments.

Criteria for inclusion in a small group depends on a number of things. We are bound by state guidelines to work with 2% -5% of the students; we review records for students who receive above a certain score on the most recent standardized test (Terra Nova or MEA), which the student has taken. In the primary grades, the program's scope is more inclusive, keeping in mind the varying developmental rates of young students and the lack of assessment data. At all grade levels classroom teacher recommendations for inclusion in the program are also considered. If a program person has worked with a student, s/he also gives input. Following this process, each student is considered every year.

Guidance

A comprehensive program exists to meet the developmental needs of students. Through a variety of activities and services carried out by counselors and classroom teachers, the Comprehensive Guidance Program seeks to address the appropriate developmental needs of all students. These include personal, social, educational, and cultural issues. Components of the program include activities to promote positive self-worth, problem solving skills, decision-making abilities, future planning and goal setting, and emotional/social growth. Guidance counselors and other professionals who may provide individual and group counseling services, consultation services, and coordination programs carry out the guidance program activities. It also includes activities, which are an integral part of the school's various curricula. It is recognized that guidance cannot exist alone but must be an integral and accepted part of the school district's total educational program. The Maine Learning Results require the issues around career preparation and health be included in our academic program. The school counselors are responsible for coordinating some of these programs.

School counselors try to help all students get the very most of their school experience. The counselors work with students in the classroom, in small groups, and individually. Remember, there

doesn't have to be a problem to meet with the school counselor. Helping a youngster meet his/her full potential must be a combined effort of the school and home.

If you have any questions concerning the guidance program, contact the guidance counselor, your child's teacher, and/or the principal. Parents are welcome to examine the RSU #9 Comprehensive Guidance Plan and any of the curriculum materials.

Specials

Libraries

RSU #9 provides school level libraries to ensure that students are effective users of ideas and information, to acquire literacy skills with the ability to locate, analyze, evaluate and communicate. Classes have regularly scheduled visits for instruction, story time, and an opportunity to select books to take home.

When a book becomes overdue, a notice will be sent home with the child. Parents may be asked to pay for lost or damaged books.

Any parent (grandparent, aunt, uncle, friend, etc.) who would like to volunteer time and energy in the library should contact the school librarian.

Music

RSU #9 provides a variety of music programs. They include whole class, small group, and individual instruction. A schedule of building and district concerts provide a chance for students to showcase their skills to the public.

Vocal music is available weekly to all students K – 6.

In Grade 3 students are introduced to stringed instruments with a half-year introductory program. A student may choose to continue strings instruction if they provide the instrument.

In Grade 5 students may receive instruction on a self-provided band instrument. If your child wishes to pursue music instruction and does not have the necessary instrument, contact the music instructor or principal, as sometimes there are scholarship instruments available.

Physical Education

Physical Education is a required subject for all students. Each student must participate in all activities unless s/he has a medical excuse signed by a physician. These excuses should be cleared through the office then given to the physical education teacher.

K–4 students participate one period a week while grades 5 & 6 meet for two periods. Your child's teacher will tell you which days are scheduled for your child.

Students are expected to bring sneakers and to wear clothing suitable for participation in physical activity.

Alcohol and Drugs

Students in 3rd, 4th, and 5th grade, who are determined to be distributing, in possession of, or using illegal drugs are subject to a course of action which may include counseling, contact with legal authorities, and possible suspension. A specific detailed procedure is included in the RSU #9 policy notebook located in the principal's office.

Weapons on School Grounds

Possession or use of a weapon on school grounds, in school buildings, or on school buses is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school, or at any school sponsored activity, is subject to administrative and legal action.

Affirmative Action

A. It is the policy of Mt. Blue Regional School District #9 to insure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, age, handicap, or religion in accordance with all federal and state legislation relative to discrimination.

B. Inquiries can be made to Keith Acedo and Katie Duschense, Affirmative Action/Title IX Coordinator, RSU #9, New Sharon, telephone: 778-9517. Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Affirmative Action/Title IX guidelines and may be obtained from the coordinator.

Policies & Regulations

Bomb Threats (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.

Please check district website for specific policy

<http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=Bomb+Threats>

Anti-Bullying (JICK)

The Board believes that bullying, including cyberbullying, is detrimental to student wellbeing and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in Mt. Blue Regional School District (RSU #9) and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law: Bullying “Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student’s property; or

2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
 1. Creating an intimidating or hostile educational environment for the student; or File: JICK
 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
 - a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 - b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Examples of Bullying:

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

Cyberbullying

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Examples of Cyberbullying

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send email, text messages, instant messages (IM), or phone calls;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

Retaliation

“Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting an act of bullying when it is not made in good faith.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties. Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training Mt. Blue Regional School District (RSU #9) will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit’s website and by such other means (if any) as may be determined by the Superintendent.

File: JICK Legal Reference: 20-A M.R.S.A. § 1001(15), 6554 Cross Reference: AC - Nondiscrimination, Equal Opportunity ACAA-R - Harassment and Sexual Harassment of Students ACAD - Hazing ADF - School District Commitment to Learning Results JI - Student Rights and Responsibilities JIC - Student

Code of Conduct JICC - Student Conduct on Buses JICIA - Weapons, Violence and School Safety JK - Student Discipline JKD - Suspension of Students Adopted: July 18, 2006 Reviewed: November 17, 2009

Tobacco-Free School Policy (GBED)

Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. In order to promote the health and safety of all students and school employees, optimal learning conditions, and the cleanliness of all facilities, the Mt Blue Regional School District School Board, hereinafter referred to as the "Board," prohibits the use of all tobacco products in school buildings, facilities, and on school buses during school-sponsored events. The policy will reflect and emphasize the hazards of tobacco use; assure compliance with state and federal laws; protect the health and safety of all students, employees and the general public; and role model a non-tobacco use environment by adults.

Use of Tobacco Products on School Property

Tobacco is a leading killer and leading cause of preventable deaths in Maine. To support and model a healthy lifestyle for our students the Board adopts the following tobacco-free policy;

- The Mt Blue Regional School District buildings and property shall be tobacco-free 24 hours a day, 365 days a year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school.
 - Maine law prohibits possession or use of tobacco products by anyone less than 18 years of age. - Possession or use of tobacco products by students on district property or in school owned vehicles and at school-sponsored functions is prohibited.
 - Sale or distribution of tobacco products by anyone is prohibited at all times on the school campus. - The use of tobacco products by all school employees on school property or in school vehicles, bus stops and at school-sponsored functions is prohibited.
 - The use of tobacco products by all visitors on school property is prohibited. This includes non-school hours and all functions sponsored by the school or by others, including any lessees or invitees, and athletics, on or off school property.
 - Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing that advertises tobacco products
- Sample School Policy

Communication of Policy

This policy will be printed in both employee and student handbooks and adult education booklets on a yearly basis. Tobacco-free school signs will be posted in highly visible places both inside and outside all school buildings including the Central Office. Signs will be posted at all entrances of school buildings, school playgrounds and athletic fields. The maintenance staff will be responsible for maintaining signage. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide. An announcement of the tobacco-free school policy will be made at all school events, including but not limited to athletics and drama.

Age-appropriate tobacco prevention education will be incorporated into the Mt Blue Regional School District's K-12 comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the school policy.

Adopted: August 13, 1985 Revised: October 23, 1990 Revised: January 8, 1991 Revised: July 23, 1991 Revised: April 1995 Revised: June 8, 1999 Reviewed: January 22, 2002 Revised: February 10, 2004 Revised: June 10, 2008 Revised: April 6, 2010 Replaces: JICG, GBED, GBED-R, ADC

School Disturbances

20-A MRSA #6804 says "A person who enters the property of a public or private school or another place of instruction during or out of school hours, while the teacher or student is present, and willfully interrupts or disturbs the teacher or student by loud speaking, rude or indecent behavior, signs or gestures, or engages in hostile, aggressive or threatening behavior towards a student, teacher, administrator or other staff member, or willfully interrupts a school by prowling about the buildings, making noises, throwing missiles at the schoolhouse or disturbing the school, commits a civil offense and shall forfeit not less than \$200 nor more than \$500.

Hazing (ACAD)

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."

It is the policy of the board that 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. The behavior may be physical (e.g., hitting), verbal (e.g., threats), or psychological (e.g., intimidation).

"Act of intimidation" includes 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 student organizations, shall plan, encourage, or engage in injurious hazing activities.

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.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit, which 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.

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

The superintendent shall assume responsibility 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 as he/she carries out the provisions of this policy, that individual or organization may appeal to the full Board of Directors. The ruling of the Board of Directors, 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 faculty handbooks or otherwise distributed to all school employees and students.

Legal Reference: TITLE 20-A MRSA SEC. 6553.2

Revised: December 11, 2001

Visitors To The Schools During School Hours (KI)

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.

B. Upon arrival at the school, all visitors shall immediately report to the main office to sign in and receive a temporary badge to be worn for the duration of the visit.

C. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as she/he considers necessary.

D. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

E. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.

F. Persons entering the school building without authorization from school officials and who fail to report to the main office upon arriving on campus or entering the building are considered “unauthorized persons” and will be requested to report to the office immediately to sign in.

School staff shall then report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons who refuse to follow protocol shall be directed to leave the premises immediately.

G. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Date: March 8, 1988

Adm. Mtg. Review L.A.R., Supt. Reviewed: February 1995 Reviewed: June 4, 2002 Reviewed: January 19, 2010 Revised: March 26, 2013 Revised: December 11, 2018

Immunization of Students

<https://sites.google.com/a/mtbluersd.org/health-services/immunizations-for-school>

These are the vaccines needed for all students in the State of Maine to be considered up to date. These requirements are the law. Students will not be allowed to attend the first day of the 2019-2020 school year without proof of the vaccines or a signed exemption.

- **# of Doses Immunizations Required**

5 DPT (4 if the 4th dose is given after the 4th birthday)

1 Tdap Booster for all students entering 7th grade (NEW 2017)

4 Polio (OPV or IPV, 3 if 3rd dose was given after the 4th birthday)

2 MMR (Measles, Mumps, Rubella)

1 Varicella/Chicken Pox (or proof of immunity/history of disease)

- 1 Meningococcal (MCV vaccine) for all students entering 7th grade (new 2018)
- 2 Meningococcal (MCV vaccine) for all students entering 12th grade (new 2018)

*** One 1 MCV needed if first done is given after the age of 16

Each immunization entry must include:

- Vaccine type, date administered and the name of the provider
- Often the nurses can access immunization records from the Maine Immunization Registry also known as IMMPACT
- Parents must supply the needed information if the registry records are incomplete or not available
- You can ask your child's healthcare provider to fax immunization records to the Health Office: 207-778-3564

Vaccines are FREE for children in Maine. Contact your health care provider's office.

What if you want your child to be excluded from the immunization requirement?

- A parent may request an exemption from any or all of the required immunizations based on medical reasons or sincere religious or philosophical beliefs
- Students who are not fully immunized may need to be excluded from school if there is an outbreak of disease. This will be done according to recommendations by the Maine Centers for Disease Control (Maine CDC)
- A written parent request for immunization exemption must be completed each school year. You can download a copy of the immunization request form below.

What if you have questions?

- Contact your child's health care provider
- Contact your child's school nurse

The Family Educational Rights and Privacy Act (FERPA)

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. Please see link for specific policy regulations

<http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=FERPA>

Student/Employee Harassment Policy

RSU #9 recognizes the right of each student/employee to perform in an atmosphere, which is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, RSU #9 students/employees should not engage in any form of harassment. Harassment is abuse based upon race, color, sex, religion, age, national origin or handicap. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under State and Federal laws.

Examples of prohibited harassment are:

1. Unwelcome sexual advances, gestures, comments or contact,
2. Threats, which imply physical abuse or are inappropriate to an educational setting,
3. Offensive jokes,
4. Ridicule, slurs, derogatory action or remarks,
5. Basing decisions on practice of submission to harassment, and
6. Gang and gang-like behavior.

Students/employees should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student/employee feels uncomfortable with confronting the harasser, the student/employee is encouraged to inform the Affirmative Action Coordinator at the earliest opportunity. Students/employees, who believe that they are victims of harassment, should report such occurrences to the Affirmative Action Coordinator. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to the person: Title IX civil action; Human Rights Commission complaint; formal request for discipline by the RSU #9 Superintendent and/or School Directors; or by filing an employee complaint under Title VII to the Directors of the United States Office of Civil Rights, Region 1, John McCormack POCH, Room 222, Boston, MA, 02109.

Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each workplace in the unit. Education and training shall take place as required by law for each new employee.

Staff Conduct With Students (GBEBB)

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer students to appropriate guidance/counseling staff for assistance.

- Sexual banter, allusions, jokes or innuendoes with students;
- Asking a student to keep a secret;
- Confiding in a student about your personal, family, and/or work issues.
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students:
 - Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner:
 - Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;

- “Friending” students on social networking sites (outside of any school-approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving student home or to other locations;
- Inviting or allowing students to visit the staff member’s home (unless the student’s parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Reporting Violations

Students and/or their parents/guardians are strongly encourage to notify the Principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Policy to be Included in Handbooks and/or distributed by other means

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violation involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

Cross Reference:

ACAA	Student/Employee Harassment Policy
JLF	Reporting Child Abuse and Neglect
Adopted:	June 10, 2003
Reviewed:	May 4, 2009
Revised:	February 9, 2010

Student Educational Records Administrative Procedures (JRA-R)

These procedures have been adopted to implement federal and state legislation establishing guidelines governing the manner in which student records are maintained and supervised. The purpose of the legislation is to ensure students and parents of a student access to their official records, to guarantee that these records are used only for legitimate educational purposes, and to ensure that the records are not released without the written permission of the student or parent of the student except as permitted

by law. These procedures do not contain all the information contained in the federal or state legislation, but do adopt and incorporate such laws.

Please go to this link for more information regarding JRA-R

<http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=FERPA>

Questioning And Searches Of Students (JIH)

The Mt. Blue Regional School District seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures. Please go to the following link for specific information regarding JIH <http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=JIH>

Student Computer And Internet Use And Internet Safety (IJNDB)

Mt. Blue Regional School District (RSU #9) computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with Mt. Blue Regional School District (RSU #9)'s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and Mt. Blue Regional School District (RSU #9)'s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

Mt. Blue Regional School District (RSU #9) computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

Internet Safety

Mt. Blue Regional School District (RSU #9) uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Mt. Blue Regional School District (RSU #9) takes precautions to supervise and monitor student use of the Internet, parents should be aware that the Mt. Blue Regional School District (RSU #9) cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, Mt. Blue Regional School District (RSU #9) also educates students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating age-appropriate Internet safety training and "digital citizenship" into the curriculum and for documentation of Internet safety training. I

Implementation Of Policy And "Acceptable Use" Rules

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying "acceptable use" rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern Internet access and

day-to-day management, security and operations of the school unit's computer and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

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

For Specific Internet Use and Rules Policy IJNDB_R

School System Commitment To Standards For Ethical and Responsible Behavior (ADAA)

The School Board believes that promoting ethical and responsible behavior is an essential part of the school unit's educational mission. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding Principles of the Maine Learning Results. Please visit our district website for more specific information on this policy

<http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=ADAA>

Student Debts and Obligations (JICBA)

Students are responsible for taking proper care of all property used by them and/or distributed to them by the school. This includes but is not limited to textbooks, uniforms, athletic equipment, lab equipment computer and applied technology equipment, and other school property. Teachers and school staff will keep records of property issued to students during each semester, athletic season or school year.

Students must return school property, in satisfactory condition, when requested by school personnel to do so. Returned property cannot be accounted for unless it is returned to the proper staff member to be checked off. Students are responsible for settling all debts to the school no later than the end of the semester of the course or athletic season in question. Debts may include but are not limited to library fines, school cafeteria charges, technology fees, any fees required as a prerequisite to a participation in a particular course, and debts owed due to the loss, damage or destruction of school property. There is more information regarding this policy at the following website link

<http://www.mtbluersd.org/system/app/pages/search?scope=search-site&q=JICBA>

Parent Involvement with Title I (KBF-R)

For the purpose of strengthening the title IA program, Title IA administrators and staff must comply with the following provisions:

- A. Parents will be notified promptly that their child has been selected for Title IA services and the reasons for the decisions;
- B. Specific instructional objectives for their child will be discussed with the parent;
- C. Parents will receive regular reports on their child's progress;
- D. Parents will receive training, materials, and suggestions to help them promote the education of their children at home;
- E. Parents' suggestions in the planning, development, and operation of the program will be solicited;
- F. Parents' recommendations will be responded to in a timely manner;
- G. Volunteer or paid participation by parents in school activities will be encouraged; and
- H. Parent coordinators will be designated, and parent advisory councils will be established as deemed appropriate.

The end of the year report to the shall include to what extent these provisions were accomplished.

Mt. Blue Regional School District (RSU #9)
CONCUSSION INFORMATION SHEET

Your signature that you've read the student handbook includes agreement with the concussion policy. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can't see a concussion and most concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems, or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don't feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetful)
- Repeating the same question/comment
- Amnesia

Signs observed by teammates, parents or coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgetful
- Unsure of surroundings
- Moves clumsily or displays in coordination
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to hit

- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Slurred speech

RSU #9 Phone Directory

DISTRICT OFFICES

Superintendent of Schools: 207-778-6571
Mrs. Tina Meserve, Superintendent
Dir. of Curriculum: 207-778-6571
Mrs. Laura Columbia
Special Education: 207-778-
Mr. John Jones, Director of Special Education
Mrs. Cynthia Bernstein, Asst. Dir. Of Special Education
Differentiated Curriculum Office 207- 778-9810
Mrs. Debbie Hiltz, Coordinator
Volunteer Office: 207-778-3707
Vacant
Transportation/Maintenance: 207- 778-4307
Mr. Bill Greenlaw, Transportation Dir.& Maintenance Dir.
Mr. Richard Joseph – Transportation Dir.

MSAD #9 SCHOOLS

Mt. Blue High School: 207- 778-3561
Mrs. Monique Poulin, Principal
Mr. Joel Smith, Assistant Principal
Mr. Todd Demmons, Assistant Principal
Mr. Chad Brackett – Athletic Director
Foster Regional Applied Technology Center: 207- 778-3562
Mrs. Melissa Williams
Mt. Blue Middle School: 207-778-3511
Mr. James Black, Principal
Mrs. Katie Deschene – Asst. Principal/Athletic Director
Academy Hill School: 207- 645-4488
Mr. Keith Acedo, Principal
Cape Cod Hill School, New Sharon: 207-778-3031
Mrs. Lisa Sinclair
Gerald D. Cushing School: 207-645-2442
Mr. Keith Acedo, Principal
W. G. Mallett School, Farmington: 207-778-3529
Mrs. Tracy Williams, Principal

By signing this paper, you acknowledge that you have read and understand the following:

- The student behavior policies and procedures (discipline procedures, anti-bullying policy, conflict resolution, hazing, harassment, suspension regulations, etc.)
- Information regarding board policies (i.e. FERPA, Medications, Immunizations, Student Records Procedures.)
- Information regarding RSU #9 school programs, school procedures (i.e. grading, attendance, PBIS etc.)
- Any and all other information regarding Cascade Brook School and RSU #9 procedures.

Parent's Signature

Date

Student's Name

Teacher