

Elementary Handbook

2017-2018

Albion - Benton - Clinton - Fairfield

*Academic Focus With Emphasis
On The Basics*

MSAD 49

A Statement of Philosophy

We believe the M.S.A.D. #49 schools exist for our communities:
Albion, Benton, Clinton, and Fairfield

Education is a life-long process begun at birth. Therefore, it is our major challenge: "To Provide Excellent Programs for Our Children;" this we accept as our trust. However, ALL of our citizens, from pre-schoolers to senior citizens, have the right to grow into contributing members of the world community.

To achieve this, M.S.A.D. #49 commits itself to services and programs that promote dignity, knowledge, and awareness of the world as individual and community needs require. In order to remain responsive to these needs, a close home-school-community relationship must be continually fostered. Through on-going communication and evaluation, programs will be monitored, adjusted, and created to meet the unique challenge of living in our respective communities as citizens of the world at large, today and tomorrow.

Dear Parents,

This handbook has been prepared for your convenience and information. It contains our school calendar and summary of the schools' procedures and policy. Our goal is to provide a safe and orderly environment in which your child can grow and learn. We seek an environment in which exploration, discovery, and direction occur through mutual trust and respect. A committed staff provides a strong program for our students. Further information and/or clarification of a particular service may be obtained from the office of the principal, the superintendent or the M.S.A.D. #49 policy manual located in all school libraries. Your child's education is our commitment. Please visit your schools and join us in the educational process of your child.

Sincerely,

Elementary Principals

M.S.A.D. 49 ADMINISTRATION

TITLE	ADMINISTRATOR	TELEPHONE
Superintendent of Schools	Dr. Dean Baker	453-4200
Assistant Superintendent of Schools	Roberta Hersom	453-4200
Director of Special Services	Cory Rogers	453-4200
Albion Elementary School	Lori Lee	437-2616
Benton Elementary School	Brian Wedge, Principal Pamela Blais, Assistant Principal	453-4240
Clinton Elementary School	Catherine Gordon	426-2181
Fairfield Primary School	Lori Lee	453-4220

M.S.A.D. 49 BOARD MEMBERS

Katrina Dumont.....	Albion	Shawn Knox.....	Fairfield
Kara Kugelmeyer.....	Albion	Timothy Martin.....	Fairfield
Ron Liberty.....	Benton	Terry Michaud.....	Fairfield
Katie Flood-Gerow.....	Benton	Caroline Toto-Lawrence.....	Fairfield
Jenny Boyden.....	Clinton	Shelley Rudnicki, Chair.....	Fairfield
Janice Chesley.....	Clinton	Sherry Tompkins.....	Fairfield
Neal Caverly, Vice Chair.....	Clinton		

NOTICE:

Students and parents are responsible for reading and following the rules in this handbook. The handbook has been developed within the framework of the M.S.A.D. No. 49 School Board's policy manual. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. M.S.A.D. No. 49 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and M.S.A.D. No. 49 to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

Nondiscrimination

M.S.A.D. 49 is committed to the concept and implementation of equal educational opportunities, as required by federal and state laws for all students regardless of race, color, sex, sexual orientation, religion, ancestry or national origin or disability. Students or parents should direct any questions to the building principal of their child's school.

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General Information

ADMINISTRATION OF MEDICATION TO STUDENTS

Students requiring medications at school must be in compliance with the following:

- A. Parent/Guardian authorization/consent form must be obtained prior to administration of any medication at school. This must include the child's full name, name of medication, date, and dosage times.
- B. Any prescription medication needed for more than 15 consecutive days requires a current **written order** from the prescribing health care provider. A prescription label on the medication package is sufficient for any other prescription medications.
- C. **All over the counter medications must be accompanied by a current physician's order (except Acetaminophen and Ibuprofen, as the use of these common pain relievers in school has been approved by our district physician.)**
- D. The student's parents/guardian shall deliver any medication to be dispensed at school. It must be in its original, labeled container. In the event this is not practical, it is the parent's/guardian's responsibility to contact the school to make alternative arrangements.
- E. The first dose of any medication must be given at home. Parents are encouraged to teach their child about their medication: its purpose, how to take it properly and when to take it.
- F. Medications will be administered by the school nurse or by the school nurse's designee. This may include medically unlicensed personnel.
- G. Information regarding the student's medication may be shared with appropriate school personnel.
- H. Exceptions to the above may be requested by a physician. The school nurse and the principal will be informed.
- I. Students may be permitted to carry their own inhalers or epipens with approval from the parent, physician, and school nurse. Please see the school nurse for more information.

***Consent forms are available in the office or from the school nurse.**

ARRIVAL AND DISMISSAL

Children should arrive at school no earlier than 8:15 a.m. because there is no playground supervision prior to that time. At school dismissal, children should leave the school immediately unless they are involved in a supervised activity. **If a parent finds it necessary to have a child excused early, the parents are asked to send a note with the child giving the date, the time he/she is to be picked up, who will be picking the child up, and the reason for the early dismissal.**

For the safety and protection of all students in M.S.A.D. # 49, it is necessary for all parents and others to report to the office. Your child will be paged for dismissal. Classroom teachers or bus drivers are not authorized to dismiss students from their classes or buses unless office personnel page the student.

ATTENDANCE MATTERS

America was the first country to realize that an educated population was critical to sustain a prosperous democratic society. Therefore, the notion of free public education was extended to every citizen of a predetermined age in our country. While the definition of citizen and age of attendance has shifted over the years, the concept of a well-educated citizenry has continued.

A student who is at least 7 years of age and has not completed grade 6 is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Those students meeting the definition of students experiencing education disruption are to be given excused absences for situations due to homelessness, unplanned psychiatric hospitalization, and unplanned hospitalization for medical emergency, foster care placement, youth and family development placement or some other out-of-district placement not otherwise authorized by an individualized education plan or other education plan or a superintendent's agreement.

Once a formal letter had been sent from the school unit to the parent, if truancy continued, the unit will notify law enforcement which could then proceed with enforcement through court action. Under current statute, the Department of Health and Human Services may also be contacted if the student is at least 7 years of age and has not completed grade 6, to determine if an investigation of abuse, neglect or jeopardy is warranted for failure to get the child to school. Our goal is to avoid such outcomes by supporting our families in our common efforts to have students in school every day. Please see Board Policy JHB for more information on truancy procedures.

If a parent is found to be primarily responsible for their child's truancy, that parent commits a civil violation. A fine of up to \$250.00 may be imposed; all or part of which may be suspended upon the parent taking action to ensure the child's attendance at school.

Each school unit has instituted a "phone contact" system to confirm daily attendance with a little different protocol, but it is generally expected that parents/guardians contact the school by 9:00 AM to advise of an unplanned absence. An automated call is sent to the household at 10:00 if the office does not hear from the parent prior to that time. Absences due to pre-planned activities are to be confirmed in writing and approved by the respective building principal. If contact has not been initiated by the parent or guardian, a school employee will try to reach the parent or guardian by phone. This will help to ensure that the parent/guardian is aware of daily attendance of their children and provide for improved safety for all students. This will only work with your support. We need parents and guardians to work with us for students of all ages. Your daily phone call to us is essential for us to make this work.

GUIDANCE SERVICES

M.S.A.D. #49 offers a comprehensive elementary guidance program which includes four main components: classroom guidance lessons, individual assessment and referral of students, topic focused support groups for students, and consultation on academic and social issues to parents and teachers. Classroom work targets personal body safety and social skill development. Families First, an affiliate of the Kennebec Child Abuse and Neglect Council, offers a two session program to the students of M.S.A.D. #49 in grades K-6, which focuses on personal body safety and the prevention of child sexual abuse. We also host the Family Violence Project's programs, "Hands are for Helping" in grades K-3; and, "Respectful Relationships" in grades 4-6.

Elementary counselors also provide an Introduction to Guidance Services and "No Bullying" lesson to every class at the beginning of each school year. Other classes which teach students skills in career planning, conflict resolution, decision-making, the importance of honesty, and tolerance of diversity are made available upon teacher or parent request. Students may be referred for short term individual assessment via self referral, by a parent, or the teacher. If a student would benefit from therapeutic counseling, the counselors work with parents to insure appropriate referrals to community practitioners are made. Small support groups meet weekly for half hour sessions to address friendship/social skills or, to help children learn to cope with life changes (for example, death and divorce in the family). Students are referred to support groups by parents and teachers. Parent notification and permission is sought for a student to participate in group.

If you have questions, please contact your child's school counselor at the following numbers:

Cyndi Gagne	Benton Elementary	453-4240
Marissa Martin	Benton Elementary	453-4240
Cyndi Gagne	Fairfield Primary	453-4220
Summer Record	Albion Elementary	437-2616
Victoria Cogan	Clinton Elementary	426-2181

HOMEWORK

M.S.A.D. #49 believes that education is a lifelong process, which extends beyond the school. Homework is one means of teaching the necessary skills of independent study and learning outside of school. The primary purpose of homework is to supplement and reinforce learning in the classroom. A broad definition of homework is considered here to include not only written assignments, but also related activities, such as viewing specific television programs, news reporting, recreational reading and other activities. Teachers will assign homework in cooperation with school board policy. Students are expected to complete assignments.

HONOR ROLL

High Honors: All A's with the exception of a B in Art, Music or PE
Honors: A's and B's in all subjects to include Art, Music or PE

IMMUNIZATIONS

Maine law requires all children K-12, unless exempted, to be immunized before entering school, against diphtheria, pertussis, tetanus, measles, mumps, rubella, polio and varicella. Prior to enrollment, students must present a certificate of immunization or other acceptable evidence of immunity for each disease.

Non-immunized students shall not be permitted to attend school except as follows:

- The parent provides to the school a written assurance that the student will be immunized within 90 days of enrolling in school or first attendance in school classes, whichever date is the earliest. This is a one-time exception.
- Written documentation from the primary care provider that the immunization against one or more of the diseases may be medically inadvisable. This must be provided annually.
- The parent states in writing an opposition to immunization because of a sincere religious belief or for philosophical reasons. This must be provided annually.
- A period of 21 calendar days may be granted to allow for the transfer of health records from one school to another.

All students who are not immunized due to medical, religious or philosophical reasons shall be excluded from school during an outbreak of the vaccine-preventable disease for which the student is not immunized. The exclusion will be for the danger period as defined by the Center of Disease Control.

LIBRARY

The library is open during school hours and students may arrange times through their classroom teachers. Books and materials not returned to the library will result in a fee for the cost of replacement. Library privileges may be suspended until that student returns the book or pays the fee.

BICYCLES

Some schools have bicycle racks provided for students. Students are asked to comply with all safety regulations and not ride the bicycles on the playground when students are present. Please send a note with your child giving him/her permission to ride his/her bicycle to school. This note may cover the entire year if so stated. We urge that students bring locks to protect their bicycles and that you review bicycle safety rules with your children. Helmets are strongly encouraged.

BOMB THREATS

Whether real and carried out or intended as a prank or for some other purpose, a bomb treat represents a potential danger to the safety 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 services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been or will be placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any student or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under Board Policy EBCC – Bomb Threats.

BOOKS

Whenever school textbooks or library books are taken out of the building, they should be in a protective carrier. Book covers on textbooks is required. If a book is lost or severely damaged, the student is responsible for payment.

CAFETERIA - BREAKFAST AND LUNCH PERIODS

The price of school lunch is \$2.20 per day. Free and reduced lunches are available to children in families who qualify. Students paying reduced prices pay .40 cents. Forms will be sent home for this program. Milk is .60 cents. Other items are available at various costs. Children may buy extra milk for lunch or recess. Prices are subject to change pending federal mandates. School lunch money is generally collected on Monday for the week. We strongly urge you to make payments for lunch on Mondays and request that you pay for your children's meals each week. Because we do not keep money in the school, an overpayment of missed meals will be credited for the following week. Children who forget their bag lunch or lunch money are permitted to charge hot lunch, but must pay for the meal the following day of school. Charges are not allowed beyond one day. **The school breakfast program will provide a light breakfast for interested students. There is no cost for the breakfast, to parents or the schools due to School Nutrition Program reimbursement for meals served.**

COMMUNICATION

We encourage parents to contact the school when concerns or questions arise. Principals are glad to assist you when necessary, but we suggest that you communicate with your child's teacher first. If the teacher is unable to come to the phone, leave a message and the teacher will return your call. All schools regularly send home newsletters, ask your child for these.

COMPUTER USE

The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet. Students are required to follow the policies and rules at all times and have no expectation of privacy in their use of school computers. The policy and rules are provided to students and discussed in class each year. See Board Policy IJNDB-R – Student Computer and Internet Use.

EMERGENCY INFORMATION CARD

To help us respond quickly and adequately in assisting your child should he/she become injured or ill, please provide all the information on the Emergency Information Card. You may add any additional information that you think would help us assist your child in an emergency. Should the information change during the year, please notify the Principal's office immediately.

FIELD TRIPS

Field trips are an important extension of classroom teaching. They allow invaluable opportunities for learning that are not possible within the classroom. As parents, you are encouraged and welcome to participate on field trips. Your attendance will allow you to share quality time with your son or daughter. **Participation on a field trip will give your child the opportunity to enjoy your full attention. For this reason, as well as liability issues, younger siblings are not allowed on field trips.** Your permission has already been solicited for your child to participate. Please sign the permission enclosed in this handbook and return it to your child's classroom teacher. Students who are transported to a field trip must return on the bus with their class.

LOCKERS AND OTHER SCHOOL STORAGE FACILITIES

Use of lockers, desks, cubbies, and other school storage facilities, including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis with or without reasonable suspicion, and without notice and consent.

LOST AND FOUND

Lost and found items are stored in each building for parents or students to check for lost items. Please check the main office for the location. Periodically, any items not picked up from the lost and found shelf will be given to a worthwhile organization.

PARENT-TEACHER CONFERENCES AND STUDENT LED CONFERENCES

Two Parent/-Teacher Conferences or Student Led Conferences, Fall and Spring, have been scheduled during the school year. These conferences provide you an opportunity to discuss your child's progress with the classroom teacher and become better informed of the educational programs. Parents are also encouraged to contact the school at other times during the school year.

PARENT VOLUNTEER

M.S.A.D. #49 encourages its parents to contact their respective schools to inquire about volunteering in the classroom, library, or to share a special craft, hobby, or occupation. It is our intent to provide opportunities for actively involving our parents in a home/school partnership to better provide for the needs of our children. If you are interested, call the school your child attends and ask to speak to the classroom teacher or principal.

PERSONAL PROPERTY

Children must not, for their own protection, leave money or other valuables in coats, desks, or unsupervised classrooms. Children are discouraged from bringing toys or electronic devices to school. Personal items often distract from learning. School personnel are not responsible for lost or damage to personal items.

PHOTOGRAPHS

Names and photographs of students may be used in school publications. If you have objections or concerns, contact the building principals. Please sign the slip on the following pages and indicate permission or do not give permission for photographs/videos to be used.

PTA/PTO

Parent Teacher Association in Albion and Parent Teacher Organizations in Benton and Clinton are viable and active organizations. All parents are urged to join their PTA/PTO and support it by attending the monthly meetings. These meetings are held:

<u>SCHOOL</u>	<u>DAY</u>	<u>TIME</u>
Albion	3rd Wednesday each month (except Feb & April)	3:00 p.m.
Clinton	2 nd Thursday each month	6:00 p.m.
Fairfield/Benton	Sept 6 – Welcome Back BBQ	5:00 p.m.
	Sept 10 – Grandparent Movie Day	10:00 a.m.
	Sept 14 – Meeting	6:00 p.m.
	Oct 12 – Meeting	6:00 p.m.
	Oct. 27 - Trick or Trunk	6:00 p.m.
	Oct 28 – Trick or Trunk (Rain Date)	6:00 p.m.
	Nov 8 – Meeting	6:00 p.m.
	Dec 9 – Craft Fair	TBD
	Dec 13 – Christmas Potluck Supper	5:30 p.m.
	Jan 11 – Meeting	6:00 p.m.
	Jan 13 – Family Event	TBD
	Jan 20 – Family Event (Snow Date)	TBD
	Feb 3 – Mother/Son Event	TBD
	Feb 8 – Meeting	6:00 p.m.
	Feb 10 – Mother/Son Event (Snow Date)	TBD
	Mar 8 – Meeting	6:00 p.m.
	Mar 24 – Father/Daughter Event	7:00 pm.
	Mar 31 – Father/Daughter Event (Snow Date)	7:00 p.m.
	Apr 4 – Meeting	6:00 p.m.
	May 10 – Meeting	6:00 p.m.
	May 18 – Family Fun Night	5:00 p.m.

SCHOOL BOARD MEETINGS

All School Board meetings are open to the public. Meetings are usually held every first and third Thursday of the month at 7:00 PM. You are free to speak on any topic on that agenda if recognized by the chairperson.

SCHOOL CANCELLATION - PLEASE DO NOT CALL THE SCHOOL!

In the event school must be closed early or cancelled because of inclement weather or emergencies at school, **the cancellation will be announced through a call directly to your primary phone number. The automated notification is also sent for early releases. Please make sure that the office is kept informed of changes on contact information as and when necessary. You may also call 453-4200 for an immediate report on school cancellation.** Parents should make arrangements and instruct their children of what to do or where to go if school is cancelled early. It is not possible for school personnel to make those arrangements for you at the last minute. Your child will also feel confident with the change in routine if there is a family plan.

SCHOOL HEALTH SERVICES

MSAD#49 appreciates the importance of the role of health and child development in learning. To promote this, the School Health Services offers the following:

- vision, hearing and Body Mass Index (BMI) screening (BMI is derived from obtaining height and weight)
- fluoride swish (K-5), dental health education and dental care clinics
- first aid
- health assessment and referral
- medication administration ---see details on page 3
- health record maintenance and immunizations ---see details below
- Individual Health Plans (for medically fragile students)
- student/staff resource
- staff education and training
- flu clinics

The elementary nurses can be contacted at the following numbers:

Susan Barton, RN – Benton Elementary 453-4240; Anni Outinen-Jones, RN and Natasha Barton, RN – Clinton Elementary 426-2181; Anni Outinen-Jones, RN - Albion Elementary 437-2616; Cara Armstrong, RN – Fairfield Primary 453-4220.

SCHOOL INSURANCE PLAN

We encourage parents and guardians to take advantage of the low cost school insurance plan. It is especially important for those students who are not covered under another insurance plan. Please read the insurance form information enclosed in the First Day packet.

SCHOOL PROPERTY SEARCH

Storage spaces such as cubicles, cubbies, lockers and desks are school property. School officials may search these areas at any time, even if it has been secured with a lock. The results of such searches are admissible as evidence in court. Please be aware that the email and computer usage at school is not a student's private domain and is therefore subject to random searches.

SMOKING

Students are prohibited from smoking, the use of all tobacco products or possessing, selling, distributing, or dispensing tobacco products in school buildings, facilities, and on school busses during school sponsored events and at all other times on school grounds. Please see Board Policy ADC – Tobacco Use and Possession.

SPECIAL EDUCATION SERVICES

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Director. See also Board Policy IHBAA and IHBAA-R: Referral/Pre-Referral Of Students With Disabilities and Referral/Pre-Referral Administrative Procedure.

STUDENT EDUCATION RECORDS

M.S.A.D. 49 must comply with all federal and state laws concerning confidentiality and transfer of student records, and student information on the Internet. If you need more information about your child's education records, please contact the principal or your child's guidance counselor. See also Board Policy JRA – Student Education Records and Information.

STUDENT SURVEYS

Parents may decline their child's participation in school surveys under certain circumstances by contacting the building principal.

RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.

- During classes and school activities, all such devices must be turned off
- The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).

Reference School Board Policy Code: JFCK-R for further information.

TRANSFER OF RECORDS

Upon application of a student to transfer to another school administrative unit in this state or to enroll at a school administrative unit in this State or to enroll at a school administrative unit in this State from a school outside of the State, and upon the written request of the superintendent of the school administrative unit into which the student seeks admission, school administrators at the school administrative unit from which the student is transferring shall provide all of the student's education records including special education records, to school administrators at the school administrative unit to which the student is seeking a transfer.

District Behavior Expectations

DISCIPLINE PLAN

Educators and parents agree schools need discipline. That's why our elementary schools have developed a district-wide discipline plan, which is consistent and fair. When there are no rules, people do not know what is expected of them. Students should follow rules in school so that:

- School is a safe place for everyone.
- Students learn to follow rules – there will always be rules to follow throughout life.
- Those who want to learn will have the chance.

Please be advised the MSAD #49 School Board has adopted a District Code of Conduct. This discipline plan is based upon the policies and principles included in that code.

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, bullying and other disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectation and applicable state and federal laws. Please see Board Policy JICIA – Weapons, Violence, Bullying, and School Safety.

Disciplinary action will be taken for those students who refuse to meet these basic standards. This action will be the result of a joint effort brought about by teachers, parents, students and principal. **Please be sure to review with your child the Discipline Plan, which is included in this notebook.** In past years, much has been in the newspapers and on television about inappropriate behavior on school buses and school grounds. This appears to be a growing, nationwide problem and several lawsuits are pending. Many of these are being classified as sexual harassment as they involve situations where children use sexist remarks and gestures as "put downs." We bring this to your attention as we have had similar complaints from concerned parents and have worked with the students (as have the bus drivers) to correct these problems. No inappropriate language or behavior can be tolerated on the buses, playgrounds, or in the schools. We are asking all of you to talk with your children and to remind them that their actions will result in unpleasant consequences for them, their parents, and the school.

M.S.A.D. #49 Board Policy states that students may be detained for disciplinary or other reasons up to 1 hour at the close of maximum school day. Parents of bus students will be notified one day in advance of detention so that alternative transportation may be arranged. These rules and policies apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct any time or place directly or indirectly interfere with the operations, discipline or general welfare of the school.

The schools may provide information to the police or other appropriate law enforcement authorities regarding an offense that involves school safety, violence or illegal activity committed by any person on school grounds or other school property.

DISTRICT BUS CONDUCT

Children are expected to ride their assigned buses. If a parent wishes a child to be dropped at a place other than home, a note giving the address and date of change along with the name of the adult who will be responsible for the child, must be submitted to the principal and bus driver. Correct behavior is expected on the bus and repeated misbehavior may result in suspension of the bus privilege. **Please review the Bus Code in the First Day Packet of materials with your children. Remember - riding the bus is a privilege.**

Elementary Discipline Guidelines for Winter Play and General Guidelines

WINTER PLAY

Playground equipment will be used when appropriate based on weather conditions and student safety.

RECESS GUIDELINES

Due to the number of children on the playground, hardballs, skateboards, ball bearings, toy guns and other potentially injurious items should be left at home. Students should not bring radios, video games, or similar equipment to school. The school is not responsible if these items get lost or broken. Playground equipment must be used in a safe manner; children must walk on steps leading to slide and slide down on their bottoms, hand-over-hand on the cross bars in one direction, and one person sitting in a swing at a time with no jumping from the swing. Fighting, wrestling, and tackle football cannot be allowed at any time. The chewing of gum will not be allowed within the building or on the school grounds. **All students are expected to go out for recess unless the weather is too cold or harsh and recess is cancelled.** If your child is sick with a cold or flu, we suggest you keep the child home until he/she is completely recovered.

Albion Elementary Discipline Guideline

Behavior	1 st Occurrence	2 nd Occurrence	3 rd Occurrence
Exceeding classroom, hallway, cafeteria, playground, school rules	The student will be given a verbal warning and redirection	Classroom Consequence: "flip a card", "think time" with Reflection or Apology	Parent Notice Noon Detention or missed choice time with Reflection or Apology
Threatening language, harassment, bullying Destruction of property	Parent Phone Call Noon Detention Restitution with Reflection or Apology	Parent Phone Call Noon Detention Restitution with Reflection or Apology	Parent Phone Call In-School Suspension Restitution with Reflection or Apology
Aggressive Behavior, Physical Fighting, Verbal Threatening	Parent Phone Call/Conference In School Suspension with Reflection or Apology	Parent Phone Call/Conference In School or out of School Suspension Reflection or Apology	Parent Phone Call/Conference In School or out of School Suspension with Reflection or Apology





The Principal reserves the right to use discretion in assigning the level of consequence depending on the severity and frequency of the occurrence.

After School Detentions will result for exceeding/exhausting school/classroom rules and usual remedies including the noon room detention.



Bulldog Pride: We Are Always PAWSitive!



	Hallways / Stairs	Cafeteria	Playground/ Recess	Restroom	Assemblies/ Special Events	Classroom
We Promote Respect 	<ul style="list-style-type: none"> *Keep your body quiet *Hands off windows, walls, and bulletin boards *Return lost items 	<ul style="list-style-type: none"> *Eat/drink your own food/drinks at your assigned table *Use your indoor voice *Be silent when the lights are off *Sit quietly until dismissed *Listen to directions from adults *Line up quietly and patiently 	<ul style="list-style-type: none"> *Play fair *Wait your turn *Accept teachers' ruling/directions 	<ul style="list-style-type: none"> *Respect others' privacy *Keep our restrooms clean 	<ul style="list-style-type: none"> *Stay seated in your own personal space *Listen to the speaker *Indoor voice, if asked to speak *Clap appropriately 	
We are Always Kind 	<ul style="list-style-type: none"> *Stay to the right side of the hallway and stairwell *Stay in your own personal space 	<ul style="list-style-type: none"> *Use your manners *Help others *Talk nicely to one another 	<ul style="list-style-type: none"> *Include everyone *Talk nicely to one another *Treat others the way you would like to be treated 	<ul style="list-style-type: none"> *Respect others' privacy *Conversations limited and quiet 	<ul style="list-style-type: none"> *Be an active listener *Raise your hand to speak 	
We are Responsible 	<ul style="list-style-type: none"> *Go straight to your destination *Throw trash in trashcans *Keep our school clean 	<ul style="list-style-type: none"> *Raise your hand if you need help *Ask for permission to leave your seat *Keep your space clean 	<ul style="list-style-type: none"> *Return toys/equipment *Dress appropriately 	<ul style="list-style-type: none"> *Use the restroom quickly, quietly, and calmly *Flush toilet after use *Use water, soap, and paper towels wisely *Tell an adult if the restroom needs attention 	<ul style="list-style-type: none"> *Listen to adults *Arrive ready to listen *Clean up after yourself 	
We Stay Safe 	<ul style="list-style-type: none"> *Always walk *Walk up/down the stairs one at a time *Maintain a safe body 	<ul style="list-style-type: none"> *Always walk *Maintain a safe body 	<ul style="list-style-type: none"> *Use equipment correctly *Stay in approved area *Be aware of your surroundings *Maintain a safe body 	<ul style="list-style-type: none"> *Wash your hands *Keep water in the sink *Return directly to class or designated area when finished *Maintain a safe body 	<ul style="list-style-type: none"> *Stay with your class or group *Maintain a safe body 	

Benton Elementary

'PAWsitive' School Culture

Respect, Kindness, Responsibility, and Safety

Our school community desires to create an orderly, positive learning and working environment for all of our students and staff. Students come to school to learn a rigorous curriculum and to develop socially and emotionally. We are committed to helping students develop a growth mindset, self-control, orderliness, and a respect for property, self, and others - elements that are crucial in maintaining a positive, safe, and effective learning environment.

It is important that students follow school and classroom rules and expectations. We recognize that a *vast majority of students* consistently make responsible and positive choices. Through our school-wide 'PAWS' program, we will recognize and reinforce appropriate behaviors and positive choices. Positive recognition and reinforcement will range from notes home to participation in special classroom/school activities.

We also ask parents to recognize and reinforce these positive behaviors at home. Cooperation and communication between parents and school staff are essential ingredients to a safe and effective learning environment.

Some students may make poor choices at times, and need opportunities to reflect on their actions. Therefore, the school has a tiered discipline system in which students receive increasing levels of interventions for continued misbehavior. Students will be involved in resolving their own conflicts with others as much as possible. Mutual respect and positive conflict resolution will be modeled by staff and encouraged in students.

We believe that classroom discipline is the teacher's responsibility. Each teacher has his/her own positive classroom management plan in place.

If a student needs to be redirected and continues to act inappropriately afterwards, the following interventions *may* be taken:

Tier I

- Positive school and classroom behavior management plan
- Re-teaching of school behavior expectations
- Reparations of relationships

Tier II

- Self-Reflections
- Notification of parents
- Alternative lunch location or alternative recess, if appropriate
- Individualized/small group intervention with school counselor
- Missed class time made up after school
- Meeting with parents and teacher(s)
- Behavior Goal Card and/or Home-School Journal

Tier III

- Administrative after-school detention
- Internal suspension
- External suspension
- Expulsion

According to Maine law, a principal may suspend a student for as many as 10 days for disciplinary purposes. The school principal reserves the right to take such action whenever necessary and appropriate. Students receiving a suspension will not be permitted to attend after-school activities on the day of suspension.

The following actions will not be tolerated:

- *Bullying*
- *Physical Aggression/Threats*
- *Verbal Aggression*
- *Verbal Harassment*
- *Sexual Harassment*
- *Refusal to take direction from adults*

It is understood that circumstances may arise which are not covered in this handbook. The administration reserves the right to assign consequences to students when conduct is not conducive to a positive school environment.

The following items are not part of the school environment. Please ensure your child refrains from bringing the following items to school:

Toys (to include "fidget toys"), matches, lighters, fireworks, weapons, hairspray, and perfume sprays. Students are discouraged from bringing MP3 players, iPods, and other expensive electronics to school. The school is not responsible for the loss or damage or personal items.

Dress Code

Based on the district policy, Benton Elementary has instituted a more specific dress code as it applies to elementary age students:

- Underwear, midribs, and private areas must be covered at all times (no very short skirts, low-cut shirts, low-cut pants, or excessively tight clothing).
- Beginning the first day of November and continuing through the end of March, students will need to wear a jacket to and from school daily. Students in grades 1-4 are expected to wear a jacket, hat and mittens, as our playground is very cold and windy. A jacket will be required through the month of April. In addition, if your child plans to play in the snow he/she will need to wear boots and ski pants.
- Shorts season is from the start of school in September through October. Students may start to wear shorts again following the April school break.


Arrival

Students may be dropped off no earlier than 8:05 a.m. Students arriving between 8:05 a.m. and 8:15 a.m. will wait in the art room until the bell rings at 8:15 where they will be supervised. Students must be dropped off at the designated student drop-off location on the side of the building. Parents are welcome to park in the back parking lot and walk their child into the building as well. Do NOT drop your child off in the teacher parking lot, as it is unsafe.

Dismissal

The student day ends at 2:50 p.m. Students being picked up by their parents will be called down from their classrooms at that time. Parents must wait for their student along the ramp between the main office and the cafeteria. Students riding the bus will depart the school at approximately 3:10 p.m.

Clinton Elementary School
Discipline Guidelines Grades K - 6

					
BE	Hallways	Cafeteria	Restroom	Playground/ Recess	Assemblies/ Special Events
Accountable	<ul style="list-style-type: none"> Take the shortest Route Talk only when an adult is talking to you 	<ul style="list-style-type: none"> Walk at all times Eat & drink your own food Stay in your seat Clean up after yourself Place all trash in the trash can 	<ul style="list-style-type: none"> Bring RR Pass when alone Use water, soap, & paper towels wisely Flush toilet after use Use the RR quickly, quietly, and calmly Tell an adult if the RR needs attention 	<ul style="list-style-type: none"> Bring in all removed clothing and toys brought from home Report problems & injuries to the nearest duty teacher Follow end of recess procedures 	<ul style="list-style-type: none"> Stay with your class Come ready to listen Listen to adults Eyes on the speaker
Respectful	<ul style="list-style-type: none"> Voices off Don't close any doors that are already open 	<ul style="list-style-type: none"> Use your indoor voice Line up quietly and patiently Listen for directions from adults 	<ul style="list-style-type: none"> Give others privacy by keeping my hands, feet, and eyes to myself Use a soft voice Leave the RR clean & neat for others 	<ul style="list-style-type: none"> Know the game rules and play by the game rules Play fair Wait your turn Throw away trash in the trash can 	<ul style="list-style-type: none"> Sit on your bottom Quiet inside voice Clap appropriately Stay in your own personal space
Kind	<ul style="list-style-type: none"> Stay to the right side of the hallway Hands by your sides 	<ul style="list-style-type: none"> Raise your hand if you need help Talk nicely to one another Use your manners Keep your space clean for the next group 	<ul style="list-style-type: none"> Use polite language and words Respect others' privacy Keep eyes, hands and feet in your own stall. 	<ul style="list-style-type: none"> Use polite language and a respectful tone of voice Settle problems by working together and using your words Treat others like you would like to be treated 	<ul style="list-style-type: none"> Raise your hand Use kind and appropriate language
Safe	<ul style="list-style-type: none"> Always walk Keep hands and feet to yourself Stay in line & face forward Take one step at a time 	<ul style="list-style-type: none"> Always walk Stay seated until dismissed Keep hands and feet to yourself 	<ul style="list-style-type: none"> Wash hands with soap & water before leaving Keep water in the sink Keep hands & feet and eyes to myself Return directly to class or designated area when finished 	<ul style="list-style-type: none"> Use equipment correctly Stay in approved area Keep hands & feet to yourself Dress for the weather Walk on the black top. 	<ul style="list-style-type: none"> Keep hands & feet to yourself Stay with your group or class

Clinton Elementary School
TIER ONE Negative Behavior Response Matrix

	Corrective Feedback	Conference	Parent Contact	Referral Response
<p>Level 1 Behaviors</p> <p><u>Disrespectful Behavior</u></p> <ul style="list-style-type: none"> Rude gestures Inappropriate language Disruption/Excessive Talking <p><u>Unsafe Behavior</u></p> <ul style="list-style-type: none"> Physical contact (pushing/shoving/tripping) Spitting Running in hall 	<p>First Incident</p> <ol style="list-style-type: none"> Provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Record response on Classroom Data Collection form. 	<p>Second-Third Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Schedule a conference as soon as possible with student and teacher (include Staff members involved in specific incidents as well as the School Counselor as needed) using "Think About It" framework. Record response on Classroom Data Collection form. 	<p>Third-Fourth Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Schedule a conference as soon as possible with student and teacher (include Staff members involved in specific incidents as well as the School Counselor as needed) using "Think About It" framework. Teacher phones parent to review incident. Record response on Classroom Data Collection form. 	<p>Fourth-Fifth Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Fill out Student Need Form and send to PBIS Team. Consequence determined by principal. Principal phones parent.
<p>Level 2 Behaviors</p> <p><u>Social Aggression</u></p> <ul style="list-style-type: none"> Name-calling Teasing Insulting language Rumors Social Exclusion <p><u>Irresponsible Behaviors</u></p> <ul style="list-style-type: none"> Forgery/theft Destruction of property 	<p>First-Third Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Schedule a conference as soon as possible with student and teacher (include Staff members involved in specific incidents, School Counselor as needed) using "Think About It" framework. Record response on Classroom Data Collection form. <p>**5-6 Grades: Incident sheet to be sent home to parents**</p>	<p>Second-Fourth Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Schedule a conference as soon as possible with student and teacher (include Staff members involved in specific incidents as well as the School Counselor as needed) using "Think About It" framework. Teacher phones parent to review incident. Record response on Classroom Data Collection form 	<p>Third-Fourth Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Fill out Student Need Form and send to RTI Team. Consequence determined by principal. Principal phones parent. 	
<p>Level 3 Behaviors</p> <p><u>Bullying/Harassment</u></p> <ul style="list-style-type: none"> Intimidation Ridicule Taunts Racial/Ethnic/Sexual Slurs <p><u>Threatening/Intent To Harm</u></p> <ul style="list-style-type: none"> Covert (Written/Drawn/Gestured) Verbal threats <p><u>Severe Aggression</u></p> <ul style="list-style-type: none"> Punching, kicking, biting Physical Attack <p><u>Severe Disrespect</u></p> <ul style="list-style-type: none"> Sustained defiance/refusal to comply with directions. Prolonged incident with sustained Level 1/2 behaviors (>45 min). 	<p>First-Second Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior, remove student from peers as necessary. Once student is calm complete a conference as soon as possible with student and teacher (include Staff members involved in specific incidents as well as the School Counselor as needed) using "Think About It" framework. Principal to assign consequences: <ul style="list-style-type: none"> First incident: <ul style="list-style-type: none"> K-3: After school meeting with parents to discuss the issue and develop a plan. 4-6: Detention Second incident: 1-3 days out of school suspension As warranted: Deal with in accordance with school board policy. Principal phones parent to review incident and consequences. Record response on Classroom Data Collection form. 		<p>Third-Fourth Incident</p> <ol style="list-style-type: none"> In the moment provide corrective feedback using least intrusive technique that matches the intensity of the behavior. Fill out Student Need Form and send to PBIS Team. Consequence determined by principal. Principal phones parent. 	
<p>Level 4 Behaviors</p> <ul style="list-style-type: none"> Arson Bomb Threat (False Alarm) Use or Possession of: alcohol, controlled substances, tobacco or weapons. 	<ol style="list-style-type: none"> Call Principal and School Resource Officer immediately. Escort student to office. The Principal will then follow district protocols. 			

M.S.A.D #49

Parent Notifications

This brochure is a compilation of announcements that the federal government requires us to communicate annually. In addition to the topics outlined here, there are several district policies and state regulations that we periodically publish in our district newsletter. As the newsletter is mailed in the fall and spring, we ask that you review that publication for additional information.



Highly Qualified Teacher Announcement

Dear Parent/Guardian:

We at M.S.A.D. #49 are publishing this information as one way to fulfill our obligations under the “Parents’ Right to Know” requirements of the federal *Every Student Succeeds Act* (ESSA).

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

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

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

Sincerely,

Dean P. Baker
Superintendent of Schools



Project Childfind

Project Childfind is a nationwide attempt by public schools to identify, locate, and evaluate all children between the ages of three and twenty; including children with disabilities who are homeless, are wards of the state or stage agency clients, children with disabilities attending private schools and receiving home instruction, highly mobile children

(including migrant and homeless), children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, and children incarcerated in county jails, and who are in need of special education and related services, even though they may be advancing from grade to grade. Residents of M.S.A.D. #49 are asked to assist the school community by contact-

ing the Director of Special Education, Cory Rogers, at 207-453-4200 ext. 3106, if they know of any preschool or school-age residents with special needs who are not currently enrolled in school. Parents of students attending private schools who suspect their child might require special education services are encouraged to arrange a meeting.



Homeless Students

Children in families who are homeless (living in a shelter, motel, vehicle, the street, or doubled up with friends or relatives because they cannot afford housing) are eligible to enroll in school. If you believe you or your child is homeless, inform the school or contact the District Homeless Liaison at 207-453-4200 ext. 3102.



Every Student Succeeds Act (ESSA)

Parents are welcome to share their concerns and ideas on the use of federal funds by calling Assistant Superintendent at 207-453-4200. District and school report cards are located on the district web site at www.msad49.org or by contacting the school.



Asbestos Removal

In accordance with the Asbestos Hazards Emergency Response Act of 1986, the annual update of asbestos abatement projects is reported in the district newsletter.



Restraint & Seclusion Policy

School officials can use physical restraint only when there is risk of physical injury or harm to that student or to others, and only if less restrictive interventions are deemed inappropriate. School officials can use seclusion only when there is a risk of physical injury or harm to that student or to others. Parents may access the school board's policy on restraint and seclusion by contacting the Superintendent's Office or a school principal. The policy reviews the parent/guardian complaint process.



Copyright Compliance

Students are to comply with the federal copyright law and the guidelines concerning reproduction of copyrighted works by educators. Teachers and library specialists will inform students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials. When considering copying materials, students are to seek guidance from teachers on the legality of copying materials from print, internet, software, video, television recordings and music.



Integrated Pest Management

M.S.A.D. #49 has developed an Integrated Pest Management Policy (ECB) to reduce any potential problem to staff, students, general public, property and the environment that pests can pose.

Pest Control

Because pesticides pose risks, the school uses an alternative approach merely to applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

District staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications when possible. Pesticide application notices will also be posted in the school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Rick Thomas at 453-4230. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 287-2731 or visit the Maine school IPM web site at: www.thinkfirstspraylast.org/schoolipm.



Notice of Non-Discrimination

M.S.A.D. #49 does not discriminate in admission to, access to, operations of its programs, services, and activities or employment practices on the basis of race, color, religion, sexual orientation, age, marital or parental status, national origin, gender, or disability. M.S.A.D. #49 complies with Title VI of the Civil Rights

Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990. Questions, concerns, complaints, or requests for information regarding M.S.A.D. #49 policies and procedures for nondiscrimination may be forwarded to designated ADA/Affirmative Action Compliance Officer, Roberta Hersom, at 207-453-4200.



FERPA: Student Education Records and Information Rights

The Family Education Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records: Parent/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of 6 cents per page.

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

Disclosure of Records: The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstance as permitted by law.

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

Military Recruiters/Institutions of Higher Education: Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15 or within thirty (30) days of enrollment, whichever is later.

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

Other School Units: As required by Maine law, M.S.A.D. #49 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

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

Complaints Regarding School Department Compliance with FERPA: Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. If you need help understanding your rights under the Family Educational Rights and Privacy Act, you may also contact the District FERPA official, Special Education Director, Cory Rogers at 207-453-4200 ext. 3106.

Harassment

M.S.A.D. #49 recognizes the right of each student to attend school in an atmosphere, which is free of intimidation, hostility and offensiveness. In order to ensure such an atmosphere, students and employees are not to engage in harassment. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, comments, or contact
- B. Threats
- C. Vulgar language or offensive jokes
- D. Ridicule, slurs, derogatory action or remarks; and

Students who believe that they are victims of harassment should follow the grievance procedure below:

Step I: The complaint is verbally filed with the school's assistant principal or principal. The complaint is investigated and an attempt is made to resolve to both parties' satisfaction. (The complainant may bypass verbal complaint and file a written complaint directly with the District Affirmative Action Officer).

Step II: Written complaint is filed. The District Affirmative Action Officer investigates and responds in writing.

Step III: Appeal is made to District Superintendent. The Superintendent investigates and responds in writing.

Step IV: Appeal is made to School Board. Board hears complaint at next board meeting but not more than ten school days from date of appeal. Board renders findings in writing not more than five days from hearing date.

Complainant has five school days to appeal from previous level of review. Filing a complaint of harassment will not result in retaliation against the complainant as this is both against the policy of M.S.A.D. #49 and against the law. The District Affirmative Action Officer is Roberta Hersom at 207-453-4200. Students should also be aware that the Maine Human Rights Commission is the State agency responsible for enforcing the laws which prevent harassment, and students may also file complaints with the Commission. The Maine Human Rights Commission can be contacted at State House Station 51, Augusta, ME 04333, or 207-624-6050.

Title I Programming

M.S.A.D. #49 offers federally funded reading and math programs to elementary students who qualify for extra help. These programs are offered outside the regular classroom. Reading Specialists work in the classroom with elementary teachers to monitor students who need reading help. Support staff work with classroom teachers to monitor K-2 students' math progress and provide supplemental tutoring in small groups.

The Observation Survey is an assessment used by kindergarten, first grade, and reading teachers to individually assess what each child is able to do in reading and writing. The Observation Survey is given to all kindergarten students in the spring of the school year and re-administered to all first grade students in September. The DRA2 (Developmental Reading Assessment) is an assessment used by classroom teachers to monitor reading progress for other elementary students.

Reading Recovery

Reading scores for grade 1 students are tabulated and the Reading Recovery Teachers rank order the students. Teacher input is considered and students are selected for placement in Reading Recovery or literacy groups. Each Reading Recovery Teacher will take from four to six students and other students enter the program as students complete their program and as openings occur. Reading Recovery is a research based program. It offers one-on-one instruction for 30 minutes per day for 12-20 weeks. Instruction is tailored to each child's needs and his/her strengths are the starting point for their individualized instruction. The goals of Reading Recovery are for the child to become an independent problem solver, to develop a self improving system, and to make accelerated progress. At the end of their program they are expected to discontinue at the average of their class and to be able to function there successfully without requiring further services.

Literacy Groups

These are small groups of two to three students. Groups meet for a thirty-minute lesson, four to five times per week. The Reading Recovery format is basically followed with room for flexibility to meet the students' needs. Groups change often and most students are placed back in their classrooms as soon as they demonstrate that they have a self-extending system which allows them to be an independent reader as they continue learning more about reading in their own classroom.

M.S.A.D. #49 / 2017-2018 School Calendar

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	NT	NT	24	25	26
27	T	T	30	31		

- 22-23 New Teacher Orientation
- 28 Teacher Workshop Day
- 29 Teacher Prep Day
- 29 Open House Grade K-6
5:30-7:30 pm
- 30 First Day of school for grades
1-6, 7 & 9
- 31 First Day of school for
Grades 8, 10-12

2 (2)

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28			

- 19 President's Day
- 20-23 Winter Break



15 (0)

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 First Day of Kindergarten
- 4 Labor Day
- 6 7-12 Open House
- 7 First Day of Pre-K

20 (0)

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Progress Reports go Home
- 8 Parent Teacher Conferences
Grades 7-12 (3:00-8:00 pm)
- 9 Parent Teacher Conferences
Grades 7-12(7:30-11:30 am)
- 9 NO SCHOOL for Grades 7-12
Teacher Comp. Day

22 (0)

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	T	T	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Progress Reports Go Home
- 3 Parent Teacher Conferences
K-12 (3:00-8:00 pm)
- 4 Parent Teacher Conferences
K-12 (3:00-8:00 pm)
- 5 Teacher Workshop (no school)
- 6 Teacher Comp Day (no school)
- 9 Columbus Day

19 (2)

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28
29	30					

- 4 Third Quarter Ends (47 days)
- 10 Parent Conferences K-6
(3:00-7:30pm)
- 11 Parent Conferences K-6
(3:00-7:30pm) 12
- 13 NO SCHOOL for Grades K-6
Teacher Comp. Day
- 16 Patriots Day
- 17-20 Spring Break

16 (0)

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	T	14	15	16	17	18
19	20	21	V	H	V	25
26	27	28	29	30		

- 3 First Quarter Ends (44 days)
- 10 Veteran's Day
- 13 Teacher Workshop (no school)
- 22-24 Thanksgiving Break

17 (1)

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

- 7 NO SCHOOL for FFP K Students
Kindergarten Screening
- 9 NO SCHOOL for Clinton K
Students: K- Screening
- 10 NO SCHOOL for Albion K
Students: K-Screening
- 14 Progress Reports Go Home
- 28 Memorial Day

22 (0)

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	V	23
24	H	V	V	V	V	30

- 11 Progress Reports Go Home
- 22-29 Holiday Break



15 (0)

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
27	25	26	27	28	29	30

- 7 Lawrence Graduation
- 13 Adult Education Graduation
- 15 Last Day of School with no
Emergency Days (46 days)
- 20 Last Day with 3 Emergency
Days

11 (0)

JANUARY 2018						
S	M	T	W	Th	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	T	23	24	25	26	27
28	29	30	31			

- 1 New Year's Day
- 15 Martin Luther King Day
- 17-18 Final Exams (High School)
- 19 Grades Close (42 Days)
- 22 Teacher Workshop (no school)

20 (1)

- 179 Student Seat Days
(6 Teacher Workshop Days)
- 185 Total Days

Mid-Maine Technical Center
Students will attend the Center
on a differentiated schedule
where applicable.



Revision: April 6, 2017

HANDBOOK AGREEMENT

After you have read this handbook with your child(ren), sign your name below and have your child sign also. This page is to be returned along with the completed Emergency Card and Hot Lunch Forms. These must be returned to the classroom teachers no later than September 5th. Thank you.

We have read this handbook and understand the procedures set forth.

Parent/Guardian Signature

Student Signature

Date

VIDEO/PHOTOGRAPH PERMISSION

I (Circle One) Give Permission – Do Not Give Permission for my child/children to be video taped and/or photographed.

Parent/Guardian Signature

Date

FIELD TRIP PERMISSION

I give my permission for _____
to attend any and all school field trips. This permission covers all trips transported on MSAD #49 busses. Teachers will contact parents of any particulars needed for specific trips.

Parent/Guardian Signature

Date

UNEXPECTED EARLY RELEASE

Unexpected early release on storm days creates confusion and worry for many students. Please advise your child regarding your expectations for early release and complete the following form. Also, we appreciate your cooperation on use of public broadcasting (radio or television) for release information.

You may call 453-4200 for the immediate information regarding early release. Please do not call your child's school. It is essential that we have open telephone lines during unexpected early release.

___ 1. Send my child home as usual.

___ 2. Send my child to _____ on bus # _____

___ 3. Send my child to After School Care

Parent/Guardian Signature

Student Signature

Date

NOTES

