MSAD #11
ELEMENTARY SCHOOL HANDBOOK
2022-2023

River View Community School	Helen Thompson Elementary School
	
Pittston-Randolph Consolidated School	**Laura E. Richards Elementary School**
	

Table of Contents

2	District phone numbers	10	Fire Drills	17	Student Discipline
3	We believe; MSAD 11 mission statement; website info	10	Harrassment & Sexual Harrassment	18	Student Dress
4	School Year Calendar	10	Hazing	18	Student Education Records & Information
5	Administration of Medication to Students	11	Health Issues	19	Student Support Services/Social Worker Services
5	Animals in Schools	11	Individualized Education Programs	19	Student Technology and Internet Use Rules
5	Attendance	11	Library	19	Section 504
5	Birthdays	12	MSAD 11 Code of Conduct	19	Title 1
5	Breakfast and Lunch	12	MSAD 11 Website	19	Tobacco Use & Possession
6	Bullying and Cyberbullying	13	MTSS	21	Truancy
7	Bus Riders	13	No School Announcements	21	Video Cameras on Transportation Vehicles
7	Bus Safety & Rules	13	Non-Discrimination/Equal Opportunity & Affirmative Action	21	Visitors
8	Bus Rules-Consequences	13	Photographs and Video	22	Weapons, Violence, & School Safety Policy
8	Care of School Property	14	Physical Restraint and Seclusion		
9	Cell Phones	15	Questioning and Searches of Students		
9	Dismissal from School	15	Recess		
9	Drug & Alcohol Use by Students	16	Sample: Elementary K-5 School Day Schedule		
9	Elementary School Goals and Objectives	16	Staff Conduct with Students		
9	Field Trips	17	Student Absences and Excuses		

Gardiner:	Laura Richards School - Grades Pre-K-2
	River View School - Grades 3-5
Pittston-Randolph:	Pittston-Randolph Consolidated School - Grades K-5
West Gardiner:	Helen Thompson School - Grades Pre-K-5, STARS, STEPS

SUPERINTENDENT'S OFFICE

Patricia Hopkins, Superintendent	582-5346
Angela Hardy, Director of Curriculum and Instruction	582-5346
Elisha Morris, Director of Special Services	582-7366
Sarah Bolduc-Ignasiak, Assistant Director of Special Services	582-7366
Linda Sergent, Director of Child Nutrition Services	582-5346
Gabe Dostie, Director of Operations	582-6663
Jeff Ellis, Assistant Director of Operations	582-6663

PRINCIPALS

Victoria Duguay, River View School	582-3402
Kady Gould, Helen Thompson School	724-3930
Karen Moody, Laura E. Richards School	582-3612
Tiffany Cockrell, Pittston-Randolph School	582-6268
Nicole Barton, Helen Thompson School A.P.	724-3930

SCHOOL BOARD MEMBERS

Becky Fles (G), Board Chair
Veronica Babcock (G), Board Vice Chair
Matthew Lillibridge (WG)
Jack Pitteroff (R)
Elissa Tracey (R)
Theresa Guerrette (P)
James Lothridge (P)
Matthew Marshall (G)
Nicole Madore (WG)
Diane Potter (G)
Anthony Veit (G)
Chris McLaughlin (WG)

We believe:
~that a positive learning experience is vital for children to have a successful beginning to their lifelong journey.
~that education is a shared responsibility between home and school, working as a team.
~that your involvement is both welcomed and necessary.

MSAD # 11 MISSION STATEMENT
We support Maine's Guiding Principles as a learning foundation for life. Our mission is to provide a safe environment that encourages all members of our community to become:

~Clear & Effective Communicators
~Self-Directed & Lifelong Learners
~Creative & Practical Problem Solvers
~Responsible & Involved Citizens
~Collaborative & Quality Workers
~Integrative & Informed Thinkers

Check out each of our District's and schools' websites at www.msad11.org

MSAD 11 2022 – 2023 SCHOOL CALENDAR WORKSHEET – APPROVED 3/3/22

2022

JULY

S	M	T	W	T	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
31						

AUGUST - 1

S	M	T	W	T	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	**NS**	26	27
28	**W**	**W**	**F1**			

SEPTEMBER - 21

S	M	T	W	T	F	S
				F2	2	3
4	**H**	**F3**	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER - 19

S	M	T	W	T	F	S
						1
2	3	4	5	**ER**	**W**	8
9	**H**	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	**ER**	28	29
30	31					

NOVEMBER - 18

S	M	T	W	T	F	S
		1	2	3	**QE**	5
6	7	8	9	**ER**	**H**	12
13	14	15	16	17	**TE**	19
20	21	22	**V**	**H**	**V**	26
27	28	29	30			

DECEMBER -16

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	**ER**	**V**	24
H	**H**	**V**	**V**	**V**	**V**	31

2023

JANUARY - 20

S	M	T	W	T	F	S
H	**H**	3	4	5	6	7
8	9	10	11	12	13	14
15	**H**	17	18	19	**QE**	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY -15

S	M	T	W	T	F	S
			1	**ER**	3	4
5	6	7	8	9	10	11
12	13	14	15	16	**ER**	18
19	**H**	**V**	**V**	**V**	**V**	25
26	27	28				

MARCH -22

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	**TE**	11
12	13	14	15	**ER**	**W**	18
19	20	21	22	23	24	25
26	27	28	29	**ER**	**QE**	

APRIL - 14

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	**W/C**	15
16	**H**	**V**	**V**	**V**	**V**	22
23	24	25	26	27	28	29
30						

MAY -22

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

JUNE -7

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	**LD**	**G**
11	**W**	13	14	15	16	17
18	**H**	20	21	22	23	24
25	26	27	28	29	30	

175 Student Days **6 Workshop Days** **181 Teacher Days**

H – School Holidays

July 4	Independence Day
September 5	Labor Day
October 10	Indigenous Peoples' Day
November 11	Veterans Day
November 24	Thanksgiving Day
December 25 & 26	Christmas Day
January 1 & 2	New Year's Day
January 16	Martin Luther King Day
February 20	Presidents' Day
April 17	Patriots' Day
May 30	Memorial Day
June 19	Juneteenth

*American Education Week is November 14 – 18

**Religious/Cultural Holidays listed on back of this calendar

First Student Day F1	Grades K-9	August 31
First Student Day F2	Grades 10-12	September 1
First Student Day F3	Pre-K	September 6

NS – New Staff Orientation: August 25

W – Workshop Days:

August 29	March 17
August 30	April 14 (Teacher Comp Day)
October 7	June 12

ER – Early Release Days

October 6	
October 27 (P/T Conf)	February 17
November 10	March 16
December 22	March 30 (P/T Conf)
February 2	May 18

V – Vacation Days

November 23	December 27 - 30
November 25	February 21 - 24
December 23	April 18 - 21

LD – Last Day: June 9 without Emergency Days

Graduation: June 10

Grades 6 – 12:

QE – Quarter Ends

1st Quarter Ends (45)	November 4
2nd Quarter Ends (43)	January 20
3rd Quarter Ends (44)	March 31
4th Quarter Ends (43)	June 9

SE – Semester Ends **January 20**

PK – 5 Schools:

TE – Trimester Ends:

1st Trimester (54)	November 18
2nd Trimester (64)	March 10
3rd Trimester (57)	June 9

ADMINISTRATION OF MEDICATION TO STUDENTS (FILE: JLCD)

Although the MSAD #11 Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

Parents are urged to schedule administration of medication outside school hours. When a student must take medication at school, the parent must complete a medication permission form.

Prescription medication brought to school must be clearly labeled with the student's name, name of medication, dosage, time to be given, name of doctor and date when prescribed in its pharmacy labeled container.

Non-prescription medication will be given only with a note from your child's doctor stating the directions and the container must be labeled with the same information as prescription medication. If medication is not labeled as specified, it will not be administered by school personnel.

ANIMALS IN SCHOOLS (FILE: IMG)

Permission is to be obtained in writing from the school principal before animals are brought to the school building or grounds. For the safety of all, animals must have proof of current rabies vaccinations.

ATTENDANCE

Under state law, full-time school attendance is required of every child 6 years of age or older and under age 17, unless they have received a high school diploma or its equivalent. Although not required to enroll in school, if a child who is 5 years of age and under age 6 is voluntarily enrolled in a public school and has not formally withdrawn, that child is required to attend school when it is in session.

For the full MSAD 11 policy on Compulsory Attendance, please click on the following link: FJEA - Compulsory Attendance 3-3-2022

BIRTHDAYS

Birthdays are important and significant in the lives of most children. Parents and students who wish to bring treats for the entire class may do so. Please contact the classroom teacher in advance, checking for students who may have food allergies. Invitations to outside of school birthday parties which do not include the whole class are not to be distributed at school.

BREAKFAST AND LUNCH

Our schools offer both breakfast and lunch programs. Students may receive a "pre-pay" envelope at the beginning of the school year. To make a prepayment, please complete and return the envelope with your payment to the Cafeteria Manager at your school. Checks should be made out to MSAD #11 Food Service Program. Menus and prices are sent home monthly, posted on the district webpage and printed in the local newspaper.

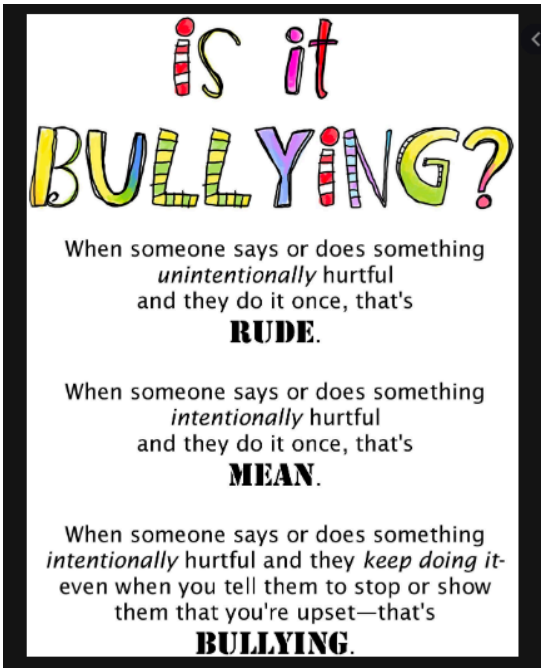
Free and reduced lunch applications need to be completed and returned to school each year. All students from one household can be put on the same application form.

Please make sure to list what school they attend in the district. For more information or for an application, please call your child's school or Linda Sergent at 582-5346. Applications can be sent back to school or mailed to Ms. Sergent at:

MSAD #11 Food Service Program, 150 Highland Avenue, Gardiner, ME 04345

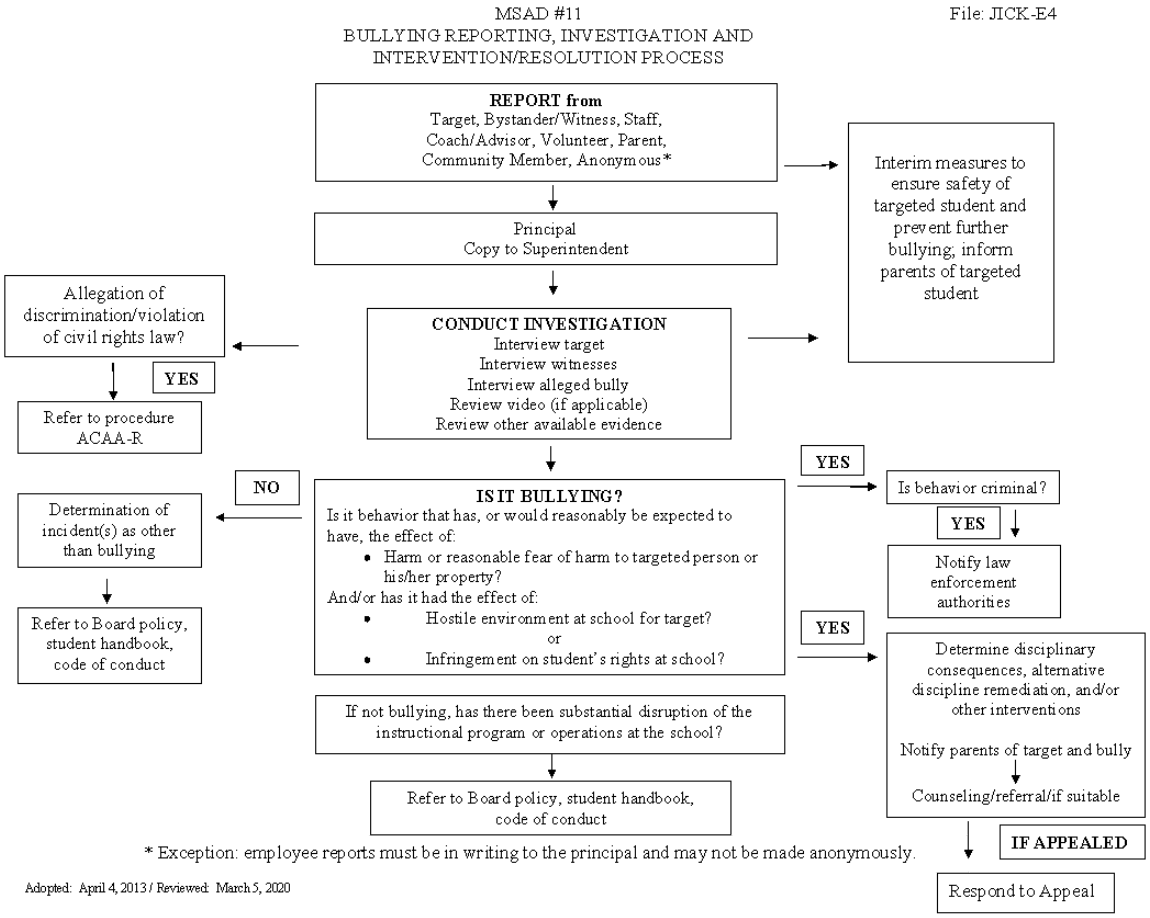
BULLYING AND CYBERBULLYING

We take bullying and cyberbullying very seriously. Below is an image that outlines some of the language we use with students to help us all determine what is and isn't bullying as we investigate bullying claims and have discussions with students. Below the image is the district policy on bullying.



The School Committee believes that bullying, including cyberbullying, is detrimental to student well-being 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 and cyberbullying are behaviors that are taken quite seriously and thoroughly investigated upon reporting. Appropriate actions are taken as the investigation dictates.

The image below is a procedural flow chart of how MSAD 11 handles the reporting, investigation, and intervention/resolution process for bullying:



For the full MSAD 11 policy on bullying, please click on the following link: JICK - Bullying and Cyberbullying Prevention in Schools

BUS RIDERS (FILE: EEAA)

MSAD #11 students are expected to ride the bus to which they are assigned. Parents/guardians may request temporary changes in transportation arrangements. Such requests must be submitted in advance to the building principal. Approval is subject to available bus seating. MSAD #11 bus drivers shall not permit any person other than a pupil, teacher, school official, mechanic or police or patrol officer to ride in his/her bus without written consent from the Superintendent's Office, School Principal or the Director of Operations.

BUS SAFETY & RULES

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus—and only at that time—do they become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the MSAD #11 Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Transportation is a student privilege and safety is our main concern. All children shall act in a manner that will not jeopardize the safety of others, nor shall they distract the bus driver from his/her duties. For everyone's safety, bus drivers must be in complete control of the bus at all times; therefore, the following bus rules shall be strictly enforced:

1. Riders will take a seat and remain seated, with the aisle kept clear, until the bus stops.
2. Riders will not throw any article in or out of the bus and will not hang any body part out of a window.
3. Riders will not disturb other passengers in any manner such as pushing, slapping, grabbing etc. Rude language and obscene gestures are unacceptable.
4. Riders will respond promptly and courteously to the driver's requests.
5. Riders shall not disturb or talk to the bus driver except in an emergency.
6. After leaving the bus, riders shall go to the front of the bus and wait until the bus driver makes eye contact and signals them to cross the road. No passenger will cross in the back of the bus at any time.
7. The Director of Operations will assign bus stops. Students are to be at the bus stop 10 minutes prior to pick up.

Note: In order to help provide a safe environment for students on school provided transportation, the school board supports the use of video equipment on district vehicles. Cameras may be used to monitor student behavior. If a video becomes the basis for disciplinary action, the parents of the student will be given the opportunity to view the resulting video.

BUS RULES - CONSEQUENCES

When a Pre-K-2 grade student does not comply with these rules, he/she will receive a verbal warning and may be assigned a seat, with the parent notified. Further failure to comply may result in suspension from all buses for a period of time, which is determined by the violation. For grades 3-12 similar action will occur, but, based on the violation, suspension from the bus may be immediate. The Director of Operations or designee will discuss the violation with the student(s), record the incident and notify the parents/guardian in writing and by telephone, if possible. Parents must provide transportation to and from school for the suspended student. The Director of Operations maintains contact with the building administrator.

For the full MSAD 11 policy on Student Conduct on School buses, please click on the following link: JICC - Student Conduct on School Buses

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials.

If reimbursement is not forthcoming within a reasonable time:

A. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage;” or

B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.

For the full MSAD 11 policy on Care of School Property By Students, please click on the following link:JICB - Care of School Property by Students

CELL PHONES

Cell phones are not allowed during the elementary school day. They may be kept in backpacks and used before or after school hours.

DISMISSAL FROM SCHOOL

No child is permitted to leave school before the regular dismissal time unless ill or upon written request from the parent/guardian. If someone other than a person named on your child's emergency card is to pick up your child, please send a note. A child will not be released to someone who does not have your permission.

The school office should be notified if you desire to change your child's regular route home. Please send a signed note. Without notification, we will send your child home in the usual way. For safety, your child must also show the note to the driver.

DRUG & ALCOHOL USE BY STUDENTS

It is vitally important for the students, parents, staff, and community members to understand that the Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction, which may warrant punishment up to and including expulsion.

Disciplinary Action: The building principal shall notify the Superintendent of all violations of the Board's Drug and Alcohol Use by Students.

1. First Offense
    a. Building principal/designee verifies offense.
    b. Building principal/designee meets with student and parents.
    c. Building principal/designee notifies police.
    d. Student and parents meet with administrator.

For the full MSAD 11 policy on Drug and Alcohol Use by Students - Administrative Procedures, please click on the following link: JICH-R - Drug and Alcohol Use by Students - Administrative Procedure

ELEMENTARY SCHOOL GOALS AND OBJECTIVES

We will continue to focus on improving student achievement in the following areas:

Literacy: Guided Reading and Writing instruction
Math: Developing mathematical thinkers in the varied areas of math
Science: Physical, Life and Earth Science instruction
Soc.Studies: Our community, our state, our nation, our world
Allied Arts: Art, Music, & Physical Education

FIELD TRIPS

Field trips are a valuable educational experience. To insure that all students take part, parents are asked to complete a permission form for each field trip. Any student for whom permission is not obtained shall participate in appropriate alternative activities within the school during typical school hours. Parents may be invited to chaperone when the trip is out of the district and will need to complete the District's Chaperone Protocol form. Parents attending field trips may **NOT** bring siblings. All arrangements for chaperones are made by the classroom teacher.

FIRE DRILLS (FILE: EBCB)

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, PK-12, are required to hold two fire drills during the first two weeks of school. Elementary schools will hold 8 other fire drills throughout the year. (See policy on website for full statement.)

FORMAL TESTING

The District assesses and collects data regarding student performance in the following areas: English/Language Arts, Mathematics, Social Studies and Science.

In addition, students may participate in assessments as mandated by the Maine Educational Act and ESSA (Every Student Succeeds Act).

HARRASSMENT & SEXUAL HARRASSMENT

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of MSAD 11 School Board policy and may constitute illegal discrimination under state and federal laws. School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct. Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

For the full MSAD 11 policy on Harrassment & Sexual Harrassment, please click on the following link: ACAA - Harassment & Sexual Harassment of Students

For the full MSAD 11 policy on Student Discrimination & Harrassment Complaint Procedures, please click on the following link: ACAA-R Student Discrimination & Harassment Complaint Procedures

For the full MSAD 11 policy on Harrassment & Sexual Harassment of School Employes, please click ont he following link: ACAB Harassment & Sexual Harassment of School Employees

For the full MSAD 11 policy on Employee Discrimination and Harrassment Complaint Procedures, please click on the following link:
ACAB-R Employee Discrimination & Harassment Complaint Procedures

HAZING

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 school or any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers the student regardless of the student’s willingness to participate in the activity.” It is the policy of the MSAD 11 School 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 district, are inconsistent with the educational process and shall be prohibited at all times.

For the full MSAD 11 policy on Hazing, please click on the following link: ACAD Hazing

HEALTH ISSUES

Please do not send your child to school if he/she is ill!

Per School Board policy (JLCC), MSAD #11 School District will follow the United States Center for Disease Control guidelines for all communicable diseases.

To prevent the spread of illness, CDC recommends a student stay home "at least 24 hours after they no longer have a fever* or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine."

In addition our District's physician (Gardiner Family Medicine) has issued orders, dated 1- 13-2020, stating the following:

If any of the below criteria are met, the student must stay home until symptom free for 24 hours.

1. Temp > 100F within 24 hours prior to the start of school. **This includes fever free without the use of medication.**
2. Vomiting within 24 hours prior to start of school
3. Diarrhea within 24 hours prior to start of school

It is important that you can be contacted in case of an emergency. Please keep the office updated with your phone number, place of work, and contact people. If it is determined that an injury requires more attention or continued observation, the school nurse and parent will be contacted. If your child becomes ill at school, you will be called and your child will be dismissed.

If a child has symptoms of a contagious disease, such as measles or chickenpox, s/he will be excluded from school until the child has recovered. Other diseases requiring a doctor's recommendation are conjunctivitis, skin rashes, impetigo, ringworm, and other conditions which might be contagious.

Lice can be a problem whenever people are together in large groups. It can occur even on the cleanest of heads. If your child is found to have lice, you will be called. After treatment, the school nurse or designee will check a child's head upon his/her return to school. If live lice are found, the parent will be contacted to request additional treatment be given.

INDIVIDUALIZED EDUCATION PROGRAMS (FILE: IHBA)

If you have a concern that your child may have a disability that is interfering with his/her education, you should discuss your concern with the classroom teacher. Students with disabilities have an equal opportunity to participate in regular education programs. Creating the least restrictive environment is the goal of the special education program.

With parents' written permissions, an evaluation is completed. The evaluations are used to determine whether the student has a disability and/or is eligible for special education services. If eligible, an Individualized Educational Plan (IEP) is developed and includes the student's educational goals and objectives, possible program modifications and support services that will assist the student.

LIBRARY

Every student is allowed to sign out one book at a time. When the book is returned, it may be renewed or the student may select a new one. Students and parents are responsible for the books signed out. If a book is lost or badly damaged, a bill will be issued for the price of book replacement.

MSAD 11 CODE OF CONDUCT

As a member of the MSAD 11 Community, I have…

A Right:	**A Responsibility:**
To be Safe	To Act Safely
To be Respected	To Treat Others with Kindness
To be Heard	To Listen with Consideration
To Learn	To be Accepting of Individual Differences

…knowing that others have the same rights I do.

MSAD #11 is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

Code of Conduct: All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students: on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies: The following expectations for student behavior are fundamental to the safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Discipline Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses.

For a full copy of the MSAD 11 policy on Student Code of Conduct, please click on the following link: JIC - Student Code of Conduct

MSAD 11 WEBSITE

MSAD #11 maintains an official website to provide general information about our school district, as well as information about our educational programs, extracurricular activities, school events, and student and staff achievements. This website is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The website does not create, nor is it intended to create, a public or limited public forum. The District website can be accessed at: https://www.msad11.org/

For the full MSAD 11 policy on the MSAD 11 Website, please click on the following link: IJNDC - MSAD 11 Website

MTSS (Multi-Tiered Systems of Support)

MTSS stands for multi-tiered system of supports. It's a framework many schools use to give targeted support to struggling students. MTSS is designed to help schools identify struggling students early and intervene quickly. It focuses on the "whole child." That means it supports academic growth, but many other areas, too. These include behavior, social and emotional needs, and absenteeism (not attending school). The tiers of support are a huge part of MTSS. They get more intense from one level to the next. For example, a child getting small group interventions may need to "move up" to one-on-one help. MTSS isn't the same thing as response to intervention (RTI). MTSS is more comprehensive. But it may *include* the three tiers of RTI. MTSS will guide the work we do with students to help them find the appropriate supports and programs that will help them achieve at faster levels to close the gap and allow them to perform on the same plane as peers of the same age. Ongoing PD occurs with staff to help them understand the MTSS model, the data we track to show its effectiveness, how PLC's support the MTSS work across the school, and the many things available across the district to support MTSS implementation. Here is a link to the Maine DOE MTSS website link that is full of resources: https://www.maine.gov/doe/mtss

"NO SCHOOL" ANNOUNCEMENTS

On mornings when storms prevent school from being held, "no school" bulletins will be announced several times on stations 92 Moose, Channels 6, 8, & 13 and on our district website. If you have registered with the automated system, you will be notified by telephone, email, and/or text. The decision to have no school will be made as early as possible. Please listen for the announcement and do not call the schools, superintendent, principal, or teachers.

Occasionally, the weather becomes so inclement during the school day that children will be dismissed early. Radio announcements will be made. Parents need to complete an Emergency Dismissal Form and instruct their children on what to do and where to go when school is canceled early.

NON-DISCRIMIINATION/EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

MSAD 11 does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

For the full MSAD 11 policy, please click on the following links: AC - Non-Discrimination/Equal Opportunity & Affirmative Action

PHOTOGRAPHS AND VIDEO

There are times throughout the school year when your child may be photographed or videotaped. Please complete the "Media Use" permission form. These forms will be kept on file in the office.

PHYSICAL RESTRAINT AND SECLUSION

The MSAD #11 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of serious physical injury to the student or others.

State law and MDOE Rule Chapter 33 do not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as they deem appropriate.

1. Definitions

The following definitions apply to this policy and the accompanying procedure:

A. 1. Physical restraint: A personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, or head freely.
2. Physical restraint does not include any of the following:
a. Physical escort: A temporary, voluntary touching or holding of the hand, wrist, arm, shoulder or back to induce a student to walk to a safe location.
b. Physical prompt: A teaching technique that involves voluntary physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
c. The use of adaptive devices or mechanical supports to achieve proper body position, balance, or alignment to allow greater freedom of movement than would be possible without the use of such devices or supports.
d. The use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

B. 1. Seclusion: The involuntary isolation or confinement of a student alone in a room or clearly defined area from which the student does not feel free to go or is physically denied exit.
2. Seclusion does not include:
a. A timeout, an intervention where a student requests, or complies with an adult request for a break.

2. Procedures for Implementing Physical Restraint and Seclusion: The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

3. Annual Notice of Policy/Procedure: MSAD #11 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

4. Training Requirements:
A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
B. MSAD #11 will ensure that there are a sufficient number of administrators/designees,

special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Comprehensive Emergency Management Plan.

5. Parent/Legal Guardian Complaint Procedure

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Director of Special Services as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days of receiving the complaint, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

For the full MSAD 11 policy on physical use and restraining, please click the following links:
JKAA - Use of Physical Restraint and Seclusion
JKAA-R - Procedures on Physical Restraint and Seclusion

QUESTIONING AND SEARCHES OF STUDENTS

The MSAD #11 School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks and parking lots, is a privilege granted 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 storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property.

For the full MSAD 11 policy on Questioning and Searches of Students, please click the following links: JIH - Questioning and Searches of Students

JIH-R - Questioning and Searches of Students - Administrative Procedure

RECESS

Recess is part of the elementary school program. It is a time for children to develop social and physical skills in a semi-structured setting. Whenever possible, the children go outside for recess. Weather conditions are considered before a decision for outside recess is made. Students should dress appropriately for varying weather conditions. All students in school will attend recess unless there is a note from the doctor.

SAMPLE: ELEMENTARY SCHOOL DAY SCHEDULE

(Times may vary from school to school within the MSAD #11 district)

8:10	Students may arrive at school. Adult supervision begins.
8:25	The school day begins; lunch count taken; the day organized.
8:30 - 3:00	The days are filled with academics, allied arts (art, music, physical education), lunch, recess and other activities. (For the safety of our students, all doors, except the main door, are locked during school hours.)
3:00	Students are dismissed to a designated adult or to their buses.

It is important for students to arrive on time each day and remain at school until the end of the school day. Late arrivals and early dismissals interrupt the flow of the school day for everyone.

STAFF CONDUCT WITH STUDENTS

The MSAD #11 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 purpose of this policy is to ensure that interactions and relationships between staff members and students are based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

The Board understands that staff members may interact with and have friendships with families of students outside of school. This policy is not intended to prohibit such interactions, provided that professional boundaries are maintained at all times.

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

A. 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;
B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
C. 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 the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance; D. Engaging in sexual banter, allusions, jokes, or innuendos with students;
E. Asking a student to keep a secret;
F. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
G. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
H. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
I. "Friending" students or engaging in any other interactions on social media or through digital applications (outside of any school-approved activity);

J. Communicating with students on non-school matters through phone calls, email, text messages, Messenger or any other digital methods, or by notes, letters or any other means (unless the student's parent approves of the activity, e. g, in the context of employment or participation in community activities);

Reporting Violations:

Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

For a copy of the full MSAD 11 policy, please click on the link below: GBEBB - Staff Conduct with Students/Staff-Student Relations

STUDENT ABSENCES AND EXCUSES

Every student is expected to attend school punctually and regularly and to conform to the regulation of the school with respect to attendance and tardiness. No pupil shall be permitted to leave school before the regular time of dismissal unless ill or upon written request from the parent or guardian.
The only legitimate excuses for absences or tardiness shall be:

A. Illness of the pupil or appointment with a health professional
B. Family emergency
C. Observance of a recognized religious holiday
D. Planned absence for a personal or educational purpose which has been approved
E. Inclement weather rendering the safety of the student questionable going to and from school.

STUDENT DISCIPLINE (FILE: JK)

One goal of education is to help individuals develop the self-discipline needed to become contributing and responsible members of the community. Achievement of this goal is the shared responsibility of the individual, the family and the school. We both want and need parental support to help maintain appropriate behavior as outlined in the District Code of Conduct. We ask parents to help support our message that violence, harassment and assault are never appropriate or justifiable.

Discipline, the process of teaching individuals to develop and demonstrate responsible decision-making skills, is an integral part of this goal. Discipline is used to develop a respect for oneself and the rights of others and to foster responsibility for an acceptance of the consequences of one's behavior. However, discipline should not be used to deprive students of any academic opportunities. In the school setting, effective discipline assures that each student and staff member has a right to be free from fearful or abusive treatment by others. Behavior that interferes with these rights will not be tolerated. Good discipline also ensures that members of the school community can learn and work without interference in a pleasant, safe and comfortable environment. Teachers have the responsibility to use appropriate behavioral interventions, subject to the approval of the building principal or designee, to foster appropriate discipline and to support the District discipline policy. Physical force shall not be used as punishment. Staff members shall use every resource available to give guidance to their students and may refer only marked cases of discipline for administrative action.

In cases where a student is referred to the building principal for administrative action, the principal, assistant principal or their designee may use the following measures, in any order, including expulsion recommendations, depending on the nature and severity of the violation.

A. BEHAVIORAL INTERVENTION: The principal or designee shall use at his/her discretion suitable strategies to assist the student in understanding the peaceful resolution of conflict and appropriate school behavior.

B. TEMPORARY IN-SCHOOL SUSPENSION: The principal or designee may remove a student from a classroom or school activity (such as lunch, recess) where the student behaved inappropriately.

C. IN-SCHOOL SUSPENSION: The principal or designee may remove a student from a series of classrooms or school activities where the student's behavior was not appropriate.

D. OUT-OF-SCHOOL SUSPENSION: The principal or designee may remove a student from school for a period of time up to ten (10) school days. On the third out-of-school suspension, a referral will be made to the superintendent for a meeting with the parent(s)/guardian(s), and student before re-entering school. All out-of-school suspensions are subject to Policy JKD: Suspension of Students

E. EXPULSION: Student expulsions will be handled according to board policy JKE.
Any student who has received three administrative disciplinary referrals may be referred to the Response to Intervention Team. A profile of students with chronic disciplinary histories will be forwarded at the time of transfer of the student to another school. Documentation may identify problems, attempted interventions and changed behavior.

STUDENT DRESS

Students are expected to adhere to standards of cleanliness and dress that are compatible with the safe and respectful school learning environment. Clothing must be neat and clean with markings that are not offensive.

Grades Pre-K - 5
Hats and headwear, except religious/cultural attire and safety/protective gear, are not to be worn by students upon entering the school building. Upon the discretion of the building administrator, hats may be worn on special occasions (e.g. hat day).

Building principals are responsible to ensure that the classroom learning environment is free from distractions/disruptions. Students whose apparel, hair style/color or other accessories are deemed unsuitable for classroom wear may be asked to make appropriate changes.

For the full MSAD 11 policy on Student Dress, please click the following link: JICA - Student Dress

STUDENT EDUCATION RECORDS & INFORMATION (FILE: JRA)

MSAD #11 has established a policy regarding student records which is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy assures confidentiality for students and their parents. Only the people involved in your child's education have the right to see your child's school record. Listed below are the most important parts of the policy.

1. Certain facts about students are classified as "directory information". This includes such information as name, address, phone number and age. Directory information may
be released to the public unless the parent sends a note to the principal refusing to allow this information to be released. The school department will not release directory information for any commercial purposes.

2. When a student moves to a new school district, MSAD #11 will send all the student's records to the new school.

3. If you wish to inspect your child's records, contact your school's office and sign a request form. An appointment will be made for you to view the records when someone is available to help interpret the records for you.

4. If you feel that your child's right to privacy has not been protected, or if you have other concerns about the school's record-keeping procedures, please contact your school principal.

STUDENT SUPPORT SERVICES/SOCIAL WORKER SERVICES:

Each elementary school has the services of a social worker to help students, parents and teachers develop a positive learning experience. Referrals can come from teachers, parents or other school personnel. Out-of-school counseling is offered by various agencies in the area.

STUDENT TECHNOLOGY AND INTERNET USE RULES

Each student is responsible for his/her actions and activities involving school department computers and other technological devices, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school department's technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Superintendent's office.

For the full MSAD 11 policy on student computer and internet usage, please click the following links: IJNDB - Student Computer and Internet Use and IJNDB-R - Student Computer and Internet Use

Students may not use technology at the schools until the following form is received back at the school signed by both parent/guardian and the student:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/380127/IJNDC-E1_-_MSAD_11_Student_Computer_and_Internet_Acknowledgement_Form.pdf

SECTION 504 of the REHABILITATION ACT of 1973:

Section 504/ADA prohibits discrimination against persons with disabilities, including both students and staff members, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a free appropriate public education. These regulations require identification, evaluation, provision of appropriate services and procedural safeguards in every public school in the United States.

TITLE I:

This program provides supplemental and remedial help to students in the areas of language arts and math. Students qualify based on assessments, informal testing, and teacher recommendations.

TOBACCO USE & POSSESSION

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this MSAD #11 Board's "Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices" policy.

I. PROHIBITED CONDUCT

A. Students - The use, possession, sale, dispensing or distribution of tobacco products and electronic smoking devices by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

II. ENFORCEMENT In order to enforce the tobacco products and electronic smoking devices policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct

occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco product and/or electronic smoking device violation.
2. The student will be given the option of participating in a smoking/ecigarette cessation program.
3. The student will meet at least three times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco products and/or electronic smoking devices, the social worker, in File: consultation with the Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.
4. The student will be suspended for four days. If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to two days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.
5. The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.
6. The student will not be allowed to participate in any extracurricular activities as outlined in the student/athletic handbooks. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period as outlined in the respective handbooks.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco product/electronic smoking device violation. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.
2. If the student has not yet participated in a tobacco educational program, he/she will be given the option of participating in a smoking/e-cigarette program.
3. The student will meet at least six times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco products and/or electronic smoking devices, the social worker, in consultation with the Building Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire six days of suspension.
4. The student will be suspended for six days. If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to three days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire six days of suspension.
5. The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products and/or electronic smoking devices.
6. Restrictions on extracurricular activities are as outlined above. 3rd Violation Parents/legal guardians shall be sent written notice regarding the tobacco product and/or electronic smoking device violation. The student will be suspended for eight days. A parent/legal guardian and the student shall be required to meet with the Superintendent and Principal to discuss possible referral to the MSAD #11 School Board for expulsion.

For the full MSAD 11 policy on Tobacco Use & Possession, please click on the following link: ADC-R - Tobacco Use & Possession - Administrative Procedure

TRUANCY

1. Definition

A student is truant if the student:

A. Is subject to the compulsory attendance law and

B. 1. Has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year;

2. Is **at least six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year.** Truancy under this paragraph is considered "child abuse and neglect" under Maine law and is reportable to the Department of Health and Human Services (DHHS) when the truancy is the result of neglect by a person responsible for the child; or

3. Is **at least 5 years of age and has been voluntarily enrolled in school**; has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. Truancy under this paragraph is considered "child abuse and neglect" under Maine law and is reportable to the Department of Health and Human Services (DHHS) when the truancy is the result of neglect by a person responsible for the child.

For the full MSAD 11 policy on Truancy, please click on the following link: JHB - Truancy 3-3-2022

VIDEO CAMERAS ON TRANSPORTATION VEHICLES (FILE: EEAEF)

Many of MSAD #11's transportation vehicles have video cameras installed. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips.

When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established MSAD #11 Board policy, administrative procedures, and school practices.

For the full MSAD 11 policy on Video Cameras on Transportation Vehicles, please click on the following link: EEAEF - Video Cameras o Transportation Vehicles

VISITORS (FILE: KI)

Parents and interested citizens are welcome to visit the public schools during the school day. 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 the building layout and location.

WEAPONS, VIOLENCE & SCHOOL SAFETY POLICY (FILE: JICIA)

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws.

School and staff are required to immediately report incidents of prohibited conduct by students to the building administrator or designee for investigation and appropriate action. (See policy on website for full statement.)