Bonny Eagle Elementary Student Handbook

2022 - 2023



Hollis Elementary School
554 River Road
Hollis, ME 04043
207-929-3838

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August 1, 2022

Dear Parents and Guardians,

Welcome to the 2022-2023 school year! I hope you are reading this excited for a new school year full of opportunities to learn and grow.

The intent of this handbook is to provide you with some necessary information regarding our procedures, policies and programs. We encourage you to read this handbook together with your child during the first few days of school and to keep it as a reference throughout the school year. Should there be any unforeseen conflict between district policy and the rules in this handbook, the district policy will always apply. For complete information on our policies, please refer to our district website.

In particular, the following are important points of information to remember:

- Our school day starts at 8:45 A.M. and ends at 2:45 P.M.
- Daily attendance is necessary for learning.
- Missing two days of school each month is equal to missing a month of schooling.
- Please call the school if your child is going to be absent.
- All visitors need to report to the office upon entering the building. Please ensure that you have identification with you for our office staff to review. Visitors will continue to be limited to essential school business during this time in order to minimize contact.
- Afternoon parent pickup takes place at the same time as bus dismissal using the lane furthest from the school.
- Please use the email address hollisdismissal@bonnyeagle.org before 1 p.m. to inform us of any dismissal changes.

The mission of the Bonny Eagle School District is to help all students reach their full potential in a safe and supportive environment. With your support, we hope to achieve this mission as we continue to provide a variety of learning experiences for all children.

Please communicate with our staff as the school year progresses if any questions or concerns arise. It is our sincere hope you will partner with the staff of Hollis Elementary School to make this a wonderful school year for all of our students, especially yours.

Best,

Jennifer Slabbinck, Principal

Superintendent of Schools
Superintendent
Mr. Clay Gleason

Assistant Superintendent
Mrs. Lori Napolitano

Business Manager
Mr. William Brockman

Curriculum Coordinator
Ms. Krista Poulin

Director of Special Services
Dr. Kathryn Hawes

Assistant Director of Special Services
Ms. Larilee Paulino

94 Main Street • Buxton, Maine 04093
929-3831

HOLLIS ELEMENTARY SCHOOL
Principal: Ms. Jennifer Slabbinck
Elementary K-5 Dean of students: Ms. Kristine Casey
Administrative Assistant/Principal's Secretary: Ms. Sharon Randall
Building Secretary: Mrs. Patti Mingione
School Nurse: Mrs. Kendra Drinkwater, RN (207-929-2487)
School Phone # 207-929-3838
School Fax # 866-644-1916

Any staff member can be accessed through the district website:

www.bonnyeagle.org

Staff hours: 8:10 A.M. - 3:10 P.M.
School Hours: 8:45 A.M. - 2:45 P.M.
The school office is open from 7:45-4:00 PM

CLASSROOM TEACHERS

	Ms. Elizabeth Cote *Pre K*	
Ms. Carrie Davis *Kindergarten*	*Ms. Hannah Haas* *Kindergarten*	*Ms. Molly Paiton* *Kindergarten*
Mrs. Stacey Steeves *Grade 1*	*Mrs. Ashley Vanasse* *Grade 1*	*Ms. Briana Walker* *Grade 1*
Mrs. Christina Bshara *Grade 2*	*Ms. Maggie Ruff* *Grade 2*	*Mrs. Lee Perkins* *Grade 2*
Mrs. Kathy Brooks *Grade 3*	*Ms. Julie Hall* *Grade 3*	*Ms. Debbie McCarthy* *Grade 3*
Mrs. Dannelle Ballian *Grade 4*	*Mrs. Mary Chappell* *Grade 4*	*Mr. Collin Regan* *Grade 4*
Mr. Francis Foley *Grade 5*		*Ms. Jessica Pickford* *Grade 5*

Specialists

Art	*Mrs. Jacklyn Jordan*		
Band (Grade 5)	*Ms. Karina Carlsson*	***Instructional Coach***	*Ms. Sarah Martel*
ESL	*Ms. Ana Abbott*	***Resource***	*Ms. Heather Larrabee*
Librarian	*TBD*	***School Counselor***	*Mrs. Erin Joyce*

Math Specialist	*Mrs. Jennifer Pinkham*	***School Psychologist***	
Music	*Mr. Kyle Hayes*	***Social Worker***	*Mrs. Amanda Evans Powell*
Occupational Therapist	*Mrs. Lauren Silva*	***Speech Therapist***	*Ms. Kelly Flanagan*
PE	*Mr. Brian Sullivan*	***Technology***	*Mrs. Laurie Delaney*

Bonny Eagle School District Core Beliefs

- ***Accepting Responsibility***
- ***Communicating Positively and Constructively***
- ***Fostering a Safe, Caring, and Respectful Climate***
- ***Promoting Lifelong Learning***
- ***Providing for Diverse Needs***
- ***Collaborating for Continuous ImprovementMission***





Elementary School (K-5)

Attendance

In compliance with Maine Statute, M.S.A.D.#6 permits excused absences from school for the following reasons only:

A. Personal Illness
B. Appointments with health professionals that cannot be made outside school hours
C. Observance of recognized religious holidays when observance is required during regular school day
D. Emergency family situations
E. Planned absences for personal or educational purposes, which have been approved in advance
F. An Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some

other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's student transfer agreement. “Education disruption” does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents/guardians must email, send a note or call the school to report the absence of their child. If the school does not hear from a parent/guardian, the absence will be recorded as unexcused. To avoid getting an automated attendance call, please notify the office before 9:15 AM on the day of the absence.

Students who are age seven (7) through sixth grade are considered truant if there are: The equivalent of seven (7) full days of unexcused absence, *or* five (5) consecutive school days of unexcused absences during a school year.

*Reference – Policy JEA

School Arrival

Students should not arrive at school before **8:25 A.M.** If arriving prior to 8:45 AM, parents should follow drop off procedures set by the school which include driving to the designated drop off area and transferring visual supervision to assigned drop off staff. If no staff are present to receive students, students should remain in the vehicle until staff are present to receive them. Upon arriving at school after 8:45 AM, students must be brought into the building by an adult and signed in at the office unless otherwise directed by office personnel. Please note:

- State guidelines require a student to be present for more than 3 hours in a day to be considered “present” for that day. A student who attends less than 3 hours will be considered absent for the purpose of attendance.
- Visitations to classrooms should not be made at arrival or dismissal time. Please arrange meetings in advance with your child’s teacher.
- Parents should park in the parking lot if it is required to leave the vehicle and enter the building for any reason. ***Please do not park in the driveway, as it is reserved for school buses.***
- If it is necessary to wait, please wait in the designated waiting area, not the hallway or office to limit congestion.

Tardiness

Students are considered tardy to school if they are not in their classrooms by 8:45 A.M. Parents/guardians are expected to bring their students into school and sign them in at the office when arriving late. School administrators and/ or the Dean of Students will address habitual tardiness, as it impacts student progress.

Early Dismissal

A student being dismissed early for any reason should provide a note or email the office email address (hollisdismissal**@**bonnyeagle.org), which includes the date and time for which

early dismissal is requested and the parent/guardian's signature. *No child will be dismissed early from school until a parent, guardian or authorized person reports to the office to sign the child out.* Students who are dismissed prior to 2:45 P.M. will be marked as an early dismissal.

When you come to pick up your child, we will ask that you park your car in the parking lot (NOT in the driveway) and then come into the building to sign the child out. If you are not immediately known to office staff, you will be asked for identification.
For safety reasons, should you send someone else to pick up your child (*i.e.,* a grandparent or neighbor), that person must present a written note signed by the parent or an email from the parent must be received by the school.

Build A Habit of Good Attendance
Sickness and emergencies aside, we appreciate your support in helping our students make it to school each day.

DID YOU KNOW?

- Missing school can make it harder to learn to read and do math, even in kindergarten
- Students can fall behind if they miss just one or two days every few weeks
- Students who attend school regularly in kindergarten and first grade had significantly higher third grade scores in reading & math than those with poor attendance
- A pattern of being late to school may lead to poor attendance
- Absences can impact the entire classroom if the teacher has to slow down learning to help catch up children who have not been in school
- Missing two days of school each month is equal to a MONTH of schooling

We want to partner with every parent and family so each child in our school can succeed!

Afternoon dismissals
If at all possible, in a typical school year, we ask that you **not** come to school to pick up your child at the end of the school day. You are probably aware that the school driveways are congested at dismissal time. ***Every car that is in the parking area or driveway contributes to this congestion and compromises the safety of students***. It is better for all concerned if you meet your child at home and continue to appointments or after school activities from there.

The dismissal area for students being picked up at the end of the day is in the café, all parents must enter the café to sign out their child. The door to the café entrance will be unlocked at 3:05 PM. Please wait for the buses to leave before approaching the building. You will need to go into the cafe to sign out your child and will then be asked to wait quietly for the dismissal. Parents may not wait in the outer lobby of the café. Students being picked up by parents will be dismissed at **3:05 PM.**

Please follow these steps when picking up your child

Step 1: Get your child on "THE LIST" no later than **12:00 PM.** Do this by: writing a note and sending it to school with your child or emailing hollisdismissal@bonnyeagle.org. Be sure to include the name of the adult picking your child up. This provides us with written notification that your child is **not** taking the bus. You may indicate that pick up will be a daily occurrence and your child will be added each day until you end that request without having to renew the request each day.

Step 2: Arrive at school no sooner than 3:00 PM and no later than 3:15 PM. Wait to see that the cafeteria door is open and that the buses have gone. **Please do not gather in front of the school while buses are loading.**

Step 3: Enter the cafeteria and sign next to your child's name on the list before exiting the cafeteria with your child.

Changes in Regular Routine

If there should be any change in your child's regular routine, please send a signed note to your child's teacher specifying the changes or call the office before 2:30 pm.

Student Safety

For the safety of our students and staff, all entrances to our school are secured from the outside. Parents needing to have their children dismissed are to wait in the area off the office for their child to meet them.

District staff are expected to wear identification badges at all times. Specific safety plans are in place in each building, and those plans are practiced and reviewed on an ongoing basis.

We want parents and citizens to feel comfortable in our schools, but we will require you to sign in and to show identification. This may cause you some inconvenience and a short delay. You will also be asked to wear a visitor's badge when visiting or volunteering, and staff will approach you if your badge is not seen. We ask for your patience and cooperation; we are working hard to ensure that our students are safe.

Drills to Secure the Building

Fire drills and lockdown drills to secure the building will be conducted throughout the school year. These necessary safety precautions are intended to assist students and staff to respond appropriately and safely to emergency situations. Typically we do not inform parents of every drill. If you have questions or concerns please contact the principal.



School Cancellation, Delays & Dismissals

During the winter months, if roads are impassable, **the Superintendent of Schools will close schools for the day; these decisions are NOT made at the school level**. Notifications regarding school closures are sent out via School Messenger. In addition, local television and radio stations will make the appropriate announcement.

Should bad weather or an emergency require the closing of school during regular school hours, please make arrangements for the care of your children should they not find you at home. While it does not happen often, it is sometimes necessary to close school early. **Your child should know what to do if he/she finds no one at home.**

The decision to send children to school ultimately rests with the parent. If, in your opinion, school is held and you feel it would not be safe to ride the bus, please have your child stay home or should you wish, transport your child yourself to school.

This decision whether or not to cancel school may be made very early in the morning (5:30 A.M.) or sometimes unavoidably during the school day. This decision is based upon available information from the National Weather Service, law enforcement officials, and road crews. We put a great deal of time and effort into making our decision and many people are involved. Occasionally, we make the "wrong call" but we are trying our best.

In case of a **1 or 2 hour delay** in the opening of a school day, buses would pick up one or two hours later than usual and students would thus arrive between 9:25 and 9:45 A.M. or 10:25 and 10:45 A.M. Dismissal for all students would be at the usual time.

Early Dismissal Days

All PK-5 Students will be dismissed at 12:30 pm on the first and second Wednesday of the month or as stated on the district calendar. Parents choosing to pick up their students should not arrive before 12:30 pm.

Early Dismissal days can be found on the district calendar.

Key School Board Policies to Know

To clarify the following policies, see MSAD#6 Policies and/or MSAD#6 website at *www.bonnyeagle.org*.

Student Code of Conduct

Ethical and responsible student behavior is an essential part of the education mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

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 operation, discipline or general welfare of the school

General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a 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

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the students prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up

to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Excerpted from Policy JIC
Student Code of Conduct

Remote Learning and Maine LD864

With the passing of Maine LD 864, An Act to Protect Teachers' Privacy While Delivering Remote Instruction, it is a civil offense to distribute or retransmit a recording of a teacher providing remote instruction.

Safe Learning Environment Policies

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 misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

Students, staff and all other persons are prohibited from engaging in the following conduct 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:

A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include by are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, Kung Fu stars, and nun chucks;
B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys),
C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);

D. Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school programs;
E. Willful and malicious damage to school or personal property;
F. Stealing or attempting to steal school or personal property;
G. Lewd, indecent, or obscene acts or expressions of any kind;
H. Violations of the District's drug/alcohol and tobacco policies;
I. Violations of state or federal laws; and
J. Any other conduct that may be harmful to persons or property.

Reference: JICIA
Weapons, Violence and School Safety

School Climate and Positive Reinforcement

Each school in MSAD 6 has developed a process for teaching and monitoring positive behaviors...in the classroom and in the school. Students learn The Three B's, which serve as the foundation for school and classroom expectations:

- Be respectful
- Be responsible
- Be safe

PBIS teams at each school have developed systems to recognize students' progress towards meeting these expectations. The Positivity Project is a positive character development program used by elementary schools to empower students to build positive relationships and become their best selves.



Staff Conduct With Students

The MSAD #6 School 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 purpose of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between

adults and students in an educational setting; and consistent with the educational mission of the schools.

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

Reference: GBEBB
Staff Conduct with Students

Bullying and Cyber-Bullying Policy

Bullying is detrimental to the school environment and student learning, achievement and well-being. 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 and witness such behavior. The Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the MSAD 6 schools, and the operation of the schools.

Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyber bullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying will be subject to consequences.

Bullying and Cyber Bullying Defined

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
    1. Has, or a reasonable person would expect it to have, the effect of:
        a. Physically harming a student or damaging a student's property; or
        b. Placing a student in reasonable fear of physical harm or damage to the student's property; or
    2. Interferes with the rights of a student by:
        a. Creating an intimidating or hostile educational environment for the student; or

b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

3. Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

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

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

Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:
   a. Takes place at school or on school grounds, meaning: a school building;property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

C. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

Reference: JICK
Bullying and Cyber bullying in Schools

Bullying Prevention

The state of Maine has taken important steps to assess and improve school climate and culture, particularly in the areas of bullying, harassment, and sexual harassment, in order to assure that students are learning in a positive and respectful school environment.

In 2005, and revised in 2011, Maine Education and School Statute was amended to require that school boards establish policies and procedures to address bullying, harassment, bias-based harassment, and sexual harassment (20-A MRSA §1001, sub-§15, ¶H) In May 2012, the Maine Legislature passed into law: An Act to Prohibit Bullying and Cyberbullying in Schools (PL 659). The Maine Education and School Statute states: Prohibition on bullying in public schools. The law recognizes that bullying behavior must be addressed to ensure student safety and an inclusive learning environment.

In August 2016, the Maine Department of Education commissioner revised the model policy to include comprehensive, detailed, and user-friendly procedural forms. The revised model policy and procedures are for use by school administrative units' school boards to ensure that its policies and procedures are consistent with the model policy revised by the commissioner. You can find translated versions of policies and procedures at http://maine.gov/doe/bullying/laws/translatedpolicies.html.
This website is available to all schools, parents, students and the general public. Please access the resources and information in order to navigate the tools necessary to prevent bullying in our schools. – source http://maine.gov/doe/bullying/.

Reference: JICK

Questioning and Searches of Students

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

Reference: JIH

Questioning and Searches of Students

Non-Discrimination, Equal Opportunity and Affirmative Action Policy

The Maine School Administrative District 6 (MSAD 6) Board of Directors is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, MSAD 6 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin, age, or disability. The MSAD 6 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination.

Reference: AC
Non-Discrimination Policy

Non-Discrimination Policy

The policy of MSAD #6 shall be to provide educational programs for students as needed on the basis of individual interest, values, abilities, and potential. There shall be no discrimination against any student because of race, color, religion, national origin, sex, social class, sexual orientation, or disability.

Reference: AC
Non-Discrimination Policy



School Buses

Bus Conduct

In view of the fact that a school bus is an extension of the classroom, MSAD 6 will require students to conduct themselves, on the vehicle, in a manner consistent with established standards for classroom behavior.

In cases where students do not conduct themselves properly on the school bus, such instances are to be brought to the attention of the student's school administrator by the driver or the Transportation Manager. The school administrator, or their designee, will notify the parents of the misconduct and request their cooperation in order to ensure proper behavior.

Students who become a serious discipline/safety problem on a transportation vehicle may have their riding privileges denied by the school administrator or Transportation Manager. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely.

Reference: JICC-R
Conduct on School Buses

Bus Stops

Parents/guardians are responsible for their child's conduct and safety while walking to and from the designated bus stop and while waiting at the designated bus stop. MSAD 6 assumes responsibility for a student only when he/she is onboard the bus.

Elementary students will be assigned to ONE specific bus stop that is closest to their residence, or where their daycare is located. Students may only be assigned to ONE bus stop

in the morning and ONE bus stop in the afternoon. Students may not be assigned to different buses except on early release days. The early release drop-off must be at a consistent location. A request for a change in buses requires written permission, at least three days in advance, with parent contact information, signed by a parent, dated, and approved by the Transportation Manager or his/her designee.

Reference: EEA
School Bus Transportation

Bus Passes

Students are permitted to have up to two permanent bus stops within their town.
It is the District's obligation to provide transportation to and from school per Title 20-A § 5401 (2). Bus passes will not be issued to alter the permanent schedule.

Reference: EEA
School Bus Transportation

Student Computer and Internet Use and Internet Safety

Maine School Administrative District 6's(MSAD 6) computers/devices, network and Internet access is provided to support the educational mission of the schools. This policy and the accompanying rules (IJNDB-R) also apply to laptops/devices issued directly to students, whether in use at school or off school premises.

Compliance with MSAD 6's policies and rules concerning computer/device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer/device privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student's computer/device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD 6 computers/devices remain under the control, custody and supervision of the district at all times. Technology protection measures are in place and are used for all Internet access. Computer/device and Internet activity by students and adults monitored according to district policy. Students have no expectation of privacy in their use of school computers/devices, whether they are used on or off school property.

If you have any questions, please do not hesitate to contact your child's school.

References: IJNDB/IJNDB-R
Student Computer and Internet Use

Student Use of Cellular Telephones and Electronic Devices

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules.

MSAD 6 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

- Students are prohibited from using privately owned electronic devices, such as cellphones, iPods, tablets, and electronic games during classes, assemblies, and other school activities.
- If this rule is violated, the teacher will immediately confiscate the device for the remainder of the day and discipline may be imposed.
- Students who bring electronic devices on the bus must have them on silent mode and must use headphones when listening to music or other media. If there is a violation of safety rules, the device may be confiscated by a staff member.
- The use of cameras in any type of electronic device is strictly prohibited in classrooms, restrooms, and on buses.
- Student electronic devices may be subject to search if there is reasonable suspicion that a student is violating board policies/procedures.

Reference: Policy JFCK/JFCK-R
Student use of Cellular Telephones
and other Electronic devices

Sharing Information with Students Policy

The Board believes that students should not be used to carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum and/or school related activities. There are 4 categories of information that teachers MAY have students take home in backpacks.

- Communication from the district or school including newsletters, district meetings or events, or school forms.
- Notices about school sponsored activities.
- Information from MSAD 6 affiliated groups, like PTOs or booster organizations.
- Notices from town recreation programs.

Reference: KHC
Sharing Information with Students Policy

Teachers are not in a position to hand out information about private events happening outside of school, such as birthday parties. Similarly, parents or students should not be placing information into another student's backpack or folder. Thank you for your understanding.

Legal Custody

According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act."

Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office. If the status changes, it is the responsibility of the parents to provide us with updated court orders so that we can be responsive to the current situation.



U.S. Department of Education, Office for Civil Rights
33 Arch Street, Suite 900, Boston, MA

The office of Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964: sex discrimination is prohibited by Title IX of the Education Amendments of 1872: discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973: and age discrimination is prohibited by the Age Discrimination Act of 1975. OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001). *http://www.ed.gov/OCR* *Please email any questions to: OCR.Boston@ed.gov*

The mission of the MSAD 6 community is to help all students reach their full potential.

Student Clothing

Students are expected to wear clothing appropriate to a school setting. Shirts which expose the midriff, extremely short skirts and shorts, and beachwear are not permitted. Clothing suggesting alcoholic beverages, tobacco, or inappropriate messages will not be worn at school. Proper footwear is essential for weekly physical education classes and daily playground use. Many fashionable or comfortable shoes, such as flip-flops, are not good choices for keeping students safe, and students should be sure to always have a pair of sneakers for physical education and recess. Ultimately, school administrators have discretion to make decisions regarding appropriateness of dress and footwear.



Winter Weather

Students are expected to wear appropriate clothing during winter weather, including appropriate footwear. During supervised periods of outdoor recess, children are required to wear boots or other appropriate footwear on the playground through the winter months. Often we will experience a warm day. Boots are still required due to the melting snow and wet conditions on the playground. We appreciate parent cooperation in stressing this requirement.

Lost and Found

There is a lost and found area in each school. Feel free to check it periodically. Items will be displayed during conference times. Those items remaining unclaimed will be periodically donated to charitable organizations. Labeling all items reduces the chance of their loss.

Transfers

Students planning to transfer are requested to notify the school office a week in advance. This gives our staff time to notify teachers and to prepare records. Official records are completed and are mailed when a request is received from the new school.

Change of Address

Please inform the school secretary if you change your address and/or telephone number. This is extremely important in the case of an **emergency**.

Breakfast / Lunch Money

Please send your child's lunch money for the week on the first school day of the week. Collecting the money once a week lessens interruptions of valuable learning time during the rest of the week. Should your child be absent or for some reason miss a lunch that was paid for, he/she will be given credit for that lunch during the next week.

For the convenience of families, an online payment system is available. Information is sent home at the beginning of the school year. Additionally, information is available on the Food Service Department section of the district website (www.bonnyeagle.org).

Breakfast, Lunches and Snacks

A nutritious breakfast and lunch is available daily to all students in grades Kindergarten through grade 5. Milk may be purchased separately. Monthly menus are sent home with students and are available on the school website. Most classes have a morning snack. We recommend a small, healthy snack that may be brought to school each day.

Parent / Teacher Committee (PTC)

The PTC is a community of parents, teachers, students and support staff who have joined together to educate and nurture the children of the citizens of the community. The PTC is an organization whose sole purpose is to lend its energy, talent and time to improve the quality of the community's education. It has been established so that teachers and parents can work together to make the community more effective in reaching its educational goals.

Objectives

1. To act as a resource for parents, faculty and students
    a. Provide community with motivational and informative seminars
    b. Inform parents by sponsoring reviews of child-based activities, programs and materials
2. To promote and increase family involvement in the educational system and in PTC activities
    a. Increase public awareness of PTC activities
    b. Showcase children's school efforts to increase community pride and children's sense of accomplishment

Membership

The membership of the P.T.C. includes all parents and staff of M.S.A.D.#6 who are interested in improving and making our community more effective in reaching its educational goals. This is without regard to race, color, creed, or national origin.



Volunteering in School

Parent and community involvement are key ingredients for the success of our schools. Volunteering provides an opportunity for moms, dads, grandparents and community members to work with children and to learn more about our schools. Regardless of how small or large the amount of time you can give, it will be greatly appreciated and will make a difference. A volunteer may choose to work in the school library or classroom. They may choose instead to work at home on special projects and events. The only qualification is a "desire" to help out. Volunteer information will be sent out in September or you can speak with your child's classroom teacher, or leave a message at the school office. Conditions may

exist that limit or preclude volunteer opportunities, but we will keep interested parties apprised of the current state of volunteering in our schools.

The privacy of parents and students is protected by the Family Educational Rights and Privacy Act (FERPA). Volunteers are required to keep student information confidential under FERPA. Thank you for doing your part to protect the rights of our students and families.

MSAD 6 does require all people interested in becoming a volunteer to complete a written application, the "School Volunteer Registration Form" as well as to undergo a background check or CHRC (Criminal History Record Check). All volunteer information will be maintained confidentially, on a need-to-know basis. Volunteers will also receive information about rules and procedures specific to each building. Volunteer eligibility must be renewed annually.

Student Progress and Testing

Pupil Progress Reports and Parent/Teacher Conferences

Grades Pre K-5 are on a trimester system with conferences held in November/December and March/April. Reports will be issued three times a year: November, March and June. These reports reflect a child's development and progress in areas such as reading, social studies, mathematics and science. Other areas of the child's experience such as work habits and social growth are also important parts of these reports. They help the students, the teacher, and the parent to understand what has been learned and to work closely together. Such written reports may not reflect all aspects of a pupil's growth and progress. Teachers and parents need to communicate and share additional information and concerns. Conferences between parents and teachers provide an excellent opportunity to discuss many details about the child's school experiences that cannot be easily conveyed in a report card. Either the teacher or the parent may request these conferences. Regular contact between the home and school will help the child see that both parents and teachers care about the child's success.

Special Services

We work to provide every student what he or she needs to fully access appropriate, educational opportunities here at school. Students who are in need of supportive services or special education may be identified through the 504 process or the Individual Education Plan (I.E.P.) process at any time during the year. This team is usually comprised of parents, teachers, administrators, and special services providers. The purpose of these meetings is to determine the concerns of the parents/guardians and staff and to discuss the next steps. A copy of parents' rights publication is available in the Principal's office. For more information, you may contact the building administrator, your child's teacher or the special services director. There is also more information on the district's web site.

Reference: IHBAA-R.
Special Education: Child Identification

Reporting System

The reporting system for this year will be as follows:

Pre - K - Grade 5

- Reports will be issued three times a year: November, March, and June

Parent conferences will generally be held in November/December and March/April for all grade levels.

Homework

Homework may be assigned to reinforce material that has been taught in school. It is not used to introduce new material. Assignments are intended to develop good work habits, improve academic progress and help inform parents of the school's curriculum.

Homework guidelines for elementary students are as follows:

K-2	30 minutes/day
Gr. 3-5	1 hour/day

Reference – Policy IKB-R

The privacy of parents and students is protected by the Family Education Rights and Privacy Act. A copy of these rights is available at the supervising principal's office or at the superintendent's office.

Formal Testing

The school utilizes a variety of assessments to determine the academic abilities and achievement of each student. For example, reading tests are given as a child progresses from one reading level to the next. This information aids in the effective supervision of instruction and individualization of teaching during the most crucial learning years of a child's life. All schools are required to participate in testing for grades 3 -5. **Testing schedule is subject to change.**

- Kindergarten -NWEA and DRA (Fall-Winter-Spring)
- Grade 1: NWEA and DRA (Fall-Winter-Spring)
- Grade 2: NWEA and DRA (Fall-Winter-Spring)
- Grade 3: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment - Spring
- Grade 4: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment – Spring
- Grade 5: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment - Spring, Maine Educational Assessment – May – Science

It is vital that your child attends school each day, but particularly during these times. These assessments supply information needed for effective educational strategies and curriculum planning. We appreciate your support during these times!

Field Trips

A field trip is a planned school-sponsored educational activity in which a class or group of students leaves school grounds for the purpose of continuing, extending or enriching the instructional program. The School Board believes in the educational benefits of curriculum-connected field trips and agrees that such field trips can promote learning and foster better attitudes toward school, curricula, and the learning process.

Parents are required to return permission and medication forms at least two weeks prior to the trip. The number and level of participation of chaperones for any field trip will be determined by the superintendent or principal. Questions regarding field trips should be directed to the teacher.

References:
EEA-R - Transportation-Field Trips
JLCD - Administering Medication to Students

Math/Reading Nights

Each year, parents will be invited to attend an event sponsored by the staff. This is an opportunity to meet with staff and learn more about instructional practices.. It also may be a chance to work with your child on educational activities and celebrate their learning.



District Writing Contest

The Pre K-8 District Writing Contest is voluntary and open to all students PreK-8. Students may enter one piece of writing. A District Writing Tea is held to honor student's work.

District Elementary Math Meet

During each school year, the district hosts two math meets to encourage intermediate level students to exercise their abilities in mathematics. In the fall and spring, identified grade levels of students will have an opportunity to attend a district meet. Teachers will notify students which grade levels are eligible before each meet and encourage participation. Participants and math meets are subject to change.

Student Services

Gifted/Talented Program: GATES

GATES identification occurs in grade 3 and provides services through grade 5. All students are then reevaluated to determine the appropriateness of middle school GATES placement. Initially, students are screened in the spring using standardized testing results and nomination information received. This screening phase, objective and subjective data collected on each student being considered for the GATES program, at grades 3, 5 and 8. The Selection committee then determines which students are identified for the GATES program. The Special Services Department notifies parents of the Selection Committee decision. For additional information, please refer to the Special Services section of the District Website (www.bonnyeagle.org).

The GATES staff reviews objective test scores annually, which includes, but is not limited to, the NWEA and the MEA. Students may be referred annually by self-nomination, peers, teachers, GATES staff and parents.

These nominations will be reviewed and considered for admission to the GATES Program by April 1st for inclusion in the GATES Program the following Fall. When a decision for admission to the GATES Program has been made, an appeal must be made within two weeks of notification."

Section 504, ADA

Students with health conditions or other disabilities that may impact access to learning may be eligible for services under section 504 of the Americans with Disabilities Act. Questions regarding services under section 504 should be directed to the school nurse or guidance counselor.

Title I

Title I is a federally funded regular education program that supports and reinforces classroom instruction. To receive Title I funding, each school must meet federal regulations. Our Title I Program services provide support to students in the areas of reading and math.

Response To Intervention (RTI) or Multi-Tiered Support Systems (MTSS)

Our goal is for each student to make regular, continuous learning progress. Teachers regularly monitor student learning and, should a child experience difficulties, alternative strategies will be utilized and assessed. If, after a number of interventions, students continue to experience difficulty, teachers will work with a Response to Intervention team to identify additional approaches or interventions that may help the student. Should these strategies prove unsuccessful, a referral to special education may be made to determine whether a disability may be affecting the student's learning. Parents with questions about their child's learning should discuss these with the classroom teacher as those concerns arise.

Physical Education

The physical education curriculum offers a varied program for grades K-5 at the elementary level. The program includes, but is not limited to, movement and related activities for K-3, and sports related team games and activities for grades 4-5. Since physical education is a curriculum requirement by the State Department of Education, students can only be excused from the program by a physician. There are times however, when a student might require a temporary excuse from class. In such situations, a note should be sent to the teacher/nurse. The student would still be responsible, however, for paying attention to the instruction being given for the class activity.

Library

Each school in MSAD#6 has a library. Volunteers assist the librarian by helping students check books in and out and by performing a variety of necessary clerical tasks. The librarian teaches the library skills curriculum by introducing students to many types of literature and providing instruction on how to locate materials for a variety of uses. These skills are integrated with the classroom curriculum and students are also introduced to "in print and electric" formats. Students are expected to treat library materials with care and return books when they are due.

Replacement of Textbooks and Classroom Materials

Textbooks are purchased by the school district for student use during the school year. Additionally, consumable workbooks are sometimes purchased and used. Because these materials are costly, it is expected that students treat materials with care and keep track of them. Parents of students who lose or damage textbooks will be expected to reimburse the school for the cost of purchasing a new one. ***If students' damage, destroy, or lose school property, parents will be responsible for replacement or repair, at the discretion of the principal.***



School Health Policies

Illnesses

The health of all pupils is of vital concern. Your support on the following guidelines will help keep a healthy school environment. Parents of children who become ill, or have symptoms of illness at school, will be contacted to pick them up. If parents are not at home, the person designated on the emergency information sheet is called to care for the child until a parent

can take over. It is IMPORTANT to notify the school of any changes that need to be made on the emergency information sheet.

Children should not be sent to school when ill. Please note that if a child is well enough to be in school, he/she is expected to participate in all classes and recess (unless a written note from a physician is provided). School policy requires that parents notify the school office when their child will be home sick. If a child is absent and we have not been notified we may contact the home/or workplace. When your child returns to school, please send a written note explaining the absence.

A list of health concerns that might interfere with the child's academic progress is provided to teachers on an annual basis. A list of serious health problems such as asthma, diabetes, seizure disorders, hemophilia, etc., is provided to the bus drivers in order to readily identify these children if an emergency arises.

Medications

The only medications considered necessary to be taken at school are those prescribed by a physician to be taken on a schedule that cannot be adjusted to outside school hours. When it becomes necessary for a student to take any form of medication at school, a **Permission to Administer Medication in Schools Form** signed by the parent and health care provider prescribing the medication must be returned to the school before any medication will be administered by the nurse.

References: JLCD* Administering Medications to Students
JLCD-BA* -Permission to Administer Medicine

All medications will be kept in the clinic, main office or designated area for each school and taken under adult supervision. The medication must be clearly labeled with name of medicine, name of child, dosage, frequency, physician's name, and in the original container.

Reference: JLCD*
Administering Medications to Students

Immunizations

Maine State law requires that all children meet certain immunization requirements for school entry and provide written documentation of those within 30 days of starting school. If a child's health records are not in compliance with the state law, the school nurse will notify the student's parent(s) or guardian(s).

Head Lice (Pediculosis)

Many people associate head lice with unclean people or homes. This is NOT true! Lice are usually transmitted by contact with infected persons, by wearing infested clothing, hats, etc., or by using an infested comb or brush. Lice are small insects about the size of a sesame

seed. Nits (lice eggs) are tiny, yellow-white oval specks attached to the hair shafts. They will NOT wash off. Intense itching is the main symptom of head lice.
Parents should check their child's head periodically.

In accordance with the Center for Disease Control and American Academy of Pediatrics, students with Pediculosis (head lice) no longer need to be excluded from school. When cases are identified, the school nurse will contact parents and provide educational material on treatment options. In the case of difficult individual cases, the school nurse will develop a plan with the student, the student's family and other staff members as appropriate.

Reference: JLCDB
Pediculosis

Vision and Hearing Checks

School volunteers, under the direction of the school nurse, perform vision checks on students in kindergarten and Grades 1, 3, 5, 7, and 9: and hearing checks on students in kindergarten and Grades 1, 3, 5, and 7. A school nurse will recheck students who do not pass the screening and the parents will be notified if any concerns are found.

Latex

MSAD #6 recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools. Additionally, MSAD #6 encourages the purchase of non-latex products.

Animals in Schools and at School-Sponsored Activities

It is the intent of MSAD 6 to provide a healthy learning environment for all students. The District recognizes that animals have been part of the learning experience at school for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring, and teaching of responsibility. This policy addresses animals, other than service animals, brought to school, school facilities, and/or school-sponsored activities. Service animals are addressed in accordance with Policy ACAC.

Permission must be obtained from the Principal before animals are brought to
school by students, parents or visitors, and parents must be notified of any presentation of animals (IMG-E Parent Notification – Animal Presentation form). In general, animals are not allowed in school or at school-sponsored activities except for purposes related to the educational program. The requesting teacher or staff member has overall responsibility for ensuring that the requirements of this policy are followed. MSAD 6 retains the authority to exclude any animal from school for safety and health reasons, or due to distractions from the educational program.

References: IMG-E - Parent Notification – Animal Presentation
JLCE - Emergency Care
IMBAA - Alternatives to Biological Dissection
JIH & JIH-R - Questioning and Searches of Students
ACAC – Service Animals in Schools

Wellness Policy

MSAD 6 recognizes that student wellness and good nutrition are related to students' physical and psychological well-being and readiness to learn. The Board of Directors is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education and regular physical activity. The Board of Directors believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults and reduce their risk of obesity, and the possible onset of related illnesses.

In terms of the wellness policy, this is information is key for parents/guardians & community:

- Provide nutritionally sound snacks or non-food items for celebrations (classroom)
- Encourage & support your child's / family physical activities
- Information is available and updated regarding policy
- Receive annual notification
- Confidence that child will have options to accommodate for dietary needs /restrictions
- Students can use reusable water bottles
- Water filling stations are available in all schools
- Will be provided with a list of "Smart Snack" foods to bring to school or send in for school celebrations
- Exploration of non-food fundraising options
- Fundraising options are healthier
- Promote nutritional promotion through marketing and advantages of nutritional foods and beverages
- You'll learn along with your child – nutrition education – facilitate conversations with child, partnership with school – parent
- District will be providing resources and information
- Possible benefit from community – district partnerships
- Building facilities are made available before and after school hours to MSAD 6 community

(the full policy is available on the www.bonnyeagle.org website under the School Board tab)

Legal Reference: 42 U.S.C. § 1751
Cross Reference: EFE – Competitive Food Sales – Sales of Foods in Competition With the School Food Service Program
JJE – Student Fundraising Activities
JJE-R – Solicitations and Fundraising Activities
KF – Non School Use of MSAD 6 Facilities KFA – Grounds Policy

MSAD #6 School Nutrition Program

The MSAD #6 Bonny Eagle School District participates in USDA's School Meals Programs. School Breakfast and School Lunch are provided at all of our schools each school day.

Our goal is to ensure all students have access to a healthy, nutritious breakfast and lunch every school day in a safe and comfortable environment so that they are ready to succeed in academic and social activities.

Menu:
Our menus are posted on the MSAD #6 School Nutrition website:
https://sites.google.com/bonnyeagle.org/school-nutrition/home
We will also provide a paper menu at your child's school to take home.

Our Meal Prices:
Currently breakfast and lunch is free for all students thanks to grants secured by the district. Students may choose to purchase milk separately for $0.50.

Free and Reduced Meal Applications:
All families are encouraged to complete the free and reduced meals application. This year we have an online application which can be found at the following link: https://nlappscloud.com/District.aspx#loaded. A paper application will also be sent home with your student. A return address envelope is attached to the application. The application can be mailed to the address on the envelope or sent in with your student to his/her school cafeteria.

All children receive meals the same way and there is no way to identify who is receiving benefits and who is not. Meal benefit information is completely confidential. We do not share this information with anyone.

All applications should be returned by September 30th. We will accept meal applications at any time during the school year if your household income changes or household size changes.
If you qualified for free or reduced price meals last year, you must fill out another application for this year. If you have been qualified through the state for SNAP, TANF or Foster, you do not need to fill out an application.

Each student is assigned a lunch number that is used with our computerized point of sale system. Milk is available as an ala carte item for elementary students. Students need to have funds on their account or cash to purchase ala carte items.

Meal Payment:
Money can be deposited into student's accounts online at (My School Bucks) MySchoolBucks.com, however there is a charge of $2.75 per transaction please note you may place funds on all of your students accounts and it will be considered 1 transaction if done at the same time.

Money can also be sent in with students. If sending in a check please make it payable to MSAD #6 School Nutrition. If sending in cash, please send in a sealed envelope with the student's full name on the outside of the envelope and the amount in the envelope written on the outside.

Please contact Dorothy Janotta - School Nutrition Director with any questions or concerns at 648-7985 or via email at djanotta@bonnyeagle.org or Erin Miller – School Nutrition Coordinator at 648-7983 or emiller@bonnyeagle.org.

Have a wonderful school year!