

Middle School of the Kennebunks

Maine Regional School Unit 21

School Community Handbook

2023-2024



60 Thompson Rd.
Kennebunk, ME 04043
(207) 467-8004
www.rsu21.net/MSK

THE OBJECTIVE OF RSU 21 IS TO BE A WELCOMING AND INCLUSIVE COMMUNITY THAT SUPPORTS THE SAFETY AND WELL-BEING OF ALL OUR STUDENTS, FACULTY, AND STAFF. WE ARE COMMITTED TO IMPLEMENTING PROGRAMS AND PRACTICES THAT SUPPORT DIVERSITY, EQUITY, AND INCLUSIO

Table of Contents (linked)

Principal's Office	4
School Faculty	4
Welcome	6
Ethics	7
RSU 21 Mission and Vision	7
Central Office	8
School Board Members	8
Other Schools and Departments	8
General Information	9
Attendance	9
Beginning of Day Drop-Off	9
Daily Schedule – M, T, Th, F:	9
Dismissal	9
End of the Day Pick Up	9
Family Vacations	10
Leaving School Early	10
Tardiness	10
Truancy	10
Bus Transportation	10
Late Buses	11
Clothing at School	11
Code of Conduct	13
Late Start Wednesdays	15
Emergency Information	16
Food & Nutrition Services	16
Health Services and Information	16
Health Screenings	16
Illnesses and Injuries	17
Illness Guidelines for Parents	17
School Cancellations/Delays	17
Student Placement	17
Student Enrollment	17
Curriculum Information	17
Academic Services	17
Allied Arts	17
Gifted and Talented Education Services (GATES)	18

Guidance Services	18
Academic Eligibility	18
Academic Honesty	19
Co-Curricular/Extracurricular Participation	19
Referrals and General Education Interventions –	20
Selection of Educational Material	20
Student Information	20
Affirmative Action Notice	20
Transgender and Gender Expansive Students	21
Books and School Property	21
Bullying	21
Concussions	21
Harassment and Sexual Harassment	22
Sexual Misconduct	22
Non Discrimination	23
Searches	24
Student Computer Electronics/Use	24
Tobacco/Electronic Smoking Device Possession	24
Partnership with Home	25
Distribution of Material by Non-School Individual or Group	25
Homework	25
Newsletters / Websites	25
Non-discrimination/Equal Opportunity-	25
Parent/Guardian Conferences and Report Cards	26
Parent/Guardian Open House	26
Parental Review of Curricular/Instructional Materials or Activities	26
Parent Teacher Associations	26
Parking	26
Permission Slips	26
Personal Belongings	27
Pictures	27
Student Records	27
Teacher/ Parent Contact before school and Visits to the School	27
Telephone Calls	27
Volunteers	27
Additional Important Board Policies for RSU 21 Families	28
Bomb Threats	28
Communicable Diseases	28
Educational Records	29

Expulsion	29
Participation by Homeschooled Students in School Programs	30
Physical Examinations	30
Relations with Law Enforcement Authorities	30
Restraint and Seclusion	31
Student Immunizations	31
Student Allergies	31
Substance Abuse	31
Secure Storage of Firearms	32
Suspension	32
Threats of Violence	33

Principal's Office

60 Thompson Rd. Kennebunk, ME 04043

T: (207) 467-8004 F: (207) 467-9059



Marty Bouchard - Principal

School Faculty

Front Office		Guidance	
Assistant Principal	Luke Myers	Admin. Assistant	TBD
Admin Asst.	Cathy Michaud	Guidance Counselor	Diane Binger
Attendance Secretary	Melissa Kasprzak	Guidance Counselor	Brian Grant
Grade 6 Cadillac Team		Grade 6 Katahdin Team	
Pam Bridge	Math	Jenessa Cadorette	Math
Joyve Perley	Math 6-8	Dakotah Joy	Social Studies
Lucy Hunt	Language Arts	Madelyn Kasprzak	Science
James Maloney-Hawkins	Science	Erin Morrison	Vocal Music
Kevin Stack	Literacy	Keith Noel	Physical Education
Tom Taylor	Social Studies	Ellen Rollfs	Language Arts
Grade 7 Sebago Team		Grade 7 Allagash Team	
Sara Clinehens	Librarian	Devin Kehler	Math
Nick Costello	Science	James Francois	World Lang.-French
Diane Grant	Language Arts	Jon Fulford	Physical Education
Justine Lasdin-Springer	Art	Andrew MacLeod	Science
Polly Meinders	Social Studies	Taylor Pearson	Social Studies
Dan Rousselle	Math	Carolyn Sylvanus	Language Arts

Grade 8 Acadia Team		Grade 8 Baxter Team	
Christina Barrett	Science	Michael Fagerson	MTSS Math
Ben Fogg	History	Sharon Greenglass	Math
Jeff Kugler	World Lang-Spanish	Craig Hemond	Science
Wesley Moseman	Language Arts	Megan McConagha	Art
Erin Neale	Math	Daniel Sherman	Social Studies
Alicia Wilson	MTSS Literacy	Kelsey Yeomelakis	Language Arts
Special Education		Educational Technicians Staff	
Jennifer Adams		Jasmine Batchelder	Joyce Perley
Amanda Cyr		Kristen Church	Theresa Rosen
Lisa D'Orso-Palmer		Valerie Dumas	Josh Stone
Carol Lee Elkington		Michael Fagerson	Scott Sudol
Kevin Greene		Amy Fuller	Marija Welch
Max Robinson		Giselle Harmon	Alicia Wilson
Brooke Tardiff		Lydia Hubbard	Carla Yates
Speech/Lang Pathologist	Marsha Darby	Marilyn Lilly	
Occupational Therapist	Sue Richardson	Mary Meserve	
		Laura Murphy	
Non Team Teaching Staff		Computer Technician	
Evan Chase	STEM	Jeremiah Cook	
Anna Clifford	World Lang.-Spanish		
Laurie Ellis	Instrumental Band		
Lisa Janosik	Health		
Tad Williams	World Lang.-French		
Gifted and Talented / Instructional Support		Nurse / Social Workers / School Psychologist/Food Service	
Gifted and Talented	Keri Porter	Nurse	Amy Murphy
	Rachel McGlashan	Social Workers	Greg Hesse-Stromberg
Instructional Strategist	Todd Mckinley		Tracy Flagg
		School Psychologist	Tara Skiff
Instructional Support	Michael Fagerson	Resource Officer	Nate Jones
	Alicia Wilson	Food Service Manager	Katherine Stinson

Welcome

August 1, 2023

Dear Students and Parents,

I am happy to be able to take this opportunity to welcome you to Middle School of the Kennebunks. I am truly excited to lead this outstanding school with a tradition of helping students along their journey of reaching their dreams and fullest potential. Whether you are a returning grade 7 or 8 student we are welcoming back, or an incoming grade 6 student we will be meeting for the first time, assistant principal Luke Myers and I are eager to see you and get the school year started.

I want you all to know that I highly value a strong work ethic, self actualization or the desire to fulfill your potential, and kindness and respect for each other. These are the principles I find very important in my own life, and I will encourage our students to take some of these values, combine them with their own personal goals, and engage in our curriculum to a high degree.

We are extremely proud of our school and align our practices with the RSU 21 Strategic Plan. The plan includes four focus areas including, Strong Teaching and Learning, Positive Student Outcomes, Healthy Learning Environments and Unified Schools and Communities. Our well trained and talented staff are relentless in their efforts to create dynamic, engaging lessons to help ensure your child has an outstanding educational experience at our school.

Speaking of curriculum, RSU 21 has worked hard to develop a rigorous, engaging curriculum that will prepare our students for high school and the world that lies ahead of them. Our teachers will apply high quality teaching practices to deliver our students learning experiences they will enjoy in an environment they can flourish in. Student engagement in the learning process is vital for the growth and development of all students within our school communities.

As we move towards the end of summer and embark on a new and exciting school year, I challenge you to embrace all that MSK has to offer. There are so many ways for you to grow and learn academically, athletically, and in the areas of art and culture. We celebrate diversity and strive to create a positive and productive learning environment, designed to foster student growth and success.

In closing, please take time to review the contents of the handbook. It contains the critical information you will need to help you have a successful school year. I hope you all have an outstanding finish to your summer and that you are excited to get another school year started. I am very excited to meet you and help you reach your future goals and ambitions.

Sincerely,

*Marty Bouchard
Principal*

Ethics

We count on our professionals to know the craft and art of their teaching area and to teach in a way that puts student learning and safety at the center of the decision-making. We also count on the actions of our staff to reflect a high level of professionalism and we expect staff, parents and students to be informed about and implement school department policies.

RSU 21 Mission and Vision

We believe in providing each student with the opportunity to develop, to their fullest potential in an academically challenging, supportive and safe environment. Our graduates will leave school able to demonstrate and apply essential knowledge and skills across a content-rich curriculum with literacy and numeracy as cornerstones.

Strategic Plan Vision and Focus Areas

“Developing productive global citizens by building knowledge and character”

Focus Areas

1. Strong Teaching and Learning
2. Positive Student Outcomes
3. Healthy Learning Environments
4. Unified School and Communities

Central Office

177 Alewife Road
Kennebunk, ME 04043
207-985-1100

Superintendent	Dr. Terri Cooper
Administrative Assistant to the Superintendent	Shelly Allen
Assistant Superintendent	Anita Bernhardt
Administrative Assist. to the Assistant Superintendent	Elizabeth Avotte
Director of Special Services	Rachel Bratter
Assistant Director of Special Services	Will Putnam
Administrative Assistant	Arlene Decker
Director of Human Resources	Dr. Scott Harrison
Director of Finance	Rafe Forland
Director of Operations	Richard Terwilliger-Smith
Enrollment Officer (Grades 6-12)	Bruce Lewia
Enrollment Officer (Grades K -5)	Jen Foy
Enrollment Officer (Grades PreK)	Mary Boswell

School Board Members

Britney Gerth	<i>Arundel 2024</i>	Claudia Sayre	<i>Kennebunk 2025</i>
Kirstin Shapiro	<i>Arundel 2026</i>	Amanda Downing	<i>Kennebunk 2024</i>
Erin Nadeau	<i>Arundel 2025</i>	Peter Sentner	<i>Kennebunk 2024</i>
TBD	<i>Kennebunkport 2025</i>	Leah Bares	<i>Kennebunk 2026</i>
Susan Holleran	<i>Kennebunkport 2026</i>	Lesley Stoeffler	<i>Kennebunk 2026</i>
Megan Michaud	<i>Kennebunkport 2024</i>	Gayle Spofford	<i>Kennebunk 2025</i>
Lorien Schulte	<i>Student Representative 2024</i>	David Rush	<i>Student Representative 2024</i>

Other Schools and Departments

Kennebunk Elementary School (Pre K-2)	207-985-2383
Kennebunkport Consolidated School (K-5)	207-967-2121
Mildred L. Day School (K-5)	207-604-5900
Sea Road School (3-5)	207-985-1105
Middle School of the Kennebunks (6-8)	207-467-8005
Kennebunk High School (9-12)	207-985-1110
Special Services Department	207-985-3960
Transportation Department	207-985-2622

General Information

Attendance

Policy Code: JEA - Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday. Parents are responsible for the attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; a planned absence for a personal or educational purpose which has been approved; or education disruption, as outlined in policy JEA.

If a student is absent, he/she may not participate in any co-curricular events on the day of the absence unless excused by a physician and/or an administrator

Beginning of Day Drop-Off

To drop your child off at the beginning of the day, please arrive between the hours of 7:00 and 7:30 AM. The parent drop off area is at the back of the building, so please enter the property by the softball field and proceed around to the back of the building where you will be greeted by a staff member to help your child get into the building. Also, please remember that parent drop off on Late Start Wednesdays is from 8:30-9:00 AM.

Daily Schedule - M, T, Th, F:

7:00-7:30 am	Children arrive at school
7:30 am	Official start time for school day
1:55 pm	Dismissal starts

Wednesday Schedule:

8:00-8:30 am	Children arrive at school
9:00 am	Official start time for school day
1:55 pm	Dismissal starts

Dismissal

Student dismissal begins at 1:55 when all bus students are called down by grade and directed to the appropriate bus. Parent, walker and biker dismissal will begin at 1:57 pm. All student athlete and club members are dismissed at 1:57 pm.

End of the Day Pick Up

To pick up your child at the end of the day, please arrive at the school and park in the parking lot behind the Dorothy Stevens Center by the baseball field at 1:55 pm. All students who are being picked up will be dismissed to the side of the building at 1:57 pm where a staff member will direct them to your vehicle.

Family Vacations

Middle School of the Kennebunks understands that families sometimes choose to take vacation while school is in session. The trip is often beneficial for family togetherness and the experience can be of educational value. We ask that you contact the office in writing prior to your child's absence. We do not provide school work prior to a student's absence. Students are responsible for material missed due to an absence.

Leaving School Early

A student who is dismissed before 1:55 PM is considered "early dismissal" for attendance records. Parents/guardians must report to the office to sign out students and wait until the student is called to the office. A student will only be called to the office once the parent/guardian has arrived and has signed out the child.

Tardiness

A student who arrives after 7:30 am is considered "Tardy" for attendance records. A student who is tardy must sign in at the office prior to going to class. The student will be given a tardy slip completed by office personnel before going to class.

Truancy

[Policy Code: JHB](#) – Regular and punctual school attendance is essential to a child's educational success, and the School Board has adopted policies on student attendance and truancy.

Students who have completed grade six are truant when they have the equivalent of 10 full days of unexcused absences or 7 consecutive days of unexcused absences during a school year

When one of the above thresholds are met, a letter with a description of the truancy including the dates of absence will be drafted, signed by either the principal or one of the assistant principals, and sent home to the relevant parent or guardian.

The school will comply with State-mandated reporting of the above thresholds, including a copy of the letter to be sent to the superintendent.

Bus Transportation

[Policy Code: JICC](#) – Students shall conduct themselves in a mature and responsible manner, not only in school but also on buses, at athletic programs, and in all school related activities. Failure to meet expected conduct will result in disciplinary action consistent with established Policies and Procedures of the district and state laws.

Any student violating discipline/safety rules while riding on an RSU 21 transportation vehicle is subject to a corrective action process. The Transportation Rubric for Corrective Action provides the levels of behavior and corrective actions for each offense. These rules are posted on all buses.

Respect Your Riding Privileges. Follow These Rules: RSU 21 Bus Rules

1. Seat to seat, back to back. Never stand while the bus is moving.
2. No eating or drinking.
3. Talk quietly with people in your seat and across the aisle only.
4. Nothing out the window: no gestures, no voices, no hands, no papers.
5. Respect all people and property. You don't have to be friends, but be friendly.
6. Permission must be obtained from the operator prior to opening windows.
7. Middle School and High School students must receive permission from the Transportation Director before riding on elementary school runs.
8. If a student is causing a safety infraction that endangers the lives of other passengers, the vehicle operator has the right to stop the vehicle, notify the transportation office of the safety infraction, and the student will be removed from the vehicle. The student will be transported home on another school transportation vehicle.

Video Cameras on Transportation Vehicles

The Board recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities.

Late Buses

There is a late bus that will provide transportation for students taking part in after school activities each day. The late bus leaves MSK at approximately 4:00P.M. each day, Monday through Friday. If, for some reason, there will not be a late bus due to there not being any after school activities, we will announce that to all of the students. Only students staying at MSK for after school activities will be eligible to take the late bus.

Clothing at School

We at Middle School of the Kennebunks believe that guidelines for clothing at school should support equitable educational access and should not reinforce gender stereotypes. Student guidelines and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

Our values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.

- Teachers can focus on teaching without the additional and often uncomfortable burden of addressing clothing at school enforcement.
- All people are encouraged to be mindful of the impact of the messaging and imagery displayed on their clothing.
- Students should not face unnecessary barriers to school attendance.
- Students are best able to learn in safe and respectful environments that maintain a degree of decorum.

Goals of our Guidelines for Clothing at School:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, weapons, or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Reduce conflict whenever possible and eliminate inconsistent discipline.

Students MUST wear:

- Shirt
- Bottom: pants/sweatpants/shorts/dress/leggings
- Shoes; activity-specific shoe requirements are permitted (i.e. for sports)

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include specific assignment-specific dress, but should not focus on reinforcing gender stereotypes or promoting cultural-specific attire.

Students CANNOT wear

- Violent language or images
- Images or language depicting weapons, drugs, or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Helmets or headgear that obscures the face (except as a religious observance)

Failure to Comply with Guidelines for Clothing at School

- School responses will be consistent with the school's overall discipline plan and will include the restorative philosophy of Middle School of the Kennebunks. Students should expect the following dynamics if they fail to comply with the guidelines:
- Students should expect a private request to put on an article of their own clothing to meet the expectations of the guidelines. If the student does not have anything of this nature, they will see if they have a friend who does. Students should not expect to be offered an article of clothing that is not their own or to have a parent contacted to bring clothing to the school unless those options are all that are available.
- Students could potentially meet with a school counselor or participate in a restorative process, if appropriate
- Student class time will only be interrupted as a result of a dress code violation when absolutely necessary.
- Student refusal to meet the guidelines of clothing at school after the above steps are taken will result in a restorative conversation with a teacher and/or administrator.

Code of Conduct

[Policy Code: JIC](#) - Promoting ethical, responsible and positive student behavior is an essential component of the RSU 21 Board's educational mission.

[Policy Code: JK](#) - Students shall conduct themselves in a respectful, mature and responsible manner, not only in school but also on buses and during all school-related activities, including distance learning. The district has a comprehensive set of policies and procedures to address student conduct issues and students and parents/guardians are expected to be familiar with them. Such policies include, but are not limited to: Student Code of Conduct (Policy JIC); Weapons, Violence and School Safety (Policy Code: JICIA); Substance Abuse Policy (Policy Code: JICH); and Tobacco and Electronic Smoking Device Use and Possession (Policy Code: ADC). Failure to meet expected conduct will result in disciplinary action consistent with established policies and procedures of the district in Policy JK.

Vision and Mission Statement for Students Behavior

Vision -We believe that every individual is unique and will contribute positively to the RSU 21 community. Our students will collaborate with others, reflect on their impact on others, and will self-regulate and persevere through challenges with self and others.

- **Staff** will model and teach positive behaviors, and communicate clear and consistent expectations to students and families.
- **RSU 21** will provide programs and opportunities that support students to develop positive behaviors, reflect on their actions, build stamina to self regulate and repair harm with others.

- **Families/Caregivers** will reinforce the expectations of behaviors within the RSU 21 community.
- **Students** will engage with staff to learn and use strategies that support positive interactions with self and others.

When Things Go Wrong

We believe that an emphasis on positive behavior and safety benefits our students, staff and community. We understand that interpersonal and intrapersonal challenges leave people feeling angry, hurt, resentful and, sometimes afraid.

Our first priority is always to create a safe space so that we can respond to conflicts/challenges in ways that allow individuals to:

- Tell their story
- Express their thoughts and feelings
- Understand how the situation happened
- Understand how it can be avoided another time
- Feel understood
- Acknowledge the harm that was caused and understand others' feelings
- Find a way to repair harm and move forward

RSU #21's believes that it is important to use misbehavior as an opportunity to have students self-reflect and identify better choices for their actions. We acknowledge that punitive responses do not repair relationships, are rarely considered fair, and often leave individuals feeling alienated and frustrated. RSU 21 has made the decision to use punitive measures in selected situations. RSU 21 has developed rubrics and/or continuums for disciplinary actions so that disciplinary responses have been thoughtfully outlined and will be fairly administered when necessary.

Disciplinary Action

[Policy Code: JK-R2](#) - The Board of School Directors has developed conduct expectations for students across the school district, including specific conduct expectations for students at the Middle School of the Kennebunks. Students shall conduct themselves in a respectful, mature and responsible manner, not only in school but also on buses and during all school-related activities. The district has a comprehensive set of policies and procedures to address student conduct issues and students and parents/guardians are expected to be familiar with them. Such policies include, but are not limited to: Student Code of Conduct (Policy Code: JIC); Weapons, Violence, and School Safety (Policy Code: JICIA); Substance Abuse Policy (Policy Code: JICH); and Tobacco and Electronic Smoking Device Use and Possession (Policy Code: ADC). Failure to meet expected conduct will result in disciplinary action consistent with established policies and procedures of the district. Expectations at Middle School of the Kennebunks: The Code of Conduct for the Middle School of the Kennebunks emphasizes the rights and responsibilities of all students. It is important that all students and parents/guardians understand these

rights and the rules that are in place to protect these rights. Bullying, harassment of any kind and other civil rights violations will not be tolerated. The principal, assistant principal, teachers, coaches, and other school officials enforce the Code of Conduct consistent with existing policies and procedures regarding student discipline. The Middle School of the Kennebunks has developed a behavior rubric to address common types of misconduct, which is reviewed with all students each year and reinforced through practice and application during the course of the year. The Board's discipline policies can be found at Policy Codes: JK, JKD, and JKE.

MSK Behavioral Intervention Rubric

MSK BEHAVIOR INTERVENTION RUBRIC				
	BEHAVIOR	1 ST OFFICE REFERRAL	2 ND OFFICE REFERRAL	3 RD OFFICE REFERRAL
LOW	Name Calling/Exclusion/Rumors or Personal invasion of space (incl. pushing, shoving) or Technology Misuse: off task	Verbal Warning Reflection process Technology use limits, as warranted	Phone call home (student) Reflection process Lunch Detention Loss of technology, as warranted	Phone call home (student) Reflection process Office Detention* Extended loss of technology, as warranted
	Name Calling (civil rights related) or Property Damage/ Theft or Escalating Contact (incl. punch, kick) or Threatening: Low Level	Phone call home (student) Reflection process Office Detention*	Phone call home (student) Reflection process Up to (3) Days "classes only" ISS* Reentry Meeting	Phone call home (student) Reflection process Up to (5) Days "classes only" ISS* or full ISS* Reentry Meeting
SEVERE	Threatening: Specific Threats of Violence, High Level of Threat Escalating Severe Physical Contact/Aggression Harassment: civil rights related Technology Misuse: inappropriate content	Phone call home (student) Reflection process Meet with Guid/SW/Psych and/or SRO (1-3) days ISS* or OSS* Reentry Meeting Extended loss of technology, as warranted	Phone call home (student) Reflection process Meet with Guid/SW/Psych and/or SRO (3-5) days "classes only" ISS*, full ISS* or OSS* Reentry Meeting Extended Loss of Technology, as warranted	Phone call home (student) Reflection process Meet with Guid/SW/Psych and/or SRO (5-10) days full ISS* or OSS* Reentry Meeting Extended loss of technology, as warranted
	Any additional items which require specific responses per District Policy and/or Maine State Law			

Any specific response indicated by this rubric can be replaced or supplemented with a Restorative intervention as deemed appropriate by MSK administration.

*Participation in after-school activities is prohibited.

ISS: In School Suspension, **OSS:** Out of School Suspension

Guid: Guidance Counselor, **SW:** Social Worker, **Psych:** School Psychologist, **SRO:** School Resource Officer

Revised June 2020

Late Start Wednesdays

Each week 6–12 students have a late start on Wednesdays. Students arrive an hour later on these Wednesday mornings so that teachers can engage in professional development opportunities. Check the district calendar on our website for specific dates. www.rsu21.net

Emergency Information

Early in the school year, each child's address, parents'/guardians' home and work phone numbers, and doctor's name are requested. We also require the name and telephone number of two people to be contacted in the event the parents/guardian cannot be reached. Any change in this information should be reported to the school office immediately. We cannot stress strongly enough the importance of this information and the need for it to stay current. Please include an email address and/or cell phone numbers if you have them.

Evacuation and Emergency Drills

We are deeply committed to protecting the health and safety of our students. Kennebunkport Consolidated School has developed emergency response plans and procedures that address a wide variety of potential issues. Throughout the year, teachers work with the students to establish and practice emergency procedures to ensure the safety and well being of the students while they are in school. Children are familiarized with the procedures and practices that are conducted on an ongoing basis throughout the year. State law requires that everybody in the school must exit the building during an evacuation drill. Visitors and volunteers must report to a designated gathering area by following teacher or administrator directions.

Food & Nutrition Services

RSU 21 participates in the food programs sponsored by the United States Department of Agriculture and the State Department of Education. Breakfast and lunch are available at no cost to students, free of charge. The regulations of the National School Nutrition Program are followed in administering these programs. Schools offers a choice of healthy meals each school day. All meals are served to meet the nutrition standards that have been established by the U.S. Department of Agriculture. Full student meals at all schools are at no charge. If students choose to bring a meal and want to purchase a la carte items, a charge is associated. Checks or cash for a la carte items can be sent in with your child and MUST be in a clearly marked envelope, or you may mail a check to RSU #21, SNP, 177 Alewife Road, Kennebunk, ME 04043. The quickest and easiest way to add money to your child's account is by adding money online at <https://family.titank12.com>. The hosting company does charge a small credit card processing fee for this service. This is a great way to keep track of your child's school nutrition account. [The Food and Nutrition Services page](#) on the RSU 21 Website has additional information and forms.

Health Services and Information

A Registered Nurse, certified as a School Nurse by the Maine Department of Education, provides health services on a full-time basis. The following is a summary of health services provided to students.

Health Screenings

The nurse screens students for vision and hearing problems in grades K, 1 and 3. If a problem is identified, a written report is sent to parents/guardians. A follow-up visit with an optometrist or ophthalmologist for an eye/vision problem or an audiologist and/or primary doctor for a hearing problem will be requested.

Illnesses and Injuries

The nurse assesses and provides care to students who are not feeling well or who are injured. Consultation is made with parents as needed. Common student complaints are headache, dental pain from dental appliances, stomach ache, sore throat, muscle aches, joint discomfort, rashes, minor lacerations and abrasions. In an emergency situation, Kennebunkport EMS is contacted to transport the student to the hospital. Injuries taking place at home should not be referred to our nurse for treatment.

Illness Guidelines for Parents

Regular attendance at school is essential to learning success; however, there are times when a student should be at home for personal benefit as well as the well being of other students and staff. Please refer to ["When Should I Send My Child to School?"](#) for guidance about whether your child should not attend school.

School Cancellations/Delays

"No school" or "delayed school" announcements will be sent out via phone and/or email with the AlertNow service. Additionally, these will be posted on the RSU 21 website at www.rsu21.net. Occasionally, it is necessary to delay the opening of school due to inclement weather. If snow starts to fall heavily or if there is severe inclement weather (i.e., icing of the roads) after your child is in school, the only early release will be at the middle and high schools so the buses for the elementary school can run as close to the designated times as possible.

Student Placement

The process of student placement in classes and/or programs is determined by a combination of educational needs and teacher recommendations and parent input. Placement information is shared in August.

Student Enrollment

A student transferring into RSU 21 from another district must be registered online through the district's process. Parents of children leaving the system should notify the school office so that a transfer of records can be made to the new school. Parents update student enrollment data annually.

Curriculum Information

Academic Services

Allied Arts

The Allied Arts program includes Art, Band, Chorus, General Music, Health, Physical Education and STEM. Each student will take part in two allied arts classes each day.

Art

Elements of art are explored through various media – drawing, painting, printmaking, clay, plaster, paper sculptures, architectural structures, etc.

Band

Band is a class where students work at refining their musical skills with the instrument they have been playing with the goal of performing as a full concert band.

Chorus

Chorus is a class where students sing individually and as a group.

General Music

Students are taught the fundamentals of rhythm, reading music, playing various instruments and music appreciation.

Health

Students are work with a variety of health topics in the areas of physical, mental and social health.

Physical Education

The primary goal of the Physical Education program is to give students the knowledge and skills to optimize their physical abilities.

STEM (Science, Technology, Engineering, and Math)

Children learn to use computers by integrating technology skills within their classroom curricula. There is a district-wide technology skills continuum, K-12, to facilitate the progression of skills. Chromebooks are available to students in the classroom on a one to one basis for grades 6-8. The Acceptable Use of Technology Policy is included on the district web site or may be obtained from the School Office.

English to Speakers of Other Languages (ESOL) – Policy Code: IHBEA and RSU 21 LAU Plan

MSK values student diversity and the district provides a comprehensive program to assist students in becoming proficient in English.

Gifted and Talented Education Services (GATES)

Gifted and Talented Education Services are provided at MSK. Students who qualify receive services in all content areas, including visual and performing arts.

Guidance Services

Guidance services are offered for grades 6-8 and include short-term individual counseling, formal guidance classes, and groups dealing with specific areas of need. Permission from parents is required for any ongoing guidance services apart from our classroom guidance program.

Academic Eligibility

Athletics and co-curricular activities are an integral part of school life. The knowledge of skills learned through these activities are critically important to the healthy development of students. Students need to be passing all subjects to be eligible to participate.

A student who has a W in any subject at a regularly scheduled eligibility check will be placed on academic probation for a period of 5 school days. During academic probation, the student's participation in co-curricular activities will not be limited. If, after 5 school days the W has not improved the student will be suspended from participating in games or performances for 5 school days. If the W has not been resolved after the 10 school days, the student will be removed from the team or activity completely until the W is made up. Additionally, to be eligible for participation in co-curricular activities, a student must not have a citizenship or work habit grade of a 1. Students who have a 1 are not eligible to participate on our teams or activities. Eligibility grade checks will take place on the following dates: 9/29, 11/3, 12/1, 1/22, 2/16, 4/5, 5/10

Academic Honesty

[Policy Code: JICD](#) – The staff of RSU 21 has a professional obligation to promote academic honesty and to instruct students in the distinction between honest and dishonest work. Plagiarism and other forms of academic dishonesty are not permitted.

RSU 21 acknowledges that plagiarism may be unintentional; however, all students will be held accountable for violations of the plagiarism policy. Plagiarism includes, but is not limited to:

Copying or gaining any other advantage from another's test during a test or examination situation;

Exact copying on an author's text without the use of quotation marks;

Quoting a source and failing to give proper citation;

Putting a source's text into one's own words and not citing the source;

Electronic reproduction, audio, visual, verbal and written media whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's; and/or

Double submission (submitting the source work for credit in more than one course) unless approved beforehand by teachers.

The source of the plagiarism material may, for instance, be another student's paper, a text, or an Internet site. The source does not change the degree of the plagiarism. The accessibility of online materials may increase the temptation to plagiarize. If there is uncertainty about the possibility of plagiarism, students are strongly encouraged to talk with a teacher or librarian and utilize the Turnitin.com program available in grades 6-12.

All students are expected to abide by RSU 21's Academic Honesty Agreement. This statement will be signed by students and parents at the beginning of the school year.

Co-Curricular/Extracurricular Participation

[Policy Code: JICI](#) – Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following

rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well being of students and promote healthy, enriching and safe co- and extracurricular opportunities for all students. Please see the Policy Code JICI for more specific information.

Referrals and General Education Interventions –

Policy Code: IHBAA – Parents, guardians, and other persons who are aware of a child who may require special education and/or supportive services are asked to contact the Director of Special Services at 985-3960.

Multi-Tiered System of Supports (MTSS)

The Academic and Behavioral MTSS teams, which are composed of teachers and support staff, meet regularly to discuss students' needs. Teachers refer students to MTSS to seek ideas and techniques that may help children successfully achieve academic standards and develop skills.

Selection of Educational Material

[Policy Code: IJJ](#) – A student's parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. Such requests shall be made to the appropriate teacher or the library media specialist. Access to the materials shall be provided within a reasonable time after such a request is made.

Student Information

Affirmative Action Notice

[RSU 21 Affirmative Action Plan](#)

The RSU 21 School Board does hereby reaffirm its commitment to equal opportunity and to an atmosphere for students and employees which is free of intimidation, ridicule, hostility, and offensiveness.

The RSU 21 School Committee recognizes its responsibility to comply with the provisions of the Maine Human Rights Act and those federal statutes with similar provisions that apply.

Questions regarding Affirmative Action and Title IX should be directed to Anita Bernhardt at the Superintendent of Schools Office at 177 Alewife Road, Kennebunk, ME; or 207-985-1100.

Affirmative Action Officer and Title IX Coordinator: Anita Bernhardt, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) abernhardt@rsu21.net

Transgender and Gender Expansive Students

Policy Code: [ACAAA](#) and [ACAAA-R](#) – RSU 21 strives to provide a safe and supportive environment for all students. This policy and procedure outline the protections and considerations we provide for students and families.

Books and School Property

Policy Code: JICB – 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 cost of such materials. Each building principal shall develop procedures for the collection of owed funds.

Bullying

Policy Code: JICK – The RSU 21 Board believes that bullying, including cyber-bullying, 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, including "cyberbullying", is not acceptable conduct in RSU 21 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. Please see Board [Policy JICK](#) for definitions, application, consequences for violations, and further pertinent information.

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

Students who have been bullied or have witnessed bullying should report this behavior to the principals. Parents and guardians are also encouraged to report such incidents. School staff are expected to intervene when they see bullying behavior and report it to the principal. Bullying incidents are investigated and addressed in accordance with the Board's policy and procedure.

Concussions

Policy Code: JJIF – Any student suspected of having sustained a concussion or other head injury in any school-sponsored athletic activity (and any other covered activities) must be immediately removed from the activity, practice or game. A student suspected of having sustained a concussion or other head injury must receive a brain injury evaluation and written medical clearance from a licensed healthcare provider trained in concussion management prior to his/her being allowed to resume participation in the athletic activity (and any other covered activities). Such return to participation may be gradual, and in all cases should be based on current accepted standards of care and the health care provider's recommendations.

Harassment and Sexual Harassment

[Policy Code: ACA](#) – 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 Board policy and may constitute illegal discrimination under state and federal laws.

Regional School Unit 21 takes discrimination and harassment of any kind seriously and may be grounds for disciplinary action.

Students, parents/guardians, and others should report any concerns to the building principal, school counselor or, directly to Anita Bernhardt, Assistant Superintendent and Title IX/Affirmative Action Officer, 177 Alewife Road, Kennebunk ME 04043 985-1100.

Sexual Misconduct

What types of sexual misconduct can or should I report?

You can report sexual harassment, sexual assault, domestic violence, stalking, or dating violence. It is important to remember that these sorts of misconduct are not always as limited as they may sound. Sexual assault can mean unwanted touching. Stalking can include a student who is bullying or harassing you online or someone threatening to share private images of you, not just somebody who is physically following you. Dating violence or domestic violence can include physical attacks, threatening you physically, taking your cell phone from you in order to prevent you from calling for help, throwing things at you that could cause physical harm, or doing other things that make a reasonable person in your position feel physically intimidated, like destroying property or making suicide threats.

Who should I make a report to?

The best person to make a report to is RSU 21's Title IX Coordinator, Anita Bernhardt, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 207.985.1100 abernhardt@rsu21.net. You can also make a report to any school employee with whom you feel comfortable talking, but they must ultimately relay your report to the Title IX Coordinator.

Will I have to talk about what happened to me?

You will be asked to give some information about what happened to you, but you can ask for certain things that may help you feel more comfortable, such as having someone with you or having time to compose your thoughts in preparation to talk about what happened.

This information may need to be shared with your parents, the police department, or other school officials. However, you have a right to privacy and not to have information about your incident shared with people that do not need to know.

If you file a formal complaint, you can talk to the investigator about any privacy concerns you have, for example if you do or do not want information about what is going on shared with your teachers or if you want any students that they are going to interview to be advised not to share information about your investigation.

There may also be an interview with the Children's Advocacy Center of York County (CAC), or with another neutral interviewer off school grounds. You should not have to talk to any police officers, although if criminal charges are pursued you may be requested to do so. In the case of a formal complaint, if you prefer to be interviewed once for all investigations (both criminal and the school's) by a neutral interviewer off school grounds, the school will consult with the authorities and the CAC to determine if a request for a single interview can be accommodated. You should be told about your interview in advance and have the opportunity to raise any concerns about who will be conducting your interview (for example based on their gender or your relationship with them).

What are my rights in the investigation if I am filing a formal Title IX complaint against another student?

You have a right to present information and names of witnesses to the investigator. You have a right not to be present in the same room as the other student during the investigation. In most cases, you have a right to receive a written decision from the school within no more than 40 business days of your complaint. You also have a right to appeal the decision if you do not agree with it.

What will happen while I am waiting for the investigation of my formal complaint to happen?

You can ask the Title IX Coordinator for certain supportive measures to help you in the meantime, for example:

- Connecting you with a sexual assault advocate
- Facilitating safety planning meeting(s)
- Additional academic support (e.g. tutoring, extended due dates, additional office hours with teachers)
- Permitting a leave of absence
- Issuing a no-contact order with another student(s)
- Adjustments to class schedules
- Seating rearrangements
- Facilitation of friend and peer support before, during, and after investigation-related hearings, meetings, or interviews
- Faculty, Staff, or Administrator escorts between school and classes
- Accessibility to school counselors

Please note that supportive measures are also available if you decide not to file a formal complaint.

Non Discrimination

[Policy Code: AC -](#) The Board has adopted a policy affirming its commitment to nondiscrimination and equal opportunity for students under federal and Maine laws on the basis of race, color, sex, sexual

orientation, religion, ancestry or national origin, or disability. The term “sexual orientation” under Maine law means a person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” Any questions may be directed to the Assistant Superintendent Anita Bernhardt, the Affirmative Action Officer, at 207-985-1100 or Superintendent’s Office, 177 Alewife Road, Kennebunk, Maine 04043.

Searches

[Policy Code: JIH](#) -The Board of Directors of RSU 21 seeks to maintain a safe and orderly environment in the schools. There has been an increase in the presence of drugs in the RSU 21 schools; recent incidents in Maine and throughout the United States have also caused concern about the possible presence of drugs and weapons in our schools. To promote a safe and orderly environment, school administrators are authorized to search school storage facilities, students, and students’ belongings in accordance with this Policy JIH 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. An individual student, and the personal property in the individual student’s possession, may be searched if reasonable grounds exist to suspect that the student has violated or is violating Board policies, school rules, and/or federal or State law. Student use of all school storage facilities, including but not limited to lockers and desks, is a privilege granted by the school and not a right. 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 in any items placed in such storage facilities. School administrators have the authority to inspect and search school storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

Student Computer Electronics/Use

[Policy Code: IJNDB](#) - The Board has adopted a comprehensive policy and procedure concerning student use of school computers, devices and the Internet. Students are required to follow the policy and rules at all times and have no expectation of privacy in their use of school computers and networks. The policy and rules are provided to students and discussed in class each year. Students who violate the policy/procedure may have their privileges limited, suspended or revoked.

Tobacco/Electronic Smoking Device Possession

[Policy Code: ADC](#) - Smoking, use of all other tobacco products and use of electronic smoking devices are prohibited at school, on school grounds, during school activities and in any vehicle used for school purposes by students, employees and visitors to the schools.

Partnership with Home

The partnership between home and school is critical to the success of every student. We encourage dialogue among parents and faculty and suggest that parents bring concerns or questions to the respective teacher or the principal as soon as they arise.

Distribution of Material by Non-School Individual or Group

[Policy Code: KHC](#) - Because it is the intention of the District not to provide a forum to be used by outside individuals or groups to communicate with students or employees, Board [Policy KHC](#) governs the distribution of materials by non-school individuals or groups. Non-school individuals or groups include school employees acting outside the scope of their assigned duties as school employees. Please refer to policy KHC regarding the specific circumstances by which materials may be distributed to students on school premises, and/or made available in a central location.

Homework

[Policy Code: IKB](#) - The homework policy for RSU 21 is a broad-based framework that allows each teacher, or team of teachers, to make deliberately sound educational decisions based on both student needs and the needs of the curriculum. The purpose of homework is specified to meet two needs – first, to provide additional practice for lessons taught in school and, secondly, to serve to motivate students to explore further in areas of interest. Reading, either independently or with a parent, is encouraged at all grade levels, and required at most.

Newsletters / Websites

Each teacher is expected to keep parents informed about classroom happenings on a regular basis. Some teachers send home paper newsletters, while others utilize email communication. A few teachers have set up websites for this purpose. The school sends home a weekly Tel-U-Gram via email. If you wish to receive this information, please make sure that we have your updated email information.

Non-discrimination/Equal Opportunity-

[Policy Code: AC](#) - The Board has adopted a policy affirming its commitment to nondiscrimination and equal opportunity for applicants, employees, students and other individuals having access rights to school premises and activities under federal and Maine laws on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, family status, disability, or genetic information.

The term “sexual orientation” under Maine law means “a person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” Any questions may be directed to...

Affirmative Action Officer and Title IX Coordinator: Anita Bernhardt, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) abernhardt@rsu21.net

Parent/Guardian Conferences and Report Cards

Information regarding progress reports and parent conferences will be available to parents/guardians at the end of each reporting period. Parents/guardians are encouraged to attend school activities, maintain communication with the school, and aim for one hundred percent participation at parent/guardian teacher conferences. Formal conferences with parents are scheduled twice a year. Additional conferences may be held whenever the teacher or parent/guardian thinks it would be helpful. The conference period is an effective means to interpret and understand student progress. Report cards are available at the end of each quarter and are mailed home at the end of the school year. Please make sure you contact the guidance department to ensure you have the correct login information for PowerSchool.

Parent/Guardian Open House

Open houses will be taking place at each grade level during the first two weeks of school.

Parental Review of Curricular/Instructional Materials or Activities

[Policy Code: III](#) – A student’s parent/guardian may inspect, upon request, any instructional material used as part of the curriculum.

Parent Teacher Associations

The MSK Parent Teacher Group(PTG) is a non-profit organization dedicated to supporting the education of all children at MSK. Parents and staff from Middle School of the Kennebunks are invited to join this worthy organization and become involved to whatever extent is possible. The MSK PTG sponsors programs of interest for parents and also funds special assemblies and events for students to help enrich the curriculum. Each fall, the MSK PTC hosts a Superwalk, which is our one fundraiser for the year. The funds gained from this one event pays for a variety of educational and enrichment opportunities for our students throughout the year. Please, look for ways that you can volunteer at this important event each summer.

Parking

Please park in designated parking areas only. If you are in the process of dropping off or picking up your child at arrival or dismissal times, please park in the parking lot behind the Dorothy Stevens Center.

Permission Slips

Written permission is required for field trips. All permission slips must be dated and signed by a parent or guardian. PLEASE NOTE: Phone calls will only be accepted in case of emergencies. When a child is planning to participate in an activity after school other than their usual routine, written confirmation of this information is required (such as going to a friend’s or to the public library). If you wish for your child to ride a different bus than usual, you must call the transportation department (985-2622) to confirm that there is room on that bus, and confirm the bus number. All permission slips must be dated and signed by a parent or guardian.

Personal Belongings

Teachers reserve the right to use their discretion in requesting that children refrain from bringing toys or other items from home to school or keep such belongings in backpacks during the school day.

Pictures

Many times throughout the school year, there are occasions to take pictures of students. In addition to the yearly class pictures taken, teachers, news reporters, and infrequent television personnel will ask to take pictures of students involved in school activities or special projects. Pictures of students involved in their work and play, on field trips, and highlighting special areas of the curriculum are taken on a regular basis. Frequently, we update the pictures being shown on the tv as you enter the school. At times, digital files will be made of class plays, exhibits, and special events. There is an annual online form for you to complete indicating your permission for pictures of your child to be taken and published. If you take photos while visiting the school for a special event or performance, please be mindful of not posting pictures of other people's children on social media.

Student Records

[Policy Code: JRA](#) - RSU 21 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. A notice regarding student education records and information is sent home for parents and guardians to review at the beginning of every school year.

Teacher/ Parent Contact before school and Visits to the School

[Policy Code: KI](#) - Teachers may request to visit with parents or guardians before school. This is done by appointment only. After 7:00 AM, parents and visitors will be allowed down to the classroom wings only with a scheduled appointment and permission from the principal, unless there is an emergency. For safety reasons, all visitors and volunteers MUST sign in at the office and receive an ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office.

Telephone Calls

Students or teachers will not be interrupted during instructional time for telephone calls, except in emergency situations. Parents should feel free to call the school to leave messages or ask questions.

Volunteers

[Policy Code: IJOC](#) - RSU 21 has a strong volunteer program and welcomes parent and other community involvement in the schools. The safety and well-being of the students, staff and volunteers of the District is paramount. The District conducts criminal background checks on all volunteers who will be working directly with and/or who have access to students. Volunteer application forms can be found online or in the school office. All visitors and volunteers MUST sign in at the office and receive an ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office. Volunteers are responsible for maintaining confidentiality regarding information seen or heard while

working as a volunteer. Volunteers are responsible to following the policies and practices for behavior followed by RSU 21 staff.

Volunteers are expected to conduct themselves in a professional and ethical manner with the RSU 21 values in mind. They should strive to maintain high standards of integrity and the use of good judgment in their dealings with students, with colleagues, and with members of the school community. Employees and volunteers are also expected to observe the letter and spirit of all school policies and procedures as well as all applicable state and federal laws and regulations.

Additional Important Board Policies for RSU 21 Families

Bomb Threats

[Policy Code: EBCC](#) – Bomb threats are a significant concern to the district. Whether real and carried out or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of students, staff and school property. Bomb threats are not only a violation of Board policy which will result in disciplinary consequences, but are a crime under Maine law. All bomb threats will be reported to law enforcement for investigation and possible prosecution.

Late Bus: Transportation is provided at 4:00 and 4:10 p.m. each afternoon at the main entrance. Late buses do not travel all of the streets covered by regular transportation routes. Students will be dropped off as close to home as possible, but should anticipate walking some distance. This transportation service is limited to students participating in co-curricular activities and those receiving extra academic help. Note that student conduct code expectations apply on the Late Bus.

Communicable Diseases

[Policy Code: JLCC](#) – The school's chief responsibilities in the control of communicable disease are to encourage parents to make full use of all available preventative measures; to see that sick children do not come to school; to arrange to return sick children home who become sick while at school; and to protect pupils, from exposure to communicable disease (Policy JLCC): Students may be excluded if they have a confirmed or suspected contagious illness that could place others at risk. Exclusion decisions are based on guidance from the Maine Centers for Disease Control and/or the student's or school's physician.

Educational Records

[Policy JRA](#) - RSU 21 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. FERPA provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records, including the right to inspect and seek amendment to certain records,

RSU 21 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance at RSU 21 schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

Information on the Internet

Under Maine law, RSU 21 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents' names, without written parental consent.

Transfer of Student Records

As required by Maine law, RSU 21 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained

Expulsion

[Policy Code: JKE](#) - No student shall be expelled from school except by action of the Board per Policy JKE. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Board shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A). Students who violate this policy may be expelled under Title 20-A M.R.S.A. section 1001(9), which provides in pertinent part that, if found necessary for the peace and usefulness for the school, a School Board shall expel any student: who is deliberately disobedient or deliberately disorderly; for infractions of violence; who possess on school property a firearm, as defined in Title 17-A M.R.S.A. 2(12-A), without permission of a school official; who, with use of any other dangerous weapon as defined in Title 17-A M.R.S.A. 2(9)(A), intentionally or knowingly causes injury or accompanies use of a weapon with the threat to cause injury.

Additionally, as required by 20-A M.R.S.A. 1001(9-A) and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. 921 et seq., to school shall be expelled by the School Board for a period of not less than one year and deferred to the appropriate local law enforcement agency. As further authorized by those statutes, the Superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis.

Participation by Homeschooled Students in School Programs

[Policy Code: IHBGA](#) – RSU 21 will cooperate in the home instruction of any child who resides within the district as required by state law and to the degree that the level of cooperation does not interfere with the responsibilities to students enrolled in regular programs. Board policy IHBGA sets forth specific details regarding information required from students and parents; suspension; termination of participation in academic programs, extracurricular, and cocurricular activities; and awards and honors.

Physical Examinations

[Policy Code: JLCA](#) – A registered nurse provides health care for chronic and acute illnesses, as well as injuries and emergencies in the school setting. A full list of health services provided is available in Policy JLCA.

If a student is ill or injured, they should see the school nurse for an assessment. The nurse can work with the student and contact parents/guardians as needed to discuss dismissal and/or other treatment options to best meet the needs of the student and to minimize absences. All dismissals due to illness or injury require verbal consent from a parent or legal guardian. In an emergency situation, EMS is contacted to transport the student to the hospital.

The school's chief responsibilities in the control of communicable disease are to encourage parents to make full use of all available preventative measures; to see that sick children do not come to school; to arrange to return sick children home who become sick while at school; and to protect pupils, from exposure to communicable disease ([Policy JLCC](#)): Students may be excluded if they have a confirmed or suspected contagious illness that could place others at risk. Exclusion decisions are based on guidance from the Maine Centers for Disease Control and/or the student's or school's physician. Students and staff with influenza (flu) should be excluded until at least 24 hours after symptoms resolve. They must be fever-free for 24 hours without the use of fever-reducing medication such as Acetaminophen or Ibuprofen. Contact the school nurse if you have questions or concerns

Parents should provide an annual student health update. This may be done with the online PowerSchool updates. The nurse should also be contacted if there are health changes throughout the year.

Relations with Law Enforcement Authorities

[Policy Code: KLG](#)

School Resource Officers are intended to support the school in the following ways:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;

- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and the Kennebunk and Kennebunkport Police Departments, York County Sheriff, and other law enforcement agencies in addressing issues of concern to both departments.

Restraint and Seclusion

[Policy JKAA/JKAA-R](#) – As required by Maine law, the RSU 21 Board of Directors has adopted a policy JKAA/JKAA-R addressing Restraint and Seclusion of Students. This policy can be accessed on the district's website: www.rsu21.net. If you have questions about this policy, please contact the school principal, Director of Special Education Services or Superintendent.

Student Immunizations

[Policy Code: JLCB](#) – RSU 21 assesses written documentation from doctors to assure that students are fully immunized in accordance with Maine law. Students must be compliant with state immunization requirements to attend school.

Student Allergies

[Policy Code: JLCCB](#) – The RSU 21 Board (Board) recognizes that at any given time there may be students in our schools who have serious allergies. While The RSU 21 District (District) cannot provide a totally allergen-free environment, the District will take reasonable steps to work with staff, students, and their parents/guardians to minimize the risks of severe allergic reactions at school.

The Board directs the Superintendent, building administrators and school nurses to develop and implement appropriate procedures to address student allergies. It is understood that these procedures may vary from school to school, since middle and high school students can be expected to take more responsibility for managing their allergies than students in the elementary grades.

Substance Abuse

[Policy Code: JICH](#) – RSU 21 recognizes that the use of illegal substances is a significant health problem for adolescents, often impacting negatively on behavior, educational opportunities, and developmental skills for the athletic fields/courts, activities, and in the classroom.

In order to promote the safety, health, and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education;

intervention; and discipline. Principally, any activity, including use, possession and selling substances, including alcohol, illegal drugs and medications not prescribed to a student is prohibited for all students at school, on school grounds, during school activities and in any vehicle used for school purposes.

Secure Storage of Firearms

On June 26, 2023 the RSU 21 School Board of Directors adopted a resolution entitled “RSU 21 Secure Storage Notification Resolution” articulating the importance of the secure storage of firearms in RSU 21 Family households. RSU 21 urges all families to take necessary measures to securely store firearms. The following resources are provided to support understanding of this issue.

Resources:

1. Schaechter, Judy. MD, MBA, FAAP. “Guns In the Home: Keeping Kids Safe.” <https://healthychildren.org/english/safety-prevention/at-home/pages/handguns-in-the-home.aspx>
2. Matthew Miller and Deborah Azrael, “Firearm Storage in US Households with Children: Findings from the 2021 National Firearm Survey,” JAMA Network Open 5, no. 2 (2022): e2148823, <https://jamanetwork.com/journals/jamanetworkopen/fullarticle/2789269>
3. Everytown for Gun Safety. #NotAnAccident Index. 2020. <https://everytownresearch.org/maps/notanaccident/>
4. Everytown for Gun Safety, “Preventable Tragedies: Findings from the #NotAnAccident Index.” 2021. <https://everytownresearch.org/report/notanaccident/>
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10. Besmartforkids.org; Turner, Allison. “Be SMART Reduces Unintentional Shootings and Suicides.” National PTA website. 19 May 2021. <https://onevoice.pta.org/be-smart-reduces-unintentional-shootings-and-suicides/>; Kingkade, Tyler.
11. Besmartforkids.org, “In Schools,” <https://besmartforkids.org/share/in-schools/>
12. 17-A MRSA §554, <https://legislature.maine.gov/legis/statutes/17-A/title17-Asec554.html>

Suspension

Policy: JKD – Students who are suspended from school, either in-school or out-of-school, may not attend or participate in school sponsored activities or athletic events during the time of suspension per Policy JKD. Suspension is considered to be completed at the start of the day of the student’s return to school. This exclusion includes all activities (practices, games, performances, dances, club or activity meetings, or events) which take place in the afternoon, evening, and during the day of the suspension days and shall include Saturdays, Sunday, holidays, and vacation periods that fall between the beginning and conclusion of the suspension time. The same exclusion applies to students who have been expelled.

Threats of Violence

[Policy Code: JICIA](#) - It is important for students to have a learning environment free of violence, threats and disruptive behavior. Possession or use of weapons, or any use of an item as a weapon, violence, threats, damage to school property, stealing, lewd behavior, and other illegal and/or harmful behavior by students is strictly prohibited. RSU 21's Weapons, Violence, and School Safety Policy JICIA explains and defines prohibited conduct and authorizes disciplinary action, coordination with law enforcement, and coordination with psychological health resources when necessary.