

Mabel I. Wilson School

Pre-Kindergarten through Third Grade

Parent-Student Handbook

2024-2025



Principal: Cory Munsey
Assistant Principal: Mallory Orzechowski

Mabel I. Wilson School
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Welcome to the Mabel I. Wilson School! Here at MIW, we have the distinct privilege to be your student's first step into school. The information in this handbook is intended to support a shared relationship and responsibility between home and school, as this is a crucial component to student success. Please take some time to review this handbook. Students and parents/guardians are responsible for reading and following these practices, guidelines and rules in this handbook. We value your involvement and encourage you to contact us if you have any questions or concerns. If there is a conflict between this handbook and any school policy, the policy will govern. Administration reserves the right to change terms in the handbook at any time, without notice.

We are so pleased to have your child with us at Mabel I. Wilson School and look forward to working with you.

Sincerely,

Cory Munsey
Principal

Mallory Orzechowski
Assistant Principal

Anti-Discrimination Statement

All students have the right to attend school free from discrimination and harassment, including sexual harassment, assault, and misconduct. More information about our bullying and harassment policies can be found in Board policies and in the Behavior section of this handbook.

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ABOUT MSAD #51

MSAD #51 MISSION

The mission of MSAD #51 is to guide all students as they acquire enthusiasm for learning, assume responsibility for their education, achieve academic excellence, and discover and attain their personal best.

MSAD #51 VISION

Create leaders and global citizens prepared to thrive in a changing world. The 21st Century requires an education that prepares students to live and work in an increasingly connected world. Students progress academically, understand diverse perspectives, and contribute to our local and global communities. Teachers apply research-based approaches to enhance students' mastery of core academic knowledge by integrating these essential skills: Communication, Collaboration, Creativity & Innovation, Critical Thinking & Problem Solving, and Citizenship.

MSAD #51 CORE VALUE STATEMENTS

1. We believe in an educational culture that focuses on students and their sustained knowledge.
 2. We believe students will be motivated to pursue life-long learning in an environment that encourages creativity, communication, collaboration/critical thinking, and citizenship.
 3. We believe the ability to adapt and respond to change is essential.
 4. We believe in promoting a safe, caring, and ethical learning environment.
 5. We believe quality education is an investment in our students, our staff, and our communities.
 6. We believe all staff members play an integral part in the education of our students.
 7. We believe students, staff, families, and community members have a personal and collective responsibility in the educational process.
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MSAD #51 STRATEGIC GOALS for 2023 - 2024

Wellness: Foundation for Teaching & Learning: Promote wellness initiatives that advance and sustain healthy, balanced, and well-rounded students and staff.

Early Childhood Education, The Critical Building Block: Review the district's long-term elementary education program and structure, including options for

three and four year olds, optimal grade spans, and facilities that address projected enrollment increases over the next decade.

Every Student College & Career Ready: Working together as a district, we can find the right answers to these key questions: What should students learn? How do we know they're learning it? What do we do when they're not learning it? What do we do when they already know it? Focusing on the vital nature of literacy, while continuing to promote STEM, will ensure college and career readiness.

Skills for the 21st Century. Skills for Life: Students are more likely to engage when learning is meaningful and relevant. Fostering creativity, innovation, and personalization enhances the learning process. Extend access to pathways for all high school students through connections to meaningful career-related field experiences.

ACADEMICS

CURRICULUM

Staff are continuously refining their curriculum alignment, instructional practices and assessment tools. The district-provided professional learning time is essential to this ongoing work. All content areas are taught through adherence to the Common Core State Standards and Maine Learning Results.

HOMEWORK

MSAD #51 recognizes the value of meaningful homework in fostering academic achievement, good study habits, and positive school-community relations. It is important to keep in mind that the duration of time a student spends on homework is impacted by his/her concentrated effort, and that amounts may fluctuate based on the area of curriculum study.

Please refer to the following board policies for more information:

- [Board Policy IKB - Homework](#)

REMOTE LEARNING

According to the school calendar, after three traditional snow days we will have remote learning days when school needs to be closed due to winter weather. Devices will be sent home in advance of these days. Please see [this letter](#) for some reminders on how to use devices at home. Please visit [this site](#) created by our staff to support you as a parent in all you need to know about the platforms we use for remote learning.

Please refer to the following board policies for more information:

- [Board Policy IKB - Homework](#)
- [IK Academic Achievement](#)
- [IKF Graduation Requirements](#)

ATTENDANCE

Attendance is taken daily at Mabel I. Wilson School. Under state law, full-time attendance at school is required of every child 6 years of age or older and under age 17, unless they have received a high school diploma or its equivalent. If your child is going to be absent, please call the school office @ 829-4825 before 9am. Frequent absences disrupt the continuity of the educational process. Poor attendance can impact student achievement and overall engagement.

Legally acceptable excused absences are defined as:

- Personal illness
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situation
- Planned absences for personal or educational purposes that have been pre - approved. Parents should contact the school office and complete the [Planned Absence Form](#) at least 5 days before they plan to take their child out of school for this reason. (Note: teachers are not required to prepare assignments prior to a child leaving for a vacation). This form can be found at the end of this handbook.
- Educational disruption resulting from homelessness, hospitalizations, etc.

The following non exhaustive list provides reasons for absenteeism and tardiness that are NOT excusable according to state law:

- Oversleeping
- Missed school bus
- Trips not approved in advance
- Shopping
- Hunting and/or fishing
- Birthday or other celebration

When a student is out of school for personal illness for an extended period of time (more than 3 school days), the administration may ask for documentation of the illness from a parent/guardian. The documentation requested could include a note from a physician or RN in the office where the student is a patient, or other documentation as deemed sufficient by the administration.

Chronic Absenteeism

Students who miss more than 10% of school days, including excused and unexcused absences, in

a given school year are considered chronically absent. When students are absent, even if for legitimate reasons, they do not receive the benefits of academic instruction and social-emotional learning experiences that school provides.

Truancy

If a student is at least six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year, that student is considered truant.

Please refer to the following board policies for more information:

- [JHB Truancy \(Revised 06-03-19\)](#)
- [JEA Compulsory Student Attendance \(Revised 12-06-21\)](#)

BEHAVIOR

STUDENT CONDUCT

Our goals are to help every child (1) feel safe, valued and connected, (2) take responsibility for their choices and (3) learn positive ways to respond. Each year we review our procedures and strategies for meeting these goals. At Mabel I. Wilson School, we look at mistakes as opportunities for learning. Behavioral mistakes are treated as opportunities to understand our impact on others, take responsibility for our actions and get needs met in positive ways. Consistent expectations of behavior are taught and practiced throughout the school and poor choices are met with predictable, escalating consequences.

For minor peer-to-peer conflicts, the students will be assisted to identify and practice conflict resolution strategies. Through modeling, recognition for positive behaviors, classroom instruction and individual support, students learn strategies for solving problems and relating to others. Behaviors that involve refusal to do work, inappropriate but not aggressive actions, and class disruption will be addressed by the classroom behavior strategies and natural consequences. For students who need additional support, individual behavior plans may be used.

Any students engaged in aggressive and hurtful behaviors will be given immediate logical consequences to keep self and others safe and to teach cause and effect.

For more detailed information, see [Board Policies](#)

HARASSMENT

Students are prohibited from engaging in any physical or verbal harassment and/or threats to students, teachers, other school personnel, and visitors. Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, familial status, religion, ancestry or national origin, or disability.

Unwelcome sexual advances, gestures and/or comments of a sexual nature are prohibited and may be construed as sexual harassment. Non-consensual touching, including physical fighting,

may be construed as assault and battery. Students who are harassed, assaulted and/or battered should report such occurrence to the guidance counselor, a building administrator, or a staff member immediately.

Please refer to the following board policies for more information:

- [AC Non-Discrimination, Equal Opportunity and Affirmative Action](#)
- [ACA Diversity, Equity and Inclusion in Education: Citizenship in a Global Society](#)
- [ACAA Harassment and Sexual Harassment of Students](#)
- [ACAA-R Student Discrimination and Harassment Complaint Procedure](#)
- [JICIA ACAE/JICIA Weapons, Violence, Theft, Bullying and School Safety](#)
- [JICK Bullying and Cyberbullying in Schools](#)

SCHOOL RULES & PROCEDURES

ARRIVAL

The school day begins at 8:50am. If you are dropping off your child, please drop them off between 8:20-8:49am at the library side door. Please do not use the bus loop during this time as our buses will be in and out of this area. Students will begin their day by either going to the playground to play or to the cafeteria for breakfast. Please work with your child to choose one of those options daily ahead of time. At 8:40am, all students will head to their classrooms at the sound of the first bell.

COMMUNICATION

There are many different ways that parents are kept informed about what their children are learning and how their children are progressing. These include: school and class websites, classroom newsletters, school-wide newsletters, student assessments, parent teacher conferences and progress reports. Parent-teacher conferences are typically held twice a year: in October/November and in April. Parents may schedule additional conferences to discuss questions or concerns or may schedule time to come in for additional review of their child's work. Progress reports are available online, through PowerSchool, in January and June.

MIW Administrators will be sending bi-weekly updates to parents via email this school year. As always, please reach out anytime if you have any questions or concerns.

If you need to reach the MIW office to report a student absence, sickness, early pick up (prior to 12:00) or late student, please use the following email address: miwoffice@msad51.org.

DELAYS/CANCELLATIONS

When inclement weather or other emergencies result in a school delay or cancellation, families will receive a notification via phone message, text, and/or email by 6:00am. Delays and cancellations will also be posted on [Facebook](#).

DISMISSAL

This year, dismissal changes are once again allowed. You must fill out this [google form](#) which will allow you to submit a dismissal change directly to the secretaries. **For student safety, all dismissal changes must be done by 12:00pm as we are unable to accommodate student dismissal changes after that time. This is something that we will have to strictly enforce this year.** Please do not communicate dismissal changes with the classroom teacher as they are often unable to check their email until after school hours.

Wednesdays are early release days. Dismissal on Wednesdays is at 12:35. Please see the 2024-2025 school calendar for more information.

Buses

Buses will be using the bus loop. Students who ride the bus will be dismissed first followed by parent pick ups and then walkers. If you are interested in having your child ride the bus, please contact our Transportation Department. (See Transportation section below)

Parent Pick Up

For students who are considered 'parent pick up', parents will need to park their car and form an in person line outside of our library entrance. A staff member will meet you outside, check for ID, and then dismiss your child. You must have your ID present each time and students will be dismissed starting at approximately 3:22. We encourage you to park in the following locations, if there is space: Tuttle Road parking lot, Central Office Lot, or the high school parking lot. Please do not use the Middle School access road and only park in a designated parking space. The Cumberland Police Department has reminded us that Tuttle Road cannot be parked on and cars are not permitted to double park in any lot. Please use the entrance by the high school or Central Office to enter our campus (not the GMS entrance).

Walkers

For our students who are considered 'walkers', students will be dismissed out of our library door after all buses and parents have left the campus. While the specific timing will be dependent on how many 'parent pick up' students we have daily, we expect this will be closer to 3:40.

Walkers are students who do not ride the bus and are released without supervision on a routine, regular basis. If your student will be released as a walker on a regular basis during the week, please inform the office and classroom teacher. Please, keep in mind that the school is only responsible for your child while he/she is at school during school hours. If a student has permission to be dismissed as a walker, the school cannot account for his/her whereabouts once he/she is dismissed. All walkers will be released out of the library door. If you are meeting your student, but dismissing him/her as a walker, we will still call your student a walker.

DRESS CODE

It is expected that students, with parent/guardian guidance, will wear attire at school that supports a safe, healthy and non-discriminatory educational environment. Prohibited attire

includes, but is not limited to, articles of clothing that promote the use of alcohol, tobacco, or other illegal substances; displays sexual, vulgar or profane words/phrases; violates the District's Discrimination/Harassment Policies; or are destructive to school property. School administrators will ultimately determine whether students are dressed appropriately for the learning environment. Students who are wearing inappropriate attire will be asked to change or turn clothing inside out, and parents/guardians will be contacted.

Please refer to the following board policies for more information:

- [Board Policy JICA - Student Dress](#)

FOOD

At MIW, we balance the safety of our young students who have allergies with the understanding that some celebrations and/or events might have added value if food and/or drinks are present.

Ultimately, we allow our teachers to have discretion over the food and/or drinks occasionally present in their classrooms. However, we encourage healthy foods that are nut free. Foods that are high in sugar like cake and cupcakes are discouraged. To ensure the safety of our students, the following expectations must be followed:

- 1) Teachers will notify parents 48 hours prior to any celebrations and/or events that are teacher planned involving food and/or drinks.
- 2) Parents who wish to donate food to the classroom must give teachers a minimum of 3 days notice.

The American Academy of Pediatrics recommends the 5-2-1-0 approach which recommends 5 servings of fruits and vegetables per day, 2 hours or less of media consumption per day, 1 hour of physical activity and 0 sugary drinks.

INVITATIONS

To avoid unnecessary hurt feelings and/or a disruption of learning time, please do not send in invitations to parties or celebrations to school. Many teachers create a class directory in which you should be able to contact other parents in the class directly, if they've agreed to have their information shared.

LUNCH

We have four lunch blocks, one for each grade level. The lunch period is twenty-five minutes long, and follows recess. Our breakfast and lunch programs are free. Students can bring their own lunch from home or select a school lunch. Also, students can select milk only. Our school lunch program will provide the options for lunch on a bi-weekly basis. This information will be shared in MIW's bi-weekly parent updates.

Please refer to the following board policies for more information:

- [EFC Free and Reduced Price Food Services](#)

RECESS

Recess is twenty-five minutes long in the middle of the day. There are four recess blocks each day, one for each grade level, except on early release days. Expectations for recess behavior are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

These expectations are taught to students at the beginning and throughout the school year. It is helpful if parents reinforce these playground rules at home.

Indoor Recess

Sometimes the weather forces us to stay inside for recess. For this decision, we consider precipitation, temperature, and wind chill.

PLACEMENT

Our priority is to build “balanced” classrooms, meaning classrooms that contain students with a variety of skills, work habits, strengths, needs, and personalities. All members of the Wilson School staff are involved in the placement process to make sure that we have pertinent information for each child’s placement. We are committed to creating equal access learning opportunities for all students. The final decision on teacher placement rests with the school administrators.

Please refer to the following board policies for more information:

- [IKEA Placement of Students \(Revised 05-07-01\)](#)

PARENT-TEACHER ORGANIZATION (PTO)

The MSAD 51 PTO develops, maintains, and finances programs, functions, and projects that provide enrichment opportunities for the students, parents, and teachers in MSAD 51. All parents of Wilson School students are automatically members of the PTO and are invited to attend its meetings. Each spring, the PTO publishes a schedule of its meetings and planned events for the following school year. The schedule is distributed via the school’s newsletter and is posted on the school’s website. Parents who wish to take a more active role in PTO-sponsored activities should contact the Chairperson(s). www.greelypto.org

STUDENT EDUCATIONAL RECORDS

MSAD #51 adheres to all aspects of the Family Educational Rights and Privacy Act. MSAD #51 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 in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). MSAD #51 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Please refer to the following board policies for more information:

- [JRA - Student Records and Information - FERPA](#)
- [JRA-E - Annual Notice of Student Educational Records and Information Rights](#).

Please see the annual FERPA notice linked [here](#) for additional information.

SUNSCREEN/BUG SPRAY

The Maine DOE School Health Manual outlines that students may carry and self apply sunscreen at school, but specifically recommends against any aerosolized sunscreens due to potential adverse effects on students with asthma and/or allergies. This is true for bug spray as well.

Students who need to bring in sunscreen should do so in lotion form or roll on sunscreen that they can self apply (it must be in the original container). As far as bug spray, lotion or bug spray wipes that the student may self apply are allowed. Families need to send in a note to serve as written permission to administer or sign our [over the counter medication administration form](#) for these products. They should write in the name of the sunscreen and/or bug spray and check the box for students to self carry and self administer. These forms should be returned to the nurses office.

TECHNOLOGY DEVICES

We recognize that many students have their own technology devices including but not limited to cell phones, smart watches, handheld games, e-readers and ipads. Use of personal devices is discouraged for our student population at Mabel I. Wilson. From arrival to dismissal, personal technology devices that are not explicitly approved by a staff member and/or being used for educational/medical purposes must remain turned off and stored in backpacks. This includes when on the school bus. Smart watches may be worn as long as they are **not** being used as communication or gaming devices. If your child is using their smartwatch or it is going off/making noises in class or on the bus, they will be asked to put it in their backpack for the rest of the day. Please refrain from using personal technology devices to correspond with your child during the school day. Parents/Guardians can communicate by calling the main office at 829-4825 or emailing miwoffice@msad51.org. The school does not assume responsibility for lost or damaged items.

Students are provided 1:1 devices during the school day (K-1 iPads, 2-3 Chromebooks). On occasion, these devices may be sent home for academic purposes. Student devices are managed by the MSAD 51 Technology Department. No changes should be made to the settings and students should remain logged into the device using their school-issued email address. Digital citizenship expectations should be maintained whenever a student is using a school device.

The use of cameras or the camera/video/sound recording functions on any electronic device is strictly prohibited in locker rooms, restrooms, and classrooms. In other school locations, students are required to obtain permission before photographing, taking videos or recording any individual. Students are also required to obtain prior permission before posting any photos, videos or sound recordings of individuals taken at school or during school activities on social media or elsewhere.

Please refer to the following board policies for more information:

- [JFCK - Student Use of Cellular Telephone and Other Electronic Devices](#)
- [IJNDB Student Technology Devices and Internet Use \(Revised 07-25-16\)](#)
- [IJNDB-R Student Use of District Owned Technology Devices and Internet Use Rules \(Revised 09-19-16\)](#)

TOYS/ITEMS PROHIBITED AT SCHOOL

Toys from home are not permitted at school. This includes Pokemon cards and other types of trading cards.

Additional items that are not permitted at school include:

- Glass containers

TRANSPORTATION

We strongly encourage students to ride the school bus to and from school. The privilege of students to ride the school bus is dependent upon their behavior and observance of rules pertaining to proper conduct. Any bus-related issues will be brought to the attention of the administrators. A bus pass is required to ride any bus other than the one to which the student is assigned. For more information about the MSAD #51 Transportation Program, please see the [District Transportation website](#).

Specific bus routes, bus numbers, drivers and estimated pickup times are posted on the district's website prior to the opening of school for the year. It is best if parents send their children on the bus on the first day of school. Students relocating or new to the district should contact the Transportation Director in order to determine the correct bus to take.

The bus shall be considered an extension of the classroom and students are expected to conduct themselves, while on the bus, in the same appropriate way as in the classroom. The bus driver has the authority and responsibility to maintain orderly behavior of students on the bus.

Please refer to the following board policies for more information:

- [JICC Student Conduct on School Buses \(Adopted 06-19-00\)](#)

SAFETY & SECURITY

EMERGENCY CONTACT INFORMATION

Parents are required to complete and submit to the school office a form listing in order of priority the persons to be contacted in case of an emergency. The form calls for a primary contact and a secondary contact. The contacts have authority to make decisions with regard to the student. No elementary school student is permitted to go home unless an authorized person is present. You are responsible for updating this form if the information is no longer accurate.

There may be the need for an unforeseen early school closing during the school year. It is important that you establish and discuss at length an emergency plan with your child in the event that he/she might arrive home from school earlier than anticipated and you are not home.

ENTRANCES

During the school day, all outside doors will remain locked. From 8:50am-3:00pm the bus loop

door is the only door used for parents/visitors to our school. From 9:00am-2:45pm please use the bus loop to park and enter the school. When you walk up this entrance, buzz in by pressing the doorbell to communicate with our secretaries. If you are a volunteer or visitor, we will ask that you wear a badge/sticker inside the building.

HEALTH

Mabel I. Wilson School has two nurses who administer first aid, respond to medical emergencies, and administer medication required during school hours according to district policy and provide a comprehensive school health program through health services and health counseling and education. Students are encouraged to visit the school nurse to discuss health related issues. The school nurse also conducts periodic screenings and is the first stop for a band-aid or other first aid services. When the nurse is unavailable, secretaries and administrators will act as the point of contacts for medical needs.

Please refer to the following board policies for more information:

- [JLCA Physical Examinations of Students](#)
- [JLCB Immunizations of Students](#)
- [JLCC Communicable/Infectious Diseases](#)
- [JLCD Administering Medication to Students](#)
- [JLCE First Aid and Emergency Medical Care](#)
- [JLCE-AR First Aid and Emergency Medical Care - Procedures](#)

SAFETY DRILLS

During the year, we will practice many types of safety drills to plan for different circumstances. Fire drills are quite routine to the children. Regulations and procedures for fire drills are reviewed with all students and clearly posted in each classroom. In addition to fire drills, we will practice lockdown drills and evacuation drills. These plans are for different safety situations that may arise. We tell children that at school we practice many different routines that we may need to use in order to keep everyone safe. Visitors to our schools during safety drills are required to participate in the drill or depart from school buildings and return once the drill is complete.

VOLUNTEERS

We value your partnership and hope that you will play as active a role in your child's education as you are able to. There are a variety of ways to participate. Volunteer Applications are available at the school office, on the district website, and at the end of this guide. Each MSAD #51 volunteer is required to complete a Volunteer Application for approval prior to beginning volunteer duties. An approval involves a background check and applicants will be contacted in the event that there are questions or their application has been rejected. Receipt of a Welcome letter is confirmation that your application has been approved. Volunteer approvals are valid for five years; it is not necessary to complete a new form each year. It is important to note that it can take up to two weeks to complete the necessary background check so it's best to ensure this is taken care of as early as possible in the year. You will be asked to wear a sticker/badge when in the building as a volunteer.

STUDENT SUPPORT SERVICES

GIFTED AND TALENTED SERVICES

The parent or teacher may make referrals for gifted and talented services. Administrators and staff review assessment data to make determinations about services. Prior to third grade, gifted and talented services are provided using a consultation model on an as-needed basis. In third grade, identified students participate in a seminar model of service delivery.

GUIDANCE/SOCIAL WORK SERVICES

At MIW, we strive to serve as many students as possible who need social-emotional-behavioral support.

Guidance services are offered to all students through the whole classroom social/emotional curriculum weekly. Additionally, short term or situation groups may be offered as well to meet student needs.

Social Work services are provided to students for whom the predominant concern is social-emotional / internalized behaviors such as anxiety, depression, grief and loss, school refusal, academic related, lonely/shy, social skills, and social connection/friendship.

MEDICATIONS

State law prohibits the dispensing of any medications, including aspirin, by the staff or nurse without written authorization from the parent or guardian. If a student has a need for medication during school hours, a Medication Request/Permission Form must be completed and the medication should be brought directly to the nurse's office. Forms may be obtained from the district website or school nurse. For safety reasons, students are not allowed to keep medications in their backpacks or on their person without prior written approval from a health care provider.

Please refer to the following board policies for more information:

- [JLCD - Administering Medication to Students](#).

RESPONSE TO INTERVENTION (RTI)

We have a process in place at Mabel I Wilson School and MSAD 51 called Response to Intervention (RTI). This process was developed nationwide and is a structure to support student learning. Through conversations with individuals who have varied roles and experiences, classroom teachers receive support to differentiate learning and provide interventions to meet student needs. As we work with this collaborative, data-driven structure, we continue to monitor and adjust the effectiveness of the process. Please contact the Administrator(s) with further questions.

SECTION 504

Section 504 is part of the federal Rehabilitation Act of 1973, which was enacted by Congress to combat discrimination against individuals with disabilities in services, programs and activities administered by any entity that receives federal funds, including public schools. Section 504 states in pertinent part: No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Students may qualify for a 504 plan for academic or medical needs.

If you have questions about Section 504, please contact your child's school administrator.

SPECIAL EDUCATION

Any school age child who is schooled in the towns of Cumberland and North Yarmouth, is entitled to a screening for possible special education needs. The district is responsible for the identification of all resident children requiring special education in accordance with applicable rules.

If you suspect your child has a disability requiring special education services, you can request a referral from the Director of Instructional Support at (829-4835) or (829-4800) or you can contact the building administrator(s) of the school your child would attend if not being privately or home schooled. If your child is found to be a student with a disability, special education and supportive services will be offered in accordance with applicable rules.

Please refer to the following board policies for more information:

- [IHBA Individualized Education Plans](#)
- [IHBAA Referral and General Education Interventions Policy](#)
- [IHBAA-R Referral Procedures and General Education Interventions](#)
- [IHBAC Child Find](#)
- [IHBAA Individualized Education Plan \(IEP\) Team Meeting Attendance](#)
- [IHBAA Special Education Independent Evaluation](#)

ANNUAL NOTIFICATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

 FERPA annual notice

STUDENT MEDIA OPT OUT

MSAD #51 believes that using images, audio, video and/or classwork of our students, in our print and web publications, fosters a great sense of community and pride. We use photos to display and celebrate student journeys and accomplishments through our print materials, newsletters, MSAD #51 website(s), social media, and publicity. We also use student photos and other media to further our efforts in education and supporting the connection between the schools and our communities.

As a parent/guardian of a minor, you have a right to opt-out of inclusion in photographs/media. To opt-out your child, you must complete a [Student Media Images Opt-Out Agreement](#) annually. Once complete, please return it to your child's school office.

SUBSTANCE USE

See Policy [JICH Substance Use](#)

PEST MANAGEMENT NOTIFICATION

MSAD # 51 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds.

Please refer to the following board policies for more information:

- [ECB Pest Management in School Facilities and on School Grounds](#)
- [ECB-1 Pest Management Notification](#)


For further information, contact IPM Coordinator Don Foster at 829-4837.

TITLE ONE PARENTAL RIGHTS INFORMATION

Please see our letter to parents/guardians [HERE](#)

FORMS

Current forms are available on the [Mabel I. Wilson website](#) and in the school office.

- [Medication Request](#)
-  Parent Provider Request to Administer MEDICAL MARIJUANA at School (J...
- [Planned Absence Form](#)
- [Change in Dismissal Permission](#)
- [Volunteer Application](#)