

2026-2027

**Fort Street
Elementary
School**

**Student
Handbook**

Fort Street Elementary School

August, 2026

Dear Students and Families,

Welcome to Fort Street Elementary School. We are excited and eager to have students back in the hallways and classrooms filling them with energy and enthusiasm for learning. It is our mission to make each of you feel welcome, connected and part of the Fort Street community.

I am very proud of the wonderful staff that we have here at Fort Street School. They spend countless hours preparing wonderful lessons and activities to engage students in learning. We look forward to helping you reach your academic goals and know that with hard work and determination we will have success.

Please take some time to review our handbook. Whether you are a new parent or an experienced returning parent to our school community, this booklet will provide you with helpful answers and guidance to our school expectations and procedures.

Once again, welcome back! Let's make this a wonderful year!

Heidi Garrison
Superintendent of Schools

Administration/Secretaries

Heidi Garrison, Superintendent/Principal
Karen Weston, Sped. Coordinator
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Elaine Boulier, EDEA Coordinator
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Tammy Tilley, 2nd Grade
Robyn Holdsworth, 3rd Grade
Lillie Mahan, 3rd Grade
Nicole Pryor, 4th Grade
Kristen Graham, 5th Grade
Rebecca Kinney, 5th Grade
Deb Metzler, 6th Grade
Derek Boudreau, 6th Grade
Caitlyn Harris, intervention teacher
Sami Allen, Sped teacher
Kristen Shaw, Sped teacher
Lindy Boinske, Sped Teacher
Korrin Patterson, Physical education
Adam Metzler, Music
Lydia Huggins, Art
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INTRODUCTION

The policies and procedures contained in this handbook are the result of a concentrated effort on the part of the students, faculty and staff and are intended as guidelines for a successful year at Fort Street School. Please read them carefully, become familiar with them, and retain this booklet for future reference.

Developing and accepting the responsibilities and obligations of good citizenship is the ultimate goal of education within a democratic society. Please involve yourself in the opportunities and activities available to you here at school, as these will assist you in moving toward this goal.

We hope that the coming academic year will be one that is both fulfilling and enjoyable. On behalf of the Fort Street teaching staff, best wishes for a great year!

Fort Street School

Statement of Purpose

We believe our purpose is to empower students to be prepared to meet the demands of the 21st Century. We value experiences that teach the knowledge and skills necessary to acquire essential subject matter that will lead to success in life. We hold high expectations for student performance and we value quality work. We encourage students to be risk takers who can discover their individual strengths in a nurturing environment. We want students to be responsible citizens and stewards who value and collaborate with one another.

The students at Fort Street School will be expected to:

Academic Expectations

- communicate effectively through various methods of expression
- solve problems through reasoning and critical thinking
- demonstrate the practical skills necessary for the transition to future education and life's experiences
- access, analyze and apply information effectively
- express and appreciate the creative process

Social Expectations

- accept responsibility for their own actions
- respect themselves and others
- use extra-curricular programs for social growth
- exhibit open-mindedness and tolerance for diversity
- value and exhibit skills necessary for productive employment
- demonstrate personal responsibility for good citizenship

School Performance Expectations

As administration, faculty and support staff Fort Street School, we will:

- strive for academic excellence
- encourage all students to reach their potential
- provide timely recognition of student, school, faculty and staff achievement
- promote healthy lifestyle choices
- maintain high quality academic requirements for all students
- promote a comfortable learning climate
- provide clean, hazard-free and up-to-date facilities

DAILY SCHEDULE

(Duty personnel begin supervising morning recess at 7:30. Students may not be dropped off earlier since there is no supervision.)

School starts promptly at 7:50. It is critical that students are here on time in order to get organized and ready for a productive morning. Repeated tardiness will result in consequences (see attendance).

PreK - Grade 6

Recess	7:30-7:50
Homeroom	7:50-8:00
Instructional Time	8:00-11:00
Lunch	11:00-11:25
Recess	11:25-11:50
Instructional Time	12:00-2:20
Dismissal	2:25

Student Assistance Team (SAT)

The Fort Street School Student Assistance Team (SAT) is a group of concerned educators who will assist any student having difficulty making appropriate choices in a challenging society. The team assists through individual assessments, case plan development, intervention and coordination of services.

The SAT accepts referrals from teachers, parents, students and others. We identify the problems causing a disruption in a student's life and use a process to develop positive options. Follow-up is an important part of our commitment to students.

Parent Teacher Community Organization (PTCO)

Fort Street School has an active PTCO group. This organization's purpose is

to create a connection between the school, teachers, and parents and to raise money for educational materials for teachers and students. If you are interested in being part of this group please contact the school for more information.

Transportation

Please select one plan for your child's transportation to and from school and keep that plan for the school year. It is difficult for the bus drivers to make changes to their bus route as it impacts every student on the bus when changes are made.

Parents, relatives, and/or guests must report to the office upon entering the building.

Medication

We attempt to discourage the administration of medications at school. However, if your physician decides it is necessary for your child to receive a medication during the school day, you must sign a medication administration consent form. You must send the medication in the original bottle; it must have a **current** prescription label. Upon request, the pharmacist will label an extra medication bottle for the school.

Pupil Records

Pupil records are defined as anything concerning a pupil, which is maintained in writing, on film, or on tape for others to see or hear. Access to pupil records is available upon request of the student's parents. School personnel will schedule a conference for interpretive purposes with the parent within a period of five days. Parents have the right to challenge the contents of a pupil's school records.

Student Injury/ Insurance

Injuries will be reported to the office. This provides an opportunity for parental-medical contact. Claim forms may need to be completed in the event school insurance is in force. The school acts as a medium in supplying paperwork for the insurance and assumes no liability either for the injury or the subsequent negotiations with the insurance company. Students may not participate in extra-curricular athletic activities without proof of insurance.

School Nurse

A school nurse is in the district from 7:30 am to 3:00 pm daily and is at Fort Street School from 11:30 am to 3:00 pm.

Cafeteria

All student lunches/breakfasts are free to all students.

The school cafeteria is maintained as a vital part of the school Health and Nutrition program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunch bills must be kept current and paid on a weekly basis.

Staff and fellow students will appreciate your cooperation for:

- A. An orderly entry and appropriate conduct while in the cafeteria.
- B. Depositing all lunch litter in waste containers so that those following will find clean conditions.
- C. Returning trays and utensils to the washing area.
- D. Eating all lunches, including bag lunches, in the cafeteria.

All students are expected to take a lunch tray if they have not brought their own lunch.

LIBRARY AND INFORMATION SERVICES

The Fort Street School Library is integral to the total educational program. It serves as a center for print and electronic research, study, recreational reading, audio-visual production and equipment scheduling and use. Students are encouraged to make maximum use of the library.

Library Hours

The library is open from 7:30 a.m. to 3:00 p.m. each school day unless the library staff is involved in other school-related meetings or the room is scheduled for other events.

Library Services

The library services include interlibrary loan, book reserves, photocopier access, audio-visual equipment loan, print and on-line periodical access, in-house reference collection, and more. Patrons should check with the library staff for specific rules and fees that may pertain to these services.

Library Access

1. Each class has a scheduled library time. Classroom teachers also schedule a time for the librarian to read to the students during story time. The library is open for all students during any unscheduled time.
2. Teachers can reserve the library for special classes. Arrangements are made with the librarian.
3. The main priority of the library is for classroom use.

Student Behavior in the Library

1. School rules for behavior apply in the library.
2. The library will be used as a quiet area to allow for reading, studying, and researching.
3. Frequent disturbances by a student in the library may result in detention and/or the loss of privileges, depending on the severity of the disturbance.

Overdue, Lost or Damaged Library Materials

1. Students are responsible for replacement costs (including postage and cataloging) of lost or damaged materials
2. Students with overdue or lost library materials will not be allowed library privileges until such time as the overdue materials have been returned or replaced

Signing out Library Materials

1. All library materials must be signed out at the circulation desk and returned to the book drop at the circulation desk by their due dates as stamped. Check with the library staff for details regarding loan of current periodicals and other material

STUDENTS AND STAFF ARE ENCOURAGED TO ASK THE LIBRARY STAFF FOR HELP IN LOCATING LIBRARY MATERIALS AND RESERVING EQUIPMENT USE.

School Cancellation Procedures

Delayed school openings and school cancellations will be broadcast between 6:00 and 7:00 a.m. and can be accessed on the MSAD #42 webpage.

Telephone

Between the hours of 7:30 a.m. and 3:30 p.m., personal calls of an emergency nature may be made on office telephones. Parents may reach students through the office (429-8514) during school hours; however, students will not be called from class except in an emergency.

School Trips

In order to participate in any school-sponsored trip, a student must have his/her parent/guardian sign a permission slip. Students are reminded that while on a school-sponsored trip they are subject to all school rules and regulations and are expected to procure assignments from their teachers prior to departure.

Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. Therefore, regardless of the program, courtesy demands that the student body be respectful, attentive, and appreciative. Talking, whispering, whistling, stomping of feet, and booing are discourteous, will not be tolerated and will result in office referral.

Illness

If a student becomes ill in school, he/she is to report to the school nurse or office. The student may not leave the building without authorization. An attempt will be made to contact the parent. Students will not be permitted to leave school and go to a home that will be unsupervised. It is the parent's responsibility to leave accurate contact information with the office.

Fire Drill Procedure

Routine fire drills are an important safety precaution at Fort Street School. Fire drills are scheduled intermittently throughout the school year. Classroom teachers are responsible for explaining and demonstrating the exit plan to their students.

Students will proceed outside in an orderly manner following posted directions. In the event an exit is blocked, proceed in an orderly manner to the nearest available exit. Students will move to a designated area well away from the building and return upon the appropriate signal.

Crisis Protocols

Non-Emergency Lockdown

Students clear the halls and immediately return to their classrooms. Doors should be locked. Teachers and students may continue with classroom routine but NO students can leave the classroom. The office will communicate when the lockdown is over and normal activities can resume. NO ONE SHOULD BE USING CELL PHONES. TEACHER SHOULD HAVE HIS/HER CELL PHONE OUT FOR ANY MESSAGES THAT MAY COME THROUGH FROM THE OFFICE.

Lockdown

If a lockdown is announced students need to go to the nearest room immediately. Teachers must make sure that the classroom/office door is locked and make sure windows on doors are covered. Then, barricade the door and evacuate through a window in the classroom if possible. Students to report to evacuation and/or relocation site. NO ONE SHOULD BE USING CELL PHONES. TEACHER SHOULD HAVE HIS/HER CELL PHONE OUT FOR ANY MESSAGES THAT MAY COME THROUGH FROM OFFICE.

School Visitors

Visitors to the school must report to the office. Parents wishing to attend classes must request permission through the principal's office. This should be done at least one day before the visitation.

Textbooks

All texts are loaned to students for their use during the school year. Textbooks are to be kept clean, covered, and carefully handled. Please be sure name, grade, and school are written on the book in case the book is misplaced.

Students will be required to pay for lost or damaged books. Grades will be withheld until all outstanding bills are paid.

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Audio Visual Equipment

The use of radios, tapes, CD players, MP3 players, headphones and other sound equipment or hand held video games are prohibited within the school. Students who bring these devices to school may either store them in their locker or leave them in the office. Students are cautioned that these devices are brought to school at the student's risk. The school will not be responsible for lost, stolen, or damaged items, and they will be confiscated if they are used during the school day.

Report Cards

Students receive one report card per grading period. Report cards are sent home following the end of the nine-week period. Report cards will not be issued until all outstanding library fees and lunch bills have been paid.

Progress Reports

Progress reports are sent out each ranking period.

Make-up Work

Students who are absent must make up the work missed in each class. This work should take approximately the same time as the time missed from class. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. A day's absence does not excuse a student from responsibility of class preparation on the day of return.

Early Dismissals

After a student arrives at school by bus or otherwise, he/she is not to leave before the scheduled dismissal time for any reason without receiving permission from the building principal or his designee. Students requesting an early dismissal must give their homeroom teacher a note signed by a parent or guardian. In lieu of personal or written contact, the presentation of a doctor's appointment card or court appearance form shall be acceptable.

Regular Dismissals

At the conclusion of the school day, bus students will be dismissed by grade. A school employee will be outside on duty to monitor students getting on the buses. Preschool and Kindergarten students will be escorted to the buses by either the teacher or the educational technician available. All non-bus students **must** remain in their classrooms until the buses leave the yard and the office officially dismisses them. Students who are walking home will be dismissed to the rear entrance where the crossing guard will be on duty. Students who are getting picked up at school will be dismissed to the lobby. Students may leave the lobby when their ride arrives.

Class Placement

Please be aware that teacher requests are not taken.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

Inspection of Records

Parents/eligible students may inspect and review the student=s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of .10 cents per page.

Amendment of Records

Parents/eligible students may ask the MSAD #42 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

MSAD #42 must obtain a parent/eligible student's written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

MSAD #42 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want MSAD #42 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. MSAD #42 is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. MSAD #42 will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in [name of school unit], and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student."

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and MSAD #42

must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

Parents/eligible students who do not want MSAD #42 to disclose this information must notify the Superintendent in writing by September 15th or within thirty(30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by MSAD #42 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the School Board; persons or companies with whom MSAD #42 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, MSAD #42 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).

5. Other Entities/Individuals

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

Complaints Regarding MSAD #42 Compliance with FERPA

Parents/eligible students who believe that MSAD #42 has not complied with The requirements of FERPA have the right to file a complaint with the U.S. Department Of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Fort Street Parent School Compact

The purpose of this parent school compact is to help students achieve high academic standards. It is intended to enhance communication between parents, school, and students. Parents, teachers, and students have developed this school parent compact. It is a voluntary agreement between the school and parents that outlines how the entire school staff, parents, and students will share responsibility for improved student achievement.

We strive to empower all students to become active, self-directed learners equipped with the skills to become responsible participants in a changing world.

SCHOOL RESPONSIBILITIES

The Fort Street School staff will support student learning in the following ways:

- Provide challenging curriculum and instruction that enables the participating children to meet the State standards;
- Provide a safe, caring environment that promotes active learning;
- Provide quality teaching and leadership;
- Inform students, families, and the community about the high academic standards at our school and how they can help students achieve these standards;
- Explain assignments clearly and provide homework that supports the curriculum;
- Give students the time they need in order to learn;
- Recognize students as individuals with different learning styles and needs;
- Develop a caring school climate that promotes academic achievement;
- Help children to solve conflicts in nonviolent ways;
- Promote appreciation and understanding of diversity;
- Provide mentoring opportunities;
- Provide opportunities for parent involvement in their child's schooling;
- Schedule parent teacher conferences in the fall and as needed throughout the school year;
- Distribute end of quarter report cards;
- Send midterm progress reports home;
- Provide parents with teacher email addresses, school phone numbers, and/or convenient meeting times;
- Use calendars, letters, emails and phone calls to help inform parents of school activities;
- Provide "school-to-home" folders to share information with parents and to provide opportunities for parent communications/feedback;
- Encourage parents to volunteer.*

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

Talk and listen to them regarding their school experiences;

Require regular, on time school attendance;

Send children to school ready to learn;

Attend school activities and parent teacher conferences;

Show respect and support for them, the staff, and the school;

Provide a quiet place for them to study;

Encourage them to do well on all school assignments;

Volunteer in your child's classroom or at school activities*;

Monitor their homework assignments by utilizing their take home folders;

Promote positive use of their extracurricular time;

Stay informed about their education and communicate with the school when necessary.

STUDENT RESPONSIBILITIES

I, as a student, will share the responsibility to improve my academic achievement.

Specifically, I will:

Come to school regularly, on time, and ready to learn,

Work hard and do my best,

Accept responsibility for my own actions,

Show respect for others and myself,

Resolve conflicts peacefully,

Ask for help when I need it,

Make responsible decisions that help me reach my goals,

Know what is expected of me.

Activities and Resources Available

School Website, Teacher Weekly Newsletter, Teacher Emails, Parent Teacher Conferences, Phone Contact,

Grade Span Reading/Math Nights, Kindergarten Registration, Report Cards,

Student/Parent Handbook,

Summer School, Book Fairs, Informational Nights, Student Exhibition Night,

Eureka Math Program, Computer

Lab, Sealants Program, Art Program, test results, Library, Web2School, and Google Classroom.

*If you are interested in volunteering please contact Heidi Garrison, Fort Street School Principal. 429-8514

hgarrison@sad42.us

Reviewed: June 2021 (via email)

Reviewed and Revised: May 2022

Reviewed and Revised: April 2026

RSU 42/MSAD 42
Testing Policy Letter to Parents
School Year 2022-2023

Date: August 10, 2026

Dear Parent or Guardian:

RSU 42/MSAD 42 receives federal funds for education programs that are part of the *Elementary and Secondary Education Act (ESEA)* as amended (2015).

This law requires that all States adopt challenging academic standards and tests based on those standards. There must be at least three levels of scores for students who take these tests. This includes tests in mathematics, reading or language arts, science and any other subject chosen by the State. States are required to develop English language proficiency tests for students who are English learners. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. Furthermore, States must develop alternate tests for students with the most significant cognitive disabilities. A school district may also request State approval to use a locally selected test for high school students that is different than the State test.

These academic tests provide important information that help teachers, schools, districts and states identify students' strength and weaknesses. Test results and other information are used to approve academic and language instruction for students. These tests are also used to identify schools that may be in need of extra support to improve student achievement. It is the goal of the district to have all students participate in state and local testing.

You have the right to request to receive any State or District policy about student participation in any of these tests required by the ESEA. If you request this information, the district must provide it to you.

If you have decided you do not want your child to participate in the State testing, please contact the person below to request the Test Refusal Form. Please note that a new Test Refusal Form must be submitted each school year.

If you have any questions about the benefits of State testing, or both, please contact this person.

Name: Heidi Garrison
Address: 35 Pleasant Street Mars Hill, ME
Telephone: 425-3771

Title: Superintendent
Email: hgarrison@sad42.us



Notice Regarding School integrated Pest management (IPM) Policies

Pest Control

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

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy, and the Pesticides in Schools regulation (CMR 01.026 Chapter 27) by contacting our district office.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731, or visit the Maine School IPM web site at

www.thinkfirstspraylast.org/schoolipm

STUDENT COMPUTER NETWORK AND INTERNET USE RULES

These rules implement Board policy IJNDB-Student Computer Network and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by uses. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Network Use is a Privilege, Not a Right

Student use of the school's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principals shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** - Access, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** - Using the school's computers, networks and Internet services for any illegal or activity that violates other Board policies, procedures and/or school rules;
3. **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. **Copying Software** - Copying or downloading software without the express authorization of the system administrator;
6. **Non-School-Related Uses** - Using the school's computers, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other user's accounts;
8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;
9. **Unauthorized Access to Chat Rooms/News Groups** -Accessing chat rooms or news groups without specific authorization from the supervising teacher; and
10. **Misuse of E-Mail Access** - Using the school's computers, networks and Internet services to send defamatory, vulgar, or harassing messages and/or disregard for appropriate time periods and locations.
11. **Misuse of Network Resources** - Indiscriminate use of printers (especially for personal use), playing games not approved for an educational setting, conducting searches that may yield inappropriate results, sending "chain letters" or "broadcast" messages or storing large files such as games which may cause congestion of the networks or otherwise interfere with the work of others.
12. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
13. Voice, video, and image capture applications, programs, or devices may only be used with teacher or administrator permission.

D. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school related to violations of policy IJNDB and /or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

The school will not knowingly publish on the Internet any personal information about its students without first obtaining written approval of those students' parents. This is regarding the amendment to the U.S. Family Education Rights and Privacy Act of 1974, Sec. 1.20-A MRSA = A76001, as amended by PL 1989, c. 911, = A71, which states the following:

"A public school may not publish on the Internet or provide for publication on the Internet any personal information about its students without first obtaining the written approval of those students' parents. For the purpose of this section, "personal information" means information that identifies a student, including, but not limited to, the student's full name, photography, personal biography, e-mail address, home address, date of birth, social security number and parent's names."

H. Personal Devices

The School reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

I. System Security

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem through the use of proxies, browser addons, or other means shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

J. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

K. This document is subject to changes and updates as technology evolves. If any changes are made to this document, students and parents will be notified of those changes but will not be required to re-sign the document.

Cross Reference: IJNDB - Student Computer Network and Internet Use

Adopted: May 23, 2000

Reviewed: 2023

Revised: July 26, 2014

ATHLETIC PARTICIPATION

Students participating in athletics must present evidence of a physical examination by a physician. All accidents should be reported immediately to the coach of the sport. In the event of a serious injury, an attempt will be made to contact the parent, and the injured will be taken to the nearest doctor or hospital. Any injury which occurs during a sports season and requires a doctor's visit will also require a written clearance from that doctor before the student is allowed to play or practice. A student is not eligible to participate in athletics if he/she:

- A. Has not complied with the above.
- B. Has not met academic requirements as listed in the co-curricula eligibility policy.
- C. Will be twenty years of age prior to the completion date for the sport.
- D. Has been in high school for more than eight semesters beyond the eighth grade.
- E. Played on an outside team to which objection is made by local school authorities.
- F. Violated any part of the school's athletic code. (see below)
- G. Does not comply with all MSSPA regulations.

Athletic Code:

1. **Eligibility** - Students must be passing four (4) academic subjects and failing no more than one (1) in order to be eligible for co-curricular activities. Grades are to be reviewed every three weeks. Please refer to the co-curricular eligibility policy in your student handbook.
2. **Absolutely** no smoking, drinking of alcoholic beverages, or use of drugs will be allowed. Violation will result in implementation of the MSAD #42 chemical abuse policy.
3. **Transportation** - Each team member will travel to and from games by school transportation. The only exception will be if parents are going to be staying overnight and they give written requests to the athletic director for their son/daughter to stay with them.
4. **Conduct Yourself** as a representative of Central Aroostook Jr.-Sr. High School. Displaying of temper and complaining to officials will not be tolerated. Do not participate in questionable activities where you can be accused of breaking school or training rules. Players must refrain from the use of abusive language while representing Central Aroostook Jr.-Sr. High School.
5. **Never miss practice** unless excused by the coach prior to the practice session. Always be in school on time the day after a game.
6. **If you miss** any part of the school day because of illness, or if you have an unexcused absence or tardiness, you will not be allowed to participate in a game or practice for that day.
7. **Be On Time** - Tardiness to practice and games could hinder your possibility of playing. You should arrive to practice 10 minutes before the scheduled starting time. Do not come to practice early and loiter around the halls.
8. **When representing** Central Aroostook Jr.-Sr. High School, no facial hair is allowed, no shaved heads are allowed, and hair color must be a natural color.
9. **Dress and Appearance** - As a representative of CAHS, you are expected to follow appropriate dress which will be explained by your coach.

10. **It is the Player's Responsibility** to see that the playing uniform and equipment are clean and in good condition. Take home for cleaning as often as necessary. The uniform must be returned promptly at the close of the season. Uniforms and/or equipment, which are not returned or are damaged beyond repair, must be paid for before grade reports will be issued or student is allowed to participate in graduation.
11. **Insurance** - Each student is required to carry medical insurance against injury and has proof of said insurance. Students should report all injuries at once to the coach. Any injury which occurs during a sports season and requires a doctor's visit will also require a written clearance from that doctor before the student is allowed to play or practice.
12. **Any student who fails** to complete a sports season without mutual agreement between the student, the coach, and the athletic director is ineligible to participate in the following sports season.
13. **If a student violates** our substance and tobacco abuse policy while they are participating in a co-curricular activity, they will not be eligible to receive a letter or any other awards for that sports season.
14. **Any violation** that may result in dismissal from that interscholastic sport will be referred to the athletic council for action. These rules are a minimum. Each coach will have specific rules for his/her sport that you must follow.

Co-Curricular Eligibility Policy

- A student must be passing four (4) subjects and failing no more than one (1) subject in order to be academically eligible to participate in co-curricular activities. **All courses in a student's schedule will be counted towards eligibility.**
- Students' grades will be reviewed every three (3) weeks and students must be passing for the quarter, except for the start of a new quarter when eligibility would be based on the previous quarter's final grades. Any junior high school student who is promoted to the next grade is academically eligible for the first three (3) weeks of the new school year. The dates for academic eligibility will be published as part of the regular school calendar.
- Incompletes are the same as failures unless caused by excused absences. Students who are absent with an excuse will have two (2) days per absence to make up their work. They will remain eligible for this period of time and the grades will then be re-averaged to determine their eligibility status.
- Students who are academically ineligible may try out, practice and fund raise with the group and if chosen, are considered members of the group. (Interscholastic competitions are forbidden.) They can only attend home events with the group, but cannot wear their school uniforms or travel with the group while ineligible.
- Any student participating in co-curricular activities who is academically eligible at the start of a sports season or activity and then becomes ineligible must become eligible at the end of the next three (3) week period or they are dismissed from the activity for the remainder of the sports season or activity period.
- Any student in co-curricular activities who is academically ineligible at the start of a sports season or activity must become eligible by the end of the next three (3) week period or they are dismissed from the team or activity for that entire sports season or activity period.

- Students will be allowed two days to make up course work for every one day they are absent (excused).
- Activities that are class related or where credit is offered are exempt from this policy. The present list of co-curricular activities that are affected by this policy includes:

Interscholastic Athletics

Drama
French Club
NHS
Student Council

Yearbook
Varsity Club
Jazz Band
FFA
Math Team

NOTE: Any pre-7th grade student who participates in a Junior High co-curricular activity must comply with all aspects of this policy.

MSAD #42 ATTENDANCE POLICY

PHILOSOPHY

Daily school attendance is a critical necessity for student achievement. Makeup work is never sufficient to correct for the loss of class time. The primary responsibility for a student's regular attendance rests with the student and the family. School personnel cannot force attendance. We can only provide an appropriate educational environment that is conducive to creating positive academic gains for each student. The rest, including maintaining high standards for punctuality and attendance, is up to the individual student and his/her parents/guardians. The entire professional staff feels strongly that a student cannot receive full benefit from the programs in MSAD #42 unless he/she is in full attendance. Although the faculty realizes occasional absences from school are necessary, these instances should be kept to an absolute minimum.

Due to safety concerns, all absences need to be reported by the parent/guardian to the school by 8:00 am, notifying school personnel that the student will not be in attendance that day (12:00pm for afternoon Kindergarten and PreK).

The state laws for unexcused absences have changed, and it is the school's obligation to code absences as either excused or unexcused. Please call the office or send a note letting the school know why your child was absent; failure to do so will result in your child being unexcused for the absence. **For schools, this means that a child who is at least 7 years of age, and who has not yet completed grade six, and has been absent *without excuse* for 7 full days or 5 consecutive school days in a school year, must be reported to the Department of Health and Human Services by school officials.** Please help us keep accurate records by notifying the office as to why your child was absent.

Students who are frequently absent/tardy or who show a pattern of absences/tardies are negatively disrupting their academic success. The following steps will be implemented:

STEP 1: After 5 unexcused absences/tardies, parents and student will meet with the building administrator and homeroom teacher to discuss absences/tardies along with academic concerns. A plan will be implemented to improve the attendance record.

STEP 2: After 10 unexcused absences/tardies, parents and student will meet with the building administrator and homeroom teacher to discuss the current consequences and step three consequences that may occur if changes do not occur. The student may serve an after-school detention for each absence/tardy that has occurred since step one and for any future offenses that may occur.

STEP 3: After 20 absences/tardies, the school administrative team may decide to retain the student since the amount of absences/tardies have resulted in a loss of academic growth.

In rare instances where absences/tardies are due to extenuating circumstances, the administrative team will make decisions based on an individual basis.

Excusable absences:

1. Personal illness (up to 10 non-consecutive days without a doctor's note).
2. Appointments with professionals (such as doctors, dentists, court appearances, optometrists) will be counted as absences. In claims of extenuating circumstances during the appeals process, written proof from the professional may be required.
3. Emergency situations (such as death in the family, fire, etc.)
4. Impassable roads: On rare occasions it will be possible to have school in session while many of the side roads are blocked due to snow, ice or water conditions. Under these circumstances, this shall be considered an excused absence for students living in those areas.
5. Absences mandated by the school (i.e. suspensions, health issues, etc.)
6. Planned family absences, which have been approved in advance by the principal or guidance counselor.
7. Observances of recognized religious holidays when the observance is required during a regular school day.
8. If a student is absent from school for planting or harvesting crops, five (5) days can be allowed provided the student completes a harvest excuse form signed by his/her parents and the farmer verifying days missed. Sixteen years shall be the minimum age for excusable workdays except in instances when work is being performed by a son and/or daughter for a parent in the family business.

STUDENT BEHAVIOR AND DISCIPLINE

Appearance

- Clothing should be appropriate. Primary responsibility for the appearance of the student rests with the parents and the student; however, the school reserves the right to exclude dress that is destructive to school property, and/or interferes with the educational process, or may endanger the health and safety of the student. Discretion in selecting appropriate school attire is encouraged. Any article of clothing shorter than mid-thigh (fingertip length of student), cropped shirts, tank tops with spaghetti straps (straps less than 1.5 inches in width), and t-shirts displaying profanity, vulgarity or advertising illegal chemical substances, hats, caps and other head gear are some examples of inappropriate school attire and will not be allowed in the building during regular school hours. All clothing that reveals undergarments or midriff will not be allowed. Leggings can be worn as long as they are worn with a fingertip length or longer shirt or sweater. Violation will result in disciplinary action.

Use of Electronic Devices

- Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, PDAs, handheld computers, MP3 players, ipods, cameras, and electronic games during the school day.
 1. All individual devices and/or parts of electronic devices must

be turned off and stored in student's locker or book bag.

2. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and the parent will be notified. The device will be stored in the office and may be retrieved by the parent at the end of the school day. Discipline will be imposed as provided below.
- Upon entry to school, electronic devices must be turned off and stored in homeroom lockers. Cell phone use is not permitted during the regular school day.
 - The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, hallways, cafeterias, gymnasiums, school library, and classrooms.
 - Any use of cellular telephones, cameras, and other electronic devices that violate any Board policy, administrative procedure, or school rule is strictly prohibited. This includes but is not limited to violations of the student code of conduct, harassment, and cheating.
 - Students violating these rules will be subject to disciplinary consequences to be determined by the school administrator.

After-School Detention

It is the responsibility of each student who attends Fort Street School to behave in an appropriate manner. For those students who choose to display inappropriate behavior, the following consequences will apply:

- Students sent to the office for disciplinary action because of inappropriate behavior toward the teacher and or classmates may receive a noon or after-school detention. Inappropriate behavior may include, but is not limited to, profanity, disrespect, fighting, incomplete work, or refusing to do work.
- Parents/guardians will be given a 24-hour notice of the detention to provide for transportation or previously scheduled medical appointments.
- **Transportation is the responsibility of the parent/guardian.**
- Detention is on Tuesday, Wednesday, and Thursday of each week.
- Detention runs from 2:30-3:00 and the student must be picked up at 3:00.
- The student will have a detention packet to do while serving the detention.
- Failure to serve the detention without being excused from the office will result in a **two-day detention**.
- Students who are sent to the office for repeated offenses will serve **two days of detention**.
- Any student who physically assaults a staff member will receive an automatic school suspension. The length of the suspension will be determined by the severity of the student's actions and will be assigned by the building principal or his designee.

Harassment and Sexual Harassment of Students

Harassment of students because of race, color, sex religion, ancestry of national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

Student Harassment Complaint Procedure

In the event that a student wishes to submit a complaint of sexual harassment by an employee or another student of either gender, may report the grievance to the Maine Human Rights Commission (State House Station 51, Augusta, Me 04333, 624-6050) or pursue a Title IX civil action, he/she may use the following internal grievance procedure.

Students shall submit their complaint to a complaint manager of the same sex during the school day and at other times as arranged by appointment. Students may also report an allegation of sexual harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit's legal obligation to investigate allegations and to discipline perpetrators when misconduct has occurred.

The Title IX Coordinator for SAD 42 is Sadie Shaw, sshaw@sad42.us

Bullying

Bullying is not acceptable conduct in MSAD #42 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. This applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events.

Bus Regulations

- B. The right of students to ride the school bus is based on the student's proximity to school. Students who ride the bus must exercise the responsibility to abide by the rules set forth by the school and the bus driver. **Failure to adhere to these rules may result in the loss of bus privileges and/or suspension from school.**

- C. Students who are involved in any school activity that requires bus transportation will be expected to travel on the bus both to and from the activity.
- D. Students **who are being picked up after school are to wait until walkers are called before exiting the building.** Leaving with bus students creates a hazard in the school driveway. Bus drivers, at times, cannot see children who may be in front or behind a bus.

Suspension Procedures

Students suspended from school for ten days or less will be provided due process as follows:

- A. Prior to suspension, an administrator will:
 - 1. Inform the parent either orally or in writing of the charge.
 - 2. Inform the parent of the basis of the charge.
 - 3. Within 24 hours, give written notice to the student and parents of the reason for removal and/or proposed suspension.
- B. If the presence of the student in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, an administrator may:
 - 1. Notify the parent or guardian and suspend the student immediately for 10 days or less, and;
 - 2. Comply with A1, A2, and A3 at his earliest convenience.
- C. After suspension:
 - 1. The principal or his designee will report the suspension to the superintendent.
 - 2. Within 72 hours after actual removal of the suspension, the student and guardian may meet and discuss the student's status with a school administrator.

Expulsion

Maine law gives the authority of expulsion to the superintending school committee Board of Directors. The law reads as follows: "Section 5 - Scholars expelled. Expel any obstinately disobedient and disorderly scholar after proper investigation of behavior, if found necessary for the peace and usefulness of the school; and restore him on satisfactory evidence of his repentance and amendment."

Student's Rights

- A. Student's rights at a hearing for a suspension of greater than ten days or expulsion will be as follows:
 - 1. A hearing will be held at the next regular or special school board meeting following the suspension.
 - 2. The student may be represented by an attorney.
 - 3. The Board of Directors will hold the hearing.
 - 4. The courts have held that students are entitled to the rudiments of an adversary proceeding. This may include:
 - a. The right to be presented with the names of witnesses and the

- affidavits of those witnesses.
 - b. The right to demand that any such witness appear in person to answer questions.
 - c. The right to present witnesses to testify on one's behalf.
- B. The precise nature of the hearing depends upon the circumstances of the particular case. However, the following applies:
- 1. A record will be kept of the hearing procedure. The student is entitled, at cost, to a copy of that transcript if one is available.
 - 2. The proceeding will move forward as expeditiously as possible.
 - 3. The Board will establish the length of time of the expulsion and set a date at which time they will hear an appeal.
 - 4. If the Board finds insufficient cause to expel, the student may request that written entries be removed from school records.

Vandalism and Damage to School Property

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. State law holds student (or parents) financially liable for damage to school property. Chapter 513, 3772 stated: "If a minor injures or aids in injuring any schoolhouse, out buildings, utensils, or appliances belonging thereto; defaces the walls, benches, seats or other parts of said building by marks, cuts or otherwise; or injures or destroys any school property belonging to an administrative unit, such administrative unit may recover of his parent or guardian in a civil action double the damage occasioned thereby:

- A. Any person in violation of the provision of the above paragraph shall be subject to prosecution in accordance with the provision of the law.
- B. Students attending schools in MSAD #42 and in violation of the provision of the above paragraph shall be subject to disciplinary actions in accordance with the provision of school regulations.

