



**Alton Elementary School
Family Handbook
2024-2025**



**22 Argyle Road
Alton, ME 04468**

Telephone: (207) 394-2331 FAX: (207) 394-2352

Website: www.rsu34.org

Facebook: RSU #34 AES Free App for Apple or Android: RSU #34 ME

Welcome to AES 2024-2025!

I would like to welcome you to Alton Elementary School and the 2024-2025 school year! This year, RSU #34's district wide theme is **We>Me Better Together!**. We believe that we have a lot in our history to be proud of and this can be accomplished when we have a close connection between home and school.



This Family Handbook has been developed to provide general information for all families of students attending Alton Elementary School. It is our intention, along with our school website, app, Facebook page, and teacher/staff contact, to provide information and help improve communication between home and school. This document will be updated as needed and is always available on our school website. If you would like to print a copy, you can download a PDF version from that site.

Please read this handbook carefully as there are changes from previous years. If you should have questions regarding any of the information provided, please feel free to contact us at school. We strongly believe good communication is key to a successful school experience for your student. **Please reach out when needed!**

As always, I look forward to working together to create a successful learning experience for your student!

Better Together,

Allison Woodard

Mrs. Allison Woodard, Principal

allison.woodard@rsu34.org

Ext. 4108

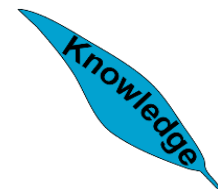
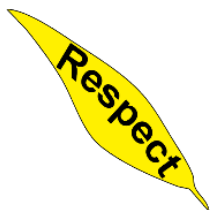


Table of Contents

Philosophy	(3)
Important Names and Numbers for RSU #34 and AES	(4)
Affirmative Action	(5)
Arrival at School	(5)
Attendance: Absences, Tardies and Dismissals	(6)
Behavior Expectations	(10)
Biased Based Harassment	(11)
Birthday Party Invitations	(11)
Bullying Policy	(12)
Bus Information	(13)
AES Calendar	(13)
Cancellations and Emergency Closings	(12)
Cell Phones, Smartwatches, and Electronic Devices	(14)
Change of Address/Telephone Number/Email	(14)
Classroom Placement for the Next School Year	(14)
Communication in the School and District	(15)
Discipline	(15)
Dismissal	(16)
Dress Code	(17)
Emergency Procedures	(17)
Field Trips and Excursions	(18)
Food Service	(18)
Fundraising	(20)
Health Services	(20)
Homeless Students	(23)
Lost and Found	(23)
Parent Support of Students and Involvement in School	(23)
Parent-Teacher Club (PTC)	(24)
Parent-Teacher Conferences	(25)
Public Notice: Public Education for Students with Disabilities	(25)
Pupil Records	(25)
Report Cards and Progress Reports	(27)
Reporting Concerns Regarding School Safety	(27)
Resource Officer	(28)
Retention	(28)
Restraint and Seclusion Policies	(29)
Specialty Areas and Services	(29)
Staff Qualifications: Parent/Guardian Right to Know	(30)
Technology	(31)
Testing/Assessment	(31)
Tobacco Policy	(32)

[Visitors/Volunteers to School](#) (32)
[Weapons Policy](#) (32)
[Addendum: District Calendar](#)

Philosophy

All staff and students have the right to teach and learn in a safe environment. Bullying, hazing, harassment, discrimination, and bias-based bullying that implicates state and federal Civil Rights include, but are not limited to the following:

- *Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;*
- *Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;*
- *Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;*
- *Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;*
- *Blackmail, extortion, demands for protection money, or involuntary loans or donations;*
- *Blocking access to school property or facilities;*
- *Stealing or hiding books, backpacks, or other possessions;*
- *Stalking;*
- *Physical contact or injury to another person or his/her property.*
- *“Cyberbullying” through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant; and*
- *Targets a federally protected class of people; Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender identity and/or gender expression, sexual orientation, hair, or any other distinguishing characteristic.*

All forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement, and well-being. All forms of peer mistreatment affect not only students who are targets but also those who participate in and stand by to such behavior.

*Ongoing education for students, families, and staff around the district’s philosophy, methods of reporting suspected violations, and administrative response is a **priority** at LMS. Our school community will participate in weekly guidance lessons, monthly advisory themes, school-wide assemblies, family and staff updates, and have a social media presence to promote inclusion, safety, and belonging for all.*

Important Names and Numbers for RSU #34 and AES

Welcome to RSU #34 and AES! Over the course of the school year, this list of names and numbers may be handy to you. Please post for quick reference.

Alton Elementary School

Alton Elementary School: (207) 394-2331

AES Fax: (207) 394-2352

Principal	Allison Woodard
Secretary	Becca Carroll
Pre-kindergarten	Bethany Bilodeau
Kindergarten	Jill Wilcox
Grade 1 /2	Jenn Vafiades
Title 1 Interventionist	Allison Woodard
Special Education/Speech	Karen Paradis
Ed Tech	Callie Carter
Music Teacher	Jessup Henderson
Physical Education Teacher	Rachel Farley
School Counselor	Trysha Lunn
Art Teacher	Pam Dunphy
World Language & Cultures Teacher	Kristen (Tagg) LePard
Ch 104/STEM/Math Coach	Sandy Daniel
Library Ed Tech	
Elementary Librarian	
Occupational Therapist	
Nurse	Vanessa Koch
Custodian	George Madore

RSU #34 Central Office

Superintendent of Schools: Matthew Cyr 827-7171

Assistant Superintendent: Jon Doty 827-7171

Food Service Director: Stephanie Salley 827-3908

Special Education Directors: Kimm Kenniston and Jesse Gauthier, 827-3921

Important Community Numbers:

Old Town Elementary School: 827-1544

Bradley/Viola Rand School: 827- 2508

LMS: 827-3900

OTHS: 827-3910

Alton Town Office: 394-2601 (clerk)

Cyr Bus Lines: 827-2335

Helen Hunt Health Center: 827-6128

Housing Authority: 827-6151

Alton Fire Department: 394-2601 or 911 for emergencies

Penobscot County Sheriff: 827-4585 or 911 for emergencies

Old Town/Orono YMCA: 827-9622

Affirmative Action

Regional School Unit #34 ensures equal employment, equal educational opportunities and affirmative action regardless of race, sex, color, national origin, religion, marital status, age, or handicap. Grievance procedures are available in the principal's office.

Affirmative Action Officer – Scott Gordon

Co-Affirmative Action Officer – Jesse Gauthier

Section 504 Coordinator – Kimm Kenniston

Title IX Coordinator – Jesse Gauthier

Director of the Office of Civil Rights Washington, DC

<https://www.hhs.gov/ocr/index.html>

Arrival at School

1. Arrival Time and Entrance Locations

- a. Students should begin to arrive at school at **7:30 am. Do not drop off students prior to 7:30 am as there is no supervision.**
- b. **Our instructional day begins at 7:45 am. Arrival after 7:40 am is considered tardy.**
- c. Students will enter through the main door. Staff will greet students at the door and guide students into the building.

2. Drop Off Procedures

- a. Students arriving by bus will be dropped off and go through the doors near the gym.
- b. Students arriving by car can be dropped off at the door near the gym. As much as possible students must be able to get themselves prepared to exit the vehicle in a safe and quick fashion. Adults should not exit the vehicle to ensure the safety of students. Students should exit the car through the passenger door so they do not need to walk in front of vehicles.

- c. If your student needs assistance or you wish to walk your student up to the drop off area, please park in appropriate spaces and use the crosswalk and sidewalk to enter the school.

Attendance and Absences

RSU #34 and AES are committed to the philosophy that every student should be present in every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

In regards to school absences, it is expected that parents/guardians and students cooperate with the staff, school nurse, school counselors, administration, and the school resource officer in order to fulfill the School Board Policies and State of Maine Statute 5051-A. RSU #34 administration is required to follow State Attendance and Truancy laws and statutes. Every child between the ages of 5 (once enrollment has occurred) and 17 shall attend school, and an unexcused absence of one half day or more is considered violation of the compulsory education law. Absences may be excused through contact with a parent/guardian. Examples of excused absences are: illness, family illness or emergency, or prior approved absence for family business. Administration will make the decision on whether absence is excused or unexcused.

1. Daily Absence Reporting

- a. **Parents/guardians must notify the school by telephone at 394-2331, option 2, which can be used to leave a message on the with the secretary, or by email to the classroom teacher and Becca Carroll (rebecca.carroll@rsu34.org), or by providing a note prior to the absence.**

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses 2 days a month..	When a student misses 4 days a month..
They will miss 20 DAYS a year.	They will miss 40 DAYS a year.
They will miss 30 HOURS of math over the school year.	They will miss 60 HOURS of math over the school year.
They will miss 60 HOURS of reading & writing over the school year.	They will miss 120 HOURS of reading & writing over the school year.
They will miss over 1 YEAR of school by graduation.	They will miss over 2 YEARS of school by graduation.

- i. Please provide your student's full name and the reason for their absence.
 - b. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
 - c. Students who are absent without a parent/guardian communication will be marked as unexcused, which may result in truancy.
 - d. All absences, including those approved in advance by school officials, except those for school-sponsored activities and religious holidays, will count in a student's absence total.
 - e. All absences can affect a student's academic achievement.
 - f. The school encourages parents/guardians to schedule medical and dental appointments after school hours or at least times that cause the least disruption to the school day.
 - g. Parents/guardians may be required to submit supporting documentation in order to excuse absences, tardies or dismissals of their student if absenteeism is an issue.
- 2. Planned Non-Illness School Absence (3 or more days)**
- a. Planned trips during school days are disruptive to a student's learning. Given that the school is responsible for the educational progress of a student, **we require that the parent/guardian complete a form requesting prior approval and missed work.**
 - b. Students are required to complete and return missed assignments. After this work has been reviewed by a teacher, the form will be filed in the student's cumulative record.
 - c. The Planned Non-Illness Absence Form can be found in the documents section of our website and linked [here](#).
- 3. Chronic and Excessive Absenteeism Procedures**
- a. *Chronic absenteeism* means missing 10% or more of the school year (equivalent to just 2 days a month or 18 days out of a 176 day school year) regardless of whether absences are excused or unexcused. A cumulative absence rate of 20% is the guideline in determination of *excessive absenteeism* (total of 4 days absent at the end of September, total of 8 days at the end of October, total of 12 days at the end of November, etc.). (Chang and Romero, 2008)

Month	Chronic Absenteeism (10% or more)	Excessive Absenteeism (20% or more)

September	2	4
October	4	8
November	6	12
December	8	15
January	10	19
February	11	22
March	13	26
April	15	30
May	17	34
June	18	36

Chang, Hedy and Romero, Mariajose [Present, Engaged and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades](#) National Center for Children in Poverty, Mailman School of Public Health, Columbia University, September 2008

- b. Since attendance represents a critical component in the overall success of each student, when a student’s absenteeism is chronic or excessive, the school may implement any of the following steps:
 - i. The classroom teacher or other school staff will contact the parent/guardian in regards to attendance concerns.
 - ii. The school will send a letter to the student’s parents/guardians. The letter will state the total number of student absences and the importance of school attendance.
 - iii. If the student’s attendance does not improve, the school will send a second letter requiring a meeting.
 - iv. If attendance continues to be an issue, the school will send a third letter, certified or delivered in person by our School Resource Officer.
 - v. If all options are exhausted, the school will involve outside agencies such as Local Law Enforcement, The Department of Health and Human Services, the District Attorney, and/or The Department of Education.

Tardies and Early or Changed Dismissals

1. Tardiness

- a. **Arrival after 7:40 am is regarded as tardy.** Remember, AES opens and breakfast begins at **7:30 am**, so this should be your goal time for arriving

at AES. Students arriving late to school start out on the wrong foot, missing routines and directions for the day. This impacts the flow of the classroom morning procedures for all. Many students feel uncomfortable when arriving later than their classmates. Students are also required to make up their work when tardy.

- b. Continued unexcused tardiness will result in parent/guardian notification and may result in a meeting with staff to create a plan for on time arrival and/or the makeup of learning time and work.

2. Early Dismissal from School

- a. Parents/guardians must notify the main office if their student needs to leave early for any reason during the school day.
- b. Students will only be dismissed through the office outside of regular dismissal time.
- c. Students will not be dismissed after 1:45 pm unless prior arrangements have been made by the parent/guardian or in case of emergency.
- d. In the event of a student illness, if parent/guardian cannot be reached regarding the need to leave school, individuals designated as an emergency contact may be notified to pick up the student from school.

3. Dismissal Plan Changes

- a. The office must be notified by a parent/guardian of any changes in a student's dismissal plan i.e. riding a different bus home or being picked up when that is not typical.
- b. **Notification should be via phone call, email, or note as early as possible. We encourage parents, if calling or emailing, to make arrangements prior to 1:00 pm and REQUIRE these changes be made by 1:45 pm.**

Behavior Expectations



The image shows a banner for Alton Elementary School with an eagle logo on the left and a map of the school district on the right. Below the banner is a table titled 'Behavior Matrix of Expectations' with columns for 'I am...', 'All Settings', 'Classroom', 'Hallways', 'Cafeteria', 'Bathrooms', 'Playground', 'Assemblies/Field Trips', and 'Bus'. The rows are categorized by 'I am...' as Caring, Respectful, and Responsible, each with a corresponding leaf icon.

I am...	All Settings	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies/Field Trips	Bus
Caring 	<ul style="list-style-type: none"> *Take care of each other *Be patient *Accept & appreciate differences *Acknowledge everyone in a positive manner 	<ul style="list-style-type: none"> *Give helpful or kind words about the efforts of others 	<ul style="list-style-type: none"> *Be considerate of students and teachers in the classrooms 	<ul style="list-style-type: none"> *Use manners *Help if a mess is made *Use kind words *Include all *Invite someone to sit with you 	<ul style="list-style-type: none"> *Respect privacy 	<ul style="list-style-type: none"> *Invite someone to play *Allow others to join in 	<ul style="list-style-type: none"> *Use appropriate clapping *Thank presenters *Use kind words *Appreciate the opportunity 	<ul style="list-style-type: none"> *Thank & appreciate your driver *Use kind words
Respectful 	<ul style="list-style-type: none"> *Treat others the way you want to be treated *Listen and follow directions & be on task *Use polite language *Stay in personal space *Keep hands & feet to self 	<ul style="list-style-type: none"> *Be honest *Respect yourself, others, and your environment *Raise hand *Listen while others are talking *Use quiet voices 	<ul style="list-style-type: none"> *Walk quietly so others can continue learning *Hands at your side *Face forward 	<ul style="list-style-type: none"> *Eat only your food *Use a peaceful voice *Raise hand if you need something *Stay seated *Use manners *Touch only your food 	<ul style="list-style-type: none"> *Allow privacy for others *Clean up after self *Take care of your environment *Flush 	<ul style="list-style-type: none"> *Use equipment the right way *Share equipment *Enter and exit building peacefully *Keep sticks, snow, ice and rocks on the ground 	<ul style="list-style-type: none"> *Focus on presenter *Raise hand to speak when appropriate *Show appreciation through clapping & responses *No talking during presentation 	<ul style="list-style-type: none"> *Be an active listener *Keep your body and belongings to yourself *Sit in your seat facing forward *Quiet voices
Responsible 	<ul style="list-style-type: none"> *Be an active learner *Be a team member *Do your job *Always do your best *Listen and follow directions *Take care of your belongings 	<ul style="list-style-type: none"> *Be prepared *Make good choices *Keep comments and questions on topic *Raise your hand to share *Transition quickly and safely 	<ul style="list-style-type: none"> *Return to class promptly *Go where you are supposed to go 	<ul style="list-style-type: none"> *Use proper manners *Leave only with adult permission *Pick up your trash *Eat your lunch 	<ul style="list-style-type: none"> *Wash hands *Flush *Use only the soap & paper towels that you need *Return to class promptly *Report any problems 	<ul style="list-style-type: none"> *Be a problem solver *Learn new games and activities *Take care of equipment *Line up immediately when bell rings *Play by the rules 	<ul style="list-style-type: none"> *Stay with chaperone *Keep personal space *Use manners *Good listening 	<ul style="list-style-type: none"> *Keep track of your belongings *Report safety problems to the driver

1. School-Wide

- Here at AES we are caring, respectful, and responsible. We are also safe.
- We use kind words and actions. We use manners and respect.
 - We keep our hands and feet to ourselves.
 - We use materials and space safely and respectfully.

- c. Every day when we enter the building, we have a job to do and we will do it to the very best of our ability. We take responsibility for our learning. We encourage others to do the same.
- d. We arrive at school with all materials we will need, including forms, homework, a snack, a water bottle, and specials materials such as library books, sneakers, or instruments. We take home materials as asked by our teachers and staff.
- e. We are ready to learn with a good night's sleep. We arrive on time; if we miss even a minute, we miss a lot of learning.
- f. We dress appropriately for our job at school. This includes sneakers on PE day and clothes for outside play. We do not wear hats or hoods in the school building.
- g. **We walk through the building quietly and respectfully. We ask an adult before we leave a room so adults always know where we are for our safety.**

Biased Based Harassment

As a reminder, our policies do not permit bullying, bias-based bullying (harassment), or discrimination. Historically, we have interpreted our policies to prohibit the use of language and / or slurs that are hurtful, degrading, or otherwise create an environment where all students do not feel included and safe. Included among the words / slurs that we have prohibited is the “N” word – or its variation ending in “a.” This slur is one of the most divisive words in the English language and it stands as a potent symbol of racial oppression and degradation. Use of this slur is counter to our policies and our commitment to fostering a respectful, inclusive and safe environment for our students and staff. RSU 34 has disciplined and counseled students who have not honored our conduct expectations and instead used this slur on campus, and we will continue to do so. To be clear, the RSU 34 Board, administration and staff do not believe that the “N” word has a place in our schools, whether it is expressed with an intent to harm, as a “joke,” or colloquially by either non-Black or Black students. We encourage all parents to discuss this topic with their child in order to help the District in its efforts to eliminate hate speech and behaviors in our schools.

As many are aware, it is possible that students will encounter the “N” word in their studies of history and literature. We expect our professional staff to engage in thoughtful, respectful and informed discussions about the word, its complex history, and the profound impact it can have on others, prior to distributing any text for student review. This approach may include a range of pre-teaching strategies including

contextualization and discussion. Students are expected to approach these discussions with respect and sensitivity, recognizing the word's harmful history.

Birthday Party Invitations

If you choose to send party invitations to school, please do so for the entire class.

Bullying Policy

It is the intent of the RSU #34 Board to provide all students with an equitable opportunity to learn. To that end, the Board has significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate.

1. "Bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:
 - a. A reasonable person should expect will have the effect of:
 - b. Physically harming a student or damaging a student's property;
 - c. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - d. Substantially disrupting the instructional program or the orderly operations of the school; or
 - e. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.
2. For the purposes of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.
3. The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.
4. Bullying, as defined by RSU #34 policy ([see policies beginning with code JICK](#)), is not acceptable conduct in RSU #34 schools and is prohibited while on school property, while in attendance at school or at any school-sponsored activity, while

students are being transported to or from school or school-sponsored activities or events. This policy also applies to bullying that occurs at any other time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school. 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.

5. Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Bus Information

1. Bus Routes

- a. Can be found annually in the Back to School edition of [Community Connections](#)

2. Bus Rules

- a. Always listen to the driver
- b. Use quiet, kind words
- c. Stay in your seat
- d. Keep your hands to yourself

3. Bus Behavior Issues

Bus drivers will inform administration about bus behavior issues and school discipline procedures will apply. Typical consequences can include a warning, call home, seat reassignment, and/or suspension off the bus.

4. Temporary or One Time Bus Changes

- a. All bus students must only ride their assigned bus. Students may not exit their bus at a different stop.
- b. If there is a change in dismissal, a note, phone call, or email to the classroom teacher and cc'ed to Becca Carroll must be presented from the child's parent/guardian informing the office of the change.
- c. Bus changes will only be honored with advanced notice and if bus space is available.

5. **Cyr Bus Garage Number:** 827-2335

AES Calendar

We maintain an [AES Google Calendar](#) that is also linked to the [AES webpage](#). The [district calendar](#) can be found at the end of this document.

Cancellations and Emergency Closings

1. In the event that it is necessary to cancel or close school, the decision will be made by the Superintendent of Schools. The superintendent will then send out an automated notification via text, including the details of the cancellation. Parents may also check the RSU 34 website (www.rsu34.org) or app.
2. It is critical that we have up to date contact information for all students! This ensures you get cancellation notifications and other important updates. Please notify the main office promptly of any changes in address, email, or telephone number.
3. **If a parent/guardian is uncomfortable sending their student to school due to weather, they are allowed to keep their student home. The parent/guardian must notify the office of, and the student will be marked with an excused absence due to weather.**
4. When school is closed for the day or dismissed early, all after-school and evening school-sponsored activities and community use of school facilities will be canceled or postponed. If circumstances change such that reopening facilities would be feasible, the Superintendent or designee may use their discretion to reopen the district facilities for after-school or evening activities.

Cell Phone, Smart Watches, and Electronic Devices

The use of cell phones, smart watches, and other electronic devices during school hours is strictly prohibited unless explicit permission is given by a staff member. Students are permitted to bring electronic devices, including cell phones, for use while traveling to and from school. However, once on school grounds, all devices must be silenced or turned off and stored securely in backpacks or with the teacher. RSU34 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation. For more information please refer to policy [JICJ](#).

Change of Address/Telephone Number/Email

It is **critical** that we have up to date contact information for all students! Please notify the main office promptly of any changes in address, email, or telephone number. Please also make sure your voicemail is set up and has space to leave a message.

Classroom Placement for the Next School Year

We take placing our students in classrooms very seriously and work on this task in May, June, and beyond for the following year. While we do not take parent/guardian requests for specific teachers, we welcome parent/guardian input. If you would like to provide input into your student's placement, please contact the principal or school counselor prior to the end of May. Input could include: positive peer relationships, peer relationships to avoid, learning characteristics or needs of your student, past experiences and established relationships with staff members, and other information. Classroom placement letters are mailed at the end of July/beginning of August.

Communication in the School and District

Communication is key to a student's success. We value collaboration and welcome feedback about your student's experience at AES. If you have a question concerning your student, please follow the chain of command below until the issue is addressed or resolved. Email messaging and phone extensions are available on our website www.rsu34.org. Choose Schools, Alton Elementary, Menu, and then Staff.

1. Teacher
2. Building administrator(s)
3. Assistant Superintendent (if academics are a concern)
4. Director of Special Education (if student programming is a concern)
5. Superintendent
6. School Board

Find the RSU #34 Guide to Communication from Families and Community [here](#).

Discipline

Our goal at the elementary level is to develop self-control within our students. Self-control is not taught by removing all controls and allowing students to do as they please. Instead, effective discipline provides for the opportunity to reduce teacher direction and encourages students to take an increasing amount of responsibility for the control of their own behavior. Teachers spend time early in the year to instruct students as to their responsibilities and privileges in the classroom and on the school grounds. Teachers will make the classroom rules and procedures known to the students at the start of school and will review them as necessary throughout the school year. In the same manner, general school rules will be shared and reviewed.

1. The following are general expectations:
 - a. Students are expected to show respect to all people during the school day.

- b. Students will be expected to follow the specific rules and regulations established for their particular classroom.
 - c. Serious disruptive behavior in the classroom will not be tolerated.
 - d. Obscene and/or profane language may not be used in or on the school grounds.
 - e. Damage to school property will be considered a serious offense.
 - f. Fighting with intent to harm between students will be considered a serious offense.
 - g. Cell phones must be turned off or have their ringer silenced and remain in the student's bag or with the teacher. Students are not permitted to use cell phones or other electronic devices during school hours without staff permission.
 - h. School Board Policy will be followed in the event of possession of firearms, drugs, alcohol, or smoking materials.
2. Unless dictated by Board policy, the penalties for the above infractions will be determined by the teacher and/or principal. The penalties may include loss of privileges, detention, parent, student, and school personnel conference, suspension, or, in extreme situations, expulsion. Twenty-four hour notice will be given for detention. The school is not responsible for transportation after the detention period.
 3. The classroom teacher has the right to request the removal of a student from their room in order to maintain the general classroom discipline.
 4. It is also understood that the school *does not* condone corporal punishment in any form. It may, however, be necessary to restrain a student when their actions physically endanger others or themselves. Please see our Restraint and Seclusion Policies.
 5. We view an effective discipline development plan as assisting students to form a strong foundation for good citizenship by taking pride in and responsibility for their actions in the school setting and in the community as a whole.
 - 6. Parental/guardian support and participation is essential for an effective discipline plan.**

Dismissal

1. Please remember that dismissal plan changes cannot be made after 1:45 pm unless it is an emergency.
2. Bus students will be dismissed at 2:10 pm. Staff will accompany these students to the appropriate bus. Buses will depart at approximately 2:15 pm.
3. Walkers and pick ups will be dismissed shortly after bus students at 2:10 pm. Families can line up near the main door to retrieve their students. Students

should be able to get themselves and their belongings into the car without assistance. Families can also park in the lot at the side of the school and walk to pick up their student by using the sidewalk.

4. Please contact the school right away if you will be late picking up your student. Repeated late pick up will result in a meeting and planning for other dismissal options.
5. See the Tardies and Early or Changed Dismissals section above for information on early dismissal procedures.

Dress Code

1. Students are expected to dress appropriately for school. Students who wear clothing that is offensive to others or that does not adequately cover their body will be required to change into more appropriate attire.
2. Students should be dressed appropriately for the weather as they all go outside daily.
3. Students should be dressed appropriately, including wearing sneakers, for their scheduled PE day(s).
4. It is recommended that all students bring a change of clothes including underwear, socks and even shoes. These clothes can be kept in their backpack or in their cubby. Many things can result in the need to change clothes!

Emergency Procedures

1. Emergency Response

- a. RSU #34 has detailed emergency response plans in place for a variety of situations. The majority of these plans are kept confidential for security reasons, however, in the event of an emergency, we would communicate through our automated alert system (texts, calls or emails) and/or individual calls to families as appropriate.
- b. These situations are one reason why it is critically important to have accurate contact information for each student's family and emergency contacts.
- c. Although we recognize that in an emergency situation you would want to get to your student as quickly as possible, please allow us the time to follow our procedures before expecting communication or arriving at the school or another location.
- d. We do utilize our text notification system to inform you of isolated emergency incidents that happen at school that do not involve overall student safety i.e. an isolated medical event, a tripped fire alarm, etc..

2. Emergency Drills

AES staff and students practice emergency drills on a regular basis. These practice drills are an opportunity for us to make students feel more prepared in high stress situations. These drills are often conducted in partnership with local agencies. After an emergency procedure is practiced, we communicate through email in order to inform families.

Field Trips and Excursions

Field trips are an important part of the educational experience. All field trips are an extension of the classroom learning activities.

1. Permission Slips

A permission slip must be signed by the parent/guardian and returned to school before a student will be permitted to go on a field trip or excursion. A general permission slip, to be used ONLY in the urgent case that a slip is lost, can be found in the documents section of our website and linked [here](#).

2. Supervision

Teachers and administration will decide how students should be adequately supervised. Family members may be asked to chaperone if appropriate. Non-school-age children are not allowed on field trips. The staff member in charge of the trip is ultimately responsible for the students on the trip.

3. Behavior Expectations

On trips, students and staff are representing the school. School behavior expectations extend to field trip experiences.

4. Local Excursions

Please be aware that most classrooms take local walks and educational excursions along the bike path and in the forest that border the playground without prior parent permission.

Food Service

RSU #34 offers a state and federally approved breakfast and lunch program. Specific school nutrition questions should be directed to the RSU #34 Food Service Department at 827-3908.

1. Menus

Menus are distributed monthly and can be found on the [district food service website](#) and app, and the [RSU #34 Food Service](#) as well as RSU #34 AES Facebook pages.

2. Payment and Free and Reduced Lunch Form

- a. Through federal and state funding, breakfast and lunch are free for all students.
- b. During required years, please take the time to complete the Free and Reduced Lunch Form regardless of whether your student will qualify. Much of our Federal and State funding is based on the data. Your help is of GREAT importance! No form is needed in 2024-2025.
- c. **Milk alone does cost 50 cents**, however if a student takes a milk, a fruit, and one other item (veggies sticks or a cheese stick for example) to go with the lunch they bring from home, they won't have to pay for anything. That is enough to count as a reimbursable meal and is therefore covered for free. This will be allowed and supported by our food service staff.

3. Breakfast in the Classroom

- a. Breakfasts are available daily upon arrival to all students on a grab-and-go basis to be eaten in the classroom. Some classes may utilize other spaces to eat if needed.
- b. Students who need to eat breakfast at school should arrive at school on time to ensure meal availability and adequate eating time.

4. Lunch, Snacks and Water Bottles from Home

- a. **Please send a water bottle and a snack with your student daily.** There is a water bottle filling station on each floor. Water fountains are available, but we encourage personal water bottles.
- b. Please label lunch boxes with the student's first and last name.
- c. Excessive junk food is strongly discouraged.
- d. **Coffee, energy drinks, and caffeinated soda are not allowed.**
- e. Sharing of food is not allowed.

5. Peanut/Nut Products

While we are not a tree nut free school, we need to be very cautious about peanut and tree nut products at school to protect the health of our students with allergies. We encourage families to send nut free foods whenever possible. Families in classrooms that need to be nut free will be notified. Snacks and lunch items containing nuts will not be allowed in those rooms. Our school kitchen is a nut free environment. We also provide a nut free cafeteria table where students with allergies and students not eating nut products can sit when the cafeteria is in use. Students eating nut products during the day are asked to wash their hands immediately after they have finished eating.

6. Food for Celebrations or Special Events

Food provided by families to the classroom must be store bought. Please be aware of classroom allergies. Please speak to the classroom teacher before sending in food to share.

7. Food Preferences or Concerns

If you have preferences about your student not eating school meals or other food during the school day, or additional concerns, please contact your student's teacher or the school nurse.

Fundraising

AES hosts various fundraisers throughout the school year. Participation is always voluntary. Some fundraisers do involve individual or collective rewards for participation. There is always the option to not participate or make a monetary donation directly to AES instead of selling items. A reminder that door-to-door solicitation for school fundraisers is not allowed. We thank all families and students who give to AES in various ways through fundraisers or donations, including those of their time!

Health Services

The purpose of the RSU #34 student health services program is to help each student attend school in optimum health and benefit from the school experience. A registered nurse is assigned to AES. Vanessa Koch, RN is our school nurse. She can be reached at 827-1544 ext 3605 or at vanessa.koch@rsu34.org.

1. Health Conditions Information

- a. The Student Health Survey should be completed by parent/guardian at time of enrollment and updated annually.
- b. Parents/guardians must notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process, or require interventions throughout the school day.
- c. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations, and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
- d. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their student.
- e. The district maintains prefilled epinephrine auto syringes to be used in the event of an emergency. Parents/guardians must indicate in writing on the

health survey if their student cannot receive this emergency care. Parents/guardians of students with a known severe allergy with a prescription for an epinephrine pen need to supply the school with an epinephrine pen for their student.

2. Immunizations/Enrollment

- a. Maine law requires all students to have evidence of required immunizations on file prior to attending school. Parents/guardians should bring immunization records or proof of medical exemption at the time of enrollment and obtain additional immunizations as required by state law. Beginning September 1, 2021, religious or philosophical exemptions are no longer allowed. An exception is allowed for students who have an IEP in place prior to September 1, 2021.
- b. The State of Maine Department of Health guidelines are used in determining the length of time a student should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

3. Illness or Health Conditions and Exclusion from School

- a. A student should not be in attendance and will be sent home with any of the following:
 - i. Temperature of 100 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s)
 - ii. Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
 - iii. Excessive drainage from eyes, ears, persistent earache, consistent or substantial cough, or a painful sore throat.
 - iv. Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice, scabies)
 - v. Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse.
 - vi. We will follow CDC guidance for COVID cases
- b. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), are required to present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

4. First Aid

School personnel will treat any injuries or mishaps that a student sustains at school. We will have the district nurse on call and can provide advice/treatment as necessary. Such first aid might include washing a cut, and applying bandages or ice packs. If your child has a significant injury, including any head injury, or becomes ill while at school, parents/guardians will be notified as soon as possible.

5. Notification of Illness or Injury and Emergency Transport

- a. Students becoming ill or injured at school should ask a staff member for assistance right away. Staff will accompany the student or request the school personnel/nurse come to their location if necessary.
- b. Parents/guardians or emergency contacts of students who become seriously ill or injured during the school day will be notified. **It is extremely important to have current information on our emergency contact form in case we need to reach you.**
- c. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parents/guardians will be held responsible for any costs involved.
- d. Accident insurance is available for students at a reasonable cost and parents are urged to take advantage of this offer. The school receives no compensation for this service.

6. Medication

- a. If at all possible, please arrange medication times so that they can be given at home (before and/or after school).
- b. If it is necessary for a student to take medication at school, there is a written medication policy that **must** be followed. Any medication, prescription and non-prescription, must be in the original containers, properly labeled and accompanied by written instructions before they can be dispensed. In addition, a health care provider's signature is required for all medication. Medication orders and the health care provider's signature are required to be updated each school year.
- c. Tylenol (acetaminophen), ibuprofen, and short term prescriptions are the only exceptions to the requirement above. Medications to be administered for 15 consecutive days or less, such as an antibiotic, are not required to have a health care provider signature but must be brought to school in the

original container with a current and clear pharmacy label. This includes prescription and non-prescription medication, including cough drops.

- d. The first dose of any medication should be given by the parent/guardian at home in order to monitor for effects.
- e. The school nurse has an established procedure for storage of the medication in a safe location, providing accessibility for the student when needed. **Medication must be transported to and from school by a parent/guardian or other adult.**
- f. Maine State Law permits students to carry and use emergency medications such as EpiPens and inhalers with written permission from the parent/guardian and the health care provider, and demonstration of proper use to the school nurse. Contact the elementary nurse for details.
- g. School personnel/the school nurse will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner.
- h. Medications must be picked up at the end of the school year unless a student is participating in summer school programming. Reminders will be given to pick up medication. **If medications are not picked up in a timely fashion, they will be safely disposed of.**

7. Health Screenings

- a. Vision and hearing screenings are provided for students in pre-k or kindergarten (depending upon enrollment), first, third, and fifth grades, as well as for any student referred by a teacher or parent/guardian.

8. Head Lice

- a. If a student has lice eggs, the parents/guardians are called and a treatment plan will be discussed.
- b. If a student has live lice, the student's parents/guardians are called to pick up the child and a treatment plan will be discussed.
- c. Students with lice are not to return to school until the school nurse or designated school official has checked to be sure the lice have been removed.
- d. If a family has experienced chronic lice, the nurse will check the student more frequently to be sure the student is lice and nit (egg) free.
- e. Teachers can recommend a student be checked for lice if they observe excessive head scratching.

- f. Full classroom checks are only conducted if the class is experiencing several outbreaks and/or excessive absences are occurring, which is uncommon.
- g. We do not regularly inform other families about lice cases due to privacy concerns.

Homeless Students

Kimm Kenniston is the homeless liaison for RSU #34. It is the responsibility of RSU #34 to notify the citizens and parents in the district on an annual basis that education services are available to students classified as homeless. If you need further information to determine the rights available to students who are homeless in RSU #34, please contact Kimm Kenniston at 827-3921 or kimm.kenniston@rsu34.org.

Lost and Found

Items that are found at school will be placed in our lost and found locations. If items are labeled with a student name, they will be returned to the student or their classroom teacher. Items found on the playgrounds are often placed in a bin just inside that door for easy student access. Please have your student ask their teacher if they can look for their lost items there. Families are also welcome to check in the office and get a pass to look through the lost and found themselves. Lost and found items are periodically gathered and donated to charities, so please check as soon as you lose an item.

Parent Support of Students and Involvement with School

To guarantee the best possible education for your student, families and the school must work together. Here are a few suggestions as to how this can be accomplished:

1. Follow our Facebook page, bookmark the district website, and download our free app to easily keep up with news and happenings.
2. Check your email, missed calls and voicemail regularly for contact from the school.
3. Check your student's backpack and folder daily for work and teacher communication.
4. Come to back-to-school nights in the fall so you can meet your student's teacher early in the year. Attend school events throughout the year that work for your family.
5. Let your student know that you respect and support the teacher and that you intend to work together for your student's best interests.

6. Find out how much homework, including reading or practice activities, is expected and talk with your student about the importance of completing the homework assignments.
7. Help your student be prepared for each day with clothing, a snack, lunch, and water, and materials including their folder, school work, library books, sneakers for PE, and instruments for band etc..
8. Don't pressure your student about grades or compare your student to other children. Look for the positive.
9. Feel free to contact the school whenever there is a problem. Don't just talk about school problems with your friends, get in touch with the school where someone can give your problem immediate attention. In the event of a classroom concern, please contact your student's teacher first by calling or e-mailing or to possibly schedule an appointment.
10. Volunteer in our school, your student's class, or during events. Please visit the office for a simple volunteer form and to see what opportunities are available.

Parent-Teacher Club (PTC) Parents, guardians, or other adults involved in the lives of AES students are encouraged to be active participants in our PTC. This group is great for networking opportunities and all volunteer opportunities are optional!

- The many efforts of the **PTC** help to provide enriched school learning opportunities and fun for our students. Please watch for notices of meetings throughout the year. **More information will be available soon about date, time, and location of meetings.** The talents and interests of our families make this a valued resource in our school. If you cannot attend the monthly meeting, the meeting minutes are posted on our website. The PTC works with staff to host many events including community meals, during and after school activities, and with the library staff to host special events such as the annual author visit and book fair. There are opportunities to support our school and this organization in many different capacities!

Parent/Guardian-Teacher Conferences

Scheduled parent/guardian-teacher conferences are held at the end of the first trimester. Teachers will be scheduling conferences prior to the Thanksgiving Break. Parents/guardians and teachers can schedule conferences on an as needed basis at other times as well. In addition, the building principal is always available to facilitate issues if the need arises. We aim to accommodate parent/guardian meetings whenever

requested! These meetings can be held in-person or virtually depending on the circumstances.

Public Notice: Public Education for Students with Disabilities

1. The purpose of this notification is to ensure that Regional School Unit #34 is in compliance with 05-071 Chapter 101 Maine Unified Special Education Regulation, Birth to Age Twenty. *“Each SAU shall maintain and implement policies and procedures to ensure that all children residing in the jurisdiction between the ages of 3 and 20 years, including children with disabilities who are homeless children, are wards of the State or state agency clients, children with disabilities attending private schools and receiving home instruction, highly mobile children (including migrant or homeless), children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, and children incarcerated in county jails, and who are in need of special education and related services, even though they are advancing from grade to grade, are identified, located and evaluated at public expense.”*
2. It is the stated intention of Regional School Unit #34 to provide any eligible special education student for whom it has responsibility, a “genuine opportunity for equitable participation” in special education programs.
3. Section 504 Child Find Notice: Children eligible for Section 504 Accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.
4. If you suspect your child has a disability and may need special education services or 504 Accommodations, or if you would like additional information, please contact your child’s teacher or call the District’s Special Education Director, Kimm Kenniston at 827-3921.

Pupil Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- 1. Right to Inspect and Review:** Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- 2. Right to Challenge:** Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 3. Releases Without Permission and Directory Information:** Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

- 4. Additional Information:** You may call 1-800-USA-LEARN (1-800-872-5327) (voice). You may also contact Kimm Kenniston, Director of Special Education, at (207)827-3921. Individuals who use TDD may use the [Federal Relay Service](#). Or you may contact us at the following address:

Family Policy Compliance Office at the U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-8520

Report Cards and Progress Reports

Progress reports are issued by the classroom teachers at the midpoint of both the first and second trimesters. Report cards are issued three times a year at the conclusion of each trimester. These reports should be signed and returned to the teacher. If you have questions or concerns about your student's performance, please contact the classroom teacher.

Progress Report 1	October 21, 2024
Trimester 1 Report Card	December 13, 2024
Progress Report 2	January 24, 2025
Trimester 2 Report Card	March 21, 2025
Progress Report 3	May 2, 2025
Trimester 3 Report Card	Last Day of School

Reporting Concerns Regarding School Safety

Students, parents/guardians, staff, and community members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator or to the school resource officer (SRO) right away. If these reports are time sensitive and outside of school hours, contact local law enforcement. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property. In the event of an emergency, call 911. Non-emergency contact can be made at 207-947-4585.

Resource Officer

RSU #34 has a full time School Resource Officer (SRO) on staff from the Old Town Police Department. This officer is available to provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment. This officer will serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors. The officer will serve as a resource to administrators and staff concerning law enforcement and child welfare issues, attendance and truancy, and to assist individual students and their

families in addressing issues related to law enforcement, as well as help students to have a meaningful school experience. This position ensures that we have a liaison between the schools and the Old Town Police Department in addressing issues of concern to both departments. Willy King will be our SRO for the 2024-2025 school year.

Retention

The retention of students in their present grade is an educational decision made by school officials. Students will be retained when it is in their best interest educationally. The basis for a retention decision rests primarily on an analysis of the student's academic achievement and/or their maturational development. The teacher and/or building administrators will keep parents/guardians informed of their student's progress and of the possibility that retention in grade may be required. A parent/guardian conference will be arranged whenever appropriate prior to any decision to retain the student. Any parent/guardian who chooses to question the school's retention decision regarding their student may appeal to the Superintendent of Schools. Any such appeal will be shared with the School Board.

Restraint and Seclusion Policies

Please visit the [policies section](#) of the RSU 34 website, www.rsu34.org, and see Policies JKAA and JKAA-R.

Specialty Areas and Services

1. **Physical Education** instruction is provided by physical education staff once a week to students in grades prek-2.
2. **Music** instruction is provided by music staff to students in grades prek-2 once a week.
3. **Art** instruction is provided by art staff to students in grades prek-2 once a week.
4. **Library** and other connected academic skills are taught by the Library Media Specialist and library educational technicians. Prek-2 students visit the library with their class once a week, but may exchange books and items or use the library in other capacities on additional days. Students are expected to care for and return their library items in a timely manner. Visit the library website [here](#) for great resources!
5. **World Languages and Cultures (Spanish)** Prek-2 students will receive short lessons multiple times a week with future after school options offered for older students.

6. **School counselor** services are provided at AES. The role of the counselor is to work with the parents/guardians, students, and school staff to support a student's school success. We currently have two school counselors who provide classroom lessons, small group interventions, and occasional individual sessions. School counselors are a great resource to parents/guardians for further support of their student's school experience, however they are not clinical providers.
7. RSU #34 and AES have established partnerships with **outside agencies** for clinical counseling and case management services. School counselors and special education staff will connect with families when these services are recommended. If you have questions about these services, please contact our school counselors.
8. **Outdoor play and learning** are an integral part of the AES experience. We have an outdoor classroom, a trail, and an extensive amount of outdoor learning equipment. We have many staff members trained in aspects of outdoor education, but all staff members and programs are encouraged to take advantage of our outdoor learning facilities. Students should be prepared for outside time daily and families should watch for information about Forest Friday and other special outdoor activities.
9. **Special Education/Section 504** accommodations and services are available. These are provided to those students who have identified special needs. More information may be obtained from the building administrators. If you are concerned about your student at any time, please reach out to their teacher and then administration if necessary.
10. RSU 34 has a full-time **K-5 Gifted and Talented (Chapter 104) program**. The program aims to advocate for students who have significantly different needs than their peers. A screening process takes place each year in third grade, but if you have questions about your student's needs, please reach out to their classroom teacher.
11. **Title 1 Intervention** services in math and literacy are available for all students who need extra support to be successful. Referrals for this program are initiated by the teacher, but if you have questions about your student's needs, please reach out to their classroom teacher. At least one family night will be held for students participating in these programs.
12. **English for Speakers of Other Languages (ESOL)** services are available for students with a primary or home language other than English who are in the process of acquiring English. The program supports students as they adjust to a new culture and learn to speak, read, and write in their new language. Screening for these services is done at student registration.

13. RSU #34 runs three full day **PreK** programs. AES houses one of these programs. Our program has a focus on social skills along with literacy and math readiness activities. Students must be 4 years old as of October 15th in the school year to be eligible. Enrollment is limited and available on a first come, first served basis.

Staff Qualifications: Parent/Guardian Right To Know

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Curriculum Office at 827-3932 to request this information. You have a right to request the following:

1. Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Whether the teacher is teaching in a field or discipline of the certification of the teacher.
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Technology

Regional School Unit #34 recognizes technology as an important teaching and learning tool in the preparation of our students to be productive citizens. Students are instructed to use all forms of technology in a safe and appropriate manner. Students are expected to report if websites or tools are being used inappropriately or if they accidentally come across content that is inappropriate for school. Students who use technology inappropriately and/or who do not report other students using technology inappropriately can have their technology privileges limited or suspended.

Testing/Assessment

RSU #34 and AES conduct various assessments throughout the year including federal and state required testing, screenings, and local assessments. Below is a list of the major assessments conducted. If you have questions or concerns about testing, please reach out to your student's teacher first. They will direct your question to an administrator if necessary.

Season	Test Name	Grades
Fall	Letter ID and Sound, Phonological	K
	Observation Survey	1

	Words Their Way Spelling Inventory	1-5
	Fountas & Pinnell Reading Assess.	1-5
	NWEA	2-5
	Maine Through Year Assessment	3-5
Winter	Fountas & Pinnell Reading Assess.	K
	Running Records	1-5
	Words Their Way Spelling Inventory	K-5
	NWEA	2-5
	Cognitive Abilities (Ch. 104 Screener)	3
Spring	Words Their Way Spelling Inventory	K-5
	Fountas & Pinnell Reading Assess.	K-5
	NWEA	2-5
	Maine Through Year Assessment	3-5
	MEA Science	5
	enVision Math End-of-Year Assess.	K-5
	Kindergarten Screening	PK and new

Tobacco Policy

Smoking and/or the use of tobacco products, including electronic devices, is prohibited in/on all school facilities and grounds at all times. This applies to students, teachers, employees and visitors. Students are also prohibited from possessing such products.

Visitors/Volunteers to School

1. All visitors must check in at the main office window in the vestibule and be issued a visitor's pass to be involved in a school activity.
2. Volunteers working directly with students must fill out a simple volunteer form and submit it to the office for a criminal background check. They must also follow visitor procedures.
3. Students are not allowed to bring guests from other schools to their classrooms without prior approval from the classroom teacher and administration.
4. All items or messages should be brought to the main office to prevent excessive interruptions to classroom instruction. Items for pickup by families or students will be left in the office or on the vestibule table.
5. When waiting to pick up your student during the school day, adults are asked to wait in the area between the main entrance/ flagpole and the parking lot.

Weapons Policy

It is the policy of the RSU #34 to take a zero tolerance position on weapons in schools or on school property. Violators of this policy will be subject to severe school and/or

legal consequences. In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school or personal vehicle, or at any school-sponsored activity:

1. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, “brass” knuckles, switchblades, butterfly knives, chains, clubs, and Kung Fu “stars”. The above applies to in or about any vehicle whether visible, concealed or in a storage compartment.
2. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons.
3. Students who discover they have accidentally brought a weapon to school must immediately turn in the article to an adult. This must be done without displaying the item to other students.

District Calendar

See full page below

RSU 34 SCHOOL CALENDAR 2024-2025

August

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28-IS	29-IS	30

September

M	T	W	TH	F
2-H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11-IS
14-H	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	TH	F
				1
4	5	6	7	8
11-H	12	13	14	15
18	19	20	21	22
25	26	27-IS	28-H	29-H

December

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23-V	24-V	25-H	26-V	27-V
30-V	31-V			

January

M	T	W	TH	F
		1-H	2	3
6	7	8	9	10
13	14	15	16	17
20-H	21	22	23	24
27	28	29	30	31

February

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17-H	18-V	19-V	20-V	21-V
24	25	26	27	28

March

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14-IS
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21-H	22-V	23-V	24-V	25-V
28	29	30		

May

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26-H	27	28	29	30

June

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19-H	20
23	24	25	26	27
30				

July

M	T	W	TH	F
	1	2	3	4-H
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

IS	In-Service Day--No Students
H	Holiday--No Students
V	School Vacation Day
	First/Last Day of School
	OTHS Graduation--June 6th

175 Student Days

Adopted: 2/14/24

Important Dates to Note:
*Freshman Only Half-Day: Thursday, August 29, 2024 --8:30 - Noon
*First Student Day: Tuesday, September 3, 2024
*Last Student Day June 11, 2025

**Additional days will be added at the end of the school year to adjust for snow days or unexpected school cancellations.*

**Parent-Teacher Conferences are in the fall, and scheduled on a building-by-building basis.*

