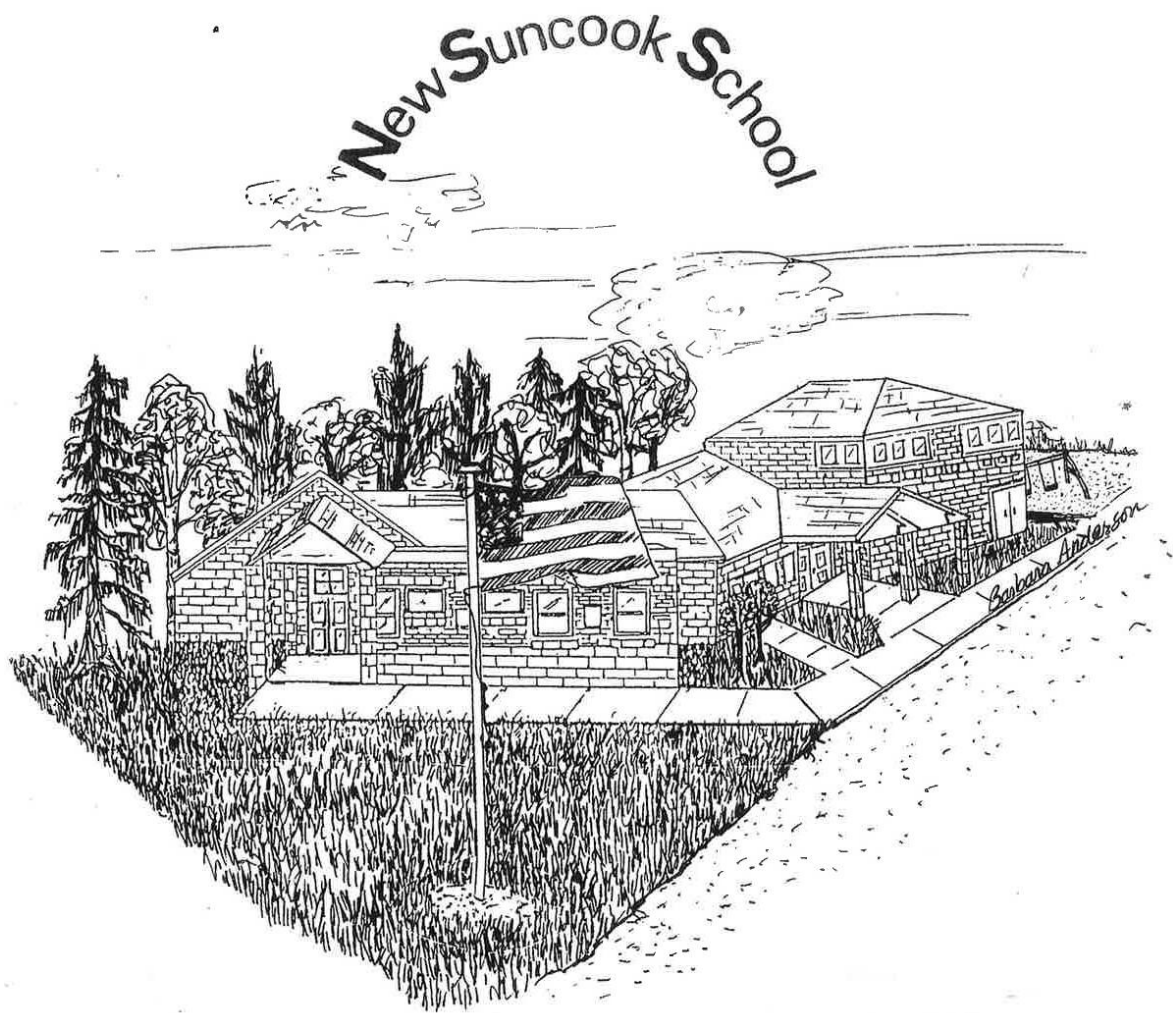




Student-Parent Handbook

2025 - 2026

WELCOME

NEW SUNCOOK ELEMENTARY SCHOOL

MISSION STATEMENT

At New Suncook, we strive to create a safe, respectful and engaging learning environment. Staff and families work together to support individual students' growth academically, emotionally, physically and socially. As students progress through our school, they develop greater responsibility, helping them move forward successfully as a student and citizen.

Carolyn Lewey
PRINCIPAL

95 Main Street
Lovell, ME 04051

PHONE (207) 925-6711

FAX (207) 925-1168

SCHOOL WEBSITE - <http://newsuncook.msad72.org/>

Welcome to the New Suncook School! The staff at New Suncook recognizes that every child is unique. We strive to create a warm, supportive, academically challenging environment in which every child can be successful.

This handbook is designed to provide parents and students with information concerning the operation of the school. We hope that it answers the questions that parents and children commonly have. We encourage you to take some time with your child and read through it.

We look forward to working with you during the year. If you have questions at any time during the year, please do not hesitate to contact the school.

Mission, Vision and Core Beliefs

MSAD 72 Mission Statement:

Supporting the whole child to engage in lifelong learning.

MSAD 72 Vision Statement:

MSAD 72, in partnership with families and the community, will provide an authentic, engaging academic program that supports all students to think independently and work collaboratively to become responsible, productive citizens of a global community.

Core Values:

We believe that students deserve authentic, engaging personalized learning opportunities that allow everyone access to high-quality learning experiences.

We believe that all students deserve opportunities to achieve success by using their strengths and interests to pursue meaningful learning goals.

We believe that all students have a right to learn in an environment where their challenges and differences are respected, and where all adults work in collaboration with caregivers to support student needs.

We believe that positive, respectful relationships between all members of the school and larger community are essential for a supportive school culture where all students can achieve a sense of belonging.

We believe that all members of the school community deserve to work in a setting that is supportive and that promotes meaningful, life-long learning.

Goal Areas:

The **Goal Areas** focus the work and allow for action steps and discrete goals to be developed that will allow us to move toward the Vision.

1. Social/Emotional Wellness

Foster the social and emotional development of all students.

2. Improved Student Learning

Increase the academic achievement of all students.

3. Positive Culture and Climate

Cultivate a professional culture that values trust, respect, collaboration, effective communication, and shared leadership.

4. Community Partnerships

Strengthen engagement, trust, communication and support between MSAD 72 and key stakeholders.

What We Want to Accomplish:

The **Outcomes** are statements that define the priorities for growth and allow the district to realize its collective vision.

Indicator:

By 2026, 80% of MSAD 72 students will demonstrate proficiency in MSAD 72's academic competencies and work habits as indicated by the results of district common assessments and/or standardized test scores.

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DISTRICT STAFF DIRECTORY

2025 - 2026

SUPERINTENDENT'S OFFICE

25 Molly Ockett Drive
Fryeburg, Maine 04037
935-2600
Fax: 935-3787

DISTRICT WEBSITE

www.msad72.org

Jay Robinson, Superintendent of Schools
Evan Wilkey, Business Administrator
Heather Sheehan, Administrative Assistant to the Superintendent
Jessica Brooks, Personnel Assistant
Joe Bubar, Facilities Director
Amy Wilfong, Administrative Assistant for Central Office/Transportation/Facilities
Alexandria Waterman, Transportation Manager
Jean Andrews, Payroll Specialist/Accounts Payable
Pat Menzel, Special Services Director
Megan Juhase-Nehez, Special Services Assistant Director
Jennifer Irish, Special Services Teacher Consultant
Samantha King, Administrative Assistant of Special Services
Danette Kerrigan - Curriculum Coordinator
Samantha Wedgewood, Food Service Director
Ashley Pomelow, District Nurse

MOLLY OCKETT SCHOOL

25 Molly Ockett Drive
Fryeburg, Maine 04037
Phone: 935-2401
Fax: 935-4470
Matthew Lokken, 6-8 Principal
Emily Kirkpatrick, K-5 Principal
Faith Carone, Secretary

BROWNFIELD DENMARK SCHOOL

637 West Main St.
Denmark, Maine 04022
452-2360
Fax: 452-2372
Dr. Merri Rajaniemi, Principal
Sarah Neronha, Secretary

NEW SUNCOOK SCHOOL

95 Main Street
Lovell, Maine 04051
925-6711
Fax: 925-1168
Carolyn Lewey, Principal
Melissa Ywoskus, Secretary

BOARD OF DIRECTORS

MAINE SCHOOL ADMINISTRATIVE DISTRICT #72

25 MOLLY OCKETT DRIVE

FRYEBURG, ME 04037

(207) 935-2600 FAX (207) 935-3787

BOARD OF DIRECTORS

2025-2026

TOWN	DIRECTORS	E-MAIL ADDRESS	TERM EXP.	MAILING ADDRESS
BROWNFIELD	TERESA EGAN	teresa.egan@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
	LISA THOMPSON	lisa.thompson@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	*CHAD PINE	chad.pine@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
DENMARK	TANYA BARTLETT	tanya.bartlett@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	REBECCA KHIEL	rebecca.khiel@msad72.org	2027	25 Molly Ockett Drive, Fryeburg, ME 04037
	*KRISTEN STACY	kristen.stacy@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
FRYEBURG	BETH BOSWORTH - CHAIR	beth.bosworth@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
	MARY DI NUCCI	mary.dinucci@msad72.org	2027	25 Molly Ockett Drive, Fryeburg, ME 04037
	ELI GOODWIN	eli.goodwin@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	SARAH OWENS	sarah.owens@msad72.org	2027	25 Molly Ockett Drive, Fryeburg, ME 04037
	ALLYSON QUINN	allyson.quinn@msad72.org	2027	25 Molly Ockett Drive, Fryeburg, ME 04037
	MARIE STRUVEN	marie.struven@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
	*JESSICA BLASI	jessica.blasi@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
LOVELL	SAVANNAH SESSIONS	savannah.sessions@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	JANE WILLIAMS	jane.williams@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
	*COURTNEY BURKE	courtney.burke@msad72.org	2027	25 Molly Ockett Drive, Fryeburg, ME 04037
STONEHAM	PAULA GUARNACCIA	paula.guarnaccia@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	*VACANT POSITION			
STOW	LINN TRIPP - VICE-CHAIR	linn.tripp@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
	*CANDICE MCELROY	candice.mcelroy@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037
SWEDEN	KATHIANN SHOREY	kathiann.shorey@msad72.org	2028	25 Molly Ockett Drive, Fryeburg, ME 04037
	*ALISA KARWOWSKI	alisa.karwowski@msad72.org	2026	25 Molly Ockett Drive, Fryeburg, ME 04037

*Alternate

NEW SUNCOOK ELEMENTARY STAFF DIRECTORY

Mrs. Carolyn Lewey - Principal
Mrs. Melissa Ywoskus - Secretary

Grade K:

Mrs. Wendy St. Pierre

Grade 1

Ms. Maddie Darling

Grade 2

Mrs. Kelley Brown

Grade 3-4

Mrs. Beth Dorner

Mrs. Catherine Hutchins

Specialists

Mrs. Kerry Jordan - Physical Education

Ms. Meredith Leoni - Art

Ms. Christina Zahn - Music/Chorus

Ms. Alicia Doherty - School Counselor (.5)

CARE team (District Wide)

Ms. Mandy Ladd - Social Worker

Mrs. Alison Moore- Family Liaison

Library

Mrs. Carolyn Nichols - District Librarian (.2)

TBD - Library Ed Tech

Special Services

Ms. Caitlin Young - Resource Room Teacher

Ms. Kathryn Taylor - Speech/Language Specialist

Ms. Rachel Yalenezian - Speech/Language Assistant

Mr. John Dionne - Certified OT aide

Ms. Megan Anderson- Physical Therapist

Dr. Allison Jones - Psychologist

Educational Technician

Ms. Meg Dyer - Part Time

Mrs. Coreen Eccleston - Resource Room

Mrs. Kristen Hailey

Mrs. Kerry Jordan - Part Time

Ms. Michele Levesque - Resource Room

Tech. Staff Support Specialist

Mr. Jeremy Hammer

District Nurses

Ms. Ashley Pomelow

Food Service

Mrs. Carol Davis - Food Service Manager

Custodians

Mr. William Johnson - Custodian

Mr. Chris Wight - Custodian

SCHOOL CALENDAR - 2025-2026

MSAD 72
25 Molly Ockett Drive
207-935-2600
Fryeburg, Maine 04037

CALENDAR OF EVENTS

Aug 25-26	Teacher Workshop Days
Aug 27	First Day of School for Students
Aug 29	No School
Sep 1	Labor Day
Oct 3	Fryeburg Fair Day
Oct 13	Indigenous Peoples Day
Nov 11	Veterans Day
Nov 26	Start of Thanksgiving Break
Dec 24 - Jan 2	Winter Break
Jan 5	Classes Resume
Jan 19	Martin Luther King, Jr. Day
Feb 16 -20	February Vacation
Mar 13	Teacher Workshop
Apr 20 - 24	April Vacation
May 25	Memorial Day
Jun 15	Last Day of School if 5 Snow Days are Used
June 19	Juneteenth

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	W	W	27	28	N	30
31						
September 2025						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October 2025						
S	M	T	W	T	F	S
			1	2	FF	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	W	H	N	29
30						
December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	N	H	N	27
28	N	N	N			
January 2026						
S	M	T	W	T	F	S
				H	N	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

School Closed
Early Release

W
Employee Planning (no school for students)
First & Last Day of School

FINAL - 7/3/2025

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	N	N	N	N	21
22	23	24	25	26	27	28
March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	W	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	N	N	N	N	25
26	27	28	29	30		
May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						
June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	S1	S2	S3	S4	13
14	S5	W	17	18	H	20
21	22	23	24	25	26	27
28	29	30				
July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NEW SUNCOOK DAILY SCHEDULE



Daily Schedule

Student school arrival time: 7:30 AM

School start time: 8:00 AM (Instruction begins)

School dismissal time: 2:30 PM

Wednesday dismissal: 12:30

Lunch and Recess Schedule

	Lunch	Recess
11:00-11:25	K, 1, 2	3rd, 4th
11:30-11:55	3rd, 4th	K, 1, 2

Early Release Lunch Schedule

Early Release
K/1/2 Lunch 11:10-11:35
3/4 Lunch 11:40-12:05
3/4 Recess 11:10-11:35
K/1/2 Recess 11:40-12:05

SPECIALIST SCHEDULE



Specials

Mondays- PE

Tuesdays- Art

Thursday- PE

Friday- Music

Wednesdays- Rotating -

Schedule

Wed. Schedule

8:45-9:25 Hutchins (grade 4)

8:10-8:40

9:30-10:10 Dorner (grade 3)

8:45-9:15

10:15-10:55 Brown (grade 2)

9:20-9:50

12:10-12:50 St.Pierre (K)

9:55-10:25

1:00-1:40 Darling (grade 1)

10:30-11:00

ATTENDANCE REQUIREMENTS

In order to support the highest level of academic achievement for each student, regular attendance is necessary. It is understood that school absences are sometimes unavoidable. However, every effort should be made by students and parents to keep absences and tardiness to a minimum. We discourage extended family vacations or vacations at non-scheduled times that interfere with your child's educational program.

Tardiness: Parents must sign in students arriving at school after 8:00 a.m. and at that same time, if necessary, order lunch. If no adult is outside after 7:45, please walk your child into the building.

Early Dismissal: If you find it necessary to withdraw your child from school before dismissal time, a note/email is required prior to 11:00 a.m. If early dismissal is unscheduled, please report to the office before picking your child up.

Habitually Truant: A student who is at least six (6) years of age or has not completed Grade 6 is truant if they have the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year.

Excused Absences: By State law, a student can only be excused from school for the following reasons:

- Personal illness
- A medical appointment that must be made during the school day
- Observing a recognized religious holiday*
- A family emergency
- A planned absence for a personal or an educational purpose that has been **pre-approved** by the school
- Education disruption from sudden unavoidable change of residence*

*See Maine State Statute 20-A: 5001-A for more clarification

Absenteeism: We want to work with parents to encourage regular attendance. It is important that you let us know why your child is absent. Please call or email us to let us know your child will not be attending and the reason for the absence, or the child will be marked unexcused. If an absentee pattern develops we will work with you to support your child's regular attendance.

Extended Vacations: We encourage families to align their vacations with the **scheduled school vacations**. (A copy of the School Calendar is included in this handbook.) Additional vacations are considered unexcused absences.

BEHAVIOR/GENERAL EXPECTATIONS

All MSAD 72 students have a right to an education, which includes the right to learn in an environment that assures their basic safety. To help achieve this goal, we believe that students must receive support in developing the skills and attitudes to be safe, respectful, and responsible members of our learning community. When negative behaviors arise, our first response must be to support students in understanding the impacts of their behavior on themselves and others and then to help students select different behaviors that will lead to more positive experiences for them and their classmates. More information is available using this link: [discipline philosophy](#).

At the beginning of each school year, the staff members of each school teach procedures and expectations and how they apply in various settings. Each characteristic is taught more fully and discussed with students each year so that they learn those expectations and the ways they can help support the creation of a supportive learning environment for everyone.

There is one unifying theme that guides behavioral expectations in all of the District schools, and that is that all members of the school community should act in a manner that demonstrates **safety, respect and responsibility**. At the beginning of each school year, the staff members of each school discuss procedures and expectations and how they apply in various settings. Each characteristic is taught more fully and discussed with students each year so that they learn those expectations and the ways they can help support the creation of a supportive learning environment for everyone. When appropriate, the same vocabulary is also used in situations requiring disciplinary action. Parents can help by reinforcing these concepts at home.

Be Safe

- Know your job
- Know the emergency procedures
- Move appropriately for where you are (walk inside the building)
- Use playground equipment correctly
- Use supplies and equipment as intended
- Wear footwear that is appropriate for the activity
- Report unsafe behavior

Be Respectful

- Treat all others with care
- Conserve and recycle
- Use indoor voice when inside buildings
- Treat property with care
- Use kind words
- Take turns to speak
- Listen to others
- Follow directions

Be Responsible

- Ask permission to leave area
- Pick up after yourself
- Leave personal items left at home (includes phones)
- Know your schedule
- Dress for the weather
- Focus on assigned task to complete work
- Use materials correctly

Bullying behavior is not tolerated at New Suncook School. Students found to engage in bullying behavior will be dealt with according to the district bullying policy found at the end of the handbook. Many activities, conversations, and guidance lessons are designed to educate students about bullying: how to recognize, avoid, and report it.

BUILDING BLOCKS PROGRAM

We try to keep a count of the number of pre-school children in the District. This information is important in planning ahead for space and staffing in our school. We also like to establish communication with families when their children reach pre-school age to help make each child's transition into school as smooth as possible. The Building Blocks program is sponsored by the Early Childhood committee of MSAD #72. They are dedicated to giving children the opportunity to get to know their schools. Please contact 925-6711 if you have or know of pre-school children in the community.

BUSING/TRANSPORTATION ARRANGEMENTS

This is a summary of transportation procedures for the 2025-2026 school year. We appreciate your cooperation and understanding regarding the following expectations:

- **All Transportation Requests/Changes need to be made using the Transportation Request Form. Filling in your data on the aforementioned linked form is the quickest way for the district to address your needs.**
[25-26 Transportation Request Form](#)
- Students in grades K-8 should have consistent pick-up and drop-off locations. This helps us assure that we are accounting for our younger students and helps us maintain consistent times for the convenience of families.
- For after-school transportation, students may use District transportation for the following: school-sponsored activities like after-school band/chorus or PKA.
- If space allows, students may also use District transportation to attend town recreational programs. Students should turn in notes on the morning of the transportation change to make this possible.
- Students will not be allowed to make changes for the following: trips to a friend's house, pre-dance gatherings, birthday parties, or other social occasions. Parents should make arrangements for these occasions.
- **Parents should also continue to notify the school of changes to transportation arrangements by 11:00 AM.**

Your cooperation with these procedures assures that we can account for all students so that we can avoid having students miss the bus, we can avoid dropping students at the wrong location, and we can avoid overcrowding on our buses. Thank you.

BUS SAFETY

It is a violation of the school bus safety regulation to pass a school bus with red lights flashing, even on school grounds. Bus drivers must report all violations of this law.

Please do not park in the bus loop at any time.

Riding a school bus is a privilege. A pupil who does not follow the safety procedures may be suspended from riding on the bus. All students are expected to behave appropriately while on the bus. (Please refer to Appendix: [JIC - Student Code of Conduct Policy](#) & [EEA-R: Student Transportation Procedures](#))

CELL PHONE USE BY STUDENTS

Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, smart watches, handheld computers, and electronic games during the school hours, including on field trips and extracurricular activities held during school hours unless told otherwise by the staff member supervising the activity. The following administrative procedures will be implemented to support this policy.

Students may use electronic devices on buses with the following guidelines:

- Electronic devices may not be used in any unethical or illegal manner;
- Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;
- Any use of personal electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
- The use of cameras or the camera/video function on any device is strictly prohibited on District Transportation, in all areas of the school and during any school-related function unless otherwise approved by the staff member supervising the activity.

Please see Policy and Administrative Procedures here. [JFCK](#) and [JFCK-R](#)

CLASSROOM TEACHER ASSIGNMENTS

Classroom assignments are made through team decisions and with the best interests of children in mind. Parents are invited to provide insights, information, and/or requests that will be helpful in determining student placements. Requests should be done in writing and submitted to the school office in early May for the following school year. While this input is valued and taken into consideration, due to limited staff and resources we cannot guarantee that all parental requests will be granted.

CHILD ABUSE - DHHS REFERRALS

When any school administrator, teacher, nurse, bus driver or teacher aide in M.S.A.D. #72 knows or has reasonable cause to suspect that a child has been abused or neglected, he/she is required to report it to the school principal and/or school guidance counselor. Upon hearing the report, the guidance counselor and/or principal will call the Department of Health and Human Services (DHHS). As a function of the report, it may be necessary to have additional conversations with the child.

Copies of the report and any supplementary documentation will be kept on file in the building administrator's office.

CUSTODY/GUARDIANSHIP

If a child is living with a guardian, the school requires a copy of the legal document transferring the legal responsibility, in order to register the child in this District. Children will not be registered without this documentation.

If a parent requests that a child **not be released** to the non-custodial parent, the school requires the court

order or legal document that states this. If the school does not have a copy of this legal document, the child may be released to either parent.

DRESS CODE

MSAD 72's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. All students should be able to dress comfortably for school and choice of clothing should not be a barrier to engaging in their education or a barrier to their peers to engage in their education. To ensure effective and equitable enforcement of this dress code, all school staff shall enforce the dress code consistently.

The items listed below are from the new School Board policy JICA: Student Dress. The policy can be found in its entirety here. [JICA: Student Dress](#)

Students Must Wear:

1. Shirt/Top: (with fabric in the front, back, and on the sides under the arms)
 2. Bottom: pants/sweatpants/shorts/skirt/dress/leggings
 3. Shoes: appropriate for weather conditions and activity.
- All clothing must be worn in a way such that genitals, buttocks, breasts and nipples are fully covered with opaque fabric.

Students May Wear:

- Hats, including religious headwear. Hats must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Midriff-baring shirts (breasts must be covered at all times).
- Jackets
- Pajamas, (that fit the above criteria)
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the values listed below.

STUDENTS ARE PROHIBITED FROM WEARING any articles of clothing, footwear or accessories/insignia with images (including logos), language or in any other way promote or depict:

- the use of tobacco, vaping, alcohol, drugs, any other illegal item or activity;
- violence in any form;
- hate speech, profanity or pornography;
- wearer as a member of a particular gang;
- displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) or;
- creates a hostile or intimidating environment based on any protected class or marginalized group;
- clothing that is potentially destructive to school property, (e.g., clothing with metal inserts/chains that may scratch furniture, or may rip bus seats). Cleats, other than on athletic fields;
- any accessories that could be considered dangerous or could be used as a weapon;

- trench coat-style jackets;
- visible underwear. (Visible waistbands or undergarments straps are permitted);
- helmets or headgear that obscures the face (except as a religious observance)
- any item that obscures the face or ears (except for medical, pandemic, or religious observance reasons).

This dress code applies to all activities on school grounds and transportation during on and off school hours, including summers. Furthermore, this dress code applies to all school functions held off premises including field trips and sporting events.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

MSAD #72 believes that a caring, competent, and qualified teacher/paraprofessional for every child is the most important ingredient in education reform, and will make sure all our teachers/paraprofessionals are fully qualified for their positions. MSAD #72 will only hire teachers/professionals who are entitled to teach under Maine's certification requirements. In addition, every teacher/paraprofessional will be encouraged to continue his or her own learning through professional development activities. Each teacher/paraprofessional will go through an evaluation process to make sure that their teaching skills remain a highest level. Additional information about the ESEA|act as well as on the qualifications of your child's teacher is available upon *written request to the building principal*.

School and District Report Cards for MSAD #72 schools and all Maine schools can be accessed by the following link: <http://www.maine.gov/doe/dashboard>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), the school reserves the right to provide directory information unless parent(s) notifies the school otherwise. The Department of Education considers directory information as that which includes, but is not limited to, the following data about the student:

Name
Address and telephone
Date and place of birth
Dates of attendance (from and to) dates of enrollment
Most recent previous educational institution
Photograph

FIELD TRIPS

Field trips are an exciting and educational supplement to work that is happening in the classroom. Field trips are directly connected with the curriculum that the class is studying and are carefully planned. We encourage and need parent involvement during field trips. It is the policy of the school, though, to discourage the bringing of younger siblings on field trips with parent chaperones. We have found that it

is difficult to balance the necessary supervision of little children with the safety needs and the learning opportunities of students in the class.

FIRE/SAFETY DRILLS/EMERGENCY PLAN

While we sincerely hope that emergency procedures will never need to be put into action, it is also the belief of the District that we have a responsibility to be prepared to deal with dangerous circumstances. Each school in our District has safety plans and procedures to deal with threatening situations. The procedures, such as fire drills and lockdowns, are practiced and reviewed so that we are as prepared as possible should the need ever arise to use our emergency procedures. Students will be taught these procedures and will have opportunities to practice during drills so they will understand how to respond to such a situation.

FOOD SERVICES

This year all students can eat school breakfast and lunch for free. However, we ask that all families complete the [free and reduced lunch form](#) . This form can be downloaded and returned to school or you can ask us to send home a paper copy. If you need any help filling out the form, please contact Food Service Director, Samantha Wedgewood at 935-9542 or 935-2401 ext. 1222. We encourage parents to add a small amount of money to their students' accounts, either through the parent portal or by bringing in cash or checks to the cafeteria. Students will not be allowed to make purchases without money on their account. Breakfast and Lunch will never be denied to a student. If your student takes milk only it is .50 cents. We do offer a "Milk Deal." If your student brings home lunch and wants milk, all they need to do is take a fruit and vegetable and the milk will be free!

You may contact Samantha Wedgewood with any questions at samantha.wedgewood@msad72.org

GUIDANCE/COUNSELING SERVICES

Guidance services are available to all students. Counseling services are varied depending upon the need of the student, group of students, or classroom. In grades K-4, all receive classroom-based instruction on a consistent basis. Students K-8 may also receive small-group services on an as-needed basis. Counselors are also available to provide consultations with students one-on-one as well as short-term individual counseling. In grades 6-8, students may also choose to be involved in Early Act and the Civil Rights Team.

Parents, students, or staff members can make referrals to the counselor if it is thought that students would benefit from these services. A more detailed description of services is available by contacting the school counselor.

GIFTED AND TALENTED INFORMATION

MSAD 72 is committed to recognizing the unique value, needs, and talents of all students. We recognize that there are children who require differentiated programming and services beyond those included in the regular school programs. We offer a Gifted and Talented Program for those students who have been identified through a screening process as having outstanding general or specific intellectual abilities. An individualized plan is developed, which is suited to each child's needs. The emphasis is on the expansion of knowledge, the application of skills, and the development of higher order cognitive processes. For

further information, please email our Curriculum Coordinator, Danette Kerrigan, at danette.kerrigan@msad72.org

HEALTH SERVICES

M.S.A. D. 72's District Nurse is Ashley Pomelow. Her office is located in the office at Molly Ockett School Fryeburg, 935-2401 ex. 1248.

If students become ill during the day, they will be sent to the school office. Since we don't have a nurse in the school, our secretary will contact parents and arrange dismissal. Accident reports are required for any serious injury, and parents will be notified.

You will be sent an email to update your student's information in the Infinite Campus Portal. It is imperative that you complete the online update as soon as possible. Be sure your child's emergency information is kept up to date. Please be sure to give the school notice if information changes during the school year.

If your child needs medication (including cough drops or lotions) during the school day you must complete a medication permission form that is available in the school office. All medications are kept in a locked cabinet in the school office.

For a comprehensive review of MSAD 72's health policies click here [Health Handbook](#) or look in the appendix of this handbook. Please review these policies with your child. Call the school nurse if you have any questions.

HOMELESS STUDENTS

Homeless students are eligible to enroll in school even if unable to provide proof of residency or certain education and immunization records.

Homeless students include students who lack a fixed, regular and adequate nighttime residence and include a child or youth who is sharing the housing of other persons due to loss of housing or economic hardship or a similar reason; is living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodation; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement

- who is living in a car, park or public space or in an abandoned building, substandard housing, bus or train station or similar setting;
- who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings
- who is a migratory child who qualifies as homeless because the child is living in circumstances as described above.

If you believe that you or your child is homeless, please inform your school administrator or the M.S.A.D. #72 Homeless Children & Youth Liaison, Pat Menzel, at 935-2600.

HOMEWORK

Homework is an important part of becoming an independent, responsible learner. It is also an essential tool for teachers to both extend the learning that takes place in the classroom and to get the feedback needed to support the learning of each and every student. The extent to which homework is used in a classroom is up to the discretion of the individual teacher, but the following guidelines are helpful in determining appropriate amounts for each grade level:

Kindergarten:	10 - 20 Minutes
First Grade:	20 Minutes
Second Grade:	20 Minutes
Third Grade:	30 Minutes
Fourth Grade:	40 Minutes
Fifth Grade:	50 Minutes
Sixth Grade:	60 Minutes
Seventh Grade:	70 Minutes
Eighth Grade:	80 Minutes

Long-term projects and writing assignments often take extended periods of time to complete. While due dates for such projects might not be immediate, students are encouraged to plan ahead to make sure they don't sacrifice quality in rushing through a project at the end to meet deadlines.

INTERNET ACCESS

Our school has direct access from selected school computers to the Internet. This access opens up an exciting world of research and exploration. We feel strongly that students need to become familiar with this new world to meet the growing demands of their increasingly technological environment. We are making every reasonable effort to supervise and monitor the use of the Internet in school. (See [IJNDB: Student Computer and Internet Use and Internet Safety](#) and [IJNDB-R:Student Computer and Internet Use Rules](#).)

LIBRARY

The school libraries support student learning across the curriculum. Each school library provides a welcoming, student-centered environment that encourages students to seek information in a responsible way. Print and electronic resources are available to meet both informational and recreational needs. The library program fosters lifelong enjoyment of reading and intellectual discovery, empowering students as information literate, independent learners.

Elementary students visit the library weekly to check out materials. Materials may also be requested electronically from the library. Library staff collaborate with classroom teachers in order to use school library resources in support of the curriculum.

Students are able to check out books, audiobooks and magazines to take home and/or use in their classrooms. Library staff determine the number of items a student may check out. Students are

encouraged to bring back their library materials when they are finished with them so that new materials can be checked out. Parents are welcome to check out materials to use with their children. Students are responsible for returning their library materials in a timely fashion and paying replacement costs for any lost or damaged materials. It is at the discretion of library staff whether students with overdue materials may check out additional items.

The online library catalog at destiny.msad72.org may be used to search the library collection at school or remotely. The catalog also provides remote access to FollettShelf library ebooks which may be checked out and viewed on computers or portable devices. Usernames and passwords are provided to students by library staff. In addition, each school library has a homepage with links to online databases, child-friendly search engines and other useful websites aligned to their studies.

LOST AND FOUND

Articles found on school grounds or in the school building will be turned in to the office. Every effort will be made to reunite lost and found items with their owners. This task will be made easier if parents will mark student items. A lost and found box is located in each school. Items in the lost and found will be cleaned out at the end of each marking period, and where appropriate, donated to a local charitable organization.

MIGRANT PROGRAM INFORMATION

The Migrant Program in M.S.A.D. #72 provides additional school services to students in grades K-4. Teachers work with individual students or in small groups to improve academic skills, and to develop a positive attitude about them. All instruction is coordinated with the classroom teacher to ensure success for each child. The following are the guidelines on qualifications:

1. Children from families who move across state/school district lines to be employed in farming, food processing, blueberry, broccoli, or potato picking, fishing, logging, etc.
2. Children from families who did move across state of school district lines to be employed in any of the above areas, but who have stopped moving and have stayed in the community for less than six years. Parents are asked to fill out a questionnaire to determine eligibility when they register at the school office.

NEWSLETTER

The School publishes a biweekly newsletter as a way of promoting communication between school and home. Classroom news, upcoming school events, health notices, and community announcements (when appropriate) will be a part of each newsletter. Periodically we print students' pictures in the school newsletter or send pictures to local newspapers. **Please notify our office if you do not want your child's picture published.** The newsletter will be sent home electronically the first Thursday of the month during the school year. **We encourage parents to receive newsletters electronically. If you do not receive the newsletter by September 1st, please verify your email address with Mrs. Ywoskus at melissa.ywoskus@msad72.org.** In addition it will be posted on our website and the District website www.msad72.org

PARENTAL CONCERNS

MSAD 72 Communication Guidelines

The purpose of this document is to provide a resource that parents and other community members can use to address questions and concerns. To do this effectively, it is best when the staff members with direct involvement are contacted first, as they have the most relevant first-hand information. If the question is not answered or the issue is not resolved, this guide shows who should be contacted next. The Board of Directors becomes involved, if necessary, as the final stage of the process.

Question/Concern	Contact 1	Contact 2	Contact 3	Contact 4
Academics	Teacher	Principal	Curriculum Coordinator	Superintendent
Athletics	Coach	Athletic Director	Principal	Superintendent
Attendance	Teacher	Family Liaison	Principal	Superintendent
Behavior	Teacher	Principal	Superintendent	
Budget	Business Admin	Superintendent	School Board	
Building Use	Principal	Facilities Director	Superintendent	
Classroom Procedures	Teacher	Principal	Superintendent	
Clubs	Advisor	Athletic Director	Principal	Superintendent
Curriculum	Teacher	Principal	Curriculum Coordinator	Superintendent
Facilities	Principal	Facilities Director	Superintendent	
Health	School Nurse	Principal	Superintendent	
Scheduling	Teacher	Principal	Superintendent	
Special Ed	SpEd Teacher	Principal	Special Education Director	Superintendent
Transportation	Driver	Transportation Mgr	Principal	Superintendent

Adopted: 6/12/2024

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled with your child's teacher between **November 1st - November 22nd** at New Suncook School. The purpose of conferences is to share information about the child's learning at home and at school. It is our hope that all parents will participate. Parents and/or teachers may also request conferences at any time during the year by contacting your child's teacher.

PERSONAL PROPERTY

Students should leave all personal property and valuables at home. We discourage students from bringing valuable or favorite items to school. (Examples: Gameboys, ipods, Pokemon items, handheld computer items, etc). The school cannot be responsible for lost, "traded" or damaged items brought to

school. All items are to remain in the student's backpack or assigned locker during the school day. Students are not allowed to trade or give personal items to other students at school.

PROFESSIONAL DEVELOPMENT

Staff development is an ongoing school improvement process which provides a structure for M.S.A.D. #72 educators to meet. While these activities happen throughout the week, one structure we will be using is early release days on Wednesday afternoons to allow educators an extended amount of time to meet. Students will be released at 12:30 p.m. every Wednesday starting September 3rd, 2025 and the last day of school in June. There will also be reminders in the school newsletters when the dates are approaching. Lovell Recreation provides activities for students on Wednesday afternoons but **sign up is required.**

PROGRESS REPORTS

Two progress report cards will be sent home during the school year to report student progress. Parent Teacher Conferences are scheduled early in the year and as needed throughout the year. If you have questions regarding your child's progress report card, please contact your child's teacher. Specialists report cards will be sent home in January and at the end of the year.

Parent-Teacher conferences: November 1st - November 24th

Report 1 sent home January 2026

Report 2 sent home last day of school with students

PTA/PTO

The School has a Parent-Teacher Association/ Organization which actively supports the school. Membership is open to all families, staff, and community members. Meetings are held monthly. Working on committees provides parents with an opportunity to work with and support the school in a variety of ways. We encourage all parents to become involved in our PTA/PTO activities and ask that you contact the school office for membership information and/or the current slate of officers.

SCHOOL CANCELLATIONS/LATE STARTS/EARLY DISMISSALS

There are times when it is necessary to cancel, delay or to close school early due to unforeseen and/or dangerous conditions. When this happens, the following stations will broadcast the cancellation:

Radio

WBLM WCSO
WPOR WTHT
WMWV WOXO
KISS100
WGAN/WMGX

Television

WCSH ch. 6
WGME ch. 13
Ch. 8

Internet

www.wmtw.com
www.msad72.org

As part of the online emergency form, all parents will be asked to provide instructions for their child in the event of early dismissal from school. Please be aware that if there is a delay of school or a school cancellation which impacts a meeting time (such as a I.E.P. meeting, meeting or a parent/teacher conference) that meeting is automatically canceled and will be rescheduled for a later date.

Please be aware that when there is a school cancellation, teachers will not be on duty until the new opening time. **If you happen to arrive and note that there are no cars in the parking lot, do not**

leave your child because there are no teachers to provide supervision. Please accompany your child into the building to verify the accurate starting time.

SCHOOL INSURANCE

Student accident insurance is not provided by the school district. If you wish to enroll your child in an insurance plan, please respond directly to the company. A brochure will be sent home with the first day packet that every child receives. All claims are referred to the local agent after you subscribe.

[1st Agency Student Insurance](#)

[MSMA Student Insurance](#)

SCHOOL PICTURES

Each fall we have a school photographer who comes in to take every child's picture. You have an opportunity to purchase a package of these pictures at a minimal cost. Information regarding packages and pricing is sent home prior to picture day. **Picture day at New Suncook School is October 10th. Retake Day is November 14th.**

SPECIAL SERVICES

Some children demonstrate special learning needs which require individual help in order for them to fulfill their educational potential. State and Federal laws prescribe that these children be identified, referred by their parents or teachers, evaluated and provided with an Individual Education Plan (IEP). The IEP describes what skills are to be taught to accomplish educational goals. Each step in the identification and planning process requires and encourages parental involvement.

If you have specific questions or concerns regarding your child, we encourage you to contact your child's teacher, special education case manager, the principal, or the Director of Special Services.

STUDENT ACTIVITIES

Alternative Learning Day

The PTA organizes a full day in the spring to bring the community to our school. They ask for volunteers to share a skill, activities, craft or career with groups of children. It's an all day event. The children will participate in 3 different activities.

Community Meetings

One Friday afternoon a month, all students and staff at New Suncook gather together to share activities or presentations that have happened in the last month. At times we have guest speakers, songs or skits, present special buttons to students recognizing their citizenship skills and end the meeting with a slideshow of students engaged in school activities. It is a great opportunity for students to see what is happening throughout the school and builds a great sense of community.

Junior Ski Program

Students have an opportunity to participate in a 6 week ski program beginning in January. This program is coordinated by both the Lovell and Fryeburg Recreation Programs. The ski program occurs weekly in cooperation with King Pine in Madison, New Hampshire, for the Lovell children and Shawnee Peak in Bridgton, Maine, for the Fryeburg children. Rental equipment is available for a small fee. You will receive information regarding this program in the late fall.

Pequawket Kids Association After School Enrichment Program
(P.K.A.)

The PKA is an after school enrichment program for students K-5. The program operates at Molly Ockett School in Fryeburg five days a week from 2:40-5:30. Students from New Suncook can take a bus from New Suncook to Molly Ockett School in order to participate in the program. The program offers a healthy snack, homework/academic support, enrichment activities and recreation.

The enrichment activities change every two months. Students may sign up for one to five activities each session. There are some opportunities for families to volunteer in exchange for payment of the program fees. Information about the program is sent home at the beginning of the year and then several weeks before each two month session begins. Contact Jeffery Walburger at jwalburger@mrconsult.org FMI

Recreation Department

In our district we are fortunate to have a Recreation Department in both Fryeburg and Lovell. For information about activities in Fryeburg call 935-3933 and in Lovell call 256-2223 (Meg Dyer)

STUDENT DISMISSAL

If your child's dismissal procedure will change, you must send a dated, signed note with your child indicating the changes prior to 11:00 a.m. the day of the change to the school office. Without a signed and dated note received prior to 11:00 a.m., the usual dismissal procedure will be followed. Please be clear with your child that there will be a change in his/her dismissal plan.

Buses are dismissed at 2:30 and parent pickup begins as soon as these buses leave. Parents picking up their child may park behind the buses in the bus loop. We will escort your child to your car so that you do not need to leave your car.

If an emergency causes your child's dismissal plan to change during the day, please send a dated, signed note, fax, or email to the office as soon as possible so that your child, your child's teacher, your child's bus driver, or the person on parent-sign-out duty can be notified about the changes.

If you must pick up your child prior to the end of the day, you must come to the office upon arrival at school to pick up your child.

We are sympathetic to the fact that there are rare occasions when plans must change, but your cooperation with this procedure will enable us to make sure that students are getting to the correct location in a timely fashion. We are responsible for your students until they arrive at home or into the care of the appropriate individual, and it complicates matters to change plans in the flow of a busy school day. We appreciate your support in this matter.

*** IT IS IMPORTANT THAT YOUR CHILD NOT LEAVE SCHOOL WITHOUT CHECKING OUT IN THE SCHOOL OFFICE WITH OFFICE STAFF.**

STUDENT DROP OFF/PICK UP

Instruction begins at 8:00 AM. In order to have time for handing in notes, taking off winter clothes, and settling into the school day, **we expect all students to be in their classrooms by 7:45 AM.**

For safety, children should not be in the school building or schoolyard before the first bus arrives. There is no supervision before that time. This includes walkers, bike riders, and students transported by parents.

STUDENT RECORDS

Student records are kept in the School Office. Requests for transcripts to be sent to other schools must be made in writing by the requesting school. Original records will be mailed directly to the requesting school. Please be sure to notify the school office as soon as possible if you are planning to move from M.S.A.D. #72.

Under state and federal “Right to Know Laws” parents are entitled to view their child’s records in the presence of a school official. A parent may request a copy of the records or a viewing of them. The originals must be kept in the school. The school cannot give them to the student. A fee of \$.10 per sheet may be assessed for copying records. Only the legal parents or guardians may receive copies of a child’s records. School Board Policy pertaining to school records is located in Appendix under Policy JRA - Student Education Records and Information.

STUDENT SUPPORT TEAM

The purpose of SST is to help teachers identify and implement strategies to assist students who are experiencing academic or behavioral challenges. Teams are made up of classroom teachers, support personnel, the building administrator, and others as needed. These teams develop plans that include a range of services that are then implemented by the classroom teachers and/or other support personnel. Each student has a learning plan that is developed when students receive supplemental services. These plans are shared with parents and help document whether interventions have been successful or whether additional steps may have to be incorporated to address stated concerns.

STUDY HABITS

Similar to homework, developing positive study habits are an important step to becoming an independent, successful learner. Being successful requires self-discipline and organization. The following suggestions may help you develop these skills:

- use an assignment book/daily schedule/folder and write assignments and due dates in it.
- make sure you understand your assignments and what you are expected to do at home; if you don’t, ask questions before you leave school.
- before leaving school, make sure you have what you need to complete your homework.
- when studying at home, set aside the time to complete your work and do it in a well-lit, quiet place.
- set goals and budget your time.
- take breaks and only study for the amount of time you feel you can be productive.

SUBSTANCE ABUSE

Maine School Administrative District # 72 acknowledges the use and abuse of drugs by minors is illegal and can interfere with the behavior, learning, health, and fullest possible development of students. To ensure the safety and well-being of the school population, the district is committed to a comprehensive set of policies which promote a school environment free from use, possession, or distribution of drugs of any kind; encourage prevention and educational programs that deal with the underlying cause of abuse; and offer an understanding of the physical, psychological, social, and legal dangers associated with drug use.

The purpose of this policy is to direct the school community in terms of their responsibilities with regard to prevention, intervention, discipline, and interagency cooperation.

The district recognizes the negative impact to the home, school, and community resulting from substance abuse. It also recognizes that the use of drugs can often lead to abuse and dependency which is a treatable health problem that should be the primary responsibility of the home and community. The school system shares the responsibility with families and community around these issues, provided, however that the primary obligation to seek assistance and resolve the substance abuse problems rests with the student and his/her parents/guardians.

The policies incorporate use by employees as well as students, and include rules for in-school time as well as during all extra curricular activities and school functions.

Complete Policies regarding these issues may be found in the Appendix: ADC, ADC-R, JICH and JICH-R.

TELEPHONE USE

The telephones in the school are for school use only. Personal calls by students are discouraged due to the limited telephone line availability. In certain situations the student may be allowed to use the school phone, but this will be reserved for emergency purposes. Parents and students are encouraged to review daily schedules and routines at home each morning to minimize the need to call home. If students have a cell phone in their possession, it must remain off and in their backpack during school hours (7:30 a.m. to 2:30 p.m.).

TESTING

Each year, students are required to take certain academic testing so that we can assess whether students are learning the concepts and skills that will allow them to be successful later on in their academic careers and life. Students take a mixture of classroom level, school level, State and National tests throughout the course of the year. These include:

National Assessment of Educational Progress (NAEP)

MEA/NWEA Testing

Maine Educational Assessment (Science Only)

Selected 4th/8th Graders

All Students 3rd - 8th

5th/8th Graders

Schools are sensitive to the amount of testing students are required to participate in, although the State and National testing is mandatory and opting out would have a significant financial impact on the District. If parents have questions about the testing listed above, they should contact the school administrator by February 1st as all of the above testing would take place on different dates after February break.

THEME

The school as a whole and individual classrooms will be working with the school-wide theme in a variety of ways throughout the year. Within the school-wide theme, individual classrooms have specific thematic units which support the integration of the curriculums and help make learning more meaningful for students.

TITLE I

Our Title One programs are funded by the Federal Government to provide academic help to children who need additional assistance to work at grade level. Our school has a schoolwide Title I plan which focuses on improving literacy and math achievements as well as behavioral support.

The program is based on students' needs and their classroom teachers' recommendations. Students may receive extra assistance in their classrooms or in a separate room, individually or in a small group.

UNIFIED ARTS

Art is the first language, a visual language. At the elementary level the art program focuses on 4 specific areas (1) the production of art, (2) art appreciation/art history, (3) art criticism, and (4) aesthetics. The elementary students are exposed to a wide variety of media and techniques, from drawing to painting, sculpture, fiber arts, printmaking, and pottery. Projects increase in complexity from kindergarten to the fourth grade. The students develop their own artistic solutions as well as practice important problem solving skills. Integrated into the production of art are basic skills, such as the proper and safe use of tools from paintbrushes, to scissors, to linoleum block carving tools. The students learn to use the elements and principles of art to make more effective products. These elements of design include color, form, line, shape, and texture. By employing the principles of art: balance, proportion, rhythm, unity and variety; the students expand their ability to create meaningful visual statements. They develop an increased visual perception for the natural and man-made world around them.

General Music is offered once per week to all students in grades K-4. In the K-2 program, emphasis is on unison group singing, listening and moving to music and playing classroom percussion instruments. These activities are designed to teach students the basic elements of music. Along with continued practice of skills learned in K-2, students in grades 3-4 are introduced to part-singing, simple dances, and basic music reading skills. Major musical works and famous composers are studied in depth. In grade 4, students begin recorder lessons. The school provides students with recorders to play during class and students are given the opportunity to purchase their own instrument to practice at home. In addition to general music class, enrichment activities such as class musical and field trips to youth concerts are offered periodically.

Physical Education is an integral part of children's education at our school. Students meet twice weekly for opportunities to explore movement. As students become familiar with their abilities to move, manipulatives are added. Physical fitness is also emphasized with the hope that students will make healthy choices for themselves. Through the use of games and activities, students are also taught the importance of cooperation and sportsmanship. It is expected that all students do their personal best. It is required that students wear fastened, non-marking sneakers in the gym. This is for their individual safety as well as the safety of their classmates.

VISITORS - SIGN IN/SIGN OUT

We request that all visitors sign-in in the office and get a visitor's badge. **We also request that all visitors to the school enter through the front doors by the office. Between the hours of 7:45 a.m. and 2:30 p.m., all doors are locked and entry is through the security system located on the right side of the front doors.**

If any adults act or appear in a manner that may distract students from their education, they will be denied access to the building. Upon leaving school grounds, adults should sign-out in the office. If you see any adult in the building without a badge, please report it to the office immediately

VOLUNTEERS

We have implemented new procedures regarding volunteers in schools. The intent of these procedures is to take reasonable measures to assure the safety of our students while at the same time maintaining a comfortable and inviting atmosphere in our schools. To assist in this process, we ask that anyone interested in volunteering, fill out a Volunteer application and Volunteer Agreement Form [Link](#) and return both to the school office. Once this happens, we will conduct a background check on all potential volunteers using a statewide database. Once potential volunteers have passed this screening, they will be eligible to volunteer. For those who fail the initial background check but who still wish to volunteer, they may use the Department of Education's protocol. This includes passing a background check and submitting fingerprints prior to approval, at the applicant's expense. This is the same procedure all school employees go through before employment.

If you were previously approved as a volunteer you will need to submit a new application and agreement form for the current school year prior to volunteering.

Thank you for your support in this matter.

HEALTH HANDBOOK
SCHOOL HEALTH SERVICES



District School Nurses
Ashley Pomelow, RN, BSN
Rose Meyer, RN, BSN

MSAD #72
25 Molly Ockett Drive
Fryeburg, ME 04037
TEL: 935-2401 Ext. 1248  FAX: 935-4470

Our children are our future. What a wonderful gift we can give them if you as parents and we as a school staff can cooperate to make these years meaningful and healthful. School health regulations and expectations for personal daily hygiene promote a healthy and safe environment.

ABSENTEEISM

It is the responsibility of the parent to be sure their child is in school. **You must call your child's school in the morning if your child is going to be absent.** Excused and unexcused absences will be monitored monthly. If frequent absences begin to occur and an absence pattern forms, administrators will work closely with the school nurse to address this concern. A school nurse home visit may need to be made to evaluate the student's health status.

Please share verbally and with written proof when your child has been to a doctor and has a confirmed communicable illness (influenza, strep throat, hand, foot & mouth disease, etc.). This data could be helpful to determine needed school safety decisions.

***HEALTH SCREENINGS**

VISION and HEARING Grades K - 1 - 2 - 3 - 5 - 7

In the event a child's teacher or parent feels the child is having difficulty with vision or hearing, I will screen in any grade upon request. If a child fails a screening you will receive a phone call from me recommending your child be seen by your healthcare provider or eye doctor.

HUMAN GROWTH and DEVELOPMENT classes are provided each spring in **grades 4 - 6.**
Permission slips will be sent home prior to the classes.

ILLNESS / ACCIDENTS

We ask that children not come to school ill. We do not have facilities to care for a sick child and discourage exposing our well children to illness. Occasionally a student becomes ill after arrival at school. We must have current contact information to reach you. Sick students must be picked up in a timely manner. **You must have a backup plan** if you cannot leave work to pick up your child.

The school district does not provide accident insurance for students. Options for purchasing student insurance is available on our website: MSAD72.org - *Information* tab and *Public Forms and Reference*.

CRITERIA USED TO DETERMINE DISMISSAL FROM SCHOOL*

It is impossible for me to be at each school every time a decision needs to be made regarding dismissing a student. School staff will follow my protocol for dismissal. It might be helpful to share this criteria with you so you will have a better understanding of it.

- 1.) A student with **obvious** signs of illness (extreme signs and symptoms of a head or chest cold; vomiting; fever, etc.) will be dismissed.
- 2.) A student with **no apparent** signs of illness (complain of a headache or stomach ache, etc., of short duration) will not be dismissed immediately. They will be asked to report back in a short time to be reassessed if necessary. In most cases, we find these students continue with the rest of their school day.
- 3.) If a student complains of an orthopedic injury (complaints of painful muscles, joints and bones) that has occurred at home* or at school, I am usually notified to make the assessments on these injuries, and determine if dismissal for doctor assessment is recommended.

If you send a student to school with concerns about their health status, it will be helpful if you give a call to the school or to me and let us know your concern. This helps us make a better decision regarding that student. If a student comes to the office and says he / she is supposed to call home if not feeling better, without a call from you, the above criteria will be followed. **Student cell phones are not to be used during school. Dismissal for illness needs to be done through the school nurse.*

CRITERIA USED FOR THE RETURN TO SCHOOL FROM ILLNESS

- 1.) If ill with vomiting and/or diarrhea, a student should stay home at least 48 hours after vomiting/diarrhea has ended.
- 2.) If ill with fever, a student should stay home at least 24 hours after there is no fever, without using fever-reducing drugs.
- 3.) If pink eye is confirmed and medication prescribed by a health care provider, the student should not return to school until they have received their eye medication for at least 24 hours.
- 4.) If a student is positive for strep throat, they will need to begin their antibiotic medicine and may come back to school after 12 hours of treatment with the antibiotic and if there has been no fever for the preceding 24 hours.
- 5.) A student diagnosed to have impetigo should not return to school until adequately treated for 24 hours, and lesions are no longer draining.

If a student's illness causes absences for 5 or more consecutive days, a doctor's note may be requested for safety and reassurance that the student is well enough to return to school and safe for others to be around the returning student.

One of our roles as District School Nurses is to send sick students home and keep healthy students in school. We want to help them form good health patterns that they can utilize throughout their life. If you have any questions regarding the criteria that we utilize please contact us. The school staff have been directed to use our criteria so any questions or concerns should be directed to us.

Special Note: As part of our district plan to help promote health & wellness, Purell hand sanitizer dispensers are located at the entry areas of our school buildings. If your child has an allergy to Purell hand sanitizer please advise your child not to use these dispensers.

ENROLLMENT IN SCHOOL (Maine Vaccine Exemption Law-beginning 9/1/21))

1. A student without an individualized education plan (IEP) will need to show proof of vaccine compliance or present a medical exemption form signed by a licensed physician, nurse practitioner or physician assistant. Philosophical or religious exemptions will not be accepted.
2. A student with an IEP who is non-compliant with vaccines required in Maine may present a philosophical, religious, or medical exemption form signed by a licensed physician, nurse practitioner or physician assistant.

IMMUNIZATIONS/NEW HEALTH ISSUES

Please provide a copy of immunizations received at doctor appointments to help us keep your child's health record up to date. If a new health issue is identified please update the school nurse so records can be updated and any necessary planning can be developed.

MEDICATION PROCEDURE

Administration of Medications at School - Medication Protocol

Administration of medications in the school setting is an important part of the health service offered to students. Offering this service allows many students to remain in school and participate fully in the educational process. The medications administered in schools may include:

- regular daily medications prescribed for students with acute or chronic health conditions
- emergency medications, such as those prescribed for allergic reactions, asthma, seizures and complications of diabetes
- medications prescribed on an "as needed" basis for pain or other mild symptoms (over-the-counter or prescription medications)

General Guidelines:

1. Medication administration at school is discouraged unless medically necessary for the student's health, safety and optimal learning.
2. Whenever possible, medications should be given at home, before or after school.
3. The school nurse will provide direction and oversight for the administration of medication in the school.
4. It is the school nurse's responsibility to clarify any medication order which she believes to be inappropriate or ambiguous. The school nurse has the right and responsibility to decline to administer a medication if she believes it jeopardizes student safety. In this case, the school nurse will notify the parent, the student's health care provider and the school administrator.
5. All unlicensed school personnel who administer medication must be trained before receiving authorization to do so.
6. Before a medication is administered to a student there must be:
 - a. A current written permission from the parent/guardian for any medication administered to a student.

- b. A school medication permission form will need to be completed for each student medication. This form will also include permission for the school nurse to contact and obtain needed information from the healthcare provider. The healthcare provider will be contacted whenever questions or concerns arise about specific information or training necessary to administer, monitor or evaluate.
 - c. A current written order from the prescribing health care provider for any prescription medication administered at school. The order must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, any special instructions, and the name of the prescribing licensed health care provider. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days.
 - d. Written parental permission forms and physician orders must be renewed at least annually. Physician orders must be renewed if there are changes in the order.
- 7. The first dose of a new medication must be administered at home where parents can monitor potential side effects and adverse reactions.
- 8. The parent/guardian assumes responsibility for informing the school principal, nurse or designee of any change in the student's health and medication needs.
- 9. Updated parental consent should be obtained for any changes in medication dosage and/or frequency, and the parent should request a new label from the pharmacy.
- 10. Medications must be received in a pharmacy or manufacturer-labeled container. The parent is encouraged to ask the pharmacist to divide the required prescription medication into two labeled containers, one for home use and one for school use.
- 11. Medications classified as scheduled or controlled substances (i.e. Ritalin), must be delivered by a parent/guardian or responsible adult designated by the parent to a medication trained school employee. No more than a one month supply of the medication is to be stored at school. The school nurse or medication trained school employee who is receiving the medication from a parent/guardian will document the quantity received. That person and the parent should agree and sign for the quantity delivered. Medications must be accompanied by parental written permission.
- 12. Injectable medication (i.e., EpiPens, Insulin & Glucagon) not to be self-administered by the student must also be delivered by the parent/guardian or responsible adult designated by the parent to a medication trained school employee. Medications must be accompanied by parental written permission.
- 13. Prescription medications must be delivered by the parent/guardian or responsible adult designated by the parent to a medication trained school employee. Medications must be accompanied by parental written permission.
- 14. For over the counter medications, a parent/guardian or responsible adult designated by the parent should ideally deliver all medications to a medication trained school employee. In extenuating circumstances, the medication may be delivered by the student with advance notification by the parent. Medications must be accompanied by parental written permission.
- 15. Students may possess and self-administer emergency medication of an inhaled asthma medication or an epinephrine auto-injector under the following conditions:
 - a. Written approval is received from the student's health care provider stating that the student has the knowledge and skills to safely possess and use an inhaled asthma medication or an epinephrine auto-injector.
 - b. Written approval is received from the parent indicating that his/her child may carry and self-administer the medication.

- c. The student demonstrates to the school nurse their ability to properly and responsibly carry and use the inhaled asthma medication or epinephrine auto-injector.
- 16. Medications that are out of date or have been discontinued should be picked up by the parent/guardian. All medications should be picked up at the end of each school year. Parental notifications will be sent home at these times.
- 17. When medication is not picked up after parental notification, they will be destroyed by the school nurse and that process should be documented. The destruction of a controlled substance will be witnessed and documented.

Summary Reminder List:

- 1) Vision and Hearing Screenings will be done on students in K, 1, 2, 3, 5 & 7.
- 2) I need to be able to reach a parent if an emergency happens concerning your child. Your contact information **must** be up to date and working.
- 3) Medications to be administered at school require written parent permission. Verbal requests are not accepted.
- 4) Controlled medication must be brought in by a designated adult to school.
- 5) Be sure inhalers or any other medications being sent into school have not expired.
- 6) For a student to carry his/her inhaler or Epi Pen, call me to complete the necessary contract.
- 7) All students need to come to school clean, free of odor and in appropriate clothing.
- 8) Your child should stay home if sick with a fever for at least 24 hours after your child has no fever without using fever-reducing drugs.
- 9) If your child has been vomiting he/she should not come to school until no vomiting has occurred for a 48 hour period.
- 10) Your child should be getting no less than 8-10 hours of sleep.
- 11) If your child is ill or injured and needs to go home, you need to have a backup plan if you are not able to come yourself. Having the child wait for a ride home for long periods of time is unacceptable.
- 12) Contagious conditions (i.e., impetigo, pink eye, etc.) require medical treatment for 24 hours before returning to school.
- 13) If your child is going to be absent or tardy, you must call your child's school to account for the absence/tardy. Frequent absences/tardies will be questioned and addressed.
- 14) Bus Rule — No Eating or Drinking on any Bus.
- 15) School Board Policy — NO Animals are allowed in the schools or on school property without the consent of the building principal.
- 16) Maine State Laws:
 - a. Bike helmets are required for children under 16 years of age.
 - b. Smoking is prohibited in vehicles when minors under the age of 16 are present.
 - c. Babies and children weighing less than 40 pounds must ride in a federally approved, properly secured car seat; children who weigh at least 40 pounds but less than 80 pounds and are less than 8 years of age must be properly secured in a federally approved child restraint system. A child 8 years of age but less than 18 years of age (& more than 4 feet, 9 inches in height) needs to be properly secured in a seat belt. Children less than 12 years of age and who weigh less than 100 pounds need to be secured in the rear seat of a vehicle.

Title I Parent and Family Engagement Policy

The School District of MSAD 72 (New Suncook Elementary) will engage parents and families in regular, two way, and meaningful communication addressing student achievement and ensuring that parents and family members:

- play an integral role in assisting their child's learning,
- are encouraged to be actively involved in their child's education, and
- are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees, to assist in the education of their child.

In alignment with Section 1116(a)(2) of the Every Student Succeeds Act (ESSA), the School District of MSAD 72 agrees to:

- Engage parents and families in the joint planning and development of the district's Title I plan through representation on the district ESSA team.
- Engage parents and families in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation; to meet the needs of families to help their children learn, and to identify successful parent and family engagement strategies.
- Engage parents and families in developing, implementing, and reviewing School-Parent Compacts.
- Engage parents and families in planning and developing effective parent and family engagement activities through representation on each building's Title I Needs Assessment / Evaluation Committee or Schoolwide Committee.
- Build capacity for school, parent and family engagement by:
 - providing parents and family members with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators,
 - providing materials, resources, and training to help parents and families work with their children to improve academic achievement,
 - implementing a two-way communication system with parents and families that provides information in clear and understandable terms,
 - collaborating with business leaders and community organizations to offer opportunities for family school engagement, and
 - coordinating parent and family engagement activities with other federal, state, and local programs, including preschool, after school programs, etc.

This District Parent and Family Engagement Policy has been developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs, as evidenced by meeting minutes.

This policy was adopted by the School District of MSAD 72 on 06/14/24. The district will distribute this policy to all parents of participating Title I children.

—Carolyn Lewey, Principal—June 20, 2024—

Signature of Authorized Representative Date

