

Cave Hill School

2025-2026

Student-Parent

Handbook



“Home of the Bears”

*1205 Eastbrook Road
Eastbrook, ME 04634*

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The Mission of RSU 24 is
*Educating students to be engaged, competent, life-long learners
by ensuring opportunities to attain excellence.*

Our Vision

Our School Climate and Culture includes

- *An environment that supports the physical and emotional health of all students and staff.*
- *State-of-the-art facilities that are inviting and conducive to learning.*
- *Support for students to meet academic and behavioral expectations that are clearly communicated and consistently enforced.*
- *Caring and trusting relationships where differences are respected.*
- *Visible recognition and celebration of success.*

Our High Expectations of Teaching and Learning are demonstrated by

- *Common, rigorous, and viable curriculum that meets the needs of all students.*
- *High-quality teachers who inspire students, use data to inform instruction, and continuously improve their craft.*
- *Learning environments that challenge and promote high academic and behavioral standards for all.*
- *An accountability system that is data driven and provides evaluative measures of teacher and student performance.*
- *Providing multiple pathways to achieve mastery of standards and basic life skills.*

Our Collaboration with our Communities is demonstrated through

- *All stakeholders (parents, students, staff, community, and board) consistently work together and share resources to attain common goals.*
- *Recognition that the RSU includes both the larger community and local schools with individual strengths, all of which benefit from each other.*
- *Utilization of community resources throughout the RSU including community agencies and students themselves.*
- *An awareness that schools need the community as much as the community needs the schools.*
- *Frequent, open, and sustained communication with all stakeholders of the RSU.*

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[CALENDAR](#)

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**Regional School Unit 24
2025-2026 School Calendar**

July 2025

S	M	T	W	T	F	S
		1	2	3	H	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		

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	NTD	NTD	22	23
24	P	P	P	F	*29	30
31						

*August 29th will be a full day

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	3	4
5	6	7	8	9	P	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	X	H	V	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	V	H	V	27
28	V	V	V			

January 2026

S	M	T	W	T	F	S
				H	V	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

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13/X	14
15	H	V	V	V	V	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	P	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/X	18
19	H	V	V	V	V	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	G	5	6
7	8	AEG	10	11	12	13
14	L	P	17	18	H	20
21	22	23	24	25	26	27
28	29	30				

KEY
 NTD New To RSU 24 Orientation
 P Professional Day
 X Exchange Full Day (PTC Exchange)
 /X Work AM/Off PM (PTC Exchange)
 F First Student Day
 H/V Holiday / Vacation
 L Last Student Day (Inclusive of 3 Storm Days)
 Early Release Day (No PLC on 8/28/24)

RSUB Approved: 2/4/2025
 Updated: 3/26/2025

Aug 20 & 21 New Teacher Orientation
 Aug 25, 26, & 27 Professional Days
 Aug 28 First Student Day
 *Aug 29 Full Student Day
 Oct 10 Professional Day
 Nov 26 Exchange Full Day (PTC)
 Feb 13 Work AM/Off PM (Exchange-PTC)
 Mar 13 Professional Day
 Apr 17 Work AM/Off PM (Exchange-PTC)
 Jun 4 High School Graduation
 Jun 9 Adult Ed Graduation
 Jun 15 Last Student Day (Inclusive of 3 Storm Days)
 Jun 16 Last Teacher Day (Inclusive of 3 Storm Days)

Students will be dismissed early on Fridays for PLC's.
 *School Year will be adjusted if fewer than, or more than 3 storm days are needed.

Principal's Welcome:

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Dear Students and Parents:

Greetings and welcome to school year 2025-2026! It hardly seems possible that a new school year is starting soon, but I am excited to see our Bear Cubs come walking through the door on August 28th! As always, I am anticipating a great year full of learning, challenges, successes, and laughter at Cave Hill School. Together our students, their families, teachers, staff, and community will work hard to make Cave Hill School the best it can be! We will continue to build our **Positive Behavior Intervention Supports (PBIS)** by ROARing! Teaching respect, ownership, attitude, responsibility and safety through school-wide and classroom expectations will build a positive culture where students and staff feel welcome, can thrive, and learn and our families will be a part of their child's education.

Our entire staff is committed to providing our pre-kindergarten to fifth grade students with educational programs that enable them to develop to their fullest potential. The mission of RSU 24 is "Educating students to be engaged, competent, life-long learners by ensuring opportunities to attain excellence." Through RSU-wide initiatives, our entire district is striving for a better school climate and culture, high expectations of teaching and learning, and collaborating with our communities.

We all play a part in our students' success -- being at school every day and on time, scheduling appointments after-school, working with your child at home during homework time, reading with them as often as you can, encouraging them to be active in extra- and co-curricular opportunities, making sure they have down time, and encouraging them to do their best every day. I encourage you to stay in contact with your child's teachers throughout the school year. Involved parents make a huge difference in the success of a child's education.

This handbook provides you with information about many aspects of our school. Please read and discuss this handbook with your child and keep it for future reference throughout the school year. It is difficult to anticipate everything that may need to be covered in this handbook, therefore do not hesitate to contact us for clarification or more information.

I am continuing to serve as the Building Administrator at both Cave Hill School and Mountain View School this year. I am always available by phone - CHS: (207) 565-3638 or MVS: (207) 422-3200. My door at both schools is open, and I work tirelessly at open communication. Please get in touch with me if you have a concern or a question. You are welcome to email me at bjordan@rsu24.org.

I can't wait to get the year started!!

Sincerely,
Brenda F. Jordan

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School's Mission Statement:

Cave Hill School Vision, Philosophy, and Objectives

The Cave Hill School will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career. The school will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for a satisfying, worthwhile life.

We believe that all children must be provided equal but not identical opportunities to allow them to achieve. We believe that all students must learn in an environment, which allows them to develop positive attitudes toward themselves and genuine respect for others.

A core curriculum will be provided that is designed to develop mastering of the basic skills of education, as well as to give students a broad educational foundation compatible with their interests, aptitudes, and aims.

We believe in order to achieve our goals and to implement this philosophy, that the school must secure the involvement of the community, students, staff, parents, and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school unit's success depends on good rapport and cooperation with our communities and its institutions.

The board recognizes the professional staff as the body that is legally charged with the responsibility for the education of all children. In fulfilling that responsibility, the staff will ensure the following:

- A. All children will master basic skills in the areas of language arts, mathematics, science, and history;
- B. Instruction will be provided which is appropriate to each individual with respect to goals, methodology, and evaluation;
- C. Students will be seen in their totality as physical, mental, social, and aesthetic beings, which requires a knowledge of child growth and development;
- D. Professional staff members, in order to effectively execute their responsibilities, will establish goals for themselves consistent with the philosophy of the board and individual school. Staff members will engage in a self-evaluation process for the purpose of self-improvement—the ultimate objective being an improved instructional program for all students; and
- E. The board recognizes that this highly technological society demands that students learn how to cope with change and learn to accept that “learning” is a continuous process.

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Staff Directory:

Building Administrator (BA)	Brenda F. Jordan
Administrative Assistant (AA)	Edgar Mobley
PreK	Monica Mobley - Long Term Sub (Roxanne Renwick)
Kindergarten	Christine Carber
Grade 1	<i>unfilled as of 7/23/25</i>
Grade 2	Allison Cameron
Grade 3	Lisa Skiff
Grade 4	Althea Christiansen
Grade 5	Stephanie Gray - Long Term Sub (Cassie McVay)
Special Education	Angela Somers
Speech Therapist	Andreina Pitarque
Occupational Therapist	Emily Jordan
Academic Interventionist	Kathy Sobel
Art	Sherry Young
Gifted & Talented	
Library Ed. Tech	Nancy Cramer
Music	Lisa Blanchette
Physical Education	Steven Calderon
School Counselor	Shannon Mott
School Social Worker	Geromy Oakes
Spec Ed Social Worker	Jessica Oakes
School Nurse	Beth Coombs
Custodian	Jason Beal
Custodian	Mark Oleson
Kitchen Manager	April Salisbury
Bus Driver	Amy Folmer
Bus Driver	Joe Jordan
After-School Site Leader	Cassie McVay

Policy Statement:

This handbook has been developed within the framework of the Regional School Unit No. 24 (RSU) policies and procedures. In case of a conflict between a RSU Board (RSUB) policy and the guidelines within this handbook, the RSUB policy will prevail. The RSUB reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided for the convenience of students, parents, and community. A listing of current RSUB policies may be found on the district website, <http://www.rsu24.org>, (browse to Board > Policies) or you may request a copy from the Superintendent's Office. As in all RSUB policies, for the purposes of this handbook, "parent" shall refer to a student's parents(s) and/or legal guardian(s).

GENERAL INFORMATION

Arrival/Dismissal:

Students may be dropped off at Cave Hill School (CHS) beginning at 7:15 a.m. If for some reason you need to drop off a student before that time, **please make arrangements with the office** ahead of time. Students dropped off after 8 a.m. will be tardy and will need to check in at the main office.

Upon **arrival** at school by buses at approximately 7:15 a.m., K-5 students shall report to the gym and then be dismissed for morning recess (7:15 a.m. - 7:27 a.m.). At 7:30 a.m., PK-5 students will have breakfast. In the case of inclement weather, students will report to the gym where they may play games or sit quietly on the bleachers. Whole School morning Meeting will take place in the gym beginning at 7:45 a.m. and students will be dismissed to their classrooms at 8:00 a.m.

Dismissal is at 3:00 p.m. each day except Fridays. Friday's dismissal is at 12:50 p.m. Parent pick-up is between 2:45 p.m. and 2:50 p.m. (except on Friday when it will be 12:45 p.m.).

Any student being released during the day must be signed out by the parent or designee in the office. Should the student return the same day, they must report to the office upon arrival.

PreK students may arrive by parent transportation between 7:30 a.m. and 8:00 a.m. daily. Breakfast will be available. Dismissal for preK is 2:30 p.m. unless there's an older sibling then they will be dismissed for parent pick-up at 2:45 p.m. Monday-Thursday and 12:30 p.m. on Fridays.

Attendance/Truancy/Tardiness:

(See Policies [JEA](#), [JEA-R](#), [JFC](#))

Punctual and regular attendance is important for school success. Frequent absences have a proven negative impact on student learning. Maine statute recognizes two types of absences, **excused** and **unexcused**. There are five (5) reasons as to why an absence would be considered **excused**:

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- Illness
- Family emergency
- Religious observation
- Court/legal appearance or a medical appointment that must be made during school hours
- Planned absence for personal or educational purposes that has been approved prior to the absence

******(Documentation may be requested by the building administrator for any of the above reasons)******

Any other absence, including those that may be for excusable reasons but are not reported as such, will be considered **unexcused**. Students with unexcused absences may not receive make up work.

It is the parent's responsibility to notify the school in the event that a child is absent.

Parents have **three (3) days** to provide notification and/or documentation of an absence. After three (3) days, regardless of the reason, an absence will be considered unexcused. Parents may notify the school by writing a note upon a child's return from an absence, emailing the admin assistant, or calling the school directly.

After five **(5) unexcused** absences for students in grades PreK-5, a letter will be sent home requesting a conference with the BA to develop a corrective plan for future absences and to discuss the impact of absences on grades.

Truancy:

Students in grades PreK - 5 are considered truant from school when they have accumulated seven (7) unexcused absences or five (5) consecutive unexcused absences.

In the event of a student being truant from school, the school will follow the procedures established by Maine statute. This can include notifying the responsible law enforcement agencies.

Tardiness:

(See Policy [JEA-R](#))

Coming to school late has a negative impact not only on the student who is tardy but on the class that they are entering into. Students are considered tardy when they arrive after 8:00 a.m. Students arriving late must be signed into school. Once a student accumulates **three (3)** unexcused tardies there may be a request for a conference with the parent and BA .

Bicycles:

Students may ride bicycles to school. However, during school hours, bicycles may not be used except when they are part of a school activity. Students are required by Maine state law to wear protective helmets on school grounds or during school events, before, during and after school

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hours while riding bicycles. Supplying the protective gear to students is the parent's responsibility. Bicycles are to be left in the designated bicycle parking area (located by the main entrance) during the school day.

Building and Facility Usage:

(See Policies [KF](#) , [KF-F](#))

RSU schools are community resources that make their facilities available to community organizations. In order to assure uniformity across the RSU, the following procedures should be adhered to when requesting use of the building:

- Completion of a [Facilities Usage form](#)
- Approval by the BA and at times, RSUB.
- Return of the approved Facilities Usage form.

The use of facilities may require proof of insurance and any associated custodial costs. Those using a facility are responsible for the clean up and responsible use of any facility. The use of the building is at the discretion of the BA.

Communication:

We encourage parents to play an active role in the education of their children. Being a part of your child's education requires communication with the school. The school provides a number of official and formal channels through which communication can occur. However, communication between home and school is not limited to those listed in this handbook. We encourage and welcome questions and concerns through telephone calls, visits to school, and even email. We do ask that any visits be scheduled in advance. Please call the main office or your classroom teacher to schedule an appointment. When you come to school, you are required to stop in the main office before going to the classroom. To access school and teacher emails, visit the school website at <https://chs.rsu24.org/>

PARENT-TEACHER CONFERENCES – Formal parent-teacher conferences are scheduled during the first and third trimester and then as needed throughout the year. Conferences provide an opportunity to discuss information on your child's academic, social, and behavioral development with their teacher(s). Conferences also allow teachers the time to become acquainted with students' parents and involve them in the educational process.

SCHOOL NEWSLETTER – Newsletters are electronically sent home the first of each month. They are also posted on the school's webpage. Hard copies will go home to parents who requested them as well as parents who do not have email. The newsletters will be a form of communication about current events at CHS. This includes such things as student recognition, upcoming events, and special classroom projects and activities.

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Community organizations interested in placing items in the newsletter are asked to submit entries to bjordan@rsu24.org.

On-Line Resources

At CHS, we are committed to keeping parents and community members informed using methods that are efficient, easily accessed, and eco-friendly.

ClassDoJo - BA and all teachers and will use this form of online communication. Parents will receive an invitation to join ClassDoJo during the first few weeks of school.

CHS & RSU WEBSITES – Please check out the RSU website (<http://www.rsu24.org/>). The link to our school (<http://chs.rsu24.org/>) is there, too. There is a lot of information to be gained from both sites, and we encourage you to visit both often.

CHS FACEBOOK page - Our staff is committed to providing parents with regular updates and announcements through our school Facebook page. Find us at <https://www.facebook.com/Cave-Hill-School-328546157243915>

ELECTRONICALLY – We will continue to communicate via the use of email. Hard copies of communication will be printed for those who do not have email addresses and those requesting the hard copy. If you have grandparents and/or two family homes, you may request these addresses be added to our email contact list.

Community School Organization (CSO):

This is a group of parents, extended family members, and/or community members who meet monthly to plan activities and fundraisers to help benefit our students and our school. Please check the monthly newsletter for meeting dates.

Concerns and Questions - Chain of Command

In the event a parent needs to express a concern or has a question they should follow the steps below in the order presented:

1. Contact the particular teacher, i.e., the closest person to the issue in question. If a satisfactory resolution cannot be reached then the concern should be presented at the next level. All classroom concerns should be directed to the teacher first whenever possible. Support staff members will direct you to the teacher involved or the BA if appropriate. Ed techs should not be asked to resolve concerns about a child's academic program.
2. If necessary, contact the BA.
3. If necessary, contact the Superintendent.
4. If necessary, contact the Chair of the RSUB.

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Fundraising:

(See Policy [JJE](#), [KF](#), [KF-F](#))

All requests for fundraising events must be submitted on a RSU “Fundraising Form” to the BA for advanced approval. Requests need to be submitted at least five (5) days prior to the event.

Party Invitations:

Due to federal guidelines that protect student information, we are not able to provide families with addresses, names, or phone numbers of other students. If your child is having a party and has invited all of the students in their class, the classroom teacher will place the invitations in the appropriate folder for students to bring home. We will only do this if **every** child of the class is invited. In the event that all classmates are not invited, we request that other means for distributing invitations be used.

Office/Cell Phone Usage:

Students needing to use the telephone must obtain permission from their teacher prior to use. Students will only be allowed to use the phone for school related purposes, to call their parents, or in an emergency. Students are not permitted to use their personal cell phones during the school day. Students need to come to school prepared with necessary materials, permission slips, and after-school arrangements already in place. If a student forgot something at home such as homework, text books, or musical instrument, these calls may be made before 8 a.m. and during lunch and/or recess. We will not allow students to call home to arrange playdates.

Student Cell Phone Use

(See Policy [JICJ](#))

Students are not permitted to use their personal cell phones during the school day. Students need to come to school prepared with necessary materials, permission slips, and after-school arrangements already in place. **(See Policy [JICJ](#))**

The RSUB recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates RSUB policies or school rules. RSU 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. Please see policy JICJ for more information.

Start and end of day expectations - subject to change

All Students

7:15 a.m. - 7:45 a.m. Recess and Breakfast

7:45 a.m. - 8:00 a.m. Whole School Morning Meeting

8:00 a.m. **Classes begin and it is very important that students are in their classrooms by 8 a.m. in order to start the day together.** Transitions are difficult for many students, but if they start the day together in order to hear important announcements and plans for the day, they are set up for success right away. Students who walk in late feel a bit unsettled. Let's give our Bears the best possible start to the day by being in school by 8 a.m.

3:00 p.m. Dismissal (parent pick up at 2:50 p.m.) (Fridays 12:50 p.m.)

Daily classroom schedules including lunch and recess will be provided by the homeroom teachers.

Playground/Recess:

Students are expected to use the playground in a safe, respectful, and courteous manner. Behaviors which create a dangerous condition for themselves or others are not appropriate or acceptable. Normal playground boundaries are the chain link fence and the driveway. Any activities beyond these boundaries must be approved by the playground supervisor. Students are to follow the instructions of the playground supervisor/duty teacher. The playground supervisor may establish specific rules to ensure that a safe environment is maintained.

Students are expected to play fair on the playground, pick up after themselves, use equipment appropriately, and follow all playground rules as defined in our Positive Behavioral Interventions and Support (PBIS) Matrix.

Students will review the PBIS expectations for the playground at the start of school and at the beginning of each trimester.

School/Activities Delays and Cancellations:

(See Policy [EBCE](#))

In the event that weather or road conditions are hazardous, school may be canceled. The Superintendent makes this cancellation after consulting with the state police, local officials, and/or various other people. It is seldom an easy decision because conditions vary from one area to another, and they can change quickly. The "No School" announcement is made as early as possible. It is on all the local radio stations, the RSU website, local TV stations, Facebook, and *The Ellsworth American*. A great deal of consideration goes into making this determination, but at times parents may disagree with the decision to hold school, feeling that conditions are too dangerous. Parents **do** have the option of keeping children at home if they feel that the conditions are too hazardous.

Weather conditions sometimes result in an unexpected early closing. In this event, radio announcements will be made as early as possible and an announcement will be posted on the

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RSU website and individual school Facebook pages.

School-Parent Compact:

At CHS we encourage parental involvement in all school activities and programs to promote successful school experiences for parents and students. We recognize and appreciate the fact that all families have different schedules and time constraints, but for a strong and supportive school, we encourage all parents, teachers and students to strive to support and achieve the responsibilities listed below.

School Compact:

The goal of the School Wide Title 1 School-Parent compact is to increase student learning. It outlines how parents, staff, and students will share responsibility to improve student achievement. This compact describes how the school and parents will build a partnership to help students achieve success in the areas of literacy and mathematics. School-Home compacts will be presented at the first Parent/Teacher conference in November. Parents are encouraged to provide home/school connections to ensure their child's success.

School Responsibilities: "We will..."

- Recognize students as individuals with different learning styles and needs
- Provide quality instruction in a supportive environment
- Use research-based interventions and methods of instruction
- Have high expectations for all students
- Involve parents in school decisions regarding their child's learning
- Keep parents informed through parent meetings, family events, progress reports, and newsletters

Student Responsibilities: "I can..."

- Attend school regularly & be ready to learn
- Be actively involved in my own learning
- Do my best with schoolwork, homework, and read regularly, even when I'm not at school
- Ask for help if I don't understand
- Bring home notices and forms to my parents/guardians and return signed forms to school

Parent Responsibilities & Tips: "You can..."

- Make sure your child gets to school by 8 AM
- Attend Parent-Teacher Conferences
- Read to, and read *with* your child regularly
- Participate or volunteer in school activities

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- Read and respond to notices sent home
- Check your child's Bear Binder nightly
- Provide a time and place to do homework, and give assistance when needed
- Promote a positive attitude toward teachers, school, and learning
- Talk to your child about the school day

Transportation:

STUDENT BUS BEHAVIOR

- The behavior of each student on the bus directly affects the safety of others. [Code of Conduct Policy JIC](#) is extended to riders of school buses, and all rules apply just like in school. The bus driver reports incidents of poor behavior on the bus verbally and in writing to the BA. Depending on the seriousness of the incident, the BA and Transportation Department may issue a warning to the student, speak to the parents, suspend bus privileges, or take other disciplinary action.
- The RSU uses video monitoring with sound to ensure rider safety and conduct.
- PBIS bus expectations will be posted on the bus and reviewed.

RSU SCHOOL BUS CODE OF CONDUCT

The following rules will be enforced on all RSU school buses

- Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
- Be waiting at the bus stop five minutes before the bus arrives. If you miss the bus and it is leaving your stop, do not chase after it.
- If crossing the street to board the bus, students **must** look both left and right for cars, make sure the **RED** lights are flashing, and wait for the driver's signal to cross. Always cross the street in **front** of the bus.
- Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least ten (10) feet away from the bus. **When exiting, do not come back towards the bus for any reason.**
- Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving. Students must remain properly seated at all times: back to back; bottom to bottom; book bag on the lap, and face forward - this is a state law.
- Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
- Outside of ordinary conversation at normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.
- Students are not to touch the emergency equipment on the bus (emergency doors and windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
- Students are to keep all body parts (hands, arms, head, hair, etc.) inside the bus and not

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extend them through the windows.

- Students are to keep their hands and feet to themselves. No fighting or horseplay is allowed.
- Students are not to eat or drink while on the bus.
- Students are to treat each other with respect and acceptance. **No bullying** of others is allowed.
- Students are not to throw objects of any kind, either inside the bus, out of the bus through doors or windows, or around the bus.
- Students should help keep the bus clean, sanitary, and orderly. They must not graffiti, damage, vandalize, or abuse any part of the bus, including seats or equipment.
- Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
- Students may not bring large musical instruments, animals, balloons, glass objects or containers, or large school projects onto the bus.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
- Drivers may assign seats on the bus for all students, or just to a single student based on safety, and/or behavior. This is to ensure the safety of the passengers. Once you have been assigned a seat, you are expected to sit there.
- Cell phones are a privilege not a right. If abused, the use of electronic devices will be suspended at the bus driver's discretion. These items include cellular phones, tablets, laptop computers, or video games. A small handheld radio or MP3 player may be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music.

Taking pictures or video recording on the bus is NOT allowed.

- K-5 students must ride their assigned bus to and from their assigned stop. Switching buses for any reason is prohibited unless approved by parents and school staff. **No note, no changing buses or stops.**
- **Smile!** Each bus is equipped with five (5) video/audio recorders for safety purposes.
 - **Following the Bus Safety Rules will make riding a school bus safe for all.**
 - **Violations of these rules may result in the suspension of bus privileges.**

GETTING ON THE BUS

- Some buses travel over the same roads but go to different locations. Please make sure you get on the appropriate bus. Each bus has a route number on a color placard behind the entrance door.
- Get to the bus stop at least five (5) minutes before the bus is scheduled to arrive. Bus times are posted annually in the Ellsworth American before the start of the school year. Bus times are set based on the streets that they run on and with a standard loading time.

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When a student is late to the stop, and the bus has to wait, the bus will be late to all the rest of the stops and to school. Bus riders who are late to stops often don't act safely, and so are in more danger than if they were ready on time.

- When the bus approaches, stand at least five (5) giant steps (ten (10) feet) away from the curb, and line up away from the street. Often students get anxious as the bus arrives, and run forward while the bus is still moving. This is dangerous because a student could slip and fall in front of a moving bus.
- Wait until the bus stops, the door opens (red lights don't come on until the door opens) and the driver says it's okay before stepping on the bus.
- If you have to cross the street, wait for the driver's thumbs up signal before crossing the street.
- Use the handrails to avoid falls. When exiting the bus, be careful that clothing with drawstrings and book bags with straps don't get caught in the handrails or doors.
- If you drop something near the bus, tell the bus driver. **Never** try to pick it up or return to the bus because the driver may not be able to see you.

RIDING ON THE BUS

- Obey the driver. The driver is in charge of the bus, and sometimes has to tell students to be quiet, or sit down, or to wait to get on and off the bus. The driver is trying to keep students safe, and so kids should do what he or she says.
- Sit properly in your seat facing forward. (This is a state law)
- Keep head, arms, inside the windows at all times.
- Do not throw anything out windows.
- Hold belongings on your lap.
- Talk at normal levels with your friends. Yelling and loud noises distract the driver and puts everyone in danger.
- Stay in your seat – NEVER stand when the bus is moving
- No eating or drinking (Some students may have severe allergies to certain foods)
- No swearing or gestures.
- No graffiti or vandalism to the bus. (On average we spend \$2,000 a year on seat cover replacements)
- No touching or physical contact with other riders
- No throwing anything
- No bullying of others
- If you feel you are being treated poorly and if something is wrong, please let your driver know immediately so they may act quickly. (Your safety and that of your fellow students is our main concern.)

GETTING OFF THE BUS

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- When your stop is coming up, be ready to get off the bus.
- Never stand up and walk down the aisle before the bus has come to a complete stop.
- When the bus has stopped, stand up and exit using the exit handrails.
- Walk away from the side of the bus.
- Never walk behind the bus.
- If you have to walk across the street, take at least 5 giant steps towards the front of the bus.
- WAIT until the driver gives you a thumbs up for you to cross the street.
- If you drop something near the bus, NEVER try to pick it up or return to the bus. Wait until the bus is gone, and then get your Mom or Dad to assist you.

(According to statistics, the last three items are particularly important as most bus-associated student fatalities result from not following those precautions).

****PARENTS OF KINDERGARTEN AND ELEMENTARY AGE STUDENTS (K-2)****

- Kindergarten Transportation Form and/or Student Transportation Form (Grades 1-5) needs to be filled out to communicate your wishes to your bus driver regarding your student getting off the bus in the afternoon.
- You are responsible for your children before they step on the bus and once they step off the bus.
- **Kindergarten students need an adult present at the bus stop.** If an adult is not present, the bus driver is required to take the child back to school. Remember that we will not allow kindergarten students off the bus without an adult meeting them at the stop or authorizing an older sibling to make sure your child gets into the home safely.
- **The RSU recommends that 1st-3rd grader parents meet students upon their arrival home from school.**
- If you have an older student that you would **not** want let off without an adult present, please let the school know in writing using the Student Transportation Form (Grades 1-5). From that, the information will be passed to the bus driver and put in the student's record.
- Every attempt will be made to let your child off on the same side of the street as their home. In the event that this can't happen please wait for your child on the side of the street so they don't have to cross by themselves.
- For older students it is **highly** recommended that parents be at bus stops to ensure student safety before and after school.

ALTERNATE DROP-OFF LOCATIONS

- When requesting a change in pick-up or drop-off locations, requests should contain address, name, and a contact phone number for the adult who is receiving the child. Please be specific about the address, as opposed to something like "going to Grandma's

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house.”

- If a note is sent in with the child, please follow up with a call to the school office.
- If the Transportation Department cannot accommodate the request, other arrangements will have to be made.
- Large groups going to private events may not be allowed due to seating capacity is limited on many buses.
- Students will always be required to have a note prior to getting on a bus that is going to a place they normally do not go to after school.

DROP-OFF GUIDELINES

The following guidelines offer some procedures bus drivers will follow in the event no one is home when delivery of students is attempted. Progressive steps to be followed are:

- If no parent is present, the driver will stop at student’s home/drop-off and blow the horn to alert the parent to receive their student.
- If no one is there, the driver will contact the Transportation Department/school via radio.
- If a parent returns home while the bus is still within the same area, delivery will be made at the driver’s convenience.
- If there is still no one home, the student will be brought back to school. Arrangements will be made for someone to care for the student until the student is picked up by a parent or designated receiver.
- If the student is returned to school, child care supervision will be arranged until a parent/adult representative is notified. If no adult representative can be located by the end of the school day, Protective Services and/or a local law enforcement agency may be contacted.

Failure to comply with the above guidelines will result in the following actions:

- *First Occurrence:* Incident noted in student file.
- *Second Occurrence:* Notice to parent with earliest delivery time reminder.
- *Third Occurrence:* Suspension of bus privileges until delivery problem can be worked out with family and Transportation Department.

Visitors:

(See Policy [KI](#))

CHS is fortunate to have a community that loves to attend school functions! We hope to keep everyone well informed about the dates and times of these special events so that nobody misses a single event. We post the upcoming events on our roadside billboard and on our Facebook page.

There is so much to accomplish this year in the realm of teaching and learning! We are all very mindful of the need to stay focused on our students during the school day so that we can do our

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very best for them. With this in mind, if you would like to visit the school while school is in session for other reasons or to meet with your child's teacher(s), we ask that you schedule your visit in advance. Please call the main office or email your child's classroom teacher directly to schedule an appointment.

In order to maintain safety and order, we ask that all visitors during school hours stop at the main office to sign in and receive a "Special Guest" badge before proceeding to your destination.

Volunteers:

(See Policy [GBEB](#), [IJOC](#), [IJOC-E](#))

The RSUB recognizes that community members can provide valuable services to the schools by sharing their time, talents, and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The RSUB approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The RSUB adopts this policy to provide direction for the school system's volunteer program.

All volunteers will be asked to fill out a [Volunteer Application Form](#) to help schools coordinate volunteer services and to ensure student safety. Volunteers must sign in at the main office and receive a badge.

INSTRUCTION

Assessments:

(See Policy [IK](#))

Assessments are an integral part of the instructional program within the RSU. Assessments take many forms including daily graded assignments, unit tests, and standardized tests. Assessments may also be less formal and include teacher observations. Parents may not opt out of approved local/state/federal testing that has been approved by the RSUB and Superintendent.

Assessment and Reporting:

The RSU will use multiple assessments, both formative and summative, at the classroom, school, and district levels to evaluate each student's achievement and to monitor their progress toward mastery in the content standards and the Guiding Principles of the Learning Results. Assessments over the course of each school year shall include formats that allow students to demonstrate in different ways what they know and are able to do. Students should have multiple

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and varied opportunities to practice, apply, and demonstrate their knowledge and skills. Individual classroom assessments may include but are not limited to student tests, quizzes, reports, demonstrations, presentations, artifacts, laboratory work, writing samples, teacher observations, portfolio constructions, and student self-assessments.

Teachers should provide students and parents with timely information concerning student performance and, if applicable, the need for the student to participate in remediation and/or additional instruction.

Parents shall be informed at regular intervals of their child's academic progress through report cards or other written means. In addition to numerical grades, the RSUB encourages the use of narratives and other forms of reporting to enable parents to understand how their child is progressing. It is the RSUB's expectation that "habits of work," attitudes, and effort be communicated separately from academic/content area achievement.

Grades K-5 Proficiency-Based Education Grading Scale:

Distinguished	4.0	<i>Distinguished Work in Performance Indicators</i>	A distinguished demonstration of the required knowledge and skills, and the ability to apply them in each and every situation presented. Work completed exceeds defined requirements, and is high quality and original. There is significant evidence of application of skills and knowledge in complex, multi-step problems.
Proficient	3.0	<i>Proficient Work in Performance Indicators</i>	A strong demonstration of the required knowledge and skills, and the ability to apply them in different situations. No major errors or omissions regarding information and/or processes that were explicitly taught.
Emerging	2.0	<i>Emerging Work in Performance Indicators</i>	An emerging demonstration of the required knowledge and skills. Independently completes simple pieces of the task, and needs assistance with more complex ideas and processes. Without assistance, major errors or omissions are evident.
Minimal	1.0	<i>Minimal Work in Performance Indicators</i>	Minimal independent demonstration, or insufficient evidence of the required knowledge and skills.

No Evidence	0	<i>Extremely Minimal/No Work in Performance Indicators</i>	Extremely minimal to no independent demonstration, and insufficient evidence of the required knowledge and skills.
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Book/Equipment Usage:

Textbooks and other school materials/equipment are very expensive and are loaned to students free of charge. These provided supplies are inventoried and maintained from year to year. All school property given to students should be used carefully and returned in good condition. If lost or damaged, the student to which the material has been assigned (and their parents) will be invoiced for the cost of replacement and will be responsible for paying that amount. In addition, students (and parents) will be responsible for any damages.

Exemption from Required Instruction:

(See Policy [IMBB](#))

The RSUB acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parents disagree. Students and their parents cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed RSU curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The RSUB recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parents based on their particular sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parents. Requests for exemption from instruction must be made in writing to the BA.

Field Trips:

(See Policy [IJOA](#))

Field trips are planned educational experiences designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. It is the responsibility of the child and parent to return the slip on time.

Parents are encouraged to attend field trip outings with their children as space is available.

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Chaperones must travel with the students and may not bring other children on the field trip. Chaperones may not smoke or use alcohol or other drugs while accompanying students on a field trip.

Homework:

Expectations for homework vary from teacher to teacher. Therefore, individual teachers will send home their criteria and expectations for homework. Homework is an important component for students to develop mastery over skills and content through practice and refining of things done in school. Homework may also be a continuation of school work or done in preparation for upcoming assignments. Homework assignments are purposeful and should not be given just for the sake of giving homework. Homework should be completed in adherence to the guidelines and timelines established by the teachers.

Teachers may request that students stay after school to make up any missed assignments. We want to assure that students that don't complete homework assignments or class work assignments have every opportunity to practice and refine their understanding and receive feedback from their teachers.

Instructional and Library Media Materials:

(See Policies [IJJ](#), [IJJ-E](#))

The RSUB recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend and enrich the educational programs of RSU schools. Quality instructional materials and library-media resources are essential to student learning. RSU schools provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

A student's parent may, upon request, inspect any instructional material used as part of any RSU curriculum. The RSUB recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents. However, at no time will the wishes of one child's parents to restrict their reading or viewing of a particular item infringe on other parent's rights to permit their children to read or view the same material.

Make Up Work:

(See Policy [JEA-R](#))

In the event of an excused absence, makeup work will be given to the student. Students are responsible for completing any missed assignments in a timely manner. Students serving a suspension are considered excused and entitled to all makeup assignments.

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Multiple Tiered System of Supports (MTSS)

For the purpose of strengthening the intervention program, all RSU personnel must comply with the following provisions:

- Parents will be notified promptly if their child has been selected for intervention services that take place outside of the regular classroom and the reasons for the decision;
- Parents will be provided with progress reports at various times throughout the year based on the duration of the intervention.
- Participation by parents in RSU school wide activities will be encouraged.

Parents' Right to Know: Parents in Title I schools have the right to request the professional qualifications of their child's teacher(s). You may contact the RSU district office to inquire:

1) Whether your child's teacher:

- (I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- (III) is teaching in the field of discipline of the certification of the teacher.

2) Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Testing Transparency: Parents have the right to request information regarding any State or RSU policy regarding student participation in State and RSU assessments. Information and direct links to specific student assessment policies/procedures are located under the Department of Curriculum and Instruction on the RSU website.

ESEA Data Dashboard: Families may access the State ESEA Data Dashboard to find information on Title I programming and individual school demographics and performance data: <https://www.maine.gov/doe/dashboard>. Tutorials on how to use and navigate the dashboard are provided at the following link: <https://www.maine.gov/doe/learning/esea/guidance>.

Proficiency-Based Learning and Grouping:

(See Policy IIA, IKE)

Consistent with the principles and beliefs associated with student-centered education, it is the belief of the Regional School Unit No. 24 (RSU) Board (RSUB) that students should be grouped

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for instruction in the way that the most effective learning will take place. At times this may require grouping students in grade or course sections according to achievement levels, ability, and rate of progress. Grouping of students should be flexible enough and fluid enough to accommodate the highs, the lows, and plateaus of the individual's learning process towards proficiency of learning goals. The goal is to build class groupings that ensure the best group dynamics possible.

The BA shall be responsible for making the final decision regarding instructional groupings. Every effort shall be made to assign the student to a group in the best educational interests of the student. A parent who is dissatisfied with the BA's decision may appeal to the Superintendent. The Superintendent's decision shall be final.

School-Based Clinician

The school-based clinician assists students with social-emotional challenges and links to home, and community services. They often work with specific students for a long period of time. They may do home visits and consult with parents and local resources to help improve the quality of home life.

School Counselor

The counseling program at CHS is designed to assist your child in making the most of their educational experiences. Your child's counselor is concerned about their emotional well-being, academic progress, and personal and social development.

The counseling program at CHS is a PreK-5 developmental school counseling program. Counseling services and programs are for all children in the school. Programming consists of classroom groups, small groups, and individual sessions. Long-term counseling services are not a part of the programming. If the counselor feels additional counseling services would be helpful for your child, referrals to either the school based clinician or community providers can be made. Parents are encouraged to become involved with the counselor assessing and meeting the needs of their children.

Communications within the counseling relationship is confidential to the extent allowed by Maine and federal law, or RSUB policy. Students have the right to expect confidentiality **except** in cases of:

- * Threat of serious harm to self or others;
- * Reasonable suspicion of child abuse or abuse of elder or incapacitated person;
- * Court order;
- * Voluntary release signed by the client or guardian;

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- * In defense against a legal action or formal complaint which the client make before a court of regulatory board; or
- * During supervisory consultations.

Surveys, Analysis, Testing, or Evaluations: [Protection of Pupil Rights:](#)
(See Policy [ILD](#))

Students enrolled in the RSU may not be administered any surveys, analyses, tests, or evaluations without the expressed permission of the RSUB. This policy also applies to all state and federal testing requirements when the results will leave the RSU. Although such tests may be required by state and/or federal law, in keeping with the RSUB's belief that local control of the RSU belongs solely with the representatives elected by the voters of the towns that make up the RSU, the RSUB hereby reserves to the Superintendent the right of final approval of all such surveys, analyses, testing, or evaluations.

Parents shall have the opportunity to opt their child(ren) out of participation in any survey, analysis, or evaluation, but may not opt out of RSUB/Superintendent-approved state and/or federal testing.

Technology/Technology Protection Plan:
(See Policies [IJNDB](#), [IJNDC-E](#), [JICK](#), [DIA](#), [DIA-F](#))

The RSU believes that technology is a powerful resource for learning and a vehicle for students to demonstrate their learning. To that end, the RSU has established clear policies and procedures to ensure technology is used solely to support the educational mission and vision of the schools. Support is provided through the use of network safety mechanisms, attentive staff, and a thoughtful digital citizenship curriculum.

Students in grades K-5 are assigned a laptop for their use throughout the school year, which **may** be taken home when there is an instructional need, outside of scheduled times when all devices must be at school.

Parents are asked to reinforce with their students the responsibilities of using instructional technology. Devices are a privilege, provided to enhance learning. They are not personal property and should not be perceived as required to be successful in the day's lesson. The use of instructional technology for personal, recreational reasons is prohibited and may result in loss of access to said technology. Students are responsible for the care of this equipment and its appropriate use.

Parents are highly encouraged to review the policies listed and those dealing with bullying and harassment to better understand student internet use, safety, and the role that school may play regarding student use of technology. Questions and concerns may be brought to the attention of

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the teacher, BAs, or IT staff, as appropriate.

All students will be fully responsible for the replacement cost of any lost or broken components of their device. The [Technology Protection Program \(TPP\)](#) can be purchased at an annual cost of \$35.00 to assist with this. This plan has a \$50.00 deductible for each incident.

CO-CURRICULAR ACTIVITIES

Eligibility:

(See Policies [JIC](#), [JJIC](#),)

In order to be eligible to participate in any Co-Curricular Activities (CCA), a student must be in compliance with Policy [JIC](#) - Student Code of Conduct. Students must follow all RSUB policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable RSUB policies and/or school rules.

After School Programming:

The RSU provides after school programming for students in all grade levels pending adequate staffing. Registration forms are online and available in the main office and students may join at any time. After-school programming is offered from early October to late May and runs Monday, Tuesday, Wednesday, Thursday from 3:00 p.m. to 5:00 p.m., although students may be picked up at any time. Part of this programming includes homework time and activity time. The starting date will be September 29, 2025.

We are continually looking for volunteers to offer enrichment programs as part of our after school programming. If you have programs and/or activities that you would like to sponsor, please contact Kristen McFarland, 21st Century Grant Coordinator, at kmcfarland@rsu24.org.

Co-Curricular Activities Discipline:

(See Policies [JJIE](#))

It is important to remember that participation is a privilege and not a right. It is for this reason that there exists separate disciplinary guidelines for students that participate in CCA. Students are representatives of each respective school and the RSU and are expected to behave as positive role models both when in the building and when visiting other schools and sites.

DISCIPLINE

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The RSU approaches discipline that embraces Positive Behavioral Interventions and Support (PBIS) evidence-based classroom strategies. We approach expectations as positively as possible and provide intervention when students have difficulty adhering to the standards that are established for our schools. Our primary goal is to create a positive learning environment for all where each and every student feels safe and welcome.

There are instances in which students do not adhere to the standards for behavior that are expected of them. In those instances, we balance the need to teach and redirect the individual student, the needs of any victims to feel safe again, and reaffirm our standards to the rest of the student body.

Activity Nights:

All RSU policies are enforced during activity nights.

Students will demonstrate respectful, responsible, behavior at ALL times

Behavior Expectations:

(See Policy [JIC](#), [JICK](#), [ACAD](#) (Hazing))

The following expectations for student behavior are fundamental to a safe, orderly, and respectful environment in our schools and at RSU sponsored/related events.

Each student is expected to:

- Be courteous to fellow students, staff, and visitors;
- Respect the rights and privileges of other students, school staff, visitors, and guests;
- Obey all RSU policies and school rules governing student conduct;
- Follow directions from RSU staff;
- Cooperate with staff in maintaining school safety and order;
- Arrive at school ready to learn and be a positive participant of the school;
- Meet RSU standards for grooming and dress;
- Respect the property of others, including RSU property and facilities;
- Not cheat or plagiarize; and
- Refrain from vulgarity, profanity, obscenity, lewdness, and/or indecency.

We have more specific behavior expectations as developed through PBIS. These expectations are on our PBIS Matrix and will be sent home to parents.

Bullying/Harassment:

(See Policy [JICK](#))

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the RSUB to provide all students with an equitable opportunity to learn. To that end, the RSUB has a significant interest in providing a safe, orderly, and respectful school

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environment that is conducive to teaching and learning. Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. It is not the RSUB's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the RSUB does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU schools, and the operation of the schools. Please see policy [JICK](#) for more information. All necessary forms for reporting, responding to, and remediation are located on the "Report Bullying" tab on our website <http://www.rsu24.org/>.

Detention/Suspension:

(See Policy JKD)

A fair and consistent discipline guideline is important to the school culture and environment. In keeping with this philosophy, a consistent system of consequences for inappropriate behavior will be used. When students do not conform to school expectations, some of the following will result: verbal warning, notice to parents, detention, time outs, loss of privileges, parent conferences, and/or suspension.

Behavior detentions will normally consist of thirty (30) to sixty (60) minutes after school in a quiet, "study hall" setting. Any student receiving detention will be expected to stay on the day following its receipt. Parents will be notified in writing of assigned detentions or called on the phone. Students will work on academics during detention or other tasks assigned by the staff member. Detention may be given for the following offenses/infractions (this list is not exhaustive – detention may be given for other reasons):

- * Inappropriate behavior (pushing, shoving, inappropriate language, etc.)
- * Disrespect (yelling, swearing, disobeying teachers/staff, etc.)
- * Disrupting class/school
- * Damaging or destroying school property
- * Continued infractions of classroom/school rules and/or guidelines

Instances of fighting or other acts of aggression may result in suspension or expulsion from school. Parent involvement in resolving continued behavioral issues will be solicited at an early stage.

There are two types of suspension: in-school suspension (ISS) and out-of-school suspension

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(OSS).

Prior to any suspension, except as hereinafter provided, the student shall be given:

- Oral or written notice of the charge(s) against them;
- An explanation of the evidence forming the basis for the charge(s); and
- The opportunity to present their version of the incident.

The student's parent shall be notified of the suspension as soon as practical by telephone (if possible) and by written notice sent by the United States Postal Service, with written delivery receipt required for out-of-school suspensions. A copy of the notice shall also be sent to the Office of the Superintendent.

In the event of an ISS, the BA will arrange for work to be completed during the day. In the event of an OSS, the BA may require the parent and the student to schedule a conference with them and/or the Superintendent within the suspension period and prior to re-admittance to school.

Students are responsible for all school work missed during their suspension. After re-admittance, students shall be permitted to make up any missed school work, including tests, quizzes, or other items that will affect their grades. Any schoolwork not made up will be given a numerical grade of zero.

Students serving either an ISS or an OSS are not permitted to participate in any CCA for the day/length of the suspension.

Dress Code:

(See Policy *KIA*)

In keeping with the RSUB's goal of the RSU providing a safe, healthy, respectful, and non-discriminatory environment, the following restrictions on dress will be enforced in/on all RSU school buildings, grounds, and vehicles furnishing students transportation. These restrictions apply at all times unless relaxed for special functions by the BA.

Prohibited items of clothing:

- Articles of clothing which promote the use of tobacco, alcohol, or other illegal activity;
- Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or including insulting words or gestures;
- Articles of clothing with displays that are racially inflammatory or violate the RSU's discrimination and/or harassment policies;
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture);
- Those that are intended to identify the wearer as a member of a particular gang; and
- Those that are deemed potentially dangerous as determined by the BA.

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Wearing of clothing:

- Clothing will be worn in such a manner that does **not** reveal undergarments.
- Clothing will be worn in such a manner as to provide coverage of the body that does **not** reveal the stomach, chest, buttocks, genitals, or back while in a neutral position, either seated or standing.
- Sleeveless tops must have two shoulder straps (one on each shoulder) at least one inch wide.
- Pants/shorts/skirts/dresses shall completely cover the body from the hips halfway down to the knees.
- Tattoos that violate the provisions of this policy must be covered at all times in all RSU schools and/or at any RSU-sponsored event/activity.
- Individuals must wear shoes (sneakers, sandals, etc.) at all times.
- Head coverings including but not limited to hats and caps may be worn during school hours in all non-academic spaces. Head coverings may not be worn in classrooms. Hoods may not be worn in school buildings.

Note #1: This policy lists the minimum requirements for student dress within the RSU. Each BA is granted the authority to add requirements to this policy that they feel are desired/required at their school.

Note #2: RSU BAs may allow or require special clothing for religious, health, or safety reasons.

Note #3 (CHS): For students in grades Pre-K-2 snow pants and boots must be worn after the first snowfall.

Note #4 (CHS): Shorts may not be worn after the first snowfall. Shorts may be worn after April vacation. Flip flops (unless there is a back strap around the ankle) may not be worn by preK-K students.

Note #5: (CHS): Students are not allowed to wear hats, caps, etc. and/or sunglasses inside CHS.

Electronic Devices and other non-essential items

Students should not bring expensive electronic devices, personal laptops, tablets, smartphones, etc., to school. These devices can get damaged and/or misplaced. Students are not permitted to use cell phones or smartphones at school without prior approval from the BA.

Physical Altercations:

Students involved in aggressive physical altercations will be sent home the day of the altercation in addition to any additional interventions/consequences. Consequences for aggressive physical altercations range from In-School Suspension to Out-of-School Suspension.

Positive Behavioral Interventions and Support (PBIS):

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PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systematic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Our unified rules, found in every classroom and non-classroom setting in the school, are based on the following values

- Respect
- Ownership
- Attitude
- Responsible and Safe

The PBIS Matrix clarifies our behavior expectations for our students within each of the school settings. A copy of the PBIS Matrix will be sent home to parents.

CHS Statement of Purpose

Our classroom and school will be a respectful learning community
through collaboration and using the Golden Rule.

Our classroom and school will also be a place where students feel comfortable
learning at their own pace, to put forth their best effort, and to take responsibility for their
learning.

All members of the school community (staff, students, parents, and visitors) are expected to treat each other with courtesy and respect. We should act toward others as we would want them to act toward us. It is important to respect differing opinions and beliefs, even if you disagree with them. Disagreeing does not mean being disagreeable.

Report of Dangerous Behavior by Student Directed against School Staff

Procedure for Reports of Dangerous Behavior By Students ([link](#))

This procedure describes the process to address reported incidents of dangerous behavior that is directed against school staff by students on school grounds or at school activities, in accordance with 20-A M.R.S.A. § 6555.

For the purpose of this procedure, “dangerous behavior” means student behavior directed at

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school staff on school grounds or at school activities when the behavior harms or presents a risk of harm to school staff.

For the purpose of this procedure, “assigned public school employee” means a public school employee chosen by the local president of the bargaining unit of the staff member allegedly subjected to the dangerous behavior.

All reports of dangerous behavior by students addressed by this procedure must be set forth in writing on the approved form.

Searches:

(See policy [JIH](#), [JIH-R](#))

BAs have the right to conduct searches of student lockers, backpacks, and clothing items as necessary to protect the welfare of the individual student and the whole school. Whenever possible, parents will be notified of searches prior to the search being conducted. However, this isn’t always possible and may be conducted without advanced parental notification. In the event that a search takes place prior to parental notification, the BA will contact parents as soon as possible following a search.

Student Discrimination and Harassment

(See policy [ACAA](#), [ACAA-R](#))

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

Students (and others) who believe that they, or another student have been harassed or discriminated against should report their concern promptly to the AAO/Title IX Coordinator Chris Beals by calling (207) 963-2003 or by emailing at cbeals@rsu24.org.

Substance Use and Abuse by Students:

(See policies [JICH](#), [JJIE](#))

In order to promote the highest possible standards of learning, as well as the safety, health, and well-being of students, it is the policy of the RSUB that no student(s) shall use, possess, furnish, be under the influence of, or be in the presence of, any controlled substance and/or paraphernalia designed for, or utilized in, the use of such controlled substances while on any RSU property or when attending any RSU-sponsored event.

Note: A student’s Individual Education Plan (IEP), if applicable, **must** be considered and the Special Education Director must be involved prior to any disciplinary action being taken.

Tobacco Use by Students:

(See Policy [ADC](#), [ADC-R](#))

Maine state law prohibits persons under the age of twenty-one (21) from possessing or using tobacco (includes all tobacco products). The RSUB deems it unacceptable for a student to participate in RSU activities while indulging in the use of tobacco.

NOTE: The Superintendent reserves the right to review any incident and may require the offender to appear before the RSUB for a hearing, regardless of any disciplinary procedure listed in this policy.

Weapons, Violence and School Safety:

(See Policy [JICIA](#))

The RSUB believes that RSU students and staff are entitled to learn and work in an environment free of violence, threats, and disruptive behavior. RSU students are expected to conduct themselves with respect for others and in accordance with RSU policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

- Prohibited Conduct - Students are prohibited from engaging in the following conduct on RSU property, while in attendance at school or at any RSU-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the RSU:
 - Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu, stars and nunchucks;
 - Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
 - Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
 - Verbal or written statements (including those made on or through a computer, cellular phone or other electronic means) which threaten, intimidate, or harass others, which tend to incite violence, and/or disrupt any RSU program;
 - Willful and malicious damage to RSU or personal property;

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- Stealing or attempting to steal RSU or personal property;
 - Lewd, indecent, or obscene acts or expressions of any kind;
 - Violations of the RSU drug/alcohol and/or tobacco policies;
 - Violations of state or federal laws; and
 - Any other conduct that may be harmful to persons or property.
- Disciplinary Action - The RSUB authorizes all BAs to suspend students for up to ten (10) days and/or refer the student to the Superintendent for possible expulsion of those who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws.
 - Psychological Evaluation/Risk Assessment - The RSUB authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in their opinion, such an evaluation will assist in assessing the risk the student poses to RSU safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of RSU students who have been identified as posing a substantial risk of violent behavior.

HEALTH AND SAFETY

Emergencies: ALICE

Although highly unlikely, there is always the possibility of an emergency at the school. All of our staff are trained in the proper protocols for handling crisis situations using guidelines established by local and state law enforcement and safety agencies. Our school will utilize an options-based strategy we refer to as “ALICE.” The acronym “ALICE” refers to the following procedures:

A- ALERT is your first notification of danger. It is recognizing the signs of danger and receiving information about the danger from others.

L- LOCKDOWN If evacuation is not a safe option, barricade entry points. Prepare to evacuate or counter if needed.

I- INFORM Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

C- COUNTER As a last resort, create noise, movement, distance and distraction to reduce the shooter's ability to shoot accurately.

E- EVACUATE When safe to do so, run from danger using non-traditional exits if necessary. Rally point should be predetermined.

Staff will rely on their ALICE training to make the best decisions to keep students safe with the information that is available to them. We ask that in the event that there is an emergency you do

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not come to the school, contact the school directly, or interfere with any of the RSU or school safety protocols. Please feel free to contact the District Services Facilities at (207) 422-2017, and they will be more than happy to assist you as soon as possible. We will always send out information as soon as we can to assure that you are aware of what is going on at the school.

Emergency Drills:

(See Policy [EBCB](#))

In order to protect the health and safety of all RSU students and staff, and to ensure compliance with the provisions of the Life Safety Code, regular emergency fire and lock down drills will be conducted.

Bomb and/or Toxic or Hazardous Substances (See Policy [EBCC](#))

Evacuation:

If an evacuation of CHS is necessary, the pick-up point for parents will be announced on the radio stations and published on the school and district websites. Please do not call the school, as it is vital that all communication lines remain open in order to maintain contact with emergency services. We appreciate your full cooperation in such an event.

Food Services:

(see policies [EF](#), [JLC](#))

A healthy diet is a key component in being a successful student. It is for this reason that we want our students to have a healthy breakfast and lunch every day. Breakfast is served between 7:30 a.m. and 7:55 a.m. The “Breakfast After the Bell” means students who either come in late or didn’t eat at breakfast time may access breakfast between 8 a.m. and 10:00 a.m. RSU schools will be participating in CEP (Community Eligibility Provisions) this school year. While operating CEP, RSU schools will **not** be collecting Free & Reduced Lunch applications. One (1) breakfast and one (1) lunch daily will continue to be provided to students at no charge. The RSU will be collecting an economic status form that will be used to qualify our schools for grants and other funding and we encourage families to complete that form.

A healthy, daily snack of fruits or vegetables is provided free of charge every day through the USDA Fresh Fruits and Vegetables Program. Students may also bring their own snacks and lunch and we encourage these to be healthy. We do not provide or permit students to purchase candy, soda, or energy drinks during the school day.

This coming school year, the food service program will be operating under the National School Lunch Program. School meals will be available to all students for the 2025-2026 school year at no charge, regardless of household income.

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Students who wish to purchase a la carte, e.g., extra juice or milk, must have a signed note from their parent/guardian allowing them to do so. To purchase a la carte items, a student must have a positive balance on their account because these items are not free. Families are able to deposit money for a la carte items into individual student accounts on a weekly or monthly basis. This may be done by credit card through campus payments in Infinite Campus. You will find the link to campus payments on the RSU website on the Nutrition Services Page. Payments may also be made by cash or check at the school office or District Services Facility.

Sale of Food at School-Sponsored Student Events:

(See Policy [JLC](#))

Foods and beverages offered or sold at school-sponsored events outside the school day that are not open to the public will meet the nutrition standards for competitive foods.

School-sponsored Community Events - The RSUB recognizes that proceeds from the sale of food and beverages outside of the School Meal Program are a significant source of funds for student activities and/or authorized community/RSU organizations. Therefore, the RSUB permits the sale of food and beverages outside the total food program to:

- School staff;
- Attendees at RSU-sponsored events held on RSU property; and
- The public at community events held on RSU property in accordance with the [RSU facility use policy](#).

When foods and beverages are sold to raise funds for schools, students, and/or other approved activities, a minimum of one food will be offered from each of the following categories: fruits and vegetables (not fried); low fat/fat free dairy products; and whole grains, nuts, and/or seeds.

School Parties/Celebrations:

(See Policy [JLC](#))

Foods may be brought into the classroom by students/parents as part of a special occasion such as a school party or celebration. School celebrations containing food should be considered an opportunity to reinforce nutrition lessons and put lessons into practice. Foods brought in for celebrations should follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low-fat dairy foods, and low-fat whole grain products. Foods high in fat and sugars will be used sparingly.

School Snacks:

(See Policy [JLC](#))

Snacks provided by the school or sent in by parents that are served during the school day or in

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after-school care or enrichment programs will make a positive contribution to children's diets and health. RSU schools providing snacks to students will follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low-fat dairy foods, whole grains, and not include foods containing partially hydrogenated oils or artificial food dyes.

Sharing of Foods and Beverages:

(See Policy JLC)

Students are discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Health Insurance Portability and Accountability Act (HIPAA):

HIPAA requires that no medical or health information will be disclosed without written prior approval of the child's legal guardian. This does not apply to immunizations.

Illness and Medication:

(see policies JLCD)

Students should not attend school if they have a fever or have vomited and are ill. Students should return after not having a fever for twenty-four (24) hours. Please notify the school if your child develops any communicable disease including, but not limited to: conjunctivitis, ringworm, scabies, head lice, scarlet fever, strep, COVID-19, influenza, or chickenpox. Contact the school nurse with any questions.

Students are not permitted to bring or take any over-the-counter or prescription medication at school. Parents should refer to policy [JLCD](#) regarding medications at school. If a student is required to take medication during the school day then the medication with proper documentation should be brought to the nurse's office. The nurse or designee may dispense limited over-the-counter medications with signed parental permission.

Immunizations: (20-A MRS §§6352-6358)

All K-5 students must show proof of having five (5) Diphtheria/Pertussis/Tetanus vaccines, four (4) Polio vaccines, two (2) Measles/Mumps/Rubella vaccines, and two (2) Varicella (chickenpox) vaccines or written proof from MD of having had the disease. Per Maine state law, all Pre-K students are required to have four (4) Diphtheria/Pertussis/Tetanus Vaccines, three (3) Polio Vaccines, one (1) Varicella vaccine, and one (1) Measles/Mumps/Rubella vaccine.

Students who do not have all necessary immunizations may be admitted into school if there is a letter stating medical exemption by their Primary Care Provider. This applies to both in-person and remote-learning students. All home-schooled students who enter the RSU for individual classes must provide proof of immunizations.

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Lice:

Children with an active infestation will be dismissed for immediate treatment. Children are not checked daily for head lice. Classrooms will be checked if there are multiple cases of lice.

Notices are sent home if there are multiple cases of head lice in the **same** classroom. Children who are sent home will be given an instruction sheet. Children should be checked by a school official upon returning after treatment.

Medication Policy:

(See policy [JLCD](#))

All medications must come in the original prescription container. Any changes in the dosage, timing, or discontinued use of the prescription must be accompanied by physician order. The RSU prohibits students from bringing in over-the-counter medications. Any over-the-counter medications needed on a regular basis need to be brought to the school by a parent and will need to be accompanied by an order from the physician. Nurses are not licensed to administer herbal medications and therefore they will not be accepted.

The RSU does have standing orders for emergency medications (epinephrine, Benadryl, and ventolin –asthma) signed by the school physician, Dr. Tiffany Rudloe, from Northern Light Peds, Maine Coast Memorial.

If you have any questions please contact our school to speak to the school nurse.

Vision and Hearing Screening:

Hearing and distance-vision acuity screenings will be conducted in Pre-K, kindergarten, and grades 1, 3, and 5. Near vision will be screened in grades 1 and 3.

Vision and hearing screening of students outside the grade level required for screening may occur upon referral from teachers or with presentation of signs or symptoms of a problem. Students transferring to the school without a record of previous screening should be screened.

Restraint and Seclusion

(See Policies [JKAA](#), [JKAA-R](#))

Consistent with state law and guidelines, the RSU recognizes the use of physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent danger of serious physical injury to the student or others, and less restrictive interventions would be ineffective in stopping the imminent danger.

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The RSU has adopted the state-approved MANDT system for preventing, de-escalating, and if necessary, physically intervening when the behavior of an individual poses a serious danger to themselves and/or others.

Chapter 33: Rules Governing Physical Restraint and Seclusion

(See Policy JKAA)

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of the student presents an imminent danger of physical injury to the student or others, and only after other less restrictive interventions have failed. If used, a physical restraint will involve the least amount of force necessary to protect the student and will end immediately when the imminent danger has ended. Physical restraint and/or seclusion, if used, will be implemented by staff certified in the state-approved training program (Mandt) whenever possible.

An administrator or designee will notify the parent that a physical restraint or seclusion has occurred as soon as is practical, but within the school day in which the incident occurred. If the parent is unable to be reached, a message will be left or other contacts listed in the student's school record may also be contacted. A copy of the incident report will be provided to the parent within seven (7) calendar days of the incident.

Within two (2) school days, an administrator or designee will debrief with all staff involved in the incident to discuss compliance with state law and local policy, as well as to discuss how to prevent or reduce the future need for an emergency intervention. As soon as possible, or within two (2) school days, an administrator or designee will debrief with the student to discuss what triggered the student's escalation and what could be done differently next time to prevent an emergency intervention.

After every third incident of a physical restraint or seclusion in a school year involving a student with a documented disability and either a 504 plan or Individualized Education Plan (IEP), a formal 504 or IEP team meeting will be held within ten (10) school days to discuss the incident, consider the need for a Functional Behavior Assessment (FBA), and/or develop a behavior plan or modify an existing one.

After every third incident of physical restraint or seclusion for students without a disability, a team meeting that includes the parent, administrator, teacher, and any other appropriate staff, will be held within ten (10) school days. The purpose of the meeting is to discuss the incident, consider a need for a FBA, and/or develop a behavior plan or modify an existing one, and when appropriate, consider a referral to Special Education. Schools are not required to hold more than one (1) meeting within a thirty (30) day period for any student.

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The RSU has a policy ([JKAA](#)) consistent with this rule that includes a procedure for parents to submit a written complaint to the Superintendent regarding the use of physical restraint or seclusion of their child. The Superintendent will investigate the circumstances surrounding the incident and make written findings of the results.

ANNUAL STATE AND FEDERAL NOTICES

Annual Notice to Building Occupants:

To: School Employees, Building Occupants, Parents, Guardians and RSU 24 Residents
From: Michael Eastman, Superintendent of Schools
Date: August 1, 2025

The federal [Asbestos Hazard Emergency Response Act](#) (AHERA) requires that the local education agencies inform all school employees and students of asbestos-related activities. There are no asbestos inspections or removal projects planned at this time. This information is recorded in the RSU Asbestos Management Plan for RSU schools, located in the RSU 24 District Services Facilities, 2165 US Highway 1, Sullivan, ME 04664 and can be reviewed during the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday.

Annual Notice of Student Education Records and Information Rights (FERPA): **(See Policy [JRA](#), [JRA-E](#), [JRA-R](#))**

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

- Inspection of Records - Parents/eligible students may inspect and review the student's education records within forty-five (45) days of making a request. Such requests must be submitted to the Superintendent or BA in writing and must identify the record(s) to be inspected. The Superintendent or BA will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of ten cents (\$0.10) per page.
- Amendment of Records - Parents/eligible students may ask the RSU to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or BA in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or

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misleading. If the Superintendent or BA decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

- Disclosure of Records - The RSU must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law.

Child Find:

(See Policy *IHBAC*)

The RSUB seeks to ensure that all children within its jurisdiction who are school-age, four (4) until their 22nd birthday and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of the ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

The RSU is responsible for Child Find for resident students attending private or public schools through public tuition or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school, through direct Child Find services by unit personnel or contracted personnel, including screening of records of new students.

McKinney-Vento Act:

(See Policy *JFABD*)

Students who are homeless will be given access to educational and other services they need so they can have the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. Students in homeless situations may be kept in their school of origin (school the student attended when permanently housed or the school in which the student was last enrolled), unless it is against the wishes of the parent. Students can continue in their school of origin the entire time they are homeless up to the end of the academic year in which they move into permanent housing.

Students may enroll in any public school that students in the same attendance area are eligible to attend. If the student is sent to a school other than the school of origin or the school requested by the parent, the RSU must provide the parent with a written explanation of its decision along with

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the right to appeal. Students who are not in the custody of a parent will have the assistance of the local homeless education liaison to enroll them in school, request transportation, and will provide the student with notice of their right to appeal a decision.

The RSU will enroll homeless students immediately even if they do not have the documents typically needed for enrollment. Students will be provided with transportation to and from their school of origin at the parent's request.

Notice of Non-Discrimination and Affirmative Action:

(See Policy [AC](#))

The RSUB is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment. In accordance with applicable federal and/or state laws and regulations, the RSU prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability.

Inquiries regarding issues of discrimination should be directed to AAO/Title IX Coordinators Christine Alvarado, Human Resources Manager, at the RSU District Services Facility, (207) 422-2017 or Chris Beals, Peninsula School Principal, (207) 963-2003.

Pesticides:

(See Policy [ECB](#))

Notice Regarding School Integrated Pest Management (IPM) Policies

Pest Control

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

Pesticide Use

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

Your Right to Know

Parents and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five (5) days before planned pesticide applications during the

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regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two (2) working days before until forty-eight (48) hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications, and information about the pesticides used. You may review these records, a copy of the school's IPM policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Janet Jordan, at (207) 422-2017, Ext. 2107.

If you have any questions, please contact Janet Jordan at the number above or by email to jjordan@rsu24.org. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at (207) 287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

A handwritten signature in blue ink that reads "Janet R. Jordan".

Janet R. Jordan
Facilities & Operations Manager