



Brooksville Elementary School

Student Handbook 2023-2024

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Brooksville Elementary School Mission Statement

Inspired to Learn

Our Mission
is to work together as a community
to provide a safe and caring place
where all children are inspired to learn the skills
needed to successfully meet the challenges of their
lives in a changing world.

Adopted by the Brooksville School Committee - June 7,
1999

Reaffirmed By the Brookville School Committee -
September 2018

Brooksville Elementary School: Statement of Philosophy

This statement of beliefs will guide the daily work and long-term planning of the School.

“Our mission is: 1) To work together as a community...” to provide a model of excellence in elementary education of which the whole town can be proud. Our success depends upon the full participation of the students, parents, faculty, staff, administration, Board, citizens and Town organizations. Policies and programs adopted by the Board will encourage faculty teamwork and foster continuous professional growth to promote instructional effectiveness. The administration will support home/school cooperation through frequent and open communication with parents regarding the education and development of each child. The School will inform the citizens of the town about its activities and needs and will enlist the wisdom and knowledge of the adults in the community to enrich the experience of its children.

2) “To provide a safe and caring place..” The welfare of students is the primary concern of the School Board when adopting educational policies and programs. The School will take every precaution to ensure the safety of children while involved in School programs. Teachers will promote the healthy emotional and physical development of students through age appropriate challenges and support. An ethic of tolerance and mutual respect, openness, honesty, and compassion will be shared among all members of the School community. The curriculum will reinforce this effort by including social skills such as: cooperation, the recognition of individual excellence, constructive disagreement, conflict resolution, and the appropriate expression of feelings. By providing a supportive and culturally enriching environment, the School encourages fearless self-discovery and enthusiastic exploration of the world by students.

3) “Where our children are inspired to learn...” The School motto, “Inspired to Learn”, describes our most important work -- encouraging students to become self-motivated and self-directed learners. That effort depends on a strong student/teacher partnership and an understanding of the role each plays in that partnership. While furthering their own education, teachers provide models of personal growth and respect for learning. As guides in the educational process, teachers engage the imagination and curiosity of students by leading an exploration of new ideas and cultural horizons relevant to students’ lives. Students, in turn, share responsibility for their education through their willingness to undertake new challenges and through the effort needed to master those challenges. Teachers promote a willing attitude in students by helping them acquire the self-confidence that comes from daily success in the classroom; occasional failure is seen in perspective, as a natural result of trying. With increased confidence, students develop critical thinking, and the capacity for independent insight into their lives and the world around them. Teachers instill, and students practice, the virtues of hard work, persistence and organization as disciplines needed to deepen the quest for knowledge and understanding. Regular assessments, including self-assessments, are used by students and

teachers to measure how far they have come on their educational journey and to set new goals for the future.

4) “The skills needed to successfully meet the challenges of their lives...” The Maine Learning Results (adopted by the Brooksville Elementary School as Policy 6121.6 in 1998), drawing on national standards, outline broad educational goals and a basis of assessment by grade level and subject area. “The Learning Results identify the knowledge and skills essential to prepare Maine students for work, for higher education, for citizenship and for personal fulfillment (Preface).” Because children have different learning styles and learn at different rates, they may be at different developmental stages at any given age. With this in mind, the School has elected to implement the Learning Results through a personalized approach to instruction that is responsive to the needs of each child. Our near term goal is to prepare students to enter high school and to excel when they get there. Our ultimate goal is to equip each student with a personal learning strategy that is suited to his or her strengths, interests, needs, and goals and is adaptable to the changing demands of a lifetime. Because the skills needed to lead a productive and fulfilling life require the development of the “whole person”, the School seeks to engage students at multiple levels: intellectual, spiritual, emotional, social, moral, aesthetic and physical. We believe that each child integrates these aspects of humanity in different ways that add up to a unique personal potential. It is important to give each child a sense of this potential and understanding of the skills and character traits that will foster its fulfillment as they mature.

5) “In a changing world.” One constant in our modern world is change. In order to prepare our children for this unpredictable future there are several things with which we will endow them. We will give them skills and knowledge that will form a foundation for the lifelong pursuit of learning. We will help them to become responsible, empathetic and involved citizens of a diverse multicultural democracy, informed by an understanding of that diversity. We will inspire them with a sense of the boundless opportunity in the world while helping them retain an appreciation of their local heritage. We will teach them about technology and give them the ability to make decisions about its appropriate use. Most important, we will help them develop strong character guided by the moral compass of conscience. These personal traits, we believe, will mark our students with distinction, whatever their undertakings.

We believe this statement of educational philosophy reflects the values of our School community and we are committed to see that our School embodies them.

Adopted: Brooksville School Committee - December 9, 1974
Amended: Brooksville School Committee - November 4, 1991 Amended:
Brooksville School Committee - August 6, 2001 Reaffirmed: Brooksville
School Committee – June 6, 2011 Reaffirmed: Brooksville School
Committee – September 2018

Brooksville Elementary School Vision Statement

Every child's education matters. In Brooksville, learning is personalized and incorporates the resources of the entire community with a hands-on, project-based approach focused on academic excellence. Students develop solid work habits and are responsible, respectful, confident, and engaged life-long learners with high aspirations. They are well prepared for life as kind, thoughtful, and resilient global citizens.

Our school has

Academic Rigor

- We provide a customized education tailored to each child's different learning styles and needs.
- We set high standards for individualized learning.
- We give extra support, as needed, to help each child reach their highest potential.
- Our curriculum is dynamically evolving through educational research and professional development.

A Lively, Positive, Caring and Respectful Culture

- All members of the school community treat each other respectfully, in a positive, kind manner.
- We foster trust among all members of the school community.
- Our students are excited, active participants in learning.
- We are energetic and spirited; our school is abuzz with activity.
- Our staff fosters an active, engaging environment.

Passionate, Caring and Collaborative School Community

- We have strong, visionary leadership.
- Parents and staff work collaboratively to meet each child's specific needs.
- Our staff are passionate, engaged and cooperative with pupils, parents, and peers.
- Our staff demonstrates flexibility and teamwork, putting student needs first.
- Our staff members are life-long learners who strive for excellence.
- Staff receives ongoing, constructive support from leadership, parents, school board, and community.

Solid Community Partnerships

- We encourage open communication that builds confidence, trust, and viable partnerships.
- Our town is a rich, vibrant, close-knit community invested in supporting learning.
- Our school utilizes the natural and human resources in our community as part of our children's education.

Positive, Respectful, Open Communication

- Our staff and school board solicit feedback, actively listen and take action when appropriate.
- Our Superintendent, School Board and Principal communicate regularly and effectively with staff and community resulting in strong, open, respectful communication with everyone.

We envision our rural school as a model for academic excellence and a stimulating education, demonstrating how a small school can thrive by harnessing its inherent advantages. Our students are inspired by our community-based, vibrant, caring, individualized education, developing an enthusiasm for life-long learning. Students graduate with a solid foundation, well prepared for success in the future.

*Staff includes all employees of the school.

Adopted: Brooksville School Committee August 7, 2017

Academic Program Information

At the Brooksville Elementary School we take pride in the high quality of professional staff and the educational programs it offers students. We strive to meet the needs of each and every student in the school. A high priority is placed on academic achievement for all students in learning environments that meet each individual student's needs.

Student-Parent-Teacher Conferences

Twice a year times are set aside for parents, teachers, and often students, to meet and discuss student academic progress and evaluate strengths and weaknesses in various areas. If parents feel it would be helpful to meet with a teacher at a time in between these conferences, they are encouraged to make an appointment to do so. We encourage parents to come in to meet with their child's teacher before problems become serious.

At all grade levels, a collection of student work will form the basis for the conference. We believe that the best way to communicate student progress is to examine and discuss specific examples of student work in comparison to performance standards and to earlier pieces of work. The conferences will also provide an opportunity for parents to ask questions and address concerns. It gives us a chance to learn from you in ways that will help us improve your child's program. Please be sure to ask questions and give teachers information that can help them better understand your child's needs and feelings about themselves and school.

Grading Policy and Procedures

There are four general uses for grading students in the Brooksville School:

Instruction:

- o Inform instruction
- o Indicate students' strengths and weaknesses
- o Inform about students' personal-social development
- o Contribute to student motivation

Communication:

- o Inform parents/guardians about the learning program of the school
- o Inform parents/guardians how well their children are achieving the intended learning targets

Administration:

- o Determine promotion and graduation
- o Award honors
- o Determine athletic eligibility
- o Report to other schools

Guidance:

- o Help students make educational plans

In order for grading to fulfill these numerous purposes with validity, reliability, and fairness, this set of guiding principles and procedures provides the foundation for our grading system.

Guiding Principles of Effective Grading and Reporting

- 1) Grades will measure individual achievement and be based upon stated learning goals.
- 2) Effort, participation, attendance, attitude, and other behaviors shall not be included in grades, but shall be reported as work habits and citizenship unless they are a stated part of a learning goal.
- 3) Only summative assessment shall be included in trimester grades.
- 4) Formative assessment shall inform instruction and interim reports, and guide dialogue.
- 5) Where multiple measures of a state learning goal have been used, professional judgment will be used to ensure that the final grade will be a fair reflection of student achievement.
- 6) Teachers shall use effective assessments.
- 7) Teachers will communicate stated learning goals and methods of assessments with students and parents.
- 8) Mid-trimester reports will note student progress toward stated learning goals as "making adequate progress" or "not making adequate progress" in each content area, leaving room for comments if needed.

9) At the end of each trimester, teachers shall report levels of student achievement in the form of a report card using the following standards-based scale:

Scale:	Description of Achievement Level for Learning Targets:
(E) Exceeds	Student consistently performs beyond grade level. The student's work demonstrates an understanding of essential concepts in the content area, including the ability to make multiple connections among central ideas. The student's responses demonstrate the ability to synthesize information, analyze and solve difficult problems, and explain concepts.
(M) Meets	Student consistently performs at grade level. The student's work demonstrates an understanding of essential concepts in a content area, including the ability to make connections among central ideas. The student's responses demonstrate the ability to analyze and solve problems, and explain concepts.
(P) Partially Meets	Student does not perform at grade level. The student's work demonstrates an incomplete understanding of essential concepts in a content area, and inconsistent connections among central ideas. The student's responses almost demonstrate some ability to analyze and solve problems, and explain concepts.
(D) Does Not Meet	Student does not perform at grade level. The student's work demonstrates limited understanding of essential concepts in a content area and infrequent or inaccurate connections among central ideas. The student's responses demonstrate minimal ability to solve problems and explain concepts

Scale:	Description of Achievement Level for Work Habits and Citizenship:
(E) Exceeds	Student consistently demonstrates this behavior..
(M) Meets	Student usually demonstrates this behavior.
(P) Partially Meets	Student occasionally demonstrates this behavior.
(D) Does Not Meet	Student rarely demonstrates this behavior.

Honor Roll

Students in grades 5 - 8 will be recognized for meeting and exceeding standards in academics and citizenship/work habits.

Students who meet and exceed standards in either all academic areas or in all citizenship/work habits areas are recognized as achieving "Honor Roll"

Students who meet and exceed standards in all areas, including both all academics and all citizenship/work habits will be publicly recognized as achieving “Highest Honor Roll”

Numerical Grading in Grades 7 and 8

In addition to D, P, M and E ratings, students in grades 7 and 8 will also receive numerical grades when appropriate. This is to prepare them for the grading systems used in the local high schools. The numerical grade will be tied to the student demonstrating the assessed learning target. Numerical grades will appear in the Comment section of the report card.

Approved: Brooksville School Committee – 8/6/2007

Revised: Brooksville School Committee - 5/ 7/ 2018

Report Cards

The school year is divided into trimesters (indicated on the school calendar). Report cards are prepared for students at the end of each trimester. These report cards reflect how each student is performing in their efforts to meet learning standards. Additionally, midterm progress reports are shared each trimester.

Homework Policy

6700

Homework is an important part of the instructional program which requires good understanding between the student, home, and school. There are several reasons for assigning homework:

A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.

B. Homework is one way in which parents/guardians can see what their child is learning in school and, thereby, provides an opportunity for them to show an interest in their child’s education. When students see that their parents think education is important, their performance improves.

C. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

The amount of homework assigned should be gradually increased from grade to grade. The following guidelines, along with the professional judgment of the teacher, should be used in assigning homework.

- a. Homework shall be such that the student can do it independently.
- b. Homework procedure and assignment shall be fully understood by the student.

- c. Homework shall be meaningful and reasonable.
- d. Homework should be geared to individual abilities.
- e. Homework should supplement the formal presentation.
- f. Homework shall receive examination and evaluation along with written or verbal feedback to the student.
- g. Homework shall not be punishment.
- h. The total homework load of the student should be considered.
- i. The students should have the necessary tools to complete the assignment.

Adopted: Brooksville School Committee - February 2, 1987

Reviewed and Reapproved: Brooksville School Committee - September 12, 1989

Revised: Brooksville School Committee - February 4, 2002

Promotion, Retention and Acceleration Policy

6400

The administration and teaching staff will strive to create an instructional program to provide maximum opportunity for each student to progress through school according to his/her own needs and abilities. Students may be accelerated, promoted, or retained according to what seems best for the child.

1. Acceleration is normally reserved for the student who excels above and beyond regular academic progress.
2. Promotion is for the student who demonstrates an acceptable level of progress in conjunction with his/her academic needs.
3. Retention is for the student who demonstrates a severe lack of academic progress and whose needs are not being met.

As far as possible, retention will be decided through conferences involving the principal, teachers, and parents. Parents will be notified as early in the school year as possible that retention is being considered. The principal shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent and School Board. Decisions on special education students will be made through the Pupil Evaluation Team process.

The following criteria shall be utilized in making decision concerning promotion and retention:

- a. Student achievement;
- b. Academic potential;
- c. Attendance;
- d. Health;
- e. Maturity;
- f. Physical size;
- g. Age in relation to grade placement;
- h. Student attitude;
- i. Parent concerns;
- j. Out-of school influences; and
- k. Program options.

Beginning in school year 2005-2006, the criteria for promotion or retention of a student should include the results from his/her performance in the Local Assessment System. However, these results may not be the sole determiner of retention or promotion. Any necessary retentions should take place as early in a

student's educational career as possible. Only in unusual circumstances should a child be retained more than once.

Adopted: Brooksville School Committee - November 6, 1989

Amended: Brooksville School Committee - October 1, 2001

Amended: Brooksville School Committee - April 5, 2004

Reaffirmed: Brooksville School Committee – October 3, 2011

Specialist Classes

Brooksville Elementary School takes great pride in the many opportunities offered to its students beyond the core academic subjects. All students K-8 receive instruction in visual arts, agricultural arts, technology, music, French and physical education. Special events like our winter and spring concerts as well as agricultural arts dinners energize learning and open the building to parents and friends of the school.

Library

The school library provides a place for students to access a variety of materials to support both classroom assignments and reading enjoyment. There are areas where students can read quietly, complete school work, and browse the collection. Students in Grades PK-8 have weekly library times on Tuesdays and Thursdays with Ms. Wind, our librarian, where they explore information, literacy and research skills and are able to check-out books to use in the classroom or at home. In addition, classroom teachers can schedule additional time in the library.

Volunteers are welcome in the library for regular time slots each week or for special projects. It is a great way to help out in our school. Stop by the library if you might be interested.

Plagiarism

Plagiarism is illegal. In grades 5-8, students learn how serious plagiarism is, the importance of citing sources, and the value of authoring original written pieces. Plagiarism will not be accepted.

General Information

School Board Members

Barbara Blake- Chapman	266-1413
Patty Tapley	479-4124
Matt Freedman, Chair	326-4091
Alexandra Plotkin	508-277-4696
Katie Pundt	322-2284

School Board Meetings

The school board meets the first Monday of each month at the Brooksville Elementary School at 5 p.m. Additional meetings are scheduled throughout the year. We wish to invite parents to attend these meetings. Your input is important to us.

School Personnel

Justine Appel	Grades 1&2	jappel@brooksvilleschool.org
Tanya Bannon	Grades 5&6	tbannon@brooksvilleschool.org
Dwayne Carter	Physical Education	dcarter@schoolunion93.org
Emma Crosby	Ed Tech	ecrosby@brooksvilleschool.org
Teresa Crosby	Bus Driver	930-0851
Joe Devine	Math	jdevine@brooksvilleschool.org
Susanne Dodge	Cook	326-9628
Cammie Fowler	Teaching Principal	cfowler@brooksvilleschool.org
Andrea Gray	PreK/Kindergarten	agray@brooksvilleschool.org
Brittany Hale	Reading Interventionist	bhale@brooksvilleschool.org
Shelia Irvine	Director of Special Education	Blue Hill Office 374-5609
Rose Kane	Bus Driver/Ed Tech	326-4921
Robert Looker	Technology	rlooker@union93.org
Dawn McLaughlin	Assistant Superintendent	dmclaughlin@schoolunion93.org
Linda Murray	Special Education	lmurray@brooksvilleschool.org
Marjorie Olivari	School Doctor	Castine Office 326-4348
Micaela Osborn	Ed Tech	mosborn@brooksvilleschool.org
Nicholas Patterson	Art	npatterson@brooksvilleschool.org
Jenny Pert	Nurse	jpert@schoolunion93.org
Derek Perkins	Superintendent	Blue Hill Office 374-9927
Jake Sprowl	Assistant Custodian	
Maria Razi	World Language	
Emily Studula	Music	
Grace Tobey	Ed Tech	gtobey@brooksvilleschool.org

Robert Violette	Custodian	rviolette@brooksvilleschool.org
Chelsea Wallace	Grades 3&4	cwallace@brooksvilleschool.org
Brandie Ward	School Secretary	bward@brooksvilleschool.org
Anna Wind	Librarian/ Ag Arts	awind@brooksvilleschool.org

School Day General Schedule

7:30	Breakfast/Recess/School Opens
7:55	Flag Salute/Classes Begin
9:45	Recess/Break
11:30	Lunch/Recess
2:45	Classes End
3:00	Dismissal/Buses Depart

School Attendance

Consistent attendance is one of the most essential ingredients for school success. Please try to schedule non-emergency doctor and dentist appointments during vacations and after school so your child does not miss school. Attendance is taken in the classrooms after 8:00. Students who arrive after this time are marked tardy. All attendance information is recorded with MEDMS, the Maine Department of Education's record system. Students who walk or are driven to school are expected to arrive on time.

When a student has been absent he/she must bring a note upon return to school from home stating the reason for his/her absence. Students who have been absent are responsible for making up work.

State law requires school attendance for 175 days with penalties for truancy.

Students who come in late must report to the office. Parents should come to the office to have their child dismissed early. Parents need to sign in/out children on the office clipboard if arriving late or leaving early.

In addition, all pupils are asked to bring a note from home if they are to be dismissed early, be picked up by a neighbor or friend at school, or go home in a way different than usual or to a different destination. You can also call the office to inform us of any changes. Please call before 2:00, if possible.

Truancy

In Maine, attendance at school is required of all children until the age of 17. Maine law states, "A student is habitually truant if the student has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year," or "Is at least 6 years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year." If a student's attendance is not satisfactory, the school will involve the superintendent in meetings and ultimately, if things are not resolved, law enforcement and the Department of Human Services will be involved.

Recess

Weather permitting, supervised playground time is provided for the students during the day. Students are encouraged to wear clothing appropriate for outside play. A student may be kept inside by a teacher to complete schoolwork or to encourage appropriate behavior. Parents are requested not to send notes asking for their child to be kept inside because of the weather. If weather is not appropriate for outside play, all students will be kept inside.

School Telephones

The telephone may be used only in case of an emergency or if the student is ill and has to go home. Teachers generally discourage phone use by students and screen non-emergency requests. Students are expected to remember books, homework, musical instruments, uniforms, or permission for after school activities. After school permissions must be a written note to be given to the office each morning. After school there is a telephone by the photocopier for local calls only.

Cell Phones

Students who bring cell phones must turn them off at the beginning of the day and put them away. Use of personal headsets, video games, and cell phones is not allowed “during school hours.” Students may listen to books, podcasts and music on the bus with headphones or in class as permitted by the teacher.

Policy Concerning Patriotic Exercises - Flag Salute

The Pledge of Allegiance shall be given each morning by all pupils and staff. Pupils who object to participating in the flag salute as a matter of conscience shall be excused from doing so upon submission of a request in writing and signed by a parent/guardian. An excused shall in no way intimidate or embarrass the student. An excused student may stand, remain seated, or quietly leave the room during the Pledge. When in the presence of staff and students conducting a salute, an excused student shall have appropriate respect for their participation.

A teacher may also be so excused, but is not released from the responsibility of regular supervisory duty of covering a classroom of students, nor of appropriate participation in teaching the curriculum including patriotic songs and holiday-based instructional activities.

Adopted: Brooksville School Committee 10/4/99 Penobscot School Committee 10/12/99

Breakfast and Lunch Program

We offer a breakfast program to students and staff. Breakfast is served in the gym each morning when the children get off the bus. All students in grades preK - 8 are encouraged to participate in the breakfast program. Students who start the day with a balanced meal perform better at school.

Monthly menus are sent home with the newsletter before the start of the month. Copies are available from the office.

School Lunch Prices

Breakfast and lunch is free for all students for the 2023-2024 school year.

*Recess milk and/or lunch milk cost 30¢

Make checks payable to: Town of Brooksville or send cash in a marked envelope.

Snacks and Gum

Please pack snacks for your child to eat during the school day. We encourage nutritious snacks and ask that you do not send in soda and candy as a snack. Students are discouraged from sharing snacks. Parents are welcome to bring in snacks for the whole class in recognition of birthdays or holidays, please be sure to check with the teacher.

Gum is not allowed. (The only exception is when a student has gum chewing included in their Individualized Education Plan.)

School Announcements and Information

Every Friday the office issues a general school newsletter for parents and students. This includes upcoming events, and general school information.

Announcements about school closure due to inclement weather will be carried on local radio and TV stations as well as through our SchoolMessenger notification service which will contact all parents via text, email or phone. School days cancelled due to weather will be made up at the end of the school year. Parents will also get a phone call, text or email if the decision is made to dismiss early. Please do not call the school to ask if school is being dismissed early as this ties up the phones which we need open. The Superintendent makes all decisions regarding school cancellation or early dismissal.

Emergency Notification System

Brooksville Elementary School uses SchoolMessenger, a mass-notification system, to notify the school community in the event of a school emergency. Every parent is asked to provide emergency contact information at the beginning of every school year and to update that information whenever there is a change to ensure that in the event of an emergency, we can notify all parents as quickly and efficiently as possible. We also use this system for school closings, delays, and other school-wide changes/events. Providing accurate contact information for emergencies is required of all parents.

School Website

Our school has a website (www.brooksvilleschool.org). Information such as the weekly newsletter, this handbook, sports schedules, the lunch menu, and helpful educational links can be found on the site.

Communication Protocol

Direct communication channels are the most effective and the most productive in building a strong working relationship between parents and the school. Communications to the school, whether in the form of questions, concerns, or problems should be directed in the following manner:

1. First speak directly to the classroom teacher, coach, or appropriate staff member.
2. If there are still concerns or questions, they should next be addressed to the Principal
3. If you feel the Principal hasn't adequately addressed the issues the Superintendent of Schools (374-9927) should then be contacted.
4. The Brooksville School Committee is the last link in this chain, after the above steps have been utilized and exhausted.

Student Computer and Internet Use Policy

The school department uses computers as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as life-long learners. Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school's available technology must do so in a way that is consistent with their educational mission.

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the *BROOKSVILLE ELEMENTARY SCHOOL Student Computer and Internet Use Policy* and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

A. Computer Use is a Privilege, Not a Right

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. No person will deliberately or willfully cause damage to computer equipment or assist another in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher or to her supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

C. Prohibited Use

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

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities - Using the school unit's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
3. Violating Copyrights - Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism - Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying Software/Media Files - Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files;
6. Non-School Related Uses - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;
8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Unauthorized access to Social Networking/Chat Rooms/News Groups - Accessing social networking sites or software, chat rooms or news groups without specific authorizations from the supervising teacher.

D. No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to the violations of the *BROOKSVILLE ELEMENTARY SCHOOL Computer and Internet Use Policy* and/or these rules, including investigation of violations.

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

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

Adopted: Brooksville School Committee - January 6, 1997 Amended: Brooksville School Committee - November 4, 2002 Amended: Brooksville School Committee - October 5, 2009

Student Educational Records

Brooksville Elementary School protects confidentiality of all student education records that are maintained by the school as required by both Maine law and Federal family Education Rights and Privacy Act (FERPA).

Directory information about students may be disclosed by the school unless timely written notice refusing permission for some or all parts of the information is received from the parents. Brooksville Elementary designates the following information about students as directory information: name, the student's participation in activities and sports, date of attendance, and honors and awards received.

Under Maine law, we will not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents names. Internet consent forms are sent home with students at the beginning of the school year and must be signed by a parent and returned to school.

Transfer of records

Transfer cards and records are sent to the new school upon the request from that school. If you are planning on changing your child's school, you need to sign a release form stating that the records may be sent to the new school. A form can be obtained from the principal's office.

Student Information

Behavioral Expectations

The Brooksville Elementary School Community has great pride in the behavior and the educational accomplishments of our students. It is our belief that each pupil, parent & staff member should strive to create a learning environment that is not only safe, positive and respectful, but also nurtures each student's passions and creates a culture of excellence for all members.

Although each teacher may develop their own classroom expectations, the Code of Conduct sets standards that apply to all areas beyond any one classroom. Classroom rules and expectations designed by staff are developed within the general framework of this Policy.

Code of Conduct:

The Brooksville Elementary School Code of Conduct supports an ethical community where everyone can learn and excel by setting three basic guidelines:

- * Honor the personal safety of all individuals (Safety)
- * The value and dignity of each person is respected (Respect)
- * All need to take responsibility for their choices and actions (Responsibility)

Statement of Belief:

Safety

Respect

Responsibility

We will work together to make our School a safe and secure place to learn by:

- * not hurting others
- * thinking before acting
- * by listening and trying to understand others (walking in each others shoes)
- * encouraging each other to be open to new ideas and trying new things

We will value and honor each other by:

- * treating others the way we would want to be treated
- * respecting the rights and property of each other
- * accepting the differences and similarities of all people

We will be responsible and kind people by:

- * learning and allowing others to learn

- * working our hardest yet finding ways to laugh and have fun
- * being honest about the choices we make, good or bad, and helping to find solutions
- * reporting serious problems to staff
- * learning from our mistakes

Responsibilities:

This policy promotes standards that support a safe, healthy and inspiring school climate. All persons involved in our school community must share the responsibility for maintaining this environment.

Responsibilities of Students:

- * demonstrating a willing attitude
- * attending school every day prepared and making up missed work if absent
- * showing respect to each other, school personnel, school property and the property of others
- * taking care of our own property
- * dressing appropriately and observing basic good hygiene
- * adhering to the school's Code of Conduct, classroom and school rules

Responsibilities of Parents:

- * providing for their children's regular, punctual and prepared school attendance
- * becoming acquainted with the school's Code of Conduct and actively supporting its implementation.
- * supporting and participating in school sponsored activities by keeping informed and taking an active role in their child's education
- * actively and constructively participating in the process of preventing and resolving discipline problems that pertain to their child at school

Responsibilities of School Personnel:

- * promoting the healthy emotional and physical development of all students
- * fostering appropriate student behavior providing models of personal growth and respect for learning
- * implementing the school curricula, guided by the BES Philosophy
- * supporting home/school cooperation through frequent and open communication regarding the education and development of each child
- * communicating expectations for student behavior to school staff, students and parents

Problems and Possible Consequences:

Parents, teachers and staff strive to teach students the necessary skills to behave appropriately. Occasionally students will misbehave and engage in unsafe or aggressive behaviors. For the safety and respect for all at Brooksville Elementary School, the following (examples) problems may result in consequences enforced, at the discretion of the principal with staff input, as listed below:

Safety Problems

- * Physical behaviors: assaults and fighting, threatening with gestures or objects
- * Criminal offenses (5103, 5200, 5601, 5601.1, 1320.2, 2132, Bomb Threat

Policy and Bomb Threat Procedure)

Respect Problems

- * Disregarding adult directions: disobedience and disrespect
- * Verbal behaviors: harassment, name-calling, put-downs
- * Vandalism: damaging or destroying of property

Responsibility Problems

- * Disregarding school rules: disruptive conduct, talking out, not following school and classroom rules
- * Disrespect towards others and property

Possible Consequences for Misbehavior

- * Review school/classroom rules (social skills practice)
- * Conflict Resolution
- * Student conference with the Principal
- * Principal or teacher contact with parents (note, call home, conference)
- * Written or verbal apology by student
- * Principal/parent contact (note, call home)
- * Classroom consequences by the teacher (loss of privileges, call home, parent conference)
- * In-house suspension
- * Formal suspension from school

Adopted: Brooksville School Committee - July 1, 2002 Reaffirmed: Brooksville School Board - May 5, 2003

Bullying

In addition to this policy, you will find a Bullying Report Form in the appendix.

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Is Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in the Brooksville Elementary School and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Placing a student in reasonable fear of physical harm or damage to his/her property;

Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
3. Is based on:
 1. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 2. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

Brooksville Elementary School will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dress

Students should wear appropriate attire for school and observe basic good hygiene. Be proud of who you are. Shoes must be worn at all times, and hats may not be worn inside during the school day. Sneakers are mandatory for Physical Education class and are recommended for outside play. A teacher or principal may ask students to change clothing that does not meet these standards.

Positive Behavior Interventions and Support (PBIS)

In an effort to maintain the positive climate of our school we adopted the philosophies and strategies of PBIS. "The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject." We actively teach our core expectations of safety, respect, and responsibility.

PenBrook Athletic Policy and Expectations

As of May 12, 2015 By a vote of the Penobscot Board and Brooksville Board

Sports Philosophy

It is the purpose of the school sports programming to broaden the range of physical, social, and emotional opportunities for the students of the school. The privilege to compete in sports is available to those who have already demonstrated the ability to maintain an adequate educational level and the responsibility necessary to balance sporting events with the regular curriculum requirements. It is also the purpose of school sports to provide support in the development of these skills in those who need it through healthy competition.

If students maintain adequate performance in academic areas, as determined by the Extra-Curricular participation Policy, school sports programming is open to them regardless of their level of skill. It is the purpose of elementary athletics to expose students to various sports and to develop the fundamentals necessary for participation. All students willing to try will be able to participate.

School sports seek to help students develop social and emotional characteristics, such as high self-esteem, positive leadership characteristics, and a sense of fair play and good sportsmanship.

It is important to recognize the role of school athletics to the community. School sports are a source of entertainment, but it is entertainment with the purpose of educating our students at the center. Therefore, sports spectators should role model the skills we expect of our students. Good sportsmanship and the development of a student's self-esteem are primary and these are the values we should cheer.

Goals of the PenBrook Athletic Program

- To develop individual and team responsibility
- To reinforce sportsmanship: personal integrity and a sense of fair play
- To encourage athletes to achieve and improve
- To teach basic physical skills
- To improve socialization, self-esteem, self-perception and a psychological well-being
- To keep sports fun for kids and establish the basis for a healthy lifestyle and lifelong commitment to physical activity

Interscholastic Sports

We offer the following interscholastic sports provided there are enough participants to field a team and coaches are available: Soccer, boys and girls basketball, baseball, softball.

Safety

It is recognized that extra-curricular activities may create certain safety risks; therefore, the following procedures have been adopted:

- a. Extracurricular sports will be open to students in grades four through eight. For the safety of all students, students in the fourth grade will be limited to participation in B level games. Students in eighth grade will be limited to participation in A level games. If it is not otherwise possible to field a team, exceptions to this rule may be requested by the Athletic Director to each school committee for approval by September 1 for fall sports and by November 1 for winter sports.
- b. Coaches will be provided with a list of students who have physical conditions that may create an emergency situation prior to the season (i.e. allergies, asthma, epilepsy). Coaches will also be provided necessary medical supplies to respond to minor injuries and must take them to each practice and game. Coaches are encouraged to take first aid or other training that will help them cope with emergencies that may arise. Coaches will take a self-study exam on how to handle blood and body fluid spills.
- c. Coaches may not play athletes who have missed game or practice time due to injury, until a medical doctor and/or parent has approved his/her return in writing. Parents will be asked to sign a form indicating responsibility for further injury. Coaches should be directly advised by parents of any change in an athlete's health.
- d. All athletes are required to wear mouth guards during soccer and basketball games and practices unless a written waiver has been obtained from a physician.

Policies, Rules, and Expectations

As well as the policies and rules that apply to all Brooksville and Penobscot students, there are policies, rules and expectations that pertain specifically to students who are participating in an interscholastic sport, as follows:

Uniforms

Team uniforms checked out by the student athlete are his/her responsibility. Athletes are expected to keep all uniforms clean and in good condition. It is the athlete's responsibility to pay for lost or carelessly damaged uniforms. Uniform purchasing and distribution are managed by the AD.

Missing Practice

Athletes are expected to attend all practices and games. Team membership is a commitment!

- In the case of doctor appointments, illness or emergencies the athlete or athlete's parents should notify the coach as soon as possible.
- Students who face a conflict of obligations with other extra-curricular activities have a responsibility to communicate with coaches and extra-curricular leaders to work out a plan.

A student athlete will not be penalized (i.e. kept from playing in a game) for an excused absence or extra-curricular conflict, given proper communication with the coach.

Absence from School

Students absent from school due to illness for all or part of a day may not participate in that day's game or practice without a written explanation from a parent or physician and the support of the principal or athletic director.

Travel

Students will be transported to away games by bus. Students are expected to dress appropriately. Athletes must remain with their team under the supervision of the coach when attending away games. Customary bus and school rules and expectations should be followed. Coaches are expected to supervise their athletes until parents pick them up at the end of practices or away games.

Eligibility Requirements

- Written parent permission must be provided.
- Each year students who wish to participate in middle school athletics are required to have a family physician's approval no later than October 1st. A student athlete will not be allowed to participate in practice or games without the medical approval after October 1st. Costs associated with acquiring this approval are the responsibility of the family.
- An athlete must meet academic and behavior eligibility requirements outlined the Policy Concerning Extra-Curricular Participation.
- An athlete disciplined for serious misbehavior or on suspension will not be eligible to practice or play for the duration of the suspension.
- Athletes are expected to adhere to all coach-established rules and regulations. Coaches will establish rules and regulations prior to the sports season and present them to students and parents. Failure to meet expectations may result in discipline and/or exclusion from extra-curricular activities.

In addition to all written eligibility rules, or for situations not covered by policy, the athletic director and administration reserve the right to determine eligibility.

Playing time

All players can expect playing time in regular season games and significant playing time over the course of the season.

Miscellaneous

The AD, in consultation with coaches regarding availability, will schedule practices to make best use of the schools' facilities and fields and accommodate student travel time with priority of letting younger students practice earlier.

Parent-Coach Communication

You should expect your child's coach to keep you informed about:

- The time and place of games and practices
- The expectations for athletes on the team, and your child in particular
- Participation and equipment requirements

- Any injury your child suffers while participating
- Any discipline your child receives

You are encouraged to talk to your child's coach about:

- Your child's skills, improvement, and development
- Concerns about your child's behavior

You should avoid talking to your child's coach about:

- Playing
- Team strategy
- Other student athletes

Coaches expect parents to:

- Notify the coach of schedule conflicts well in advance
- Support the program
- Ensure your child attends practices and is picked up on time
- Support your child in being well prepared for games and practices

If you have concerns, please follow these steps:

- Speak directly to the AD
- The AD may then arrange a meeting with the coach to resolve issues
- The AD will work with you and the coach to find a resolution

Health

Medical Services

The school nurse provides checks for communicable diseases and can make recommendations for doctor's visits. Also, school health records, individual immunizations, and medications are handled by the nurse. Additional medical services are provided by the school doctor who is appointed by the School Board.

Emergency Information

At the beginning of the year emergency information is collected from all students. It is extremely important that the information be kept up-to-date. Please give your correct mailing and physical address. There must be a way of reaching parents, extended family or neighbors promptly should illness or accidents occur. We ask for the names of two alternate persons to be notified in cases of emergency in the event that the primary parents/guardians cannot be reached. Please be sure that the persons you name are willing and able to serve in this capacity. Please also use local people. Be sure to give permission for your child to be taken to the hospital in the event no one can be reached.

Immunization Requirements

For school attendance, students must be adequately immunized unless exempt for medical or philosophical reasons.

Sickness and Accidents at School

If a student is sick or has a serious accident, the school will get in touch with the parents/guardians. It is the responsibility of the parents/guardians to take the student home and arrange for needed medical attention. The school will administer first aid only. For your child's sake, as well as for the sake of others, please keep your child home if he/she is not well.

Medications At School

The giving of aspirin or any other drug or medication by school personnel is not allowed except on order of a physician. Students may not take oral medications, prescription or non-prescription, during school unless the following guidelines are followed. We ask that all parents follow these guidelines for the protection and safety of their child and all children.

1. Parental/medical permission should be obtained for each child when school personnel give medication.
2. All medication must be delivered to school by a parent in a closed container, clearly marked with the child's name unless arrangements were made with the bus driver to deliver the medication.
3. All medication will remain in the office.
4. Children are not permitted to have any medication, including aspirin or aspirin substitutes, in their classroom or on their person.

Vision and Hearing Screening Tests

Students will be given hearing and vision tests based on state guidelines. Recommendations resulting from these tests are submitted directly to the parents.

Allergies

Please inform the school nurse of any allergies or health issues related to your child.

Tobacco Use and Possession

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the School Board prohibits smoking and the use of all other tobacco products, including chewing tobacco and e-cigarettes in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees.

Safety

Fire and Safety Drills

Brooksville Elementary School is always concerned with the safety of its students and staff. We conduct fire/evacuation drills 10 times a year. Each classroom has its own evacuation plan with alternative routes marked. We practice variations on drills so that we can think flexibly during emergency situations. We also have other safety plans in place, which we review and practice intermittently. In this way we hope to be prepared for any emergency that calls for the evacuation or lockdown of the school.

Insurance

Every year each student is given an enrollment envelope for Student Accident Insurance. If you wish to enroll in the insurance plan, please fill-out the forms and mail them to the insurance company. The school does not provide health insurance for students.

Bus Safety

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time -does he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal by the bus driver. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Legal Reference: 20-A MRSA (5401)

Adopted: Brooksville School Committee - 1/5/81 Amended: Brooksville School Committee - 9/7/89

Amended: Brooksville School Committee - 7/6/94 Amended: Brooksville School Committee - 8/2/99

Amended: Brooksville School Committee - 7/02/01 Amended: Brooksville School Committee - 2/4/02

Amended: Brooksville School Committee - 7/01/02

Safety in Games/Recess

Playground Rules:

1. **Students play within certain bounds.** You must be in sight of the duty teacher at all times, not go into the driveway without permission of the duty teacher, not reenter the school building without permission, and not play around dumpsters, septic system pipes, or outbuildings. You may not enter the woods.

2. **Students play in a safe manner.** You are not to push or pull on other students. You may not pick up other students or grab their clothing. There is no shoving, punching, or hurting of students. You may not throw balls or other equipment so that it deliberately hits or hurts another person. There is no rock or snow ball or ice throwing ever. There is no wrestling or fighting, and students wait their turn for equipment or games.

3. **Students show respect to each other, to teachers, and to the school building and equipment.** You do not call each other names, speak or act disrespectfully to teachers, swear or use foul language, or damage school property.

General Rules: Run, jump, swing, and climb on the appropriate equipment to your heart's content. Tag is fine. Remember why it is called "tag." "Gun play" is not permitted. Come to line quickly and politely when the bell rings.

Winter Rules: Snow play requires snow clothes. Sliding down the hill requires duty teacher permission. You may only tear down snowmen or forts that you alone create.

Equipment/Toys

Students are discouraged from bringing toys to school. All "fidgets" must be approved by the teacher and will not be allowed if they are found to be disruptive. Cell phones may be used with headphones to listen to books, podcasts or music during bus rides as long as the student uses the device as described. Any toys, trading cards, or equipment for clubs, practices or play after school hours may be brought to school as long as the equipment is not used during the school day.

Bicycles

Students will be allowed to ride bicycles to and from school as long as they have passed in a written permission slip signed by a parent. The bicycles are not to be used at recess times. The students will not be dismissed from the school grounds until after the last bus leaves the school yard. As required by state law, children under the age of 16 are required to wear a helmet.

Guns/Knives/Weapons

A person may not possess a firearm on public school property or discharge a firearm within 500 feet of school property. Students who bring any dangerous weapon to school may face an automatic suspension.

Special Services

At times some students may require additional services to reach their potential. At Brooksville Elementary School we are committed to seeing the strengths of each student as well as recognizing when additional help is needed and being able to respond to that need effectively. We have several services in place to support students.

Multi Teired Systems of Support (MTSS)

MTSS makes early identifications of reading, math, and behavioral difficulties. Giving brief and frequent assessments that identify difficulties early on, our regular education staff can then work with intervention techniques to help students meet reading and math standards at their grade level. We use AIMSweb and NWEA assessments in the fall, winter and spring to help us in determining if a child is performing within set national norms in reading and math. For the behavioral dimension of MTSS, our school is following the guidelines and strategies of PBIS (Positive Behavior Interventions and Support) which is an effective protocol to maintain a positive and healthy school climate.

Individual Educational Program (IEP)

Whenever a team of teachers feels a student needs assistance beyond the regular program, the classroom teacher may refer the student to an IEP meeting if other services have not been effective. The IEP team is made up of parents, classroom teacher, principal, special education teacher, and any others who may assist in planning an appropriate program for the student. Testing can be recommended through this team process and recommendations made for better meeting the needs of the student. Counseling services can be recommended through this process if deemed necessary and instruction in small groups for part or all of the day can be recommended if appropriate for the student. The special education teacher is responsible for meeting the needs of any student referred to their programs.

Speech/Language

An IEP may recommend testing and delivery of speech or language instruction if deemed necessary for student success.

Supportive Services

Supportive services are transportation, developmental, or corrective services that are required to assist students with disabilities to benefit from their special education programs. These services are available only to identified students. The school committee has adopted a non-discrimination policy to ensure that students are treated fairly. Supportive services may be recommended by the IEP. We welcome parent questions and concerns to best meet the needs of each and every student.

Title I

The school committee recognizes that a certain number of students will need supplementary services in the basic skills of reading and mathematics. Title I funds will be used to provide supplemental services on a non-discriminatory basis. Established procedures will be adhered to in order to assure comparability of services, parental involvement, and student selection. For more information regarding Title IA students and parental involvement, please refer to Union 93's website (www.schoolunion93.org/student-services).

Bullying Report Form

Name of complainant/reporter (by law, reports may be anonymous):

Status of reporter: ☐ Student ☐ Parent ☐ School employee/coach/advisor ☐ Other:

Contact information for reporter (if reporter is student, contact information for parent/guardian):

Phone: Email:

Address:

Name of alleged target(s):

Name of alleged bully(ies):

Relationship between alleged target(s)/bully(ies):

Time(s) and location(s) of alleged incident(s):

Name of witness(es):

Description of incident(s) (attach additional pages if more space is needed):

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

Signature of Complainant/Reporter Date

Received by Name Title/Position Date

Date sent to principal: Date sent to superintendent:

BROOKSVILLE PUBLIC SCHOOLS

2023 – 2024 SCHOOL CALENDAR

AUG/SEPT (21)						
S	M	T	W	T	F	S
27	#	*	30	31	X	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

OCTOBER (20)						
S	M	T	W	T	F	S
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8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER (18)						
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			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	X	H	X	25
26	27	28	29	30		

DECEMBER (16)						
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	E	23
24	H	X	X	X	X	30
31						

JANUARY (20)						
S	M	T	W	T	F	S
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7	8	9	10	11	#	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY (16)						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	X	X	X	X	24
25	26	27	28	29		

MARCH (20)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	#	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL (17)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	X	X	X	X	20
21	22	23	24	25	26	27
28	29	30				

MAY (22)						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

JUNE (5+4)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	S	S	S	S	*	15
16	*	18	H	20	21	22
23	24	25	26	27	28	29

SCHOOL HOLIDAYS

September 4	-	Labor Day
October 9	-	Indigenous Peoples' Day
November 10	-	Veterans Day, Observed
November 23	-	Thanksgiving Day
December 25	-	Christmas Day
January 1	-	New Year's Day
January 15	-	Martin Luther King, Jr. Day
February 19	-	Presidents' Day
April 15	-	Patriots' Day
May 27	-	Memorial Day
June 19	-	Juneteenth

LEGEND

H	=	Holiday
#	=	Teacher In-Service (All Union 93)
*	=	Teacher In-Service (Building Based)
E	=	Early Release Day
X	=	No School Day
S	=	Make up Snow Day

IMPORTANT DATES

Aug 28	Teacher In-Service (All U93)
Aug 29	Teacher In-Service (Building Based)
Aug 30	First Student Day
Oct 6	No School Day/In-Service Day
Nov 21	1 st Trimester Ends
Nov 22-24	Thanksgiving Break
Dec 25-Jan 1	Holiday Break
Jan 12	No School Day/In-Service Day
Feb 19-23	Winter Break
Mar 14	2 nd Trimester Ends
Mar 15	No School Day/In-Service Day
Apr 15-19	Spring Break
June 13	Last Student Day (Tentative)
June 13	3 rd Trimester Ends
June 14,17	Teacher In-Service Days

Total School Days
175 Student Days

School year will be adjusted if more (or less) than 4 snow days are used.

