

Sea Road School

Maine Regional School Unit 21

School Community Handbook 2025-2026



29 Sea Road
Kennebunk, Maine 04043

T: 207-985-1105

F: 985-4274

[Website](#)

The objective of RSU 21 is to be a welcoming and inclusive community that supports the safety and well-being of all our students, faculty, and staff. We are committed to implementing programs and practices that support diversity, equity, and inclusion.

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Sea Road School Office

29 Sea Road, Kennebunk, ME 04043

T: 207-985-1105 Hours: 7:45 am- 3:45 pm F: 985-4274

Cory Steere, Principal csteere@rsu21.net

Ken Spinney II, Asst. Principal kspinney@rsu21.net

Sea Road School Faculty

Front Office		Guidance	
Assistant Principal	Ken Spinney II	School Counselor	Tammi Heathco
Admin Asst. To Principal	Tricia Thompson		
Third Grade Team		Fourth Grade Team	
Heather Keep Megan Lambert Vashisht Persad Amanda Wilson		Elizabeth Jordan Rachel McCarthy Erica Sullivan Kris Suscello Alexis Thomas	
Fifth Grade Team		Allied Arts	
Matt Jackins Christa Mackenzie Melissa Tammaro Katya Pardue Amaya Libby		Tami Chestnut Jillian Cote Tori Gipson-Turley Patrick McCarthy Adrienne Munger Emma Wilson	
			STEM Music & Band Library Physical Education Art Spanish
IT Department		Custodians	
Colleen Harris	Tech Support	Omar Wilson Tram Nguyen Tran Nguyen	Lead Custodian Night Custodian Night Custodian
Special Education		Special Education Ed. Technicians Staff	
Jennifer Larochelle David Sharp Kelly Smith Rachel Stockwell		Tim Allen Valerie Anastas Haley Askew Brianna Byrd Kris Edborg	Bill Fulford Ann Hand Rhonda Rickert Jasanna Harmon
Speech/Lang Pathologist	Rory Malloy	Kris Edborg	
Occupational Therapist	Barbara Steva	Board Cert. Beh. Analyst	Sandra Titcomb
Physical Therapist	Giulia Fornaro	Special Ed. Social Workers	Melodie Godin
Psychologists			Caroline Schreck
	TBD	Multilingual Teacher	Sarah Steiner

Gifted and Talented / Instructional Support		Nurse / Social Services / Food Service	
Gifted and Talented	Allison Laflamme	Nurse	Abigail Farnum
Instructional Strategist	Katharine Sweeney	Resource Officer	Jason McClure
Instructional Support	Erika Bonenfant	Food Service Manager	Katie Turner
	Carly McKinney	Sea Road Food Service	Karen Leach
	Sarah Tavares		Melanie Sommers
	Jen Seitz		TBD
	Kevin Washburn		

Welcome

Dear Parents/Guardians and Students,

On behalf of the entire Sea Road School staff, welcome to the 2024–2025 school year! We are so excited to have you as part of our school community and can't wait to partner with you on what promises to be a year full of growth, learning, and memorable experiences.

Our focus remains clear: to provide high-quality, engaging learning that supports every child academically, socially, and emotionally. Every day, we work together to live out our core values—**curiosity, respect, responsibility, honesty, courage, and compassion**—as we learn and grow.

Sea Road School has a proud history of academic excellence and a strong commitment to character development. We continue to build on that tradition by living out our district's mission: *to develop productive global citizens by building knowledge and character*. This mission guides our decisions and shapes the culture of our school, ensuring that each student has what they need to succeed.

Our dedicated staff is eager to provide your children with a safe, nurturing, and challenging learning environment. We view learning as a shared responsibility among students, educators, and families—and we value your partnership in this important work. Together, we will support your child's journey and help them discover their strengths, passions, and potential.

As we begin this new year, we continue a legacy that spans more than thirty years—a legacy defined by opportunity, shaped by meaningful relationships, and built one adventure at a time. We're excited for all that lies ahead and look forward to an incredible year together.

Sincerely,

Cory Steere, Principal

Ethics

We count on our professionals to know the craft and art of their teaching area and to teach in a way that puts student learning and safety at the center of the decision-making. Also, we count on the actions of our staff to reflect a high level of professionalism and we expect staff, parents/guardians and students to be informed about and implement school department policies.

RSU 21 Mission and Vision

We believe in providing each student with the opportunity to develop, to their fullest potential in an academically challenging, supportive and safe environment. Our graduates will leave school able to demonstrate and apply essential knowledge and skills across a content-rich curriculum with literacy and numeracy as cornerstones.

Strategic Plan Vision, Mission and Focus Areas

Vision: RSU21 is a collaborative learning community where all students are inspired and equipped to become innovators, lifelong learners, and productive global citizens who are prepared to meet the challenges of our ever-changing world.

Mission: At RSU21, we collaboratively forge multiple innovative educational pathways to ensure student engagement, development, and success.

Core Values

Integrity, Equity, Collaboration, Innovation, Inclusivity

Focus Areas

1. Student Success
2. Professional, Engaged Workforce
3. Partnerships and Strong Relationships
4. Operational Excellence

SRS Mission and Vision and Expectations

Sea Road School is a structured and positive environment that strives towards academic excellence. Our educational program addresses the whole child, challenging the student intellectually, physically and creatively. We believe that by providing a balanced program of academic excellence, physical well-being, creativity, and mutual caring, we address the needs of the developing child. At Sea Road School, our greatest educational resources are our staff, parents, community members, and the capabilities our students bring with them to school. We believe that by working together we create an atmosphere that encourages trust, respect, and appreciation of diversity. In an effort to continually meet the changing needs of our students, Sea Road School commits to an ongoing assessment of our philosophy and

programs. Within this framework we aim to prepare all learners with the academic knowledge and personal skills needed to be responsible, contributing citizens in a global society.

Central Office

177 Alewife Road
Kennebunk, ME 04043
207-985-1100
rsu21.net

Superintendent	Dr. Martin Grim
Administrative Assistant to the Superintendent	Shelly Allen
Administrative Secretary	Amy Manetti
Assistant Superintendent	Paul Rasmussen
Administrative Assist. to the Assistant Superintendent	Tristan Lozuway-McComsey
Director of Special Services	Rachel Bratter
Assistant Director of Special Services	Will Putnam
Administrative Assistant	Arlene Decker
Director of Human Resources	Dawn Therrien
Director of Finance	TBD
Director of Operations	Richard Terwilliger-Smith
Enrollment Officer (Grades 6-12)	Bruce Lewia
Enrollment Officer (Grades K -5)	Tristan Lozuway-McComsey
Enrollment Officer (Grades PreK)	Mary Boswell

School Board Members

Britney Gerth	<i>Arundel 2028 (Vice Chair)</i>	Matthew Stratford	<i>Kennebunk 2027 (Chair)</i>
Kirstan Watson	<i>Arundel 2027</i>	Brian McGrath	<i>Kennebunk 2028</i>
Mandy Cummings	<i>Arundel 2026</i>	Ariana Efstathiou	<i>Kennebunk 2028</i>
Megan Michaud	<i>Kennebunkport 2027</i>	Abigail Spadone	<i>Kennebunk 2027</i>
Rachel Kennedy	<i>Kennebunkport 2028</i>	Leah Bares	<i>Kennebunk 2026</i>
Smith		Lesley Stoeffler	<i>Kennebunk 2026</i>
Bob Domine	<i>Kennebunkport 2026</i>	TBD	<i>Student Representative 2026</i>

Other Schools and Departments

Kennebunk Elementary School (Pre K-2)	207-985-4402
Kennebunkport Consolidated School (K-5)	207-967-2121
Mildred L. Day School (K-5)	207-604-5900
Sea Road School (3-5)	207-985-1105
Middle School of the Kennebunks (6-8)	207-467-8005
Kennebunk High School (9-12)	207-985-1110
Special Services Department	207-985-3960
Transportation Department	207-985-2622

General Information

Attendance

[Policy Code: JEA -](#) Under state law, full-time school attendance is required of all children from their 6th to their 17th birthday. Parents/Guardians are responsible for the attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; a planned absence for a personal or educational purpose which has been approved; or education disruption, as outlined in policy JEA.

If a student is absent, he/she may not participate in any co-curricular events on the day of the absence unless excused by a physician and/or an administrator.

Beginning of Day Drop-Off

To drop off your child at the beginning of the day, please arrive at the school and park by the curb right outside the school between 7:50 am and 8:10 am. All students who are being dropped off will be greeted at the curb and directed into the side of the building where a staff member is waiting. Please remain in your vehicle and only drop off your child when supervision is present.

Daily Schedule

7:50 am – 8:10 am	Children arrive at school
8:15 am	Official start time for school day
2:45 pm	Dismissal starts

Supervision of students begins at 7:50 am. Students should arrive between 7:50 am and 8:10 am. If there is any change in your child's schedule, including changes in transportation or early pick-up, parents must inform the child's teacher/school office in writing. Only the individuals listed on the student's emergency information form will be permitted to sign your child out of school unless you specify

otherwise in the note to the teacher. In the event of an emergency situation, please inform the office by phone **no later than 2:00 pm**. This will assist us in a smooth dismissal for all students.

Dismissal to Buses

Students are dismissed to buses at 2:45 pm. When the buses arrive the students are called to leave their classroom and travel to the bus area. There, two staff members will help them get on the correct bus. Dismissal begins with those students that are being picked up. Then the first round of buses are called. Walkers/bikers are then dismissed. Lastly, the second round of buses are called.

End of the Day Pick Up

To pick up your child at the end of the day, please arrive at the school and park by the curb right outside the school between 2:40 pm and 2:45 pm. All students who are being picked up will be dismissed to the side of the building where a staff member will direct them to your vehicle. Please remain in your vehicle until your child arrives and is cleared by the supervisor to go with you.

Family Vacations

Sea Road School understands that families sometimes choose to take vacation while school is in session. The trip is often beneficial for family togetherness and the experience can be of educational value. We ask that you contact the teacher in writing prior to your child's absence. **We do not provide school work prior to a student's absence.** Students are responsible for material missed due to an absence.

Leaving School Early

A student who is dismissed before 2:45 pm is considered "early dismissal" for attendance records. Parents/guardians must report to the office to sign out students and wait until the student is called to the office. A student will only be called to the office once the parent/guardian has arrived and has signed out the child.

Tardiness

A student who arrives after 8:15 am is considered "Tardy" for attendance records. A student who is tardy must be signed in at the office by a parent/guardian on the Student Sign In/Out Log. The student will be given a tardy slip completed by office personnel before going to class.

Truancy

[Policy Code: JHB](#) – Regular and punctual school attendance is essential to a child's educational success, and the School Board has adopted policies on student attendance and truancy.

Unexcused absences which count toward truancy are monitored and, as required, reported to the State.

RSU 21 also collects and reports information on absenteeism. All student absences, whether excused or unexcused, are monitored. Excused and unexcused absences are included in the counts for absenteeism and trigger outreach to families related to chronic absenteeism. There is

a well documented relationship between student attendance and student success in school. RSU 21 encourages parents to limit taking students out of school to school vacations and holidays.

Bus Transportation

Policy Code: JICC – Students shall conduct themselves in a mature and responsible manner, not only in school but also on buses, at athletic programs, and in all school related activities. Failure to meet expected conduct will result in disciplinary action consistent with established Policies and Procedures of the district and state laws.

Any student violating discipline/safety rules while riding on an RSU 21 transportation vehicle is subject to a corrective action process. The Transportation Rubric for Corrective Action provides the levels of behavior and corrective actions for each offense. These rules are posted on all buses.

Respect Your Riding Privileges. Follow These Rules: RSU 21 Bus Rules

1. Seat to seat, back to back. Never stand while the bus is moving.
2. No eating or drinking.
3. Talk quietly with people in your seat and across the aisle only.
4. Nothing out the window: no gestures, no voices, no hands, no papers.
5. Respect all people and property. You don't have to be friends, but be friendly.
6. Permission must be obtained from the operator prior to opening windows.
7. Middle School and High School students must receive permission from the Transportation Director before riding on elementary school runs.
8. If a student is causing a safety infraction that endangers the lives of other passengers, the vehicle operator has the right to stop the vehicle, notify the transportation office of the safety infraction, and the student will be removed from the vehicle. The student will be transported home on another school transportation vehicle.

Video Cameras on Transportation Vehicles

The Board recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities.

Clothing at School

Students must be dressed in appropriate attire that is neat, clean and safe.

1. Students must wear footwear at all times.
2. Offensive/distracting words, pictures, and/or slogans deemed to be in poor taste are prohibited. This applies to drug, alcohol, and sexual inferences.
3. Immodest clothing is prohibited at school. Clothing worn in such a manner as to reveal underwear or bare skin between the upper chest and mid-thigh is inappropriate.

The administrator is the final judge of appropriate/inappropriate dress.

Students should dress appropriately for the winter months and inclement days (e.g., boots, mittens, hats, and snow pants), as they go outside for recess almost daily.

Extra Clothing for Younger Children

Occasionally children get wet from puddles on the playground, spilling beverages or not making it to the bathroom in time. Please, send in one set of extra clothing and include pants, shirt, underwear, and socks. Remember to send in new clothing after a growth spurt or as we enter a new season. Place the items in a bag and mark the bag with your child's first and last names.

Clothing for Physical Education Classes

On days when your child's class has Physical Education, they should wear or bring sneakers and comfortable pants or shorts. Slip-ons, flip-flops, Crocs, and open-backed shoes are not recommended as they often come off during physical activity and outdoor play. Students should dress comfortably in order to fully participate.

Labels on Clothing

We urge parents/guardians to label ALL removable clothing, boots, gym apparel and lunch boxes with your child's name. A "Lost and Found" area is located near the gym lobby. Items not claimed are periodically sent to a charitable organization. Every year we donate many quality items of clothing to charity. All of these clothes have been "abandoned" by our students. Please label everything and we will get it back to you.

Code of Conduct

[Policy Code: JIC](#) – Promoting ethical, responsible and positive student behavior is an essential component of the RSU 21 Board's educational mission.

[Policy Code: JK](#) – Students shall conduct themselves in a respectful, mature and responsible manner, not only in school but also on buses and during all school-related activities, including distance learning. The district has a comprehensive set of policies and procedures to address student conduct issues and students and parents/guardians are expected to be familiar with them. Such policies include, but are not limited to: Student Code of Conduct (Policy JIC); Weapons, Violence and School Safety (Policy Code: JICIA); Substance Abuse Policy (Policy Code: JICH); and Tobacco and Electronic Smoking Device Use and

Possession (Policy Code: ADC). Failure to meet expected conduct will result in disciplinary action consistent with established policies and procedures of the district in Policy JK.

Vision and Mission Statement for Students Behavior

Vision -We believe that every individual is unique and will contribute positively to the RSU 21 community. Our students will collaborate with others, reflect on their impact on others, and will self-regulate and persevere through challenges with self and others.

Mission-

- **Staff** will model and teach positive behaviors, and communicate clear and consistent expectations to students and families.
- **RSU 21** will provide programs and opportunities that support students to develop positive behaviors, reflect on their actions, build stamina to self regulate and repair harm with others.
- **Parents/Guardians** will reinforce the expectations of behaviors within the RSU 21 community.
- **Students** will engage with staff to learn and use strategies that support positive interactions with self and others.

Sea Road School Code of Conduct

[Sea Road Core Expectations](#)

Resolving Behavioral Situations

We believe that an emphasis on positive behavior and safety benefits our students, staff and community. We understand that interpersonal and intrapersonal challenges leave people feeling angry, hurt, resentful and, sometimes afraid.

Our first priority is always to create a safe space so that we can respond to conflicts/challenges in ways that allow individuals to:

- Tell their story
- Express their thoughts and feelings
- Understand how the situation happened
- Understand how it can be avoided another time
- Feel understood
- Acknowledge the harm that was caused and understand others' feelings
- Find a way to repair harm and move forward

RSU #21's believes that it is important to use misbehavior as an opportunity to have students self-reflect and identify better choices for their actions. We acknowledge that punitive responses do not repair

relationships, are rarely considered fair, and often leave individuals feeling alienated and frustrated. RSU 21 has made the decision to use punitive measures in selected situations. RSU 21 has developed rubrics and/or continuums for disciplinary actions so that disciplinary responses have been thoughtfully outlined and will be fairly administered when necessary.

Early Release and Late Start Wednesdays

Please note that once a month Pre-K-5 students are dismissed at noon, so that teachers can engage in professional development opportunities. The early release day is typically the first Wednesday of the month. Each week 6-12 students have a late start on Wednesdays. Students arrive an hour later on these Wednesday mornings so that teachers can engage in professional development opportunities. Check the district calendar for specific dates. www.rsu21.net.

Emergency Information

Early in the school year, each child's address, parents'/guardians' home and work phone numbers, and doctor's name are requested. We also require the name and telephone number of two people to be contacted in the event the parents/guardian cannot be reached. Any change in this information should be reported to the school office immediately. We cannot stress strongly enough the importance of this information and the need for it to stay current. Please include an email address and/or cell phone numbers if you have them.

Evacuation and Emergency Drills

We are deeply committed to protecting the health and safety of our students. Kennebunkport Consolidated School has developed emergency response plans and procedures that address a wide variety of potential issues. Throughout the year, teachers work with the students to establish and practice emergency procedures to ensure the safety and well being of the students while they are in school. Children are familiarized with the procedures and practices that are conducted on an ongoing basis throughout the year. State law requires that everybody in the school must exit the building during an evacuation drill. Visitors and volunteers must report to a designated gathering area by following teacher or administrator directions.

Food & Nutrition Services

RSU 21 participates in the food programs sponsored by the United States Department of Agriculture and the State Department of Education. Breakfast and lunch are available at no cost to students, free of charge. The regulations of the National School Nutrition Program are followed in administering these programs. Schools offer a choice of healthy meals each school day. All meals are served to meet the nutrition standards that have been established by the U.S. Department of Agriculture. Full student meals at all schools are at no charge. If students choose to bring a meal and want to purchase a la carte items, a charge is associated. Checks or cash for a la carte items can be sent in with your child and MUST be in a clearly marked envelope, or you may mail a check to RSU #21, SNP, 177 Alewife Road, Kennebunk, ME 04043. The quickest and easiest way to add money to your child's account is by adding money online

at <https://family.titank12.com>. The hosting company does charge a small credit card processing fee for this service. This is a great way to keep track of your child's school nutrition account. [The Food and Nutrition Services page](#) on the RSU 21 Website has additional information and forms.

Health Services and Information

A Registered Nurse, certified as a School Nurse by the Maine Department of Education, provides health services on a full-time basis. The following is a summary of health services provided to students.

Administration of Medications

The nurse administers medications to students at school. RSU 21 [Policy JLCD](#) – Administering Medication to Students provides information about this topic. Forms to request the administration of medications, as well as other information related to health services can be found on each school website.

Communicable Diseases

[Policy Code: JLCC](#) – The school's chief responsibilities in the control of communicable disease are to encourage parents/guardians to make full use of all available preventative measures; to see that sick children do not come to school; to arrange to return sick children home who become sick while at school; and to protect pupils, from exposure to communicable disease (Policy JLCC): Students may be excluded if they have a confirmed or suspected contagious illness that could place others at risk. Exclusion decisions are based on guidance from the Maine Centers for Disease Control and/or the student's or school's physician.

Students and staff with influenza (flu) should be excluded until at least 24 hours after symptoms resolve. They must be fever-free for 24 hours without the use of fever-reducing medication such as Acetaminophen or Ibuprofen. Contact the school nurse if you have questions or concerns

Concussions

[Policy Code: JJIF](#) – Any student suspected of having sustained a concussion or other head injury in any school-sponsored athletic activity (and any other covered activities) must be immediately removed from the activity, practice or game. A student suspected of having sustained a concussion or other head injury must receive a brain injury evaluation and written medical clearance from a licensed healthcare provider trained in concussion management prior to his/her being allowed to resume participation in the athletic activity (and any other covered activities). Such return to participation may be gradual, and in all cases should be based on current accepted standards of care and the health care provider's recommendations.

Health Screenings

The nurse screens students for vision and hearing problems in grades Pre-K , K, 1 and 3. If a problem is identified, a written report is sent to parents/guardians. A follow-up visit with an optometrist or ophthalmologist for an eye/vision problem or an audiologist and/or primary doctor for a hearing problem will be requested.

Illnesses and Injuries

The nurse assesses and provides care to students who are not feeling well or who are injured. Consultation is made with parents/guardians as needed. Common student complaints are headache, dental pain from dental appliances, stomach ache, sore throat, muscle aches, joint discomfort, rashes, minor lacerations and abrasions. In an emergency situation, Kennebunkport EMS is contacted to transport the student to the hospital. Injuries taking place at home should not be referred to our nurse for treatment.

Illness Guidelines for Parents/Guardians

Regular attendance at school is essential to learning success; however, there are times when a student should be at home for personal benefit as well as the well being of other students and staff. Please refer to [“When Should I Send My Child to School?”](#) for guidance about whether your child should not attend school.

School Cancellations/Delays

“No school” or “delayed school” announcements will be sent out via phone and/or email with the AlertNow service. Additionally, these will be posted on the RSU 21 website at www.rsu21.net. Occasionally, it is necessary to delay the opening of school due to inclement weather. If snow starts to fall heavily or if there is severe inclement weather (i.e., icing of the roads) after your child is in school, the only early release will be at the middle and high schools so the buses for the elementary school can run as close to the designated times as possible.

Student Placement

The process of student placement in classes and/or programs is determined by a combination of educational needs and teacher recommendations.. With the exception of high school schedules which are released in late June or early July, all student classroom placement information is shared in August.

Student Enrollment

A student transferring into RSU 21 from another district must be registered online through the district’s process. Parents/Guardians of children leaving the system should notify the school office so that a transfer of records can be made to the new school. Parents/Guardians update student enrollment data annually.

Curriculum Information

Academic Services

Allied Arts

The Allied Arts program includes Art, Band, Library, Music, Physical Education, Spanish, and STEM. The student’s performance in art, music, Spanish, and physical education is noted in the report card sent

home to parents/guardians. Additional information about these classes can be found on the school website at <http://es.rsu21.net/Staff> by following the teacher and subject links.

Art

Elements of art are explored through various media – drawing, painting, printmaking, clay, plaster, paper sculptures, architectural structures, etc.

Band (optional for fifth grade students)

Instrumental Band is an exciting opportunity for all students who want to explore learning an instrument and performing with a group.

Library

The library contains an assortment of books that appeal to a variety of children's interests. Lost or ruined books are the responsibility of the borrower.

Music

Students are taught the fundamentals of rhythm, reading music, playing various instruments and music appreciation.

Physical Education

The primary goal of the Physical Education program is to give students the knowledge and skills to optimize their physical abilities.

Spanish

Starting in kindergarten, children learn culture and basic vocabulary through conversation, songs and hands-on activities.

STEM (Science, Technology, Engineering, and Math)

Children learn to use computers by integrating technology skills within their classroom curricula. There is a district-wide technology skills continuum, K-12, to facilitate the progression of skills. Chromebooks are available to students in the classroom on a one to one basis for grades K-5. The Acceptable Use of Technology Policy is included on the district web site or may be obtained from the School Office.

Multilingual Learners (ML) – [Policy Code: IHBEA](#) and [RSU 21 LAU Plan](#),

Focusing on addressing the language needs of multilingual (ML) students while supporting families, staff, and the community.

SRS values student diversity and the district provides a comprehensive program to assist students in becoming proficient in English.

Gifted and Talented Education Services (GATES)

GATES is a comprehensive K-12 program of formal and informal services provided to effectively nurture the learning needs of those students who require services due to their unique cognitive and affective functions that differ markedly from their peers. GATES complies with

state-mandated requirements for gifted programs and focuses on identifying students who require specialized programs to meet their unique learning styles. The mission of the GATES program is to identify and meet the academic and emotional needs of these students, recognizing that asynchronous development is a key characteristic where intellectual, emotional, and social development may progress at different rates. Social and emotional development is crucial for these students, who may require support in navigating their unique experiences and developing healthy social skills. The GATES staff designs and provides opportunities that address both academic and social-emotional needs through specialized programming and guidance, continuing to work hard to offer strong programs based on current research and trends in gifted education.

Tier 2 enrichment is a pull-out program for students in grades 4 and 5 who meet the district criteria for services in math and/or reading. The district criteria is the following:

- 97% average or above on NWEA testing (last two years, dropping the lowest score)
- 97% or above on at least one of the three batteries on the CogAT test.
- 7 out of 12 traits of giftedness (completed by 3rd grade classroom teacher)
- Students who have a 94% average or higher on NWEA in the spring of their 3rd grade year will be administered the CogAT test.

If students meet the above criteria, in math and/or reading, they will be eligible for pull-out classroom instruction twice a week per subject in grades 4 and 5. Each class is 45 minutes long. The curriculum in the Tier 2 classroom is designed to meet the needs of these students who need to be challenged outside their regular classroom setting. At the end of 5th grade, students will be reevaluated, and if they still meet the above criteria, they will be formally identified and receive services in middle school.

Tier 2 enrichment is also available to select students in grade 3 who are recommended by their classroom teacher, and have a 94% average or higher on their NWEAs. This is a pull-out program that meets once a week for both math and reading. These students will not automatically be recognized in grades 4 and 5 for pull-out services unless they meet the full criteria listed above.

The Tier 2 enrichment teacher at Sea Rd School is Allison Laflamme, and she can be contacted for any inquiries regarding services. alaflamme@rsu21.net

Guidance Services

Guidance services are offered grades 3-5 and include short-term individual counseling, formal guidance classes, and groups dealing with specific areas of need. The school will provide notification to parents/guardians for any ongoing guidance services apart from our classroom guidance program.

Academic Honesty

[Policy Code: IICD](#) – The staff of RSU 21 has a professional obligation to promote academic honesty and to instruct students in the distinction between honest and dishonest work. Plagiarism and other forms of academic dishonesty are not permitted.

Academic Honesty (Grades 3–5)

At Sea Road School, we believe that doing your own best work and being honest are important parts of learning. Academic honesty means showing what *you* know and taking responsibility for your thinking and effort. All students are expected to complete their work with integrity and to ask for help when needed.

What does academic honesty look like?

- Using your own words and ideas to complete classwork, homework, and projects
- Citing or giving credit when you use ideas or information from books, websites, or AI tools
- Asking a teacher or adult for help instead of copying someone else's work
- Being honest about how you did your work

What is academic dishonesty?

Academic dishonesty is when a student is not truthful about their work. This includes:

- Copying answers or writing from someone else and turning it in as your own (this is called plagiarism)
- Using a website, book, or AI tool to find answers and not saying where the ideas came from
- Letting someone else do your work or doing someone else's work for them
- Turning in work that was not completed by you without permission

What happens if a student is dishonest?

At SRS, we understand that students are still learning how to be responsible and ethical learners. If academic dishonesty occurs, we use the situation as a learning opportunity and follow these steps:

1. **Investigation** – The teacher or staff member will meet with the student to understand what happened.
2. **Family Communication** – The teacher or administrator will contact the student's family to explain the concern and next steps.
3. **Restorative Learning** – The student will work with staff to understand why academic honesty is important and may redo the assignment, practice how to properly use sources, or complete a reflection.

4. **Disciplinary Response (if needed)** – If the behavior continues or is more serious, additional actions may be taken such as a meeting with the principal, a written plan for improvement, or loss of privileges—always considering the student’s age and the situation.

At SRS, we help students grow into respectful, responsible, and honest learners. Academic honesty is something we teach and support, together with families and school staff.

Co-Curricular/Extracurricular Participation

[Policy Code: JICI](#) - Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well being of students and promote healthy, enriching and safe co- and extracurricular opportunities for all students. Please see the Policy Code JICI for more specific information.

Referrals and General Education Interventions

Policy Code: IHBAA - Parents/guardians, and other persons who are aware of a child who may require special education and/or supportive services are asked to contact the Director of Special Services at 985-3960.

Multi-Tiered System of Supports (MTSS)

The Academic and Behavioral MTSS teams, which are composed of teachers and support staff, meet regularly to discuss students’ needs. Teachers refer students to MTSS to seek ideas and techniques that may help children successfully achieve academic standards and develop skills.

Selection of Educational Material

[Policy Code: III](#) - A student’s parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. Such requests shall be made to the appropriate teacher or the library media specialist. Access to the materials shall be provided within a reasonable time after such a request is made.

Student Information

Affirmative Action Notice

[RSU 21 Affirmative Action Plan](#)

The RSU 21 School Board does hereby reaffirm its commitment to equal opportunity and to an atmosphere for students and employees which is free of intimidation, ridicule, hostility, and offensiveness.

The RSU 21 School Committee recognizes its responsibility to comply with the provisions of the Maine Human Rights Act and those federal statutes with similar provisions that apply.

Questions regarding Affirmative Action and Title IX should be directed to Anita Bernhardt at the Superintendent of Schools Office at 177 Alewife Road, Kennebunk, ME; or 207-985-1100.

Affirmative Action Officer and Title IX Coordinator: TBD, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) ADD EMAIL.

Transgender and Gender Expansive Students

Policy Code: [ACAAA](#) and [ACAAA-R](#) - RSU 21 strives to provide a safe and supportive environment for all students. This policy and procedure outline the protections and considerations we provide for students and families.

Non-discrimination/Equal Opportunity

Policy Code: AC - The Board has adopted a policy affirming its commitment to nondiscrimination and equal opportunity for applicants, employees, students and other individuals having access rights to school premises and activities under federal and Maine laws on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, family status, disability, or genetic information.

The term “sexual orientation” under Maine law means “a person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” Any questions may be directed to...

*Affirmative Action Officer and Title IX Coordinator: **TBD**, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) TBD@rsu21.net*

Books and School Property

Policy Code: JICB - Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement cost of such materials. Each building principal shall develop procedures for the collection of owed funds.

Bullying

Policy Code: JICK - The RSU 21 Board believes that bullying, including cyber-bullying, 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, including "cyberbullying", is not acceptable conduct in RSU 21 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. Please see Board [Policy IICK](#) for definitions, application, consequences for violations, and further pertinent information.

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.

Students who have been bullied or have witnessed bullying should report this behavior to the principals. Parents/Guardians are also encouraged to report such incidents. School staff are expected to intervene when they see bullying behavior and report it to the principal. Bullying incidents are investigated and addressed in accordance with the Board's policy and procedure.

Harassment and Sexual Harassment

[Policy Code: ACAA](#) - Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Regional School Unit 21 takes discrimination and harassment of any kind seriously and may be grounds for disciplinary action.

Students, parents/guardians, and others should report any concerns to the building principal, school counselor or, directly to Anita Bernhardt, Assistant Superintendent and Title IX/Affirmative Action Officer, 177 Alewife Road, Kennebunk ME 04043 985-1100.

Sexual Misconduct

What types of sexual misconduct can or should I report?

You can report sexual harassment, sexual assault, domestic violence, stalking, or dating violence. It is important to remember that these sorts of misconduct are not always as limited as they may sound. Sexual assault can mean unwanted touching. Stalking can include a student who is bullying or harassing you online or someone threatening to share private images of you, not just somebody who is physically following you. Dating violence or domestic violence can include physical attacks, threatening you physically, taking your cell phone from you in order to prevent you from calling for help, throwing things at you that could cause physical harm, or doing other things that make a reasonable person in your position feel physically intimidated, like destroying property or making suicide threats.

Who should I make a report to?

The best person to make a report to is RSU 21's Title IX Coordinator, **TBD**, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 207.985.1100 **ADD EMAIL**.. You can also make a report to any school employee with whom you feel comfortable talking, but they must ultimately relay your report to the Title IX Coordinator.

Will I have to talk about what happened to me?

You will be asked to give some information about what happened to you, but you can ask for certain things that may help you feel more comfortable, such as having someone with you or having time to compose your thoughts in preparation to talk about what happened.

This information may need to be shared with your parents/guardians, the police department, or other school officials. However, you have a right to privacy and not to have information about your incident shared with people that do not need to know.

If you file a formal complaint, you can talk to the investigator about any privacy concerns you have, for example if you do or do not want information about what is going on shared with your teachers or if you want any students that they are going to interview to be advised not to share information about your investigation.

There may also be an interview with the Children's Advocacy Center of York County (CAC), or with another neutral interviewer off school grounds. You should not have to talk to any police officers, although if criminal charges are pursued you may be requested to do so. In the case of a formal complaint, if you prefer to be interviewed once for all investigations (both criminal and the school's) by a neutral interviewer off school grounds, the school will consult with the authorities and the CAC to determine if a request for a single interview can be accommodated. You should be told about your interview in advance and have the opportunity to raise any concerns about who will be conducting your interview (for example based on their gender or your relationship with them).

What are my rights in the investigation if I am filing a formal Title IX complaint against another student?

You have a right to present information and names of witnesses to the investigator. You have a right not to be present in the same room as the other student during the investigation. In most cases, you have a right to receive a written decision from the school within no more than 40 business days of your complaint. You also have a right to appeal the decision if you do not agree with it.

What will happen while I am waiting for the investigation of my formal complaint to happen?

You can ask the Title IX Coordinator for certain supportive measures to help you in the meantime, for example:

- Connecting you with a sexual assault advocate
- Facilitating safety planning meeting(s)
- Additional academic support (e.g. tutoring, extended due dates, additional office hours with teachers)
- Permitting a leave of absence

Issuing a no-contact order with another student(s)
Adjustments to class schedules
Seating rearrangements
Facilitation of friend and peer support before, during, and after investigation-related hearings, meetings, or interviews
Faculty, Staff, or Administrator escorts between school and classes
Accessibility to school counselors

Please note that supportive measures are also available if you decide not to file a formal complaint.

Non Discrimination

[Policy Code: AC](#) - The Board has adopted a policy affirming its commitment to nondiscrimination and equal opportunity for applicants, employees, students and other individuals having access rights to school premises and activities under federal and Maine laws on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, family status, disability, or genetic information.

The term “sexual orientation” under Maine law means “a person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” Any questions may be directed to...

*Affirmative Action Officer and Title IX Coordinator: **TBD** Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) TBDt@rsu21.net*

Outside Recess

Students have one scheduled recess after lunch each day. Teachers find other opportunities for students to engage in movement throughout the day.

Physical Boundaries

Students need to play in designated areas and stay within boundaries. Children are not allowed in wooded areas. The play area contains four distinct spaces including play equipment, blacktop area, grassy hill, and flat grassy area.

Games, Toys, & Equipment

Students can only use school supplied equipment (i.e. balls, sand toys, jump ropes, etc.)

Cold & Heat Weather Advisory Guidelines for Recess

All of our schools utilize the recommended National Weather Service indices for heat/humidity and wind chill. Administration at each building makes decisions related to heat, wind, rain, sleet, hail, and/or other natural elements. Generally, in Maine, when recess is canceled, it is due to the cold. RSU 21 utilizes a “Real Feel” of 15 degrees as the cutoff, which means that the real feel temperature

must be 15 degrees or higher for students to go outside in the winter. However, there may be times when the temperature rises above the 15 degree “Real Feel” but outdoor recess is canceled due to other conditions, such as ice. During times of excessive heat (when temperatures or the heat index is over 100 degrees) students will remain indoors. For consistency, all schools utilize Acuweather.com to make those decisions.

When we are experiencing severe weather, we continue to watch the forecast throughout the day, and if conditions change in time for recess, then we change our recess plans as appropriate. For that reason, on a given day, children in one grade may have indoor recess, while children in another grade may go outside for recess. Similarly, conditions (such as ice) on the playground at one school may be very different from conditions at a school on the other side of town or across the district on the same day.

Searches

[Policy Code: JIH](#) -The Board of Directors of RSU 21 seeks to maintain a safe and orderly environment in the schools. There has been an increase in the presence of drugs in the RSU 21 schools; recent incidents in Maine and throughout the United States have also caused concern about the possible presence of drugs and weapons in our schools. To promote a safe and orderly environment, school administrators are authorized to search school storage facilities, students, and students’ belongings in accordance with this Policy JIH and accompanying administrative procedure. Students may not bring, possess, or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline, or general welfare of the school. An individual student, and the personal property in the individual student’s possession, may be searched if reasonable grounds exist to suspect that the student has violated or is violating Board policies, school rules, and/or federal or State law. Student use of all school storage facilities, including but not limited to lockers and desks, is a privilege granted by the school and not a right. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or in any items placed in such storage facilities. School administrators have the authority to inspect and search school storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

Student Computer Electronics/Use

[Policy Code: IJNDB](#) - The Board has adopted a comprehensive policy and procedure concerning student use of school computers, devices and the Internet. Students are required to follow the policy and rules at all times and have no expectation of privacy in their use of school computers and networks. The policy and rules are provided to students and discussed in class each year. Students who violate the policy/procedure may have their privileges limited, suspended or revoked.

Tobacco/Electronic Smoking Device Possession

[Policy Code: ADC](#) – Smoking, use of all other tobacco products and use of electronic smoking devices are prohibited at school, on school grounds, during school activities and in any vehicle used for school purposes by students, employees and visitors to the schools.

Partnership with Home

The partnership between home and school is critical to the success of every student. We encourage dialogue among parents/guardians and faculty and suggest that parents/guardians bring concerns or questions to the respective teacher or the principal as soon as they arise.

Distribution of Material by Non-School Individual or Group

[Policy Code: KHC](#) – Because it is the intention of the District not to provide a forum to be used by outside individuals or groups to communicate with students or employees, Board [Policy KHC](#) governs the distribution of materials by non-school individuals or groups. Non-school individuals or groups include school employees acting outside the scope of their assigned duties as school employees. Please refer to policy KHC regarding the specific circumstances by which materials may be distributed to students on school premises, and/or made available in a central location.

Morning Meeting & School Assemblies

Each morning, classroom teachers meet with their students to discuss topics such as the daily schedule, what to expect, and share important information with each other to create clear communications and classroom community.

Sea Road School holds a number of school-wide assemblies throughout the year that coincide with social-emotional learning. Our School Counselors and teachers are providing students with direct instruction on social skills throughout the year and our assemblies are utilized to enrich and reinforce concepts such as safety, respect, responsibility, honesty, trustworthiness and compassion. Assemblies are also used as an opportunity to celebrate student success.

Homework

[Policy Code: IKB](#) – The homework policy for RSU 21 is a broad-based framework that allows each teacher, or team of teachers, to make deliberately sound educational decisions based on both student needs and the needs of the curriculum. The purpose of homework is specified to meet two needs – first, to provide additional practice for lessons taught in school and, secondly, to serve to motivate students to explore further in areas of interest. Reading, either independently or with a parent/guardian, is encouraged at all grade levels, and required at most.

Newsletters / Websites

Each teacher is expected to keep parents/guardians informed about classroom happenings on a regular basis. Some teachers send home paper newsletters, while others utilize email communication. A few teachers have set up websites for this purpose. The school sends home a weekly Tel-U-Gram via email (Generally on a Friday). If you wish to receive this information, please make sure that we have your updated email information.

Parent/Guardian Conferences and Report Cards

Information regarding progress reports and parent/guardian conferences will be sent to parents/guardians prior to each reporting period. Parents/guardians are encouraged to attend school activities, maintain communication with the school, and aim for one hundred percent participation at parent/guardian teacher conferences. Formal conferences with parents/guardians are scheduled twice a year. Additional conferences may be held whenever the teacher or parent/guardian thinks it would be helpful. The conference period is an effective means to interpret and understand student progress. Report cards are issued at the end of each trimester- in December, March, and June for all elementary students.

Parent/Guardian Orientation

Parent/Guardian Orientation takes place in all classrooms during the first weeks of school. It is a presentation for parents/guardians only regarding the curriculum, expectations, and practices specific to the student's grade level and classroom. In addition, this event provides an opportunity for parents/guardians to ask questions. An invitation to this special event will come from the classroom teachers. We do not have available child care during these evening sessions, so students should not accompany parents/guardians.

Parent/Guardian Teacher Associations

ADD INFORMATION HERE ABOUT SEA ROAD PTA

Parking

Please park in designated parking areas only. Parking is NEVER ALLOWED IN THE BUS CIRCLE. If you are in the process of dropping off or picking up your child at arrival or dismissal times, you may stop by the curb on the office side of the building; however, you MUST stay with your vehicle. We ask that you pull all the way up to the stop sign so others may get in line behind your vehicle.

Permission Slips

Written permission is required for field trips. All permission slips must be dated and signed by a parent/guardian. PLEASE NOTE: Phone calls will only be accepted in case of emergencies. When a child is planning to participate in an activity after school other than their usual routine, written confirmation of this information is required (such as going to a friend's or to the public library). If you wish for your child to ride a different bus than usual, you must call the transportation department (985-2622) to

confirm that there is room on that bus, and confirm the bus number. All permission slips must be dated and signed by a parent/guardian.

Personal Belongings

Teachers reserve the right to use their discretion in requesting that children refrain from bringing toys or other items from home to school or keep such belongings in backpacks during the school day.

Pictures

Many times throughout the school year, there are occasions to take pictures of students. In addition to the yearly class pictures taken, teachers, news reporters, and infrequent television personnel will ask to take pictures of students involved in school activities or special projects. Pictures of students involved in their work and play, on field trips, and highlighting special areas of the curriculum are taken on a regular basis. Frequently, we update the pictures being shown on the tv as you enter the school. At times, digital files will be made of class plays, exhibits, and special events. There is an annual online form for you to complete indicating your permission for pictures of your child to be taken and published. If you take photos while visiting the school for a special event or performance, please be mindful of not posting pictures of other people's children on social media.

Student Education Records

[Policy IRA](#) - RSU 21 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. FERPA provides certain rights to parents/guardians and eligible students (18 years of age or older) with respect to the student's education records, including the right to inspect and seek amendment to certain records,

RSU 21 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance at RSU 21 schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

Teacher/ Parent/Guardian Contact before school and Visits to the School

[Policy Code: KI](#) - Teachers may request to visit with parents/ guardians before school. This is done by appointment only. After 7:50 AM, parents/guardians and visitors will be allowed down to the classroom wings only with a scheduled appointment and permission from the principal, unless there is an emergency. Parents/guardians are welcome to visit school for lunch with your child, Friday Morning Meetings, or special events. Please, enter through the main entrance on the side of the building near the office. For safety reasons, all visitors and volunteers MUST sign in at the vestibule, present their driver's license and receive an ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office.

Telephone Calls

Students or teachers will not be interrupted during instructional time for telephone calls, except in emergency situations. Parents/guardians should feel free to call the school to leave messages or ask questions.

Volunteers

[Policy Code: IJOC](#) – RSU 21 has a strong volunteer program and welcomes parent/guardians and other community involvement in the schools. The safety and well-being of the students, staff and volunteers of the District is paramount. The District conducts criminal background checks on all volunteers who will be working directly with and/or who have access to students. Volunteer application forms can be found online or in the school office. All visitors and volunteers MUST sign in at the office and receive an ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office. Volunteers are responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteers are responsible for following the policies and practices for behavior followed by RSU 21 staff.

Volunteers are expected to conduct themselves in a professional and ethical manner with the RSU 21 values in mind. They should strive to maintain high standards of integrity and the use of good judgment in their dealings with students, with colleagues, and with members of the school community. Employees and volunteers are also expected to observe the letter and spirit of all school policies and procedures as well as all applicable state and federal laws and regulations.

Additional Important Board Policies for RSU 21 Families

Bomb Threats

[Policy Code: EBCC](#) – Bomb threats are a significant concern to the district. Whether real and carried out or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of students, staff and school property. Bomb threats are not only a violation of Board policy which will result in disciplinary consequences, but are a crime under Maine law. All bomb threats will be reported to law enforcement for investigation and possible prosecution.

Educational Records

[Policy JRA](#) – RSU 21 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. FERPA provides certain rights to parents/guardians and eligible students (18

years of age or older) with respect to the student's education records, including the right to inspect and seek amendment to certain records,

RSU 21 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance at RSU 21 schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

Information on the Internet

Under Maine law, RSU 21 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents'/guardians' names, without written parent/guardian consent.

Transfer of Student Records

As required by Maine law, RSU 21 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained

Expulsion

[Policy Code: JKE](#) - No student shall be expelled from school except by action of the Board per Policy JKE. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Board shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A). Students who violate this policy may be expelled under Title 20-A M.R.S.A. section 1001(9), which provides in pertinent part that, if found necessary for the peace and usefulness for the school, a School Board shall expel any student: who is deliberately disobedient or deliberately disorderly; for infractions of violence; who possess on school property a firearm, as defined in Title 17-A M.R.S.A. 2(12-A), without permission of a school official; who, with use of any other dangerous weapon as defined in Title 17-A M.R.S.A. 2(9)(A), intentionally or knowingly causes injury or accompanies use of a weapon with the threat to cause injury.

Additionally, as required by 20-A M.R.S.A. 1001(9-A) and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. 921 et seq., to school shall be expelled by the School Board for a period of not less than one year and deferred to the appropriate local law enforcement agency. As further authorized by those statutes, the Superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis.

Participation by Homeschooled Students in School Programs

[Policy Code: IHBGA](#) - RSU 21 will cooperate in the home instruction of any child who resides within the district as required by state law and to the degree that the level of cooperation does not interfere with

the responsibilities to students enrolled in regular programs. Board policy IHBGA sets forth specific details regarding information required from students and parents/guardians; suspension; termination of participation in academic programs, extracurricular, and cocurricular activities; and awards and honors.

Relations with Law Enforcement Authorities

[Policy Code: KLG](#)

School Resource Officers are intended to support the school in the following ways:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and the Kennebunk and Kennebunkport Police Departments, York County Sheriff, and other law enforcement agencies in addressing issues of concern to both departments.

Restraint and Seclusion

[Policy JKAA/JKAA-R](#) – As required by Maine law, the RSU 21 Board of Directors has adopted a policy JKAA/JKAA-R addressing Restraint and Seclusion of Students. This policy can be accessed on the district's website: www.rsu21.net. If you have questions about this policy, please contact the school principal, Director of Special Education Services or Superintendent.

Physical Examinations

[Policy Code: JLCA](#) – A registered nurse provides health care for chronic and acute illnesses, as well as injuries and emergencies in the school setting. A full list of health services provided is available in Policy JLCA.

If a student is ill or injured, they should see the school nurse for an assessment. The nurse can work with the student and contact parents/guardians as needed to discuss dismissal and/or other treatment options to best meet the needs of the student and to minimize absences. All dismissals due to illness or injury require verbal consent from a parent/guardian. In an emergency situation, EMS is contacted to transport the student to the hospital.

Parents/guardians should provide an annual student health update. This may be done with the online PowerSchool updates. The nurse should also be contacted if there are health changes throughout the year.

Student Immunizations

[Policy Code: JLCB](#) – RSU 21 assesses written documentation from doctors to assure that students are fully immunized in accordance with Maine law. Students must be compliant with state immunization requirements to attend school.

Student Allergies

[Policy Code: JLCB](#) – The RSU 21 Board (Board) recognizes that at any given time there may be students in our schools who have serious allergies. While The RSU 21 District (District) cannot provide a totally allergen-free environment, the District will take reasonable steps to work with staff, students, and their parents/guardians to minimize the risks of severe allergic reactions at school.

The Board directs the Superintendent, building administrators and school nurses to develop and implement appropriate procedures to address student allergies. It is understood that these procedures may vary from school to school, since middle and high school students can be expected to take more responsibility for managing their allergies than students in the elementary grades.

Substance Abuse

[Policy Code: JICH](#) – RSU 21 recognizes that the use of illegal substances is a significant health problem for adolescents, often impacting negatively on behavior, educational opportunities, and developmental skills for the athletic fields/courts, activities, and in the classroom.

In order to promote the safety, health, and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education; intervention; and discipline. Principally, any activity, including use, possession and selling substances, including alcohol, illegal drugs and medications not prescribed to a student is prohibited for all students at school, on school grounds, during school activities and in any vehicle used for school purposes.

Secure Storage of Firearms

On June 26, 2023 the RSU 21 School Board of Directors adopted a resolution entitled “RSU 21 Secure Storage Notification Resolution” articulating the importance of the secure storage of firearms in RSU 21 Family households. RSU 21 urges all families to take necessary measures to securely store firearms. The following resources are provided to support understanding of this issue.

Resources:

1. Schaechter, Judy. MD, MBA, FAAP. “Guns In the Home: Keeping Kids Safe.”
<https://healthychildren.org/english/safety-prevention/at-home/pages/handguns-in-the-home.aspx>

2. Matthew Miller and Deborah Azrael, "Firearm Storage in US Households with Children: Findings from the 2021 National Firearm Survey," JAMA Network Open 5, no. 2 (2022): e2148823, <https://jamanetwork.com/journals/jamanetworkopen/fullarticle/2789269>
3. Everytown for Gun Safety. #NotAnAccident Index. 2020. <https://everytownresearch.org/maps/notanaccident/>
4. Everytown for Gun Safety, "Preventable Tragedies: Findings from the #NotAnAccident Index." 2021. <https://everytownresearch.org/report/notanaccident/>
5. Everytown for Gun Safety. "The Impact of Gun Violence on Children and Teens." 20 Feb 23. <https://everytownresearch.org/report/the-impact-of-gun-violence-on-children-and-teens/> *Note this number has been updated and is now 1,300 per year.
6. Everytown for Gun Safety. How To Stop Shootings and Gun Violence in Schools A Plan to Keep Students Safe. 19 Aug 2022. <https://everytownresearch.org/report/how-to-stop-shootings-and-gun-violence-in-schools/> *Note the statistics are not exactly the same but they are close.
7. David C. Grossman et al., "Gun Storage Practices and Risk of Youth Suicide and Unintentional Firearm Injuries," JAMA 293, no. 6 (2005): 707–14, <https://doi.org/10.1001/jama.293.6.707>
8. US Dept of Homeland Security, US Secret Service, National Threat Assessment Center. Averting Targeted School Violence: A U.S. Secret Service Analysis of Plots Against Schools. 2021.
9. "How moms are quietly passing gun safety policy through school boards." NBC News/ 10 Feb 2020. <https://www.nbcnews.com/news/us-news/how-moms-are-quietly-passing-gun-safety-policy-through-school-n1132891>
10. Besmartforkids.org; Turner, Allison. "Be SMART Reduces Unintentional Shootings and Suicides." National PTA website. 19 May 2021. <https://onevoice.pta.org/be-smart-reduces-unintentional-shootings-and-suicides/>; Kingkade, Tyler.
11. Besmartforkids.org, "In Schools," <https://besmartforkids.org/share/in-schools/>
12. 17-A MRSA §554, <https://legislature.maine.gov/legis/statutes/17-A/title17-Asec554.html>

Suspension

Policy: JKD – Students who are suspended from school, either in-school or out-of-school, may not attend or participate in school sponsored activities or athletic events during the time of suspension per Policy JKD. Suspension is considered to be completed at the start of the day of the student's return to school. This exclusion includes all activities (practices, games, performances, dances, club or activity meetings, or events) which take place in the afternoon, evening, and during the day of the suspension days and shall include Saturdays, Sunday, holidays, and vacation periods that fall between the beginning and conclusion of the suspension time. The same exclusion applies to students who have been expelled.

Threats of Violence

Policy Code: JICIA – It is important for students to have a learning environment free of violence, threats and disruptive behavior. Possession or use of weapons, or any use of an item as a weapon, violence, threats, damage to school property, stealing, lewd behavior, and other illegal and/or harmful behavior by students is strictly prohibited. RSU 21's Weapons, Violence, and School Safety Policy JICIA explains and defines prohibited conduct and authorizes disciplinary action, coordination with law enforcement, and coordination with psychological health resources when necessary.

