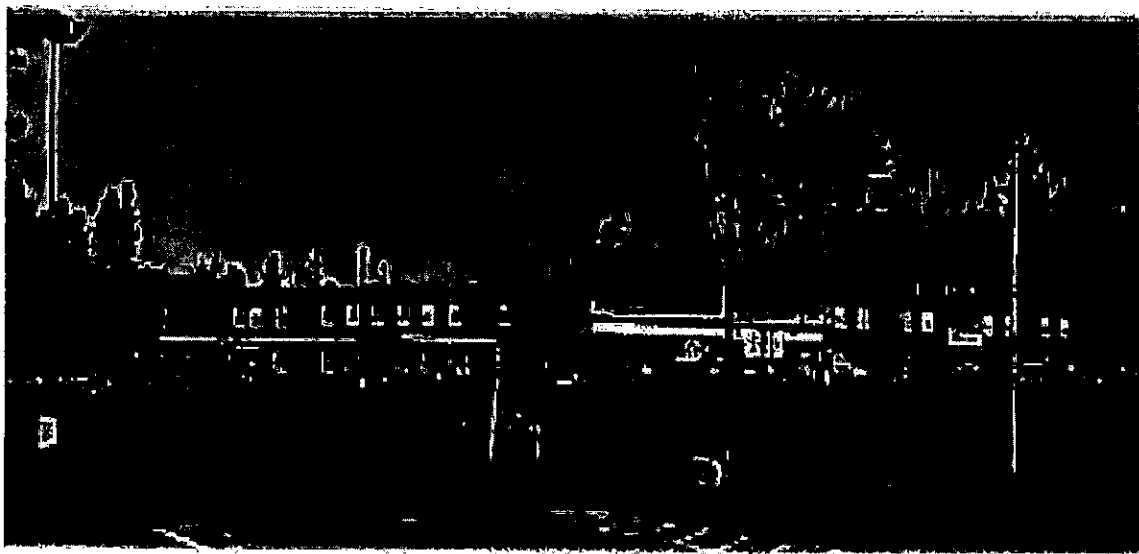


PISCATAQUIS COMMUNITY
ELEMENTARY SCHOOL



Parent-Student Handbook

2011 - 2012

Principal: Julie Orton

Telephone: 876-4301

FORWARD

Piscataquis Community Elementary School is a school committed to meeting the intellectual, social, emotional, and physical developmental needs of children from kindergarten through grade six. We at, P.C.E.S., recognize that these needs differ according to the developmental level of the student, and we strive to provide an environment and programs that nurture and challenge each student.

P.C.E.S. offers:

- A strong academic program in the basic subject areas
- An experienced staff, committed to meeting the needs of individual students
- Age appropriate environment, programs, and activities for students
- Close cooperation between teachers and parents
- Opportunities for students to participate in a variety of school related experiences and special interests
- Guidance, counseling, and parent consultation services
- Co-curricular and extracurricular activities that place emphasis on participation as well as skill development

P.C.E.S. operates under a set of principles known as **H.E.R.O. (Honesty, Effort, Respect, Concern for Others)** These principles are used as goals and guidelines for conduct and interpersonal relations among students and staff.

We, at P.C.E.S., look forward to working with you and your student during this school year. This handbook will help familiarize you with our programs, policies, and procedures. For any additional information, questions, or concerns, please contact us at any time.

2011 - 2012 Staff Directory

Pre-Kindergarten	Extension	Art	Extension
Lindsay Burdin	876-4640	Jane Daniels	40
Kindergarten		Music	
Janet Herrick	22	Michelle Figg	20
Arian Kennedy	23		
Grade 1		Library	
Amanda Cook	52	Gail Burdin	48
Kerri Pulkkinen	52	Charlotte Violette	48
Cynthia Quimby	25		
Diana Saponara	26	Nurse	
		Sharon Foster	17
Grade 2		Title 1	
Lindy Gokas	28	John Buckley	39
Melissa Stearns	27	Vacant	42
Diane Stephen	51	Nancy Jordan	24
Grade 3		Lisa Richardson	42
Mark Arthers	29	Paula Sambito	24
Diana Hobart	50		
Darlene Patten	49	Speech Language Therapist	
		Beth Worster	35
Grade 4		Speech	
Lori Kurzius	31	Craig Stutzman	34
Brenda Post	44		
Beth Smith	45	Literacy Interventionist	
		Denise Thomas	47
Grade 5		Occupational Therapist	
Peggy Cleaves	38	Katie Taylor	36
Michael Clukey	37		
Grade 6		Kitchen	
		Lucille Wright	21
Carol Poirier	43	Lori Gilbert	21
Rochelle Titcomb	41	Cindy Page	21
		Custodians	
Health/ Phys. Ed.		Sue Charette	
Sheryl Allen	13	Loretta Knaut	
		Ross Fortier	
Counselor			
Fred Andrews	30	Conference Rooms	
		P.C.E.S.	19
Special Education		Supt. Conference Room	15
Jolane Clawson	33		
Sheryl Carey	16	Office	
Shelley Connelly	16	Mrs. Orton	12
Jennifer McEachern	32	Mrs. Speed	10
Tara Fortier	32	Mrs. Jones	11
Bambi Littlefield	16	Back Office	18
Lana McKenney	33		
Vicki McKenney	32	Superintendents Office	876-3444
Jennifer Panciera	32	P.C.E.S.	876-4301
Kathy Panciera	32	P.C.S.S.	876-4625
Shannon Spaulding	33	Bus Garage	876-4035
		Pre-K - Lindsay Burton	876-4640
		T. Kurt/L. Hanscom	876-4635
Ed. Tech.			
Paula Bailey			

Table of Contents

Accident or Injuries	1
After School	1
Animals in school	1
Athletics	1
Attendance.....	1 & 2
Bicycles	2
Bomb Threats.....	2& 3
Books	3
Bus Transportation.....	3
Cell Phones.....	3
Computer / Technology	4
Conduct Expectations.....	4.5& 6
Daily Dismissal.....	6& 7
Discipline	7& 8
Dress Standard.....	8
Early Dismissal.....	9
Emergency Cards.....	9
Early Arrival.....	9
E-Mail Address.....	9
Field Trips	9
Fire Drills	9
Guidance & Counseling Services	9
Gum/Candy	9
Gym	9
Harassment.....	9
Homework.....	10
Information Center/Library	10
Immunizations	10
Insurance	10
Items Not Appropriate for School.....	11
Leaving School.....	11
Lockers.....	11
Lost and Found	11
Lunch & Breakfast Program.....	11 & 12
Make-Up Work.....	12
Medication.....	12
Music.....	12
New Student	12
Open Containers	13
Parent/Guardian Inquiries	13
Parent/Guardian Involvement.....	13 & 14
Parent/Guardian Teacher Conferences	15
Physical Education.....	15
Pictures.....	15

Playground	15
PowerSchool.....	15
Promotion	15
Report Cards.....	16
Rework Period	16
Scent Free School	16
School Cancellation Procedure.....	16 & 17
School Socials	17
Student Classroom Parties.....	17
Student Fund Raising Activities	17
Students Who Are Moving Away	17
Substitute Teachers.....	17
Tardiness	17
Telephone	18
Voice Mail	18
Visitors	18
Special note	18
Questioning & Searches of Students	19
Student Educational Records.....	20, 21 & 22
Weapons in School.....	23, 24 & 25
Drug, Alcohol, Tobacco Substance & Abuse Policy	26 & 27
Harassment & Sexual Harassment of Students	28
Pest Control; Pesticide Use	29
Promotion, retention, and Acceleration of Student.....	30 & 31
Animals in School.....	32 & 33
Volunteer Policy.....	34, 35, 36, 37,38, 39

ACCIDENTS OR INJURIES:

Students should report all accidents or injuries immediately to the teacher in charge or to the office. An accident report form **must** be completed and submitted to the nurse as soon as possible.

AFTER SCHOOL:

If a student is scheduled for an after school activity parents are responsible with parents for making their own transportation arrangements. If an activity requires the student to ride a different bus than usual, a bus pass must be issued. A note from the parent is necessary for a bus pass. Students attending regular scheduled activities should have signed permission slips before attending.

ANIMALS IN SCHOOL:

Animals should **not** be brought to school without permission from the principal. Permission will be granted only in unusual circumstances. The School Board recognized that having animals in the classroom can offer valuable student learning experiences, but is also concerned with the health and safety of students, staff and visitors. See School Board Policy regarding animal in school on page 32- 33.

ATHLETICS:

The athletic program offers boys' and girls' soccer, girls' field hockey, girls' and boys' basketball, softball, baseball & track for students in Grade 6. For more information please contact Brian Gaw, Athletic Director. at 876-4625.

ATTENDANCE:

It is very important that you call the school if your child is going to be absent. If you do not call, your child's absence will be entered as an unexcused absence until a note or telephone call is received. If your child is absent for any reason other than the ones mentioned below, without written permission of the principal his/her attendance will be entered as unexcused.

Attendance is one of the most important factors in student success. Students are *expected* to be in school, unless legally excused. The following are considered as legal excuses for missing school:

1. Personal illness – The school may require a doctor's note
2. Appointments with health professionals that cannot be scheduled outside of regular school hours.
3. Observance of recognized religious holidays when the observance is required during the regular school day.
4. Emergency family situations.
5. Submitting a written notification to the principal may approve planned absences for personal or educational purposes.
6. Suspensions

IMPORTANT: Parents are asked to notify the office [in the morning] if their son/daughter will not be in school that day, OR if the student is going to be tardy. If the school has not been notified, a telephone call will be made to the student's home. A reason should be given to the secretaries for the absence.

In grades K-6, a student is considered truant if s/he has 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

BICYCLES, SKATEBOARDS, SCOOTERS, IN-LINE SKATES:

All bicycles are to be parked in the bicycle rack or neatly near it. All students are required to follow good safety practice to and from school. It is recommended that bicycles left on the school grounds be locked. Skateboards, in-line skates, scooters etc. should be stored in the areas designated for them upon arriving at school.

BOMB THREATS:

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

BOOKS: All basic textbooks are loaned to students for their use during the school year. *Textbooks are to be covered and handled carefully.* Students will be responsible for payment of lost or damaged text and library books. Students will be billed \$10.00 for damaged books that are still useable. Students who have lost or damaged books that are not usable will be charged a replacement cost.

BUS TRANSPORTATION: School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office. A bus pass will be completed for the student to pick up at the end of the day. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus will be expected to comply with the bus rules and the requests of the driver. Regular bus students are encouraged to notify the school when students are not riding the bus. Students who are regular bus riders are required to utilize their bus on departure from school unless advance parental/guardian notification is received. The Principal or designee can make an exception in an emergency situation

S.A.D.#4 uses video surveillance cameras on the school busses in an effort to assure the safety of students and staff. Procedural inquiries on the use of cameras should be directed to Dave Cotta, the director of transportation, at 876-4035.

CELL PHONES:

Student use of cell phones and other electronic communication devices are prohibited during school hours. Students are not allowed to have cell phones or other electronic communication devices on their person during the school day. Students who have a need of these devices for after school activities should turn them in to their classroom teachers or the office, prior to the start of the school day. They may pick them up at dismissal.

If a student has a cell phone on his/her person, the phone will be confiscated and sent to the office. The cell phone must be picked up by a parent/guardian. A cell phone that has been confiscated will not be returned to the student. A parent/guardian will need to come to the school to pick up the cell phone.

COMPUTER/TECHNOLOGY:

Students at P.C.E.S. are given the opportunity to utilize modern technology. They are expected to provide proper care for all school equipment. Any damage to equipment through student negligence may result in cost of repair, labor or replacement by the student. Willful destruction or damage to equipment by a student will result in restitution and legal consequences.

Use of the technology is a privilege and students are expected to display proper restraint in its use. Inappropriate use of e-mail, Internet, individual computers or computer systems will result in loss of privileges and possible suspension. The teacher and principal will determine the exact consequences. Further inappropriate actions will result in greater consequences. Parental notification will occur with every incident.

PowerSchool Access is available to parents to assist them in keeping informed of their child's performance in school. Teachers will keep grades updated weekly. Please remember that grades are constantly changing and are not official records until the end of the trimester. Parent user IDs and passwords may be obtained from the school office. If you have any concerns or questions about this please contact the P.C.E.S. office. If you do not have Internet access, you may go to the Sangerville or Guilford Library to use their computers.

CONDUCT EXPECTATIONS:

Honesty:

Demonstrating honesty means following the letter and spirit of federal and state laws, school rules and procedures, and being forthright and truthful in personal communication. Expectations for honesty include, but are not limited to the following:

- Doing one's own work when that is the expectation. Consequences for cheating or plagiarizing may include receiving no credit for the assignments, being required to submit alternative assignments for less credit, and an extended school day or in-school suspension for make-up assignments.
- Refraining from acquiring or being in unauthorized possession of the property of others. Purposeful unauthorized acquirement of school or other students' property can result in an in school or out of school suspension, restitution of the property, and a notification of law enforcement.
- Cooperating to the best of one's ability to help maintain a safe, orderly school environment by being forthright and accurate in communication with others.

Effort:

Showing effort is basic in the development of a positive work ethic. Demonstration of effort involves:

- Being consistent and punctual in school attendance. Students who are habitually late or absent, without a valid reason, may be required to make up missed time through in-school free time, extended school day, extended school year, or repeated school year. P.C.E.S staff will attempt to work closely with parents to resolve any issues that may adversely affect students' attendance.

-Being punctual and prepared for classes. Students who are consistently late or unprepared for class can expect teachers and staff to work with them in developing more productive behaviors by personal encouragement, organizational support, parental consultation, and extended day study times.

-Demonstrating attentive behavior and attempting to meet class expectations. Students who show a good faith attempt at learning, regardless of their ability level, will find success at P.C.E.S. Teachers will present prepared, interesting, diverse, well-paced lessons that will seek to meet the learning styles of all students. Remedial help, and extra attention to students' special needs will be provided. Persistent noncompliant, inattentive, and distracting behavior that hinders a student from finding success will attempt to be remediated by parent conferencing, consultation with the school counselor, extended school day or an alternative school program.

Respect/Responsibility:

Respect is vital in any effective community. At P.C.E.S. students and staff are expected to show respect for themselves, and others' rights to work and learn. Learning and work styles that are productive and effective are accepted and encouraged at P.C.E.S. Disruptive, distracting, intolerant, or irresponsible behaviors that cause, or could potentially cause, problems for the individual and/or others are not acceptable.

Physical/emotional health is a key contributor to learning. Actions that endanger or threaten the health of oneself or others will be addressed and attempted to be addressed.

-Students and staff are expected to address others in a voice volume and tone that is appropriate for the situation. Voice tone should be polite and free of acrimony and/or sarcasm. The use of "please" and "thank you" when making requests will be practiced by P.C.E.S staff, and encouraged for students. Rude, insolent, argumentative remarks or communication that disrupts the educational environment will be addressed immediately. Persistent or repeated incidents will result in remedial action.

-Students are encouraged to develop their sense of humor and learn to use it in appropriate situations. Students can expect school staff to use and display an understanding of humor and its benefits. Humor that is malicious, contains racial slurs, sexual, bigoted, disruptive, derogatory, or targets an unwilling victim or group will not be tolerated. Consequences of such behavior will range from an educational, corrective intervention for unintentional or mild incidents, to counseling, affirmative action referral, or suspension for the more serious.

-Language such as swearing or racial or sexual slurs is inappropriate at any time at P.C.E.S. Consequences will range from corrective intervention for mild or unintentional incidents to in school suspension for repeated or intentional use. Such inappropriate language will result in an in- school or out of school suspension. Student selection of reading materials in hard copy or on the internet needs to be appropriate and not reflect content that is not in compliance with rules of civility and decency. Violations will be addressed.

-Some students tend to be physically active. Unintentional or non malicious roughhousing or over exuberant physical contact in school at recess, or during activities is discouraged and will be called to the student's attention when observed. Persistent activity of this sort may result in the loss of activity or recess privileges for the student until more appropriate behavior is learned. Malicious, physical contact, fighting, bullying or other forms of dangerous or violent

behavior will result in, suspension, and possible law enforcement referral, depending on the nature of the incident.

-Our bullying policy will be fully enforced. Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate and witness such behavior.

-Administrators will take appropriate action including consequences up to expulsion as per the SAD#4 Student Code of Conduct.

-Students and staff at P.C.E.S. have the right to work and learn in an environment that is free from physical, emotional, and sexual harassment from others. Students who are found to be engaging in this type of behavior will have their situation referred to the MSAD #4 affirmative action officer for investigation, and may face consequences of suspension and/or referral to law enforcement.

-Students and staff at P.C.E.S. have the right to work and learn in a facility that offers the most conducive environment for obtaining their goals. Purposeful or negligent actions that destroy or disrespect this environment such as inappropriate treatment of school property, the property of others, or vandalism will result in some form of restitution by the responsible person. Serious incidents will result in suspension and/or notification of law enforcement.

Concern for Others: To have P.C.E.S. be a community that most effectively meets the learning, emotional, and social, needs of its citizens, we must look beyond ourselves as individuals. Developing a school climate and culture that develops responsible, altruistic, compassionate, and courageous students is a high priority.

-Cooperative learning and peer tutoring are utilized and encouraged

-Conflict resolution and peer mediation skills are taught and practiced.

-Students are expected to examine, reflect and self evaluate their role in the school, local, national and world communities.

Disciplinary interventions with students are administered with a component that encourages self-reflection of the student on his/her responsibility to other members of the community.

DAILY DISMISSAL:

Daily dismissal is at 2:41 p.m. K-2 students will be dismissed to the gym by 2:40 p.m., where they will then board buses. Students in grades 3-6 will be dismissed to buses directly from their classrooms.

Students being picked up by parents/guardians will be dismissed from the cafeteria at 2:41 p.m. If you are going to pick up your child on a regular basis please send in a note stating what days they will be picked up and the name/names of people who are allowed to pick them up. If you find that you haven't sent in a note to have your child picked up, it would be appreciated if you would call the main office no later than 1:00 p.m. so that we can be certain that your child is dismissed correctly.

We do recognize that there are times when parents/guardians need to make unexpected changes in dismissal/transportation by telephone and will make sure information is given to your child in a timely manner.

Students must have written permission if there are any exceptions to their usual means of transportation.

For safety reasons, students walking (without parents/guardians) will be dismissed from classrooms after all buses have left the school.

In order to provide for a safe and orderly dismissal of students, only school buses will be allowed in the PCES driveway, in front of the school, from 2:15- 3:00. Parents and guardians may park in the PCES parking lot or the PCSS parking lot.

We appreciate your help in making dismissal time safe for our children.

DISCIPLINE:

Each member of P.C.E.S. community, students, teachers, administrators, and staff share responsibility for making P.C.E.S. a healthy, safe, pleasant, and productive place to learn and work. Students will be held responsible for exhibiting behavior that maintains these principles. Students who choose not to maintain this standard of behavior will be held accountable by experiencing respectful and reasonable consequences for their actions.

At P.C.E.S., we believe that the purpose of discipline is to teach rather than to punish. As in academic progress, positive growth in a student's self-discipline is best achieved through respect, communication, and cooperation among the significant adults in his/her life. A positive relationship between the student and teacher(s) and between the teacher(s) and parent(s) is key to the development of effective discipline. When being disciplined, the student can expect fair, consistent treatment, and consequences delivered with respect and empathy. Parents can expect prompt and accurate communication from school personnel regarding any concerns or issues that warrant disciplinary action. While each disciplinary issue will be evaluated separately, the following will constitute some general guidelines for these evaluations: Students exhibiting actions that are deemed unproductive, distracting, or disruptive to the learning process or the safety and welfare of the P.C.E.S. community will have the behavior called to his/her attention in a courteous and respectful manner. Teachers and staff members will make an effort to work with the student to correct the situation. Students are expected to respond courteously and respectfully. Most classroom disciplinary situations will be handled in this manner. For situations where this intervention is not effective the following consequences may be implemented.

Time Out -The student will be asked to remove him/herself from the classroom for a brief period of time. At times, a student and teacher may negotiate a time out procedure that allows the student to correct his/her behavior without further consequence, or the student may be asked to make up the time lost from class.

Office Time Out -If time outs are not effective in improving unproductive behavior; an office time out may be administered. The student will serve the time out in the office, be required to make up the lost class time, and have his/her parents notified. After a conference with the

principal and/or the teacher, make up time may be administered during student free time, the student's school day may be extended, or other fitting consequences employed.

Extended School Day -Depending on the amount of time missed from class due to inappropriate behavior, and the nature of the behavior, students may have their school day extended until 3:30 P.M. or 4:00 P.M. Parents will be notified before extending a student's day, and will be responsible for providing transportation for the student. The appropriate classroom teacher, a member of the teaching team, the principal or his designee will monitor extended school days.

Suspensions -Students who have been continually or severely disruptive, or highly inappropriate, may be suspended from classes or from school for a designated time period.

In-school suspensions will result in the student serving an all day office time out with all assignments and work completed under the supervision of the principal. Free time such as lunch and recess will also be served in this manner. Students assigned to an in-school suspension will be expected to complete all assigned work, and display appropriate behavior at all times. Disruptive behavior during this time may result in an extension of the in-school suspension or a suspension from school.

Suspension from school is a consequence of last resort for chronic, seriously inappropriate, dangerous, threatening, violent behaviors, or behaviors that undermine the health and well being of others in the P.C.E.S. community. Students are not to be on school grounds when suspended from school. The number of suspension days is administered by the principal, and is determined by the behavior(s) exhibited by the student, and the results of corrective interventions. In situations where threats, violence, intimidation, bullying, weapons, dangerous materials, or controlled substances are involved, other agencies, or services such as law enforcement, department of human services, drug/alcohol counseling, and affirmative action may be notified and utilized as part of a corrective action plan.

DRESS STANDARDS:

Student dress should be comfortable and in good taste. All outer clothing worn by students must be clean, neat, and modest. Distracting or abbreviated clothing is considered to be unacceptable. Profane or obscene slogans, and pictures or advertisements of alcohol, tobacco, sex, or drugs will not be acceptable. If your clothing or personal adornment is, in the judgment of the principal/designee, causing disruptive behavior in school or at any of its functions, you will be asked to make necessary changes.

1. Clothing should not be unduly revealing. Examples of such include (but are not limited to) bare midriffs, strapless, low cut tops, tank tops and transparent tops. Shorts are acceptable at the mid-thigh length. Shoes should be appropriate for safety and hygiene. Hard sole shoes are encouraged. **Pants are to be worn so the belt line is at the waist.**
2. As a sign of respect for the learning environment and etiquette, hats/bandanas or head covers are not to be worn in the school building, unless authorized by the principal as part of a special day or program. Chains of any kind are not allowed.
3. Students' apparel must reflect standards of decency, modesty and commonsense, conducive to the effective functioning of the school.

EARLY DISMISSALS:

Written parental permission is required for students to be dismissed to anyone other than parents or legal guardian.

EMERGENCY CARDS:

All parents need to fill out emergency cards. Students can be released to those people on the card in case of emergency. These are contacts to be made when parents cannot be reached and at the discretion of the Principal/Designee. Listing a name under temporary care of your child, does not mean she/he can pick up your child at any time.

EARLY ARRIVALS:

Students should enter the building through the front doors. They should arrive at school no earlier than 7:30 a.m.

E-MAIL:

All staff members may be contacted by e-mail by using staff members first initial, last name, @sad4.com. Example: jorton@sad4.com

FIELD TRIPS:

Field trips may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive information regarding the field trip, well in advance of the scheduled trip. Sometimes a small amount of money may be requested from each student to help defray costs. Parents may be asked to help chaperone these outings. A field trip is considered to be an extension of the classroom, therefore are subject to the same attendance and behavior standards.

FIRE DRILLS:

Fire drills will be held at least 10 times per year. You should become familiar with the posted plan of exit for your classrooms. Upon exiting the building during a fire drill, follow the direction of your teacher and stay well back from the building.

GUIDANCE & COUNSELING SERVICES:

During the elementary school years, students experience significant intellectual, social, and emotional growth. Guidance is integrated throughout the P.C.E.S. educational program to provide a smooth, healthy transition through this level. The school counselor advises, consults, and counsels students, teachers, and parents to facilitate effective learning, and provides services for all P.C.E.S. students and parents. These services include learning and study techniques, problem solving skills, decision-making processes, communication skills, peer and adult relations, stress management, parent education, and referral to community services. Parent appointments are available during the school day or evenings.

GUM/CANDY:

Students are **NOT** allowed to chew gum or eat candy in the building or on the school grounds.

GYM:

No one is to be running on the gym floor unless he/she is wearing sneakers. There will be **NO** food **OR** soda in the gym without permission from the principal and/or the PE teacher.

HARASSMENT:

The school recognizes the right of each student to a learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. All reported instances of harassment will be investigated and appropriate consequences delegated.

Examples of prohibited harassment:

- ❖ Unwelcome sexual advances, gestures, comments, or contact
- ❖ Threats
- ❖ Offensive jokes
- ❖ Ridicule, slurs, derogatory actions or remarks
- ❖ Basing academic decisions affecting students on practices of submission to harassment.
- ❖ Deliberate exclusion, isolation, or shunning with the purpose to humiliate or embarrass.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Students who believe that they are victims of harassment should report such occurrences to a teachers, counselor, administrator or parent/guardian.

HOMEWORK:

Homework is an essential component of effective learning. Assigned homework is expected to be completed and passed in on time. Incomplete and/or late assignments will be addressed by conferencing with the student and/or parents to develop a plan of improvement. Missing or late assignments will fall under the Rework Period. Homework completed in the 2 week period should receive the approved upon grade.

INFORMATION CENTER:

Students are encouraged to read books and use other materials available in the library. The person who checks out the book shall pay for lost library books or damage to books beyond reasonable wear.

IMMUNIZATIONS:

All children are required to have 5 DPT shots, 4 polio vaccines, 2 measles/mumps/rubella vaccines and 1 varicella vaccine or proof of chicken pox prior to starting school. Please call the school nurse at 876-4633 or 876-4301 ext. 17 any time your child has received an immunization to keep the health record current.

INSURANCE:

School insurance is optional. The school offers information regarding benefits and cost as a service to students and parents. P.C.E.S. does not sell insurance or act as an agent. All students participating in athletics must be covered by accident insurance or signed waiver. They may buy the school insurance or show evidence of having some other insurance. Refer to P.C.E.S. Athletic Handbook.

ITEMS NOT APPROPRIATE FOR SCHOOL:

Decorative chains or other articles of adornment that have the potential to be dangerous will not be worn in school. All electronic items that are not directly related to school such as: mp3 players, walkmans, cell phones, portable C.D. players, pagers, tape recorders, telephones, hand held games, cameras, laser pointers, etc. should not be in use during the school day and are discouraged from being brought to school. Any items considered dangerous will be confiscated; parents may be asked to come to school to pick them up. Some electronic items may be allowed on certain bus rides, with permission of the bus driver and/or principal. Cameras may be allowed for special occasions and/or events with permission of the teacher(s)/or principal. Games, toys, trading cards or other items may be prohibited from school if they are found to cause a disruption in class or in the orderly function of the school.

LEAVING SCHOOL: If it is necessary for your student to leave school, he/she **must have written permission** from his/her parent or guardian. The Principal/designee must approve any exception. A written excuse should be turned in to the office at the start of school and approved by the Principal/designee. Students must check in the office before leaving the building and upon their return. Parents and or designee must sign students out in the office.

LOCKERS (Only grades 4, 5, 6):

Lockers are provided for the students' personal use. Students may place a combination or key lock on their locker. The office should have the combination and/or a key to be able to open the locker at any time. We recommend that large amounts of money and other valuable items be left at home. The school cannot be responsible for such items if they are lost, stolen or damaged. If such items must be brought to school, they should be left in the office for safekeeping. Inappropriate and dangerous items will be confiscated and returned to parents at the discretion of the principal. Disciplinary action will occur if it is necessary. You should keep your locker neat and clean at all times. Locker searches must adhere to Board Policy.

LOST AND FOUND:

All lost and found items are to be turned in at the office. If a student loses an item, he/she should check with the office. It is a good idea to clearly mark items with the owner's name so that they can be returned without delay. Students are encouraged not to bring valuable items or large amounts of money to school.

LUNCH & BREAKFAST PROGRAM:

P.C.E.S. offers a nutritionally balanced breakfast and lunch program. An application for free or reduced price meals was sent home with each student on the first day of school. The application should be completed and returned to school as soon as possible. If a parent does not want to apply, please so note and return the form.

Lunch payments are to be made in the office. It would be appreciated if all lunch money were paid in advance on the first day of the week, rather than paying on a daily basis. **Please put your child's lunch money/check in a sealed envelope and write his/her first and last name(s) on the outside and the amount enclosed. Classroom teachers will send lunch money to the office. This is very important at each grade level for our accounting purposes.**

Breakfast is free to all students.

Price for lunch is as follows:

Full Paid: \$1.60 a day -\$8.00 a week

Reduced: \$0.40 a day -\$2.00 a week

Milk is included in the price of school lunch.

Milk is sold to students wishing to bring their own lunches; the cost is \$0.30.

Students who receive free/reduced lunch are required to pay for any additional milk beyond the one carton provided with lunch.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are responsible for leaving tables and the surrounding area clean. The duty teacher will dismiss students from the cafeteria. Food may **not** be taken from the cafeteria without permission from a staff member. Polite, respectful behavior is expected at all times. Proper table manners will be observed.

MAKE-UP WORK:

Make-up work must be completed within one week of the return to school or equaled to the amount of time missed whichever is greater. Work missed in an activity class, such as physical education, may be impossible to make up. If extenuating circumstances exist, the principal or the classroom teacher may require an alternative assignment to be completed.

MEDICATION:

Students who are required to take prescription or nonprescription medication at school will require a signed note from their parent/guardian. All medication should be clearly labeled with contents, dosage and other pertinent information. All medication will be stored and dispensed in the office. At no time should students be in possession of any prescription or non-prescription drugs or medication during the school day or at school functions.

MUSIC/INSTRUMENTAL/CHORUS

The offering in instrumental music consists of:

Grade 5 Beginner Band

Grade 6 Band

Grade 5 & 6 Chorus

Students participate on a volunteer basis and need to commit to the total program. Therefore, attendance is required at concerts, etc. Evaluation will be affected by effort and attendance.

NEW STUDENTS:

Parents of new students are asked to contact our guidance counselor to set up a meeting with the team of teachers serving their youngster. In this way a child's needs will be met more readily.

OPEN CONTAINERS:

Previously opened containers of sodas, coffee, juices, or other liquids are not to be brought into the school. Special circumstances are to be cleared through the principal. Unopened liquids may be consumed at lunchtime or other times designated by teachers.

PARENT/GUARDIAN INQUIRIES:

Channels to follow for questions and concerns: If you find that you have a question, concern, or wish to express your opinion about any school issue, we advise you to adhere to the following protocol:

- Level 1. First approach the teacher or coach involved with your issue.
- Level 2. If you are not satisfied with the response at Level 1, you should contact the principal or athletic director.
- Level 3. If you are not satisfied at the athletic director level, contact the principal.
- Level 4. If your issue is not resolved at Level 2 & 3, it is suggested that you contact the superintendent of schools.

PARENT/GUARDIAN INVOLVEMENT:

More than 50 Ways Parents Can Help Schools

- Come to school to assist.
- Share information with a student or class about a hobby.
- Share information with a student or a class about a career.
- Share information with students about a country you visited or lived in.
- Tutor one or a small group of students in reading, math, or other area.
- Help coach an athletic team.
- Help check a student's written work.
- Help put out a school or classroom newsletter (can also be done at home).
- Help sew or paint a display.
- Help build something (such as a loft in a classroom or new playground).
- Help students work on a final exhibition or project (can also be done at home or workplace).
- Help answer the schools' phone.
- Help plan a new playground for the school.
- Help plan a theme-based presentation for students.
- Help present a theme-based program for students.
- Demonstrate cooking from a particular country or culture to students.
- Share a particular expertise with faculty (such as use of computers, dealing with disruptive students).
- Help students plan and build an outdoors garden or other project to beautify the outside of the school.
- Help coach students competing in an academic competition (such as Odyssey of the Mind, Future Problem Solving, Math Masters).
- Help bring senior citizens to school to watch a student production.
- Help arrange learning opportunities in the community.
- Help set up an internship or apprenticeship for a student at your business, organization, or agency.

- Host a one-day 'shadow study' for one or a small group of students about your career in business or some other organization.
- Go on a local field trip with a teacher and a group of students.
- Go on an extended (3-5 day) cross-country field trip with a teacher & students.
- Contact a particular local business or organization regarding possible cooperation.
- Help to create a natural area outside the building where students can learn.
- Serve on an advisory or decision-making committee.
- Serve on the school-wide site council.
- Serve on a school committee that reports to the site council.
- Serve on a district committee representing the school.
- Serve as an officer in the school's parent teacher organization.
- Help organize a parent organization for the school.
- Help design a parent and or student survey for the school.
- Help conduct and or tabulate results of a parent survey regarding the school.
- Share information or advocate for the school.
- Serve as a member of a 'telephone tree' to distribute information quickly.
- Write a letter to legislators about the school.
- Write a letter to school board members about the school.
- Go to a school board meeting to advocate for the school.
- Go to another school to provide information about this school.
- Help design a brochure or booklet about the school.
- Help translate information from the school into a language other than English.
- Help translate at a parent-teacher conference for people who don't speak English well.
- Provide transportation to a parent-teacher conference for a parent who needs a ride.
- Write an article for publication in a magazine about the school's activities.
- Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.
- Increase financial resources available to the school.
- Help write a proposal that would bring new resources to the school.
- Donate materials to the school.
- Arrange for a business or other organization to donate materials to the school.
- Help with a fundraiser for the school.
- Help other parents develop their parenting skills.
- Help teach a class for parents on ways they can be stronger parents.
- Help produce videotape for parents on ways they can be more effective parents.
- Help write, publish, and distribute a list of parenting tips."
- Provide a time and place for your youngster to complete homework and monitor his/her progress.
- Review all school mailings on a regular basis.
- In general be aware of all school activities and events that pertain to your youngster's school year.

PARENT/GUARDIAN TEACHER CONFERENCES:

Individual parent-teacher conferences are scheduled in fall to discuss your child's progress, test results (when available), strengths and needs.

If you wish to discuss your child's progress with the teacher at any other time during the school year, you are welcomed and encouraged to do so.

Appointments may be made during school hours by calling 876-4301. After hours appointment requests may be made through accessing teacher voice mail or E-mail.

PHYSICAL EDUCATION:

Physical education is offered for all students. Students are expected to participate unless a note from a doctor advises otherwise. Students are expected to change into appropriate clothing and footwear. Footwear should be of the type that does not deface the gym floor.

PICTURES: You will receive the details well in advance of the date.

PLAYGROUND:

Playground activity will consist of activities that are deemed appropriate by the supervising teacher(s) and/or the principal. Bats, hockey sticks and other equipment that could cause injury are prohibited unless authorized by the supervising teacher and/or the principal. The throwing of rocks, snowballs, or other potentially injurious objects is prohibited, and subject to disciplinary action.

POWERSCHOOL:

See Computer/Technology

PROMOTION PROCEDURE:

A committee, comprised of the teachers at the student's level, the school counselor and the principal, will review each student's progress regularly throughout the school year.

The review will focus on the following areas:

- A Maturity
 - a Social
 - b Emotional
 - c Intellectual
- B Specific skills (Is the student at grade level for the particular group in which he/she is placed?)
- C Concept development (Is it at grade level for that particular group in which the student is placed?)
- D Effort (Is the student giving the maximum effort?)

We strive to provide each child with the support he or she needs to be successful at school. As soon as a student's strengths and deficiencies are recognized, that student will receive remedial help or a plan to utilize his/her strengths and address the deficiencies. The plan may take the form of organizational training, behavior management (at home and/or at school), after school help, regular home-school consultation or any other program developed by and agreed upon by the committee and parents.

*See District Policy NEPN/NSBA Code: IKE on page 30 & 31.

REPORT CARDS:

Grades at P.C.E.S. will be reported in Trimesters (3 times a year). Students will have 12-week periods to complete all assigned work and projects. Parents will receive a midterm report at the 6 week mark of the first trimester. Report cards will report academic grades as well as Guiding Principles that are in line with the Maine Learning Results. The dates for the end of the Trimesters are: December 2nd, March 9th, and June 12th.

ACADEMIC SUBJECTS:

1.0 to 1.599	Not meeting standards
1.6 to 2.499	Partially meets the standards
2.5 to 3.199	Meets the standards
3.2 to 4.00	Exceeds the standards

REWORK PERIOD (Grades 4, 5, 6):

Rework Period – This is a 2-week period of time, after students have received feedback on their work, for the students to improve their grade. Teachers can (at their discretion) extend this 2-week period. For some assignments, such as class work or homework, the rework period may start directly after the assignment’s due date. For other assignments, such as a major research paper, the rework period will start when the teacher hands back the graded assignment. Students who missed the academic completion date for completing work under the rework period shall receive only the academic part of the grade; the guiding principles grade shall be a 1.

SCENT FREE SCHOOL Due to the possibility of allergic reactions and respect to all people, P.C.E.S. is a Scent Free School. Perfumes, colognes and heavy scented deodorants are not allowed.

SCHOOL CANCELLATION PROCEDURE:

Cancellation of school in S.A.D.#4 because of inclement weather or dangerous road conditions depends on information collected from various places about the area. Such polling of information does not necessarily represent all road conditions, especially the secondary and dirt roads. Also, some roads might be lacking proper attention in any one area due to breakdowns, etc. Thus, if the school session is not canceled and if, in the opinion of any parent, the road conditions are too hazardous to be traveled, parents are advised to use their own discretion in sending their children to school.

In the event that school must be closed due to a storm, impossible road conditions, etc., parents are asked to tune their radios to **WZON, WQCB, OR KISS 94.5** for school cancellation notices.

We also have an automated calling system and you can opt to have your phone number put on this list so that you will receive a recorded message about school cancellations and delays during inclement weather.

Providing that telephone lines are open, cancellation notices should be heard on the radio stations from 6:00 -8:00 a.m. Parents are asked **not** to call school officials on days whenever school sessions are in doubt. Phones must be available around the school district to gather information for final action at the earliest possible time. Delays in final action cause a good deal of confusion and unnecessary hardships.

There will be times when school cancellation is necessary in one area of S.A.D.#4 but does not appear necessary in another area. To avoid confusion, school sessions will generally be called off for the entire school district whenever cancellation is necessary.

NO SCHOOL ANNOUNCEMENTS AND EARLY DISMISSALS ARE AS FOLLOWS:

Radio: WZON – Bangor - 6:00 -8:00 a.m.

WQCB - Brewer-6:00 -8:00 a.m.

Television WABI-Channel 5, WLBZ-Channel 2, WVII-Channel 7

SCHOOL SOCIALS:

Age appropriate social events are offered at P.C.E.S. throughout the school year. These events may consist of dances, open gym, fun nights and other activities. All rules and procedures that are in effect during normal school hours are also in effect for all school activities.

- Socials are for P.C.E.S. students only
- Written permission must be given for late arrivals or early dismissals
- All socials will be adequately chaperoned by P.C.E.S. staff and parent volunteers
- All parents are welcome to attend

STUDENT CLASSROOM PARTIES:

Party plans are under the control of the school and must have the approval of the homeroom teacher and the principal. Birthday parties for students are not permitted at school. Invitations to private parties are to be mailed rather than passed out at school.

STUDENT FUND RAISING ACTIVITIES:

All school fund raising must adhere to Board policy and be approved by the principal.

STUDENTS WHO ARE MOVING AWAY:

If you are planning to leave, please let the office know as soon as possible.

Return all text and library books, settle lunch payments and fines, and clean out your locker/s before you leave.

SUBSTITUTE TEACHERS:

Students will periodically be taught by a substitute teacher. Students are expected to be courteous, cooperative, and helpful to substitute teachers. Substitute teachers will be identified by P.C.E.S. name tag.

TARDINESS:

If you arrive late for school, report to the office for a late pass. If you arrive late to class, your teacher may require that you make up the time. If you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before going to your next class.

Repeated tardiness will result in a review by the principal or her designee and may result in some type of discipline. Students who arrive late to school must sign in and obtain a pass from the office.

TELEPHONE:

Use of the telephone by students is limited to emergency calls and school business calls only.

Social calls will not be permitted. Phones are available in the gym lobby so that students may arrange for rides home after school events.

VOICE MAIL:

We now have in service for your convenience, a voice mail system that allows students and parent/guardians to access P.C.E.S. Staff after school hours. Instruction on how to access the voice mail system is as follow:

Call: 876-4301

When the voice mail comes on, **immediately dial**, extension number of the person you wish to leave a contact.

A list of voice mail numbers can be found on the P.C.E.S. Staff page.

VISITORS:

For safety of our students, and to facilitate quality instructional time, parents and visitors are required to report to the office at all times. To enter the student areas during school hours, parents and visitors will be issued.

SPECIAL NOTE: If and when any policy or procedure outlined in this handbook is in conflict with MSAD#4 school committee policy, the school committee policy will prevail.

NEPN/NSBA Code: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The School Board seeks to maintain a safe and orderly environment in the schools. Principals, assistant principals or transportation supervisor are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

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.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. 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 for any items placed in such storage facilities. Principals, assistant principals and transportation supervisor have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by **principals, assistant principals and transportation supervisor**, and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by **principals, assistant principals or transportation supervisor**.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by **principals, assistant principals or transportation supervisor**.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference: JIH-R - Questioning and Searches of Students - Administrative Procedure
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
KLG -Relations with Law Enforcement Authorities

Adopted: December 11, 1990

Revised: June 11, 2004

NEPN/NSBA Code: JRA-E

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

A. Inspection of Records

Parents / eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record (s) to be inspected. The Superintendent or building administrator will notify the parent / eligible student of the time and place where the record (s) may be inspected in the presence of school staff. Parents / eligible students may obtain copies of education records at a cost of ten cents per page.

B. Amendment of Records

Parents / eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent / eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent / eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation in grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents / eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

M.S.A.D. #4

NEPN/NSBA Code: JRA-E

2. Military Recruiters / Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents / eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, the School Department 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).

6. Other Entities / Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents / eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

M.S.A.D. #4

NEPN/NSBA Code: JRA-E

D. Complaints Regarding School Department Compliance with FERPA

Parents / eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the US Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal Reference: 20 U.S.C. § 7908
34 C.F.R. § 99.7
20-A M.R.S.A. § 6001

Cross Reference: JRA – Student Education Records and Information
IJNDC-R – School System Website/Web Pages Administrative Policy

Adopted: August 10, 2004
Revised: November 10, 2009

WEAPONS, VIOLENCE AND SCHOOL SAFETY

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

School staff is required to immediately report incidents of prohibited conduct by students to the building principal /supervisor for investigation and appropriate action.

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and numchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harasses others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;

- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)
5 MRSA § 4681 et seq.
17-A MRSA §§ 2(9); 2(12-A)
20-A MRSA §§ 1001(9); 1001(9-A); 6552

Cross References: ACAA – Harassment and Sexual Harassment of Students

ADC -Tobacco Use and Possession

**EBCA -Crisis Response Plan JICH -Drug and Alcohol Use by
Students JK -Student Discipline JKD -Suspension of Students JKE -
Expulsion of Students JKF -Suspension/Expulsion of Students with
Disabilities JIH – Questioning and Searches of Students KLG -
Relations with Law Enforcement Authorities**

Adopted: December 10, 1996

Revised: June 8, 2004

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the school unit support a safe and healthy learning environment for students that are free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

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. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act) 21 CFR Part 1300.11-15
Pub.L.No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989) 17A
MRSA § 1101 42 USC § 290dd-2 42 CFR § 2.1 et seq. 20-A MRSA §§ 1001(9); 4008
Cross Reference: GBEC – Drug-Free Workplace JICIA – Weapons, Violence and School
Safety JKD – Suspension of Students JKE – Expulsion of Students JLCD – Administering
Medication to Students JRA – Student Records
Adopted: September 14, 1993
Revised: January 14, 1997; June 8, 2004 CODE: ACAA

NEPN/NSBA CODE: ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry, national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board's policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))
5 MRSA §§ 4602; 4681 et seq.
20 MRSA § 6553

Cross Reference: ACAA-R - Student Harassment Complaint Procedure
AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD - Hazing
JICIA - Weapons, Violence and School Safety

Adopted: April 10, 1990 Revised March 8, 1994 April 8, 2003: October 6, 2009

PEST CONTROL

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

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Dave Cotta, at 876-4035.

If you have any questions, please contact Dave Cotta. For further information about *pests, pesticides and your right to know*, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm

NEPN/NSBA Code: IKE

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

It is the intent of the Board that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.

As far as possible, retention will be decided through conferences involving the Principal, teachers, and parents. The guidance counselor and school consultant will participate as appropriate. Parents will be notified as early as possible that retention is being considered, and except in very unusual circumstances no later than March 15. 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 decisions concerning promotion and retention:

- A. Student achievement, including information indicating progress toward meeting the content standards of the Learning Results obtained through the local assessment system;
- 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

M.S.A.D. #4

NEPN/NSBA Code: IKE

J. Out-of-school influences; and

K. Program options.

Any necessary retention 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.

Legal Reference: Ch. 127 §§ 5.03, 6.02 (Me. Dept. of Ed. Rule)

Cross Reference: IK - Academic Achievement

Adopted: April 10, 1990 Revised: February 10, 2004 M.S.

NEPNINSBA Code: IMG

ANIMALS IN SCHOOLS

The Board recognizes that having animals in the classroom can offer valuable student learning experiences but is also concerned with the health and safety of students, staff and visitors and the humane treatment of animals when they are brought to school.

For the purpose of this policy "animals" includes mammals, reptiles, amphibians, birds, insects, and fish.

The presence of live animals in the classroom must be directly related to the objectives of the instructional program. Permission must be obtained from the building principal before any animal is brought into the school by a teacher, student or any other person.

The following guidelines shall apply to the presence of animals in the S.A.D. #4's schools:

- A. The presence of an animal in the classroom must be directly related to the instructional program. Staff who wish to have animals in the classroom must submit a written request to the principal; the request should include the instructional purpose and activity, the type of animal, the length of time the animal is expected to be present, and a plan for the care of the animal. The principal, at his/her discretion, may approve or deny the request.
- B. Students or parents who wish to bring animals to school for educational purposes must consult with the teacher who, in turn, will request permission from the building principal. All other persons who wish to bring animals to school must obtain written permission, in advance, from the building principal.
- C. The Superintendent will be responsible for developing procedures to inform parents that animals may be visiting or residing in classrooms during the school year. Parents are expected to notify the school if their child has an allergy or other health condition that will be affected by the presence of animals in the classroom.

The building principal and staff will respond appropriately when health considerations are brought to their attention. An animal will not be housed in a classroom if a student in that classroom has a documented allergy to the animal.

- D. Animals may not be transported in school vehicles.

NEPNINSBA Code: IMG

- E. No domestic mammals/pets (including dogs, cats, ferrets, and primates) or livestock will be allowed in school unless current proof of rabies and/or other vaccination is provided. Smaller mammals such as mice, hamsters, gerbils, guinea pigs, and rabbits do not need to be vaccinated against rabies. Bats, as they may be carriers of rabies, are not allowed in the schools.

Parrots, parakeets and other psittacine birds (birds that may carry psittacosis, a severe infectious human respiratory disease) shall not be brought to school unless they have been tested and certified as psittacosis-free.

Red-eared turtles (also known as painted turtles) are carriers of salmonella and shall not be kept in the classroom without written documentation from the supplier that they are salmonella-free.

- F. No wild, exotic, aggressive or poisonous animals will be allowed in school unless under the control of an individual trained in the care and management of the animal and properly licensed by state or federal agencies as appropriate (e.g., zookeepers, veterinarians, biologists, Maine Fish and Wildlife personnel). Students will not be permitted to handle such animals.
- G. No animals will be allowed free range of the classroom or the school. All animals brought to school must be restrained by the owner/handler. The teacher is responsible for the proper supervision and control of students whenever there is an exhibit or activity involving animals in school.
- H. Animals kept in classrooms must be housed in suitable cages or containers and fed and otherwise cared for appropriately. Only the teacher or students designated or supervised by the teacher may be allowed to handle these animals. Animal waste must be removed on an as-needed basis and in a sanitary manner. Only staff members or adult volunteers will be allowed to clean cages or containers or remove animal waste.
- I. If a student is bitten/injured by an animal on school premises, the building principal, school nurse and parent/guardian must be notified as soon as possible. If a staff member or visitor is bitten or injured, the building principal must be notified. The building principal must notify appropriate public health authorities and the Maine Department of Health and Human Services Center for Disease Control of each incident. An accident/injury report must also be completed and forwarded to the Superintendent.

NEPNINSBA Code: IMG

- J. If a stray or wild animal appears on school grounds, students shall not be allowed in the area until the animal has left the premises or is removed by the local animal control officer, game warden or other appropriate official.
- K. No animal may be used as part of a scientific experiment or for any other purpose in which the normal health of the animal is interfered with or which causes pain or distress. No person may practice vivisection or exhibit a vivisected animal in the schools. Dissection of dead animals shall be confined to the classroom and to the presence of students engaged in the study of dissection and shall not be for the purpose of exhibition.
- L. The Board recognizes that service animals may be used to assist persons with disabilities. This policy does not apply to the presence of service animals that have been or are being specifically trained for the purpose of assisting a person with a disability.

Legal Reference: Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) 7MRSA § 3971

22 MRSA §§ 801-825

Cross Reference: EBBB - Accident Reports

IMGA - Service Animals in the Schools

JLCE - First Aid and Emergency Medical Care

Adopted:

November 9, 2010

Page 3 of 3

M.S.A.D.#4

NEPNINSBA Code: IJOe

SCHOOL VOLUNTEERS

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

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

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance by:

- A. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students on field trips;
- G. Assisting teachers in assembling instructional materials; and
- H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

NEPNINSBA Code: IJOe

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the teacher or building principal and fill out a registration form. Volunteers will be asked upon registration to provide the required information to allow the district to conduct a background check with the Maine State Police. Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The school unit will provide liability insurance protection for volunteers while performing assigned services.

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an annual basis.

The board recommends that volunteers be properly recognized at the building level for their service.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAG - Student Transportation in Private Vehicles IJOA - Field Trips and Excursions

Adopted:

November 9, 2010

NEPNINSBA Code: GBEBB

STAFF CONDUCT WITH STUDENTS

The SAD #4 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools. Reference: MEA document ;'Adult Student Boundaries".

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the appropriate teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussion, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance. Staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, family, employment concerns, sexual, or other private matters to one or more students.
- Addressing students with inappropriate or unwelcome nicknames.
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Friending students on social networking sites (outside of any school approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes, or any other means.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view.

NEPNINSBA Code: GBEBB

- Maintaining personal contact with a student outside of school by telephone, e-mail, or other electronic communications, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond customary student-teacher gifts);
- Inviting or allowing students to visit the staff member's home (unless the student's parents approved of the activity, such as when a student baby sits or performs chores for a staff member);
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy. All staff will be furnished with guidelines upon hire.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal [or other appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to (he Department of Human Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Policy to be Included in Handbooks

This policy shall be included in all employee handbooks

Cross Reference: ACAA - Harassment and Sexual Harassment of Students JLF - Reporting Child Abuse and Neglect

Adopted: March 14, 2006

Revised: January 1:2,2010

NEPNINSBA Code: JRA

STUDENT EDUCATION RECORDS AND INFORMATION

MSAD #4 shall comply with the Family Educational Rights and Privacy Act (FERP A) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

MSAD #4 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 in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public. MSAD #4 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters / Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and MSAD #4 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

D. Information on the Internet

Under Maine law, MSAD #4 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' names, without parental consent.

E. Transfer of Student Records

As required by Maine law, MSAD #4 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).

NEPNINSBA Code: JRA

F. Designation of Law Enforcement Unit

The Board hereby designates Piscataquis County Sheriff's Department as MSAD #4's law enforcement unit.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference:

20 USC § 1232g

34 CFR Part 99 20-A MRSA § 6001

Ch. 101 § 15 (Me. Dept. of Ed. Rule)

Ch. 125 § 12.01(E) (Me. Dept of Ed. Rule)

Cross Reference:

JRA-E - Annual Notification of Student Education Records and Information Rights under FERPA

IJNDC-R - Web Pages Administrative Procedures ILD - Student Surveys

JRA-R - Student Education Records and Information Administrative Procedure

Adopted:

Revised:

April 10, 1990

March 8, 1994; August 10, 2004