

**Student/Parent Handbook
Spruce Mountain School District
Spruce Mountain Elementary School
2017-2018**



Home of the Phoenix

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Spruce Mountain Elementary School

2017-2018

Principal's Welcome

Dear Parents/Guardians and Students:

The faculty and staff welcome you to Spruce Mountain Elementary School. We hope this will be a successful and satisfying year for you.

The pages of the handbook contain important information regarding school policy, procedures and rules. Parents and students should review the contents of this handbook together. Spruce Mountain Elementary School staff and parents must continually work together to ensure the best education for the students of Spruce Mountain Elementary School. This handbook is a small part of helping to ensure fairness and consistency while working together at home and in school.

At the elementary school level, it is vital for parents to be an involved partner in their child's education. I would strongly encourage parents to talk to their child's teacher whenever they have questions or concerns. I would also, strongly encourage parents to become involved through the Spruce Mountain Elementary School PTO. The Spruce Mountain Elementary School PTO is a great way to be involved in your child's school.

Lastly, if you have any questions, please feel free to contact me directly. I believe the more informed parents are, the more positive their child's educational experience will be. I look forward to a wonderful school year at Spruce Mountain Elementary School.

Sincerely,

Chris Hollingsworth
Principal, Spruce Mountain Elementary School

The material covered within this student handbook is intended to convey general information, rules and procedures to students, parents and staff. It is not intended to either enlarge or diminish School Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice and may also be superseded by Board policy, administrative regulation or negotiated agreement.

Student/Parent Handbook

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MISSION STATEMENT

Providing Quality Education for All

VISION: RSU #73 Public schools will be community centered places of learning, which strive to value and inspire all learners.

Beliefs:

- ◆ Students share responsibility for their learning.
- ◆ All students can learn and have individual learning styles
- ◆ Effective teachers differentiate instruction to serve diverse learning styles and needs
- ◆ Teachers and parents inspire students to learn
- ◆ Community involvement can be one of the strongest resources
- ◆ As the community supports & serves the school, so do students support & serve the community

ARRIVAL AND DISMISSAL TIMES

Busses will be dropping students off at SMES at 7:30. School officially opens at 7:30.

Parents transporting their children should drop them off in the parking lot by the main entrance between 7:30 and 7:45

Livermore/Livermore Falls students will be dismissed to board busses at 2:20

Jay students will be dismissed to board busses at 2:30

Walkers and students being picked up will be called at approximately 2:05

ALCOHOL AND OTHER DRUGS

The RSU #73 School Board requires a safe and healthy learning environment for district students, free of the detrimental effects of drugs and alcohol. Accomplishing this requires a cooperative effort among district 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 Board endorses a three-pronged approach to address drug and alcohol use, abuse prevention and education, and intervention and discipline. The superintendent or his or her designee is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy. More information on this issue is available in the main office.

ASSEMBLIES, FILMS, FIELD TRIPS

Students are provided with a variety of assemblies, films, and field trips throughout the year to enrich their learning. It is important to know how to act during these events, and the general rule is courtesy. Parents will be notified in advance of any field trips. Parent chaperones are expected to ride the bus on field trips and may not bring pre-school children with them.

ATTENDANCE

Regular school attendance is the first step in achieving academic success. Parents should help their children take responsibility for regular attendance. Maine law requires that all persons between the ages of seven (7) and seventeen (17) years attend a public day school, which serves the municipality in which the parent/guardian resides during the time that school is in regular session.

Parents should call the school before 7:30 a.m. if their child is going to be absent.. Students are marked tardy after 7:50 a.m. **Any student who is tardy must report to the office and be signed in by an adult before going to class.**

EXCUSED ABSENCES

1. Personal illness – a note or phone call from a parent/guardian is required.
2. Professional health appointments that cannot be made outside of the regular school day – a note must be provided from the health care professional.
3. Observance of recognized religious holidays when the observance is required during the school day.
4. Emergency family situations (severe illness or death in the family).
5. Personal or educational absence which has been **APPROVED IN ADVANCE** by the Principal
6. Educational Disruption

Unexcused absences (truant) are all absences that are not included as excused absences.

Students are expected to make up work missed during any absence. Students may not attend extracurricular activities or special school events on any day of an absence from regular classes. Students are required to bring a note from a parent or guardian upon returning from an absence. Students who are absent and want homework sent home or are going to have it picked up sometime during the day, must call the school office by 8:00 am.

BEHAVIOR/DISCIPLINE

An effective school climate is one that is nurturing, safe, and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and in being responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, the teachers at RSU#73 Elementary Schools have established a school-wide behavior management plan that supports the school's philosophy. It is hoped that this consistency provided by the school-wide plan will assist students in realizing their potential, thereby making the learning environment as productive as possible.

Positive Behavioral Interventions and Supports is the school wide discipline plan that we use to make our school a great place to learn. PBIS uses proactive measures and school-wide expectations to enable students to achieve social and academic success in school. Such supports and expectations are developed, implemented, and monitored by all staff members working in the school. Implementing these expectations school wide can reduce frequency of students who engage in problem behavior.

First, there must be a set of clearly described expectations for student behavior. In the classroom, this includes a set of classroom expectations that set the parameters for student behavior in social and academic areas. In the school, behavioral expectations and limits for student behavior include rules for each common area: cafeteria, halls, bathrooms, playground, and dismissal. All of the behavioral expectations for RSU#73 Elementary Schools have been placed into specific categories such as be safe, be respectful and be responsible.

Second, the expectations must be taught to mastery. This is accomplished by explaining the rules, giving and eliciting examples and non-examples of each, then engaging students in both guided and independent practice of each rule.

Third, a system of cues and prompts during the time the students are learning the expectations can facilitate student success. All RSU# 73 Elementary School classroom teachers use a behavior chart in their classroom to help facilitate student success in following the expectations of the PBIS school wide system.

Finally, continuous monitoring of the fluency with which students demonstrate those appropriate and desired behaviors gives the staff needed feedback.

What happens when students begin to demonstrate inappropriate behavior again? Review and re-teaching are a critical piece of an effective system of positive behavioral supports. Taking time at periodic intervals based on data to bring students back to mastery on a specific behavioral expectation will enable the classroom and school to function as a safe and orderly learning environment.

Please see Appendix A for Spruce Mountain Elementary School PBIS Behavior Forms

BICYCLES

Walkers are allowed to bring bicycles to school. Riding bicycles on the school grounds is prohibited during school hours. Students are not to touch, sit on, or ride a bicycle that does not belong to them.

“Maine Law requires that anyone under the age of 16 operating a bicycle, or riding in a bicycle seat or trailer must wear a properly fitting bicycle helmet. A bicycle helmet reduces the risk of head injury by as much as 85% if you are in a bicycle crash.”

BOMB THREATS

The RSU #73 School Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

Communicating by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools is also prohibited. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

BUS RULES AND POLICY

General:

The right of pupils to ride on the school bus is conditioned on their behavior and observance of the rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. Misbehavior on the bus jeopardizes the safety of everyone. Poor behavioral issues are dealt with most seriously.

Provision:

Meeting the bus:

1. All pupils must be on time.
2. Pupils walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.
3. Pupils, when crossing the highway, should walk, not run.
4. Pupils shall not run alongside the bus when it is moving.
5. Pupils shall not push and crowd into the roadway when waiting for or entering the bus.

On the bus:

Expected Bus Behavior

Level I Behaviors

Be seated when the bus is moving

Do not exit the bus you have boarded

Always share seats with others

Speak quietly at all times

Use only appropriate language

Do not speak in a way that teases, hurts or harasses others

Keep the bus clean

Do not eat or drink on the bus without permission of the driver

Do not use cell phones at any time on the school bus during regular bus trips.

Cell phones may be used with driver permission on all co-curricular trips.

Follow the bus driver’s directions as soon as they are issued

Consequences of Level I Misbehavior

Parental notification and one or more of the following:

Warning	Assigned seat
Behavior contract	One to three day after school detention

Level II Behaviors

Keep hands, head and feet inside the bus
Do not throw any object on the bus or out of the bus
Do nothing to threaten the safety of others on or off the bus
Do not vandalize the bus or anyone's personal property
Do not hit, punch, kick, or physically assault another student
Do not act in a disrespectful or defiant manner toward the bus driver
Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures

Consequences of Level II Misbehavior or Continued Level I Misbehaviors

Parental notification and one or more of the following:

Two to five day after school detention	One to five day bus suspension
One to three day school suspension	

Level III Behaviors

Possession or use of the following:

Weapons
Matches or lighter
Controlled substance including drugs, alcohol and tobacco
Threaten or strike the bus driver

Consequences of Level III Misbehavior or Continued Level II Misbehaviors

Parental notification and one or more of the following:	Five day or longer bus suspension
Three to ten day school suspension	Expulsion hearing
Contact with police	

Adopted by RSU 73 Board: December 13, 2012

Bus stop changes will be made only when there is a change in legal residence or a change in childcare location. When it is necessary for a student to ride a bus other than his/her bus home, the student must bring a signed note from his/her parent/guardian to the school office. There it will be approved and a bus pass will be given to the student to take to the bus. The bus driver must be presented with an approved bus pass before allowing the student to ride the bus.

*****The office should be made aware of bus changes before noon. Attempting to make bus changes during dismissal can lead to bus errors due to the hectic nature of dismissal time.**

School bus fire and evacuation drills will be conducted periodically on each bus. If you do not wish for your child to be a leader and assist in bus evacuations please send a letter to the Transportation Director.

CLASSROOM REQUEST

Please see RSU#73 School Department Policy on Student Class Assignment grades K-8 (code:JGB). It can be viewed on the district website. RSU#73 Elementary Schools do adhere to the Student Class Assignment policy (JGB). However, **RSU#73 Elementary School do not send out notifications regarding this policy and it is the parents' responsibility to access this information before April 1st.**

COMMUNICABLE DISEASES

Children who have been home ill with a communicable disease may be required to provide a physician's statement before returning to school.

Strep Throat: Children diagnosed as having strep throat are excluded from school until 24 hrs. after the treatment started.

COMMUNICATION

Education is most effective when it is a partnership between parents and teachers. Teachers are encouraged to contact parents regularly. Formal Parent/Teacher Conferences are held each November. Parents are encouraged to call at any time of the year if there are questions concerning their child's progress. Telephone extensions and email addresses of all teachers can be located at the RSU#73 website or by calling the Main Office.

Progress reports will be sent home once a trimester. A comment sheet that explains what your child has demonstrated over the trimester will accompany the reports.

Each year, the staff invites all parents to an evening program in their classroom. An Open House allows teachers to know their student's parents, inform parents of curriculum and student behavior goals, establish the means for communicating student progress, and share thoughts about their programs. We encourage parents to communicate anytime that they have a question, concern or suggestion about their child's education.

CONFIDENTIALITY

Students are allowed to share confidential information with administration, guidance staff, faculty, and support staff personnel employed by the school. Any information that is shared in a confidential manner is expected to be kept confidential. Only in the case of an issue related to personal safety would a school department employee be exempt from the requested status of confidentiality on information shared with them by a student.

CONTACTING STUDENTS AT SCHOOL

To minimize the interruptions of classes in session and the school day in general, we ask your cooperation in requesting messages be forwarded to students only in cases of extreme emergencies.

CONTROVERSIAL TOPICS

RSU #73 recognizes that the consideration of controversial issues has a legitimate place in the public school curriculum. Therefore, the Board has developed a policy which addresses the role of the school, the teachers, the students, and the parents in those matters where opposing viewpoints exists. The policy includes procedures for modifying any student's participation in any activity, which may be deemed controversial.

CRISIS MANAGEMENT

In the event that there is a crisis affecting the Spruce Mountain community, the RSU #73 and/or the Elementary School Crisis Team will meet. The purpose of the team is to gather information about the event, design a plan to assist members of the school community in dealing with the event/incident, and implement/monitor the plan.

DISMISSALS

Dismissal arrangements must be made through the office. Please call or send a note in advance. You will need to stop at the office and sign your child out when you come. Children will only be released to their parents unless the parent has authorized the school in writing to release the child to some other responsible adult. Students will not be called to the office until the adult arrives, therefore if the child has an appointment please plan accordingly. Once students have been signed out in the office – parents will wait in the foyer area of the main entrance. This will help maintain a secure environment for our students and to minimize interruptions as teachers are wrapping up instruction, processing the days events with their classes, and getting all students prepared for the end of the day. We appreciate your cooperation in this matter.

DRESS CODE

Students should be properly dressed for the weather. Students are required to go outside during recess time, weather permitting, unless there is a medical reason for them to remain inside. Persistent requests will require a note from a doctor.

Students are expected to dress appropriately for daily activities; i.e., recesses, physical education, field trips, etc. If student clothing is inappropriate, dangerous or distracting, parents will be called. In some instances, the school nurse may have clothing the child can wear for the day. Tank tops with oversized arm openings, short shorts, and short tops are not appropriate dress for school. Midriff (belly shirts) and spaghetti strap tops **are not** allowed and shorts should be worn below to Mid-Thigh. There should be no skin visible between a student's shirt and pants/shorts. No clothing with alcohol or cigarette advertisements, guns, or violence will be allowed. **Hat Rule:** Students and adults have been requested not to wear hats in the building. Students should refrain from wearing high heels, platform shoes, and heelys as they propose a safety hazard for elementary students. Students are not allowed to bring make up to school. (i.e. eye shadow, lipstick, lip gloss) For special occasions (ie photo day) it should be applied at home.

FIRE DRILLS

A fire drill evacuation sign is posted in each room. Students are expected to familiarize themselves with proper exits in each of their classrooms. The teacher in each classroom will give instructions on proper evacuation procedures. Students will evacuate the building in a quick, quiet, and orderly fashion. Running and loud disturbances will not be tolerated. All driveways, roads, and parking areas are to be kept clear of any obstructions so that emergency vehicles may move freely.

Fire drills will be conducted as to provide students with practice of how and where to evacuate each of our facilities.

- Fire drill will be indicated by a continuous buzzing sound. All clear for return to the building will be sounded on the outside bell.
- Please walk briskly, but do not run The first student to arrive at any exit door will hold it open for the passing of all other students.
- Teachers: All teachers should instruct students assigned to their homerooms and daily classes on the proper procedures for leaving the building from the various locations in the building.
- The teacher should be the last one out of the room after closing all windows and doors. Once outside the teacher is responsible for attendance of assigned students. Any missing students are to be reported immediately to an administrator or administrative secretary.

FLOWER/BALLOON DELIVERIES

The delivery of gifts, flowers, balloons, etc. during the school day is discouraged. Any gifts, flowers, balloons, etc. that are delivered to the elementary school will be held in the office until the end of the school day. At the end of the school day, any deliveries will be made to the appropriate classroom/student.

FOOD

Throughout the school year students may participate in activities that include the use of food. We ask that parents complete the "Edibles Permission Slip" to ensure your wishes regarding food are known and that no safety concern exists. Please also ensure that the school nurse (897-5710) is aware of any concerns.

FOOD SERVICE

The RSU #73 Nutrition Program offers students a variety of food choices. A hot meal with fruit and vegetable choices may be obtained daily. Meals served meet the federal meal pattern requirements of the National School Lunch Program.

Students may also apply for free or reduced lunch by filling out and submitting the appropriate form. The forms are available in the main office. Students will be notified whether they qualify for one of these programs.

Breakfast Program: BREAKFAST IS FREE FOR ALL STUDENTS

Lunch: Lunches may be paid for daily, weekly, or monthly. School lunch personnel maintain a record of lunches purchased and lunches provided. No tickets are distributed. Students will be notified when there are no more paid-up lunches.

Parents are also reminded that the school committee does not endorse the charging of lunches. Students without lunch money should bring money for lunch on the next school day. The cost of meals (subject to change) is:

Adult Lunches:	\$4.00
Student Lunches:	\$2.45
Reduced Student Lunches:	\$0.40
Single milk purchase:	\$0.50

Checks should be made out to the RSU #73 School Lunch Program for individual students or all students in the family attending RSU#73 Schools.

HARASSMENT

RSU #73 recognizes the rights of each student to work in an atmosphere free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere students are prohibited from harassing other students where harassment is based upon race, color, sex, religion, age, national origin, or handicap. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment include unwelcome sexual advances, gestures, comments or contact; threats; offensive jokes; and ridicule, slurs, derogatory action or remarks.

If students feel they are being harassed they should tell the person doing it that his or her behavior is not welcome or appropriate and that the behavior needs to stop. If a student is uncomfortable with confronting the alleged harasser, he or she should go to a guidance counselor or administrator with the complaint. Also, if a student has confronted the alleged harasser and the behavior has not stopped, the student should go to a guidance counselor or administrator. The guidance counselor or administrator will determine the extent of the harassment and begin an investigation if necessary.

During a harassment investigation, the student will complete a harassment report and the principal or his or her designee will interview the alleged harasser. The purpose of this investigation is to determine the facts and to get any harassing behavior to stop. If the behavior does not stop, disciplinary measures will be applied.

At any time in this process, the student who feels he or she is being harassed and/or his or her parents can contact the principal or the district's Affirmative Action Coordinator for advice on the various options available to them. If the student and/or parents do not feel the situation has been resolved, they may also contact the Director of the U.S. Office of Civil Rights, Department of Education, Washington, D.C. State House Station #51, Augusta.

RSU #73 recognizes its responsibilities to address, investigate and take action relative to violations of individual Civil Rights, Hate Crimes, Intolerance and Prejudice that may occur on school grounds or at school sanctioned activities. In addition to school related discipline involving these specific areas, victims of such violations may be encouraged to go outside the school district and file their specific complaint with the Maine Department of The Attorney General and the Holocaust Human Rights Center.

HEALTH SERVICES AND SAFETY

The school nurse provides health services and programs that are beneficial to the students' physical and emotional well being in the school environment. Health counseling and free health pamphlets are available. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

For emergency first aid and illness during school, assistance is available from the school nurse who will decide what should be done. When the nurse is not present, students should go to the main office. Students must not leave the building because of illness without authorization.

Physical examinations are recommended for all students entering kindergarten, grade six and grade nine, and are to be done by the students' own physicians. A school physical form should be filled out by the student's physician, returned to the school nurse, and kept in the student's health record. Records shall be retained according to the current State schedules pertaining to student health records. The school nurse will report any identified medical problems to the principal for that student. Information regarding a student's wellness, allergies, medications, precautions, and restrictions during physical education or school athletics should be given in writing to the school nurse and any of his or her athletic coaches.

The school will make every effort to inform the parents of an accident or illness occurring at school that may need care or observation at home. However, no students will be sent home unless a responsible adult is there to receive them.

MEDICATION POLICY:

If your doctor requests that a medication be administered to your child at school, it must be left in charge of the nurse or school official. The following information is required:

1. Student's name
2. Name of medication
3. Parent's Signature
4. Condition for which drug is prescribed
5. Dosage, time, duration to be given
6. Side effects, if any
7. Doctor's signed request or the bottle with the prescription on it

It is against school policy for students to carry medication/drugs on school property. Medications must be transported to school by an adult. Medications such as cough syrup, cough drops, Tylenol, aspirin, and "over-the-counter" drugs **will not** be given at school. Please give these around school hours. Children with a persistent cough should be home.

If you have any questions or concerns about your child's health, please contact the school nurse.

HOMEWORK

It is important for parents to become involved in their child's homework. A specific study time and area are the responsibility of the parent and child. Parents are encouraged to inquire daily, with their child, about homework assignments. Usually, weekly spelling words and math facts are required as homework for grades 3-5. All 3-5 students are required to read nightly. In grades 3-5, homework in other subject areas is more frequently assigned. A copy of the homework policy is enclosed for your information.

RSU #73 SCHOOL DEPARTMENT HOMEWORK POLICY

The purpose of homework is to assist in skill development and to create interest in school subjects. It should have a positive effect on achievement and character development and can serve as a vital link between the school and family.

Homework should have different purposes at different grades. For younger student, it should foster positive attitudes, habits and character traits. For older student, it should facilitate knowledge acquisition in specific topics.

Efforts should be made to coordinate the amount of homework through departmental or grade level meetings. The frequency and duration of homework assignments should be reasonable. The following is recommended:

- A. Grade 1 to 3 A student's total daily homework assignments be an average of 15 minutes, one to three times a week.
- B. Grade 4 to 5 A students' total daily homework assignments be an average of 15 to 45 minutes, two to four times a week.
- C. Grade 6 to 8 A students' total daily homework assignments be an average of 30 to 60 minutes, three to four times a week.
- D. Grade 9 to 12 A students' total daily homework assignments be an average of 60 to 120 minutes, four to five times a week.

Students would be made aware of:

- A. The purpose of the assignment;
- B. How the assignment is related to the topic under study;
- C. How the assignment might be best carried out;
- D. What he/she needs to do to demonstrate that the assignment has been completed; and
- E. How all homework assignments will be evaluated.

Parents should be made aware of the RSU #73 School's homework policy.

LOST AND FOUND

Every year many personal articles of clothing remain unclaimed. Parents are encouraged to have their child check the lost and found box if anything is missing. Parents are also encouraged to ask about unfamiliar articles that your child may have as clothing sometimes gets mixed up and children may exchange things without parental knowledge.

Unclaimed clothing is donated to the free store after April vacation and also after school ends in June.

NOTICE OF NON-DISCRIMINATION

RSU #73 does not discriminate on the basis of race, age, color, national origin, sex, sexual orientation, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: RSU #73 Affirmative Action Officer, Chris Hollingsworth.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557.

PARKING

Parents are requested to park in the parking lot in front of the school. There is no parking near the school. This area is for emergencies and buses. NOTE: It is against state law to pass a school bus when its red lights are flashing, even in the school yard.

PARTIES

School parties are scheduled by the classroom teachers and will be restricted to special occasions like Christmas and other holidays. Students wishing to have parties for teachers are requested to do so with the permission of the building principal.

PERSONAL PARTIES

Your child will not be allowed to distribute personal party invitations at school unless they have invitations for every student in their classroom.

PHOTOGRAPHS AND VIDEOS

From time to time student pictures are taken or videos made for various purposes at school including but not limited to documenting projects, awards ceremonies, and special projects. **If you do not wish to have your child's picture taken and/or published please contact the school and document your request in writing.**

Your child's classroom teacher may choose to put classroom pictures on their classroom web page. This may mean that your child's picture could be added to the web page. However, student names will not be used at any time on the web page, picture only. **If you do not wish to have your child's picture on our school web page, please put it in writing to the school.**

PERSONAL PROPERTY

These items should be brought to school every day:

- Recommended supplies (pencils, crayons, markers, rulers, erasers, scissors, pencil box, folders, colored pencils, glue sticks, pencil sharpener, yellow highlighter, and other items identified by grade level staffs).

These Items must **not** be brought to school:

- Large items or live animals on the bus
- Dangerous articles (i.e. knives, guns, bullets, matches, etc.)
- Expensive/valuable articles such as radios, tape player, CD players, electronic games, trading cards, etc.
- Large amounts of money
- Any alcohol or tobacco product.
- Inappropriate literature and/or publications
- Other items as may be determined by the principal

PICKING STUDENTS UP AFTER SCHOOL

Parents who are going to pick up their children after school should report to the office and sign them out. Please arrive by 2:00pm to ensure that your child is not dismissed to the bus. Once students have been signed out in the office – parents will wait in the foyer area of the main entrance. This will help maintain a secure environment for our students and to minimize interruptions as teachers are wrapping up instruction, processing the days events with their classes, and getting all students prepared for the end of the day. We appreciate your cooperation in this matter.

PLAYGROUND RESPECT AND SAFETY

1. No contact sports allowed.
2. No gum, hard candy or lollipops.
3. No hardballs, bats, roller skates or skateboards.
4. Slide in correct forward manner.
5. Use equipment properly. (ie, no walking up slide, standing on swings, jumping off swings, walking across top of equipment)
6. Stay away from windows and all doors.
7. Use trashcans. Do not litter.
8. Do not leave the playground or enter the building without teacher permission.
9. Line up immediately at the teacher's instruction.
10. Enter the building quietly.
11. In winter, dress properly. If without boots, stay on paved areas only. If without snow pants, do not slide on banks.
12. Stay off icy areas.
13. Do not throw ice or snow.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be conducted each morning. All students are encouraged to stand.

QUESTIONING AND SEARCHES

In order to maintain a safe and orderly environment in the school, administrators are authorized to question and search students. In addition, student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school district. All storage facilities are district property and remain under the control, custody and supervision of the district. Students have no expectation of privacy in district storage facilities or for any items placed in such storage facilities. District staff has 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 or school or district policy, such evidence may be seized and impounded by the administrator and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the administrator.

SCHOOL CANCELLATIONS, DELAYS OR EARLY DISMISSALS

It is sometimes necessary to cancel school, delay opening or dismiss early due to poor weather conditions. When concerned about weather conditions, parents should listen to the following radio stations for special school closing announcements: WKTJ in Farmington, WPOR in Portland, WBLM in Portland, WGAN in Portland, WKCG in Augusta, WCSH-TV in Portland, and www.rsu73.com

We encourage parents to give as specific instructions as possible on where to go when dismissed for inclement weather. As time permits, we will activate our telephone network for parent notification.

SCHOOL EVACUATIONS

School closing due to evacuation will also be broadcast as listed. A telephone network will be set up for evacuations only

SCHOOL PROPERTY

Students are responsible for all school properties, such as tests, chairs, and desks, and library books, which are assigned for their use. Reimbursement for any damage is at the current replacement price.

Students will be provided with storage for appropriate books, materials, and personal belongings of the students. However, the school shall remain the owners of such storage. Periodic, general inspection of school storage space may be conducted by school authorities for any reason at any time — without notice, consent, or search warrant.

SCHOOL VOLUNTEERS

RSU#73 Elementary Schools have an active school volunteer program. Parents are sent a volunteer sign-up form at the beginning of the year. In addition, forms are always available at the school office.

SPECIAL EDUCATION

Students with special education needs have the right to a free and appropriate educational program by law. The process by which these services are assessed in the public schools is by a referral to the Individualized Education Planning Team (IEP) of the school. The IEP is composed of teachers, parents, special educators and administrators. It is the assessments and recommendations of the IEP, which determine the kind and amount of services provided. More information may be obtained by contacting the special education director at 897-6722.

Section 504 is part of the federal Rehabilitation Act of 1973, which was enacted by congress to combat discrimination against individuals with disabilities in services, programs and activities administered by any entity that receives federal funds, including public schools. Students found eligible under Section 504 will be provided with an equal educational opportunity to gain access to a free and appropriate public education.

STUDENT RECORDS

The School maintains accurate, updated records on all students. Parents have certain rights and responsibilities and should contact the principal with any questions on this policy.

Parents are responsible for completing the Student Information Sheet and returning it to the school as soon as possible. Parents are also responsible for contacting the school if any of the information on this sheet changes. It is imperative that the school knows how to reach parents or have another designated person's telephone number to use in the event of an emergency.

Parents shall have the right to inspect and review any and all official records, files, and data related to their children, including the material which is part of student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including — but not limited to — identifying data; academic work completed; level of achievement; attendance data; scores on standardized intelligence, aptitude, and psychological test; interest inventory results; health data; family background information; teacher or counselor rating and observations; and verified reports of serious or recurrent behavior patterns.

RSU #73 has established appropriate procedures for granting a parent request for access to their child's school records. Such requests should be made to the principal. The school shall provide a school employee to interpret the information within the folder to the parents. Parents may request copies of materials contained in their child's records at their own expense.

Information which the school maintains for student identification purposes may be released to other parties at the discretion of the principal. This information includes items such as name, address, parent's name, etc. Parents may request that this information not be released. These requests must be in writing and should be sent to the principal.

STUDENT TESTING

Grade 3-5 students are administered the New England Common Assessment Program (NECAP) "May change to Smarter Balance in 2014". Parents will receive a printed report. Grade K-5 students are administered the Northwest Evaluation Association (NWEA) Test. Parents will receive a printed report.

All students are given reading tests when appropriate. Teacher-made tests are given as announced by the teacher and students should be encouraged to study for them.

We always obtain parental permission before administering any individual test batteries to determine student ability, learning disabilities, etc.

STUDENT TECHNOLOGY USE

This information technology and network use policy governs the use of computers and networks in RSU #73. As a user of these resources, students are responsible for reading and understanding this policy. It protects the consumers of computing resources, computing hardware and networks, and the system administrator.

RSU #73 utilizes filtering technology designed to block any materials that are obscene or harmful to minors. The district is in compliance with the Children's Internet Protection Act (CIPA) as mandated by federal law. RSU #73 is not responsible for internet use at home with equipment owned by the school.

Computers and networks can provide access to resources on and off school campus, as well as, communication with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contracted obligations. Users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Users do not own accounts on RSU #73's computers but are granted the privilege of use. Technology staff will have access to users' files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of RSU #73. All employees, students, parents and community members are expected to observe the following rules of network etiquette:

- Do not disclose personal information about yourself or others.
- Give credit to copyrighted materials found on the world wide web.
- Use of e-mail must comply with RSU #73's educational policies. Threatening or harmful e-mail will result in loss of privileges and possible further legal action.

Computers, networks and the Internet are provided for educational curriculum and applied research consistent with the learning objectives of RSU #73. Each user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable use that are expressly prohibited include but are not limited to the following:

- accessing inappropriate materials;
- illegal activities;
- violating copyrights;
- plagiarism;
- copying software;
- non-school related uses;
- misuse of passwords/unauthorized access;
- malicious use/vandalism;
- unauthorized access to chat rooms/news groups; and
- unauthorized games, downloads and software installation.

RSU #73 assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. Be mindful that the availability of the Internet as a research tool is a tremendous benefit to the students, parents, employees and community users. Any attempts to vandalize, destroy data, will be cause for revocation of privileges.

STUDENT USE OF OFFICE TELEPHONE

Students will be allowed to use the telephone only in emergency situations, and then only with the permission of the classroom teacher. Students cannot use cell phones during school hours.

SUBSTITUTES

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important asset whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and as considerate as you would be to your regular teacher.

TITLE IA SERVICES

Title IA services are provided in the areas of supplemental math and reading instruction at the K-5 level. Parents are notified of their child's eligibility and/or participation in this program.

VISITORS

Parents are always welcome at school. Visits and meetings must be arranged with the classroom teacher prior to the visit. To help ensure the safety of our students, all visitors must report to the main office. They will be asked to state their business and issued a visitor's pass **PRIOR** to going to any part of the building. School staff have been asked to report any unauthorized persons immediately to the office.

Dismissal – once students have been signed out in the office – parents will wait in the foyer area of the main entrance. This will help maintain a secure environment for our students and to minimize interruptions as teachers are wrapping up instruction, processing the days events with their classes, and getting all students prepared for the end of the day. We appreciate your cooperation in this matter.

WIRELESS COMMUNICATION DEVICES

Any communication device that is brought to school must be turned off and kept in the office or backpack until the end of the school day. If a student needs to call home (for instance, to arrange after school transportation: to pass on cancellation information; or to have something from home brought to school), they must first get permission from one of their teachers to use the office telephone.

RSU #73 POLICIES

All schools in RSU #73 are subject to RSU #73 policies. If there is a conflict between a elementary school policy and a district policy, the district policy shall be the one upheld.

MEAL CHARGING POLICY

EFDB

All students in grades K-8 shall be allowed to charge their school lunches for up to three meals. Failure to pay after three meals shall result in the loss of charging privileges until such time as payment is received. Parents shall be notified of existing charges and be requested to render payment. A substitute meal provision may be made for students in the elementary school.

Adopted: August 22, 2002

PROMOTION & RETENTION OF STUDENTS IN GRADES K to 8 POLICY

IKE

Philosophy:

It is the intent of RSU 73 to offer appropriate instruction to all students in a developmental, progressive and sequential way. The grade placement of each child should be made on an individual basis and promotion should be tied to the attainment of academic and developmental criteria. RSU 73 believes that parents, teachers, and administration should be involved as early as possible in identifying areas of need.

Policy:

It is the policy of RSU 73 that the grade placement of students will be made on an individual basis in accordance with the criteria contained in this procedure.

The following criteria shall be utilized in making decisions concerning grade level placement.

- A. Student achievement
 - Performance as reported on the report card. (Must receive a grade of 65 or better on numerical report cards and must receive partially meets on standards-based report cards)
 - Norm-referenced tests (if applicable)
 - State criterion referenced tests (if applicable)
- B. Academic potential (performance in relation to ability level)
- C. Attendance
- D. Health
- E. Maturity
- F. Age in relation to grade placement
- G. Student attitude
- H. Parent concerns
- I. Program options

Process:

The following grade placement guidelines will be used to process placement in grades K to 8.

1. Parents will be notified of concerns about the grade level placement of students and possible retention as early as possible.

2. Absences of twenty days or more days per school year shall serve as a criterion for referral to the Placement Committee. A letter will be sent to parents informing them of this referral.
3. Absences of thirty days shall make retention in the grade mandatory. Administration shall have the right to use discretion in cases of long-term illness, accident or other unusual circumstances
4. Students earning less than a yearly grade of “65”, or earning less than a “partially meets” in any required subjects, will serve as a criterion for referral to the Placement Committee.
5. When applicable, scoring below grade level or the percentile cut-off on standardized assessments will serve as a criterion for referral to the placement committee.
7. Retention warning letters will be sent home starting at progress report time during the first ranking period.
8. Transfer students arriving too late for the RSU 73 school district to follow the stated Student Placement Procedure, will be referred to the Placement Committee for recommendations.
9. The possibility of summer school is an option when and if it is offered. As students who fails 1 or 2 subjects or earns a “does not meet” in 1 or 2 subjects has the option of summer school. However, for students in grade 6, 7 and 8, their yearly average in the subject area must at least be a “50” in order for students to be eligible to take summer school.
10. In the case of parent, student or teacher request for an accelerated grade placement, the request needs to be made to the building principal. The building principal will then convene The Placement Committee. The Placement Committee will hear the requestor’s argument for acceleration and after hearing the argument will use the criteria A, as stated above, to make a decision.

Appeals

1. If parents disagree with the recommendation of the placement committee they may appeal the decision to the Placement Appeal Committee.
2. If parents disagree with the recommendation of the Placement Appeal Committee, they may appeal to the superintendent.
3. The Superintendent’s decision will be final.
 - A. A letter containing the decision of the Placement Appeal Committee and, as applicable, the superintendent will be sent to parents and a copy of those letters placed in the student’s file upon completion of the decision-making process.

Delegation of Authority:

The RSU 73 Board delegates the responsibility for the implementation of this policy as it is written to the building principal, and as applicable, the Superintendent.

Exceptions to This Policy: None at this time.

Members of the Placement Committee:

The members of the Placement Committee will consist of no less than one teacher member from each of the grade levels or teams in the building, a special education teacher, a guidance counselor, the student’s teacher (s), and the building principal.

Members of the Placement Appeal Committee:

The above committee with the inclusion of the parents and any professionals that the parent has invited will serve as the Placement Appeals Committee.

Reports: The principal will prepare a report annually for the Superintendent and School Board as to the number of students by grade that have been retained, and reason(s) for the retention.

Adopted: April, 2014

Regional School Unit 73 Board of Directors
School System Commitment to Standards for Ethical and Responsible Behavior Policy

ADAA

The Board of Directors believes that promoting ethical and responsible behavior is an essential part of the school unit's educational mission. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding Principles of the Maine Learning Results. The Board also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates Board policy or school rules. Further, the Board believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior. To that end, the Board supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the Board is committed to the establishment and implementation of a process for identifying shared values and setting and enforcing standards for behavior, including prescription of consequences for unacceptable behavior. The process for identifying such shared values will invite and include the participation of Board members, school administrators, staff, parents, students, and the community. Core values will be reviewed periodically, with opportunity for public participation. The Board will direct the Superintendent/designee to develop a process to assess school system progress toward achievement of an ethical and responsible school culture.

Following the identification of core values, the Board, with input from administrators, staff, parents, students, and members of the community, will adopt a Student Code of Conduct consistent with statewide standards for student behavior¹ that shall, as required by law:

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the Student Code of Conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current Individual Education Plan (IEP) is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate; and
- G. Establish guidelines and criteria concerning the appropriate circumstances when the Superintendent/designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The Student Code of Conduct will be reviewed periodically by the Board, with input from administrators, staff, parents, students, and members of the community.

Students, parents, staff, and the community will be informed of the Student Code of Conduct through handbooks and/or other means selected by the Superintendent/designee.

Ethics and Curriculum

The Board also encourages schools, school administrators and staff to provide students with meaningful opportunities to apply values and ethical and responsible behavior through activities such as problem solving.

Legal Reference: 20-A MRSA §§ 254, 1001(15)

Adopted: September 13, 2012

¹The statewide standards are the “core values” identified in the report of the Commission for Ethical and Responsible Student Behavior, Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities. The core values are: Respect, Honesty, Compassion, Fairness, Responsibility and Courage. The Code of Conduct must be “consistent with,” not identical to, the statewide standards developed under 20 M.R.S.A. § 254(11). This provides an opportunity for communities to identify their own core values and articulate what they “look like” when applied to behavior. The core values serve as a basis for school system expectations for student conduct.

Appendix A: Spruce Mountain Elementary School PBIS Forms

Spruce Mountain Elementary School School Wide Rubric and Expectations

	Hallway	Bathroom	Cafeteria	Playground	Bus
Be Respectful	<ul style="list-style-type: none"> *Stop at intersections *Look ahead when walking 	<ul style="list-style-type: none"> *Keep privacy * Flush toilets *Place paper in wastebaskets 	<ul style="list-style-type: none"> *Use your manners * Use inside voices * Keep to your personal space 	<ul style="list-style-type: none"> *Keep personal space *Respect others play space *Respect property of others *Take turns and and share equipment 	<ul style="list-style-type: none"> Voices at 1 (When lights go on voices should be at 0) Clean up after yourself. Respect bus property.
Be Responsible	<ul style="list-style-type: none"> * Hold the door for those behind you. * Walk in a line with your class. 	<ul style="list-style-type: none"> *Use products appropriately *Dispose of waste properly *Wash hands 	<ul style="list-style-type: none"> *Be ready *Know your milk choice *Get utensils *Clean up after yourself. 	<ul style="list-style-type: none"> *Return borrowed equipment *Line up immediately and stay with class *Agree to the rules before starting a game. 	<ul style="list-style-type: none"> Keep hands, feet, head, and objects away from windows Give bus note to driver. Report problems to the bus driver.
Be Safe	<ul style="list-style-type: none"> *Use quiet walking feet *Stay to the right *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Be as quick as you can *Tell an adult if there is a problem *Keep hands and feet to your self 	<ul style="list-style-type: none"> *Use walking feet *Use utensils appropriately *Wait patiently *Keep hands to yourself. 	<ul style="list-style-type: none"> *Use equipment appropriately *Look out for others *Find an adult if you need help. 	<ul style="list-style-type: none"> Allow someone to sit with you unless assigned.
Voice Levels	0	1	1 or 2	Up to 4	0-1