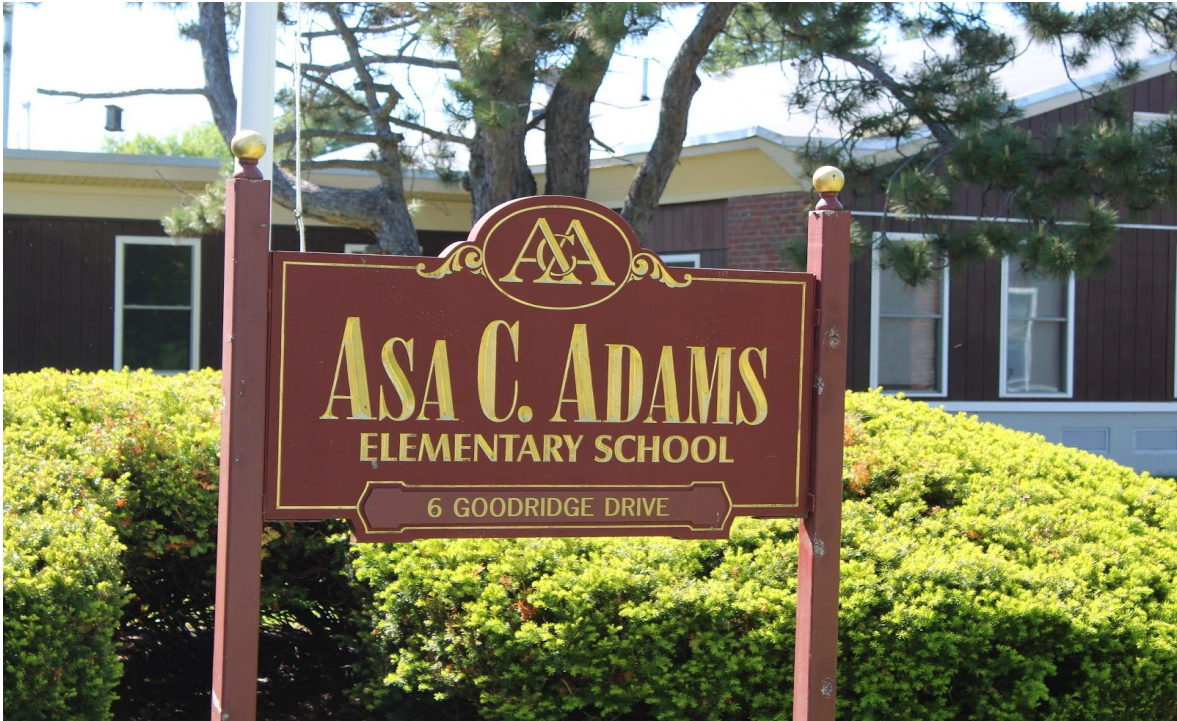


# **Student & Parent Handbook**

## **2019-2020**



## **ASA C. ADAMS SCHOOL**

***Responsible, Respectful, Ready to Learn,  
Nothing Less Than My Best***

Dear Parents and Community Members,

I am excited to welcome you to the 2019-20 school year at Asa C. Adams School. It is my honor to work with such a talented group of educators to create a positive learning environment. We all have our preconceptions of school, but I wish to assure you that we are committed to providing your child the best education for the 21st century. This includes a variety of 'Whole Child' pedagogical approaches, the most prominent being Social-Emotional Learning, which, at Asa C. Adams School, we call Habits of Mind. These are competencies embedded in language and practice to foster such skills as empathy, perseverance, and flexible thinking. Research indicates that learning these skills has a profoundly positive effect on a child's ability to navigate our global society. These skills carry over into adulthood.

At Asa C. Adams, we strive to make learning accessible, to meet the needs of each and every student, and to make school fun! Our rotating 6-day schedule helps provide greater flexibility in all content areas. Your child will have a wide range of educational opportunities, many of which intersect such as Science and Math. With respect to this interdisciplinary design, our staff is working to embed Universal Design for Learning, a framework to provide students with individualized instructional approaches, into our curriculum. Similarly, we continue to move forward with Science, Technology, Engineering, Arts, and Mathematics, in S.T.E.(A.)M projects within classrooms. This often involves the use mini-robots, computer coding, and a variety of digital resources.

I will be updating you on a regular basis through communications over our new School Messenger system and in my monthly Principal's newsletter. It is important to me to work with you as a partner in your child's education. As a matter of planning, we will be presenting the theme of "Building Bridges" this year to further connect with the community, with the University of Maine at Orono, and with other related organizations. Our first connection to you will come from our wonderful Parent-Teacher Organization. I cannot say enough about their ability to 'draw' in support for our students and teachers. Hence, we welcome you to join the Asa C. Adams PTO and become a parent volunteer.

At the heart of Asa C. Adams School is the human element. Our daily interactions with students, parents, each other, and the RSU 26 community show who we truly are. As an educational leader, I emphasize culture as a prerequisite to positive change. Much of my background is premised upon Systems Thinking, a way to envision school as a learning organization. Please note this applies to every person, not only students. Dr. Peter Senge wrote that "Learning is all about connections, and through our connections with unique people we are able to gain a true understanding of the world around us."

Finally, I appreciate and respect the trust you place in us to care for and educate your child. Our staff is highly-trained and deeply committed to the well-being of every student. I look forward to meeting you and joining in our journey across this year's bridge to your child's success.

Sincerely,

Dr. Darren J. Akerman, Ed.D.



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## SECTION 1: GENERAL SCHOOL INFORMATION

### Asa Adams Staff Directory

<b>Principal</b> Darren Akerman, Ed.D.	<b>PreK</b> Bethany Bilodeau	<b>Grade 5</b> Patrick Allen Brad Martin	<b>Orchestra</b> Waldo Caballero
<b>School Counselor</b> Lisa Erhardt	<b>Kindergarten</b> Angela McLaughlin Jodie Shaw	<b>Literacy Specialist/ Reading Recovery</b> Allison Woodard	<b>Band/Recorder</b> Jennifer Acosta
<b>Administrative Assistant</b> Kate Crane Jessica Fine	<b>Grade 1</b> Megan Dreher Suzanne Neville Janet Metcalf	<b>Title 1 Staff</b> Traci Lehan Laurie O'Brien Josephine Cressey	<b>Library/Computer Lab</b> Diana Smart
<b>Director of Special Services</b> Sharon Brady	<b>Grade 2</b> Laura Cavazos Kim Oldenburgh Kelly Berglund	<b>Art</b> Nancy Fitch	<b>Special Services</b> Char Chasse Tammy Cyr Linda Manning Ashley Satre Madeline Mellor
<b>Chapter 104 Teacher</b> Wendy Pearson	<b>Grade 3</b> Kelley Dill Sara Kreutz Lars Soderberg	<b>Physical Education</b> Nick Butler	<b>Speech Language Pathologist</b> Caitlyn Lynch Candi LaBree
<b>School Resource Officer</b> Ed Leskey	<b>Grade 4</b> Michelle Brichacek Sarah James Charity Robbins	<b>English Language Learner Teacher</b> Sandra Seavey	<b>Occupational Therapist</b> Becky Chase
<b>School Nurse</b> Karen Martin		<b>General Music/Chorus</b> Jessica Moore Terry Henry	<b>Day Custodian</b> Joe Mason
<b>Food Service Director</b> Ben Jacobson			
<b>Technology Director</b> Sean Malone			

#### RSU #26 Phone Numbers

Main office	866-2151
Guidance Office	866-2151
FAX	866-3664
Adult Ed	866-4119
Special Ed	866-7110
Superintendent	889-7110
Food Service	866-7110
Middle School	866-2350
High School	866-4916

#### E-mail & website

The general email address for all Asa Adams faculty is the person's first initial, last name, followed by @rsu26.org. For example: dakerman@rsu26.org.

Our staff directory can be found at [www.rsu26.org/asa/](http://www.rsu26.org/asa/)

#### Terminology Used In The Student/Parent Handbook

In this handbook the word "parent" also means guardian; "principal" also includes the designee; the term "school facilities" includes the location where any school sponsored or approved activity is held, whether on or off school grounds. In the event that there is a conflict between this handbook and school policies, the policies will govern decisions.

#### School Hours

Our school day begins promptly at 8:30 am and ends at 3:00 pm. The PreK morning session begins at 8:30 am and ends at 11:00 am. The afternoon session begins at 12:30 pm and ends at 3:00 pm. Students in PreK who wish to eat lunch before the afternoon session should arrive at 12:10pm.

## Asa C. Adams School 2019 - 20

No School					White Day					T Teachers Only				
E Early Release					Maroon Day					H Holiday				
August					September					October				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
19	20	21	22	23	H	3 (3)	4 (4)	5 (5)	6 (6)		1 (5)	2 (6)	3 (1)	4 (2)
T	T	T	29 (1)	30 (2)	9 (1)	10 (2)	11(3)	12 (4)	13 (5)	7 (3)	8 (4)	9 (5)	10 (6)	11 (1)
					16 (6)	17 (1)	18(2)E	19 (3)	20 (4)	H	15 (2)	16 (3)	17 (4)	18 (5)
8/29: PK-6, 9 & New Students					23 (5)	24 (6)	25 (1)	26 (2)	27 (3)	21 (6)	22 (1)	23 (2)	24 (3)	25 (4)
8/30: All Students					30 (4)					28 (5)	29 (6)	30 (1)	31 (2)	
November					December					January				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1 (3)	2 (1)	3 (2)	4 (3)	5 (4)	6 (5)			H	2 (4)	3 (5)
4 (4)	5 (5)	6 (6)	7 (1)	8 (2)	9 (6)	10 (1)	11 (2)	12 (3)	13 (4)	6 (6)	7 (1)	8 (2)	9 (3)	10 (4)
H	12 (3)	13 (4)	14 (5)	15 (6)	16 (5)	17 (6)	18 (1)	19 (2)	20 (3)	13 (5)	14 (6)	15 (1)	16 (2)	17 (3)
18 (1)	19 (2)	20 (3)	21 (4)	22 (5)	23	24	H	26	27	H	21 (4)	22 (5)	23 (6)	24 (1)
E Asa only (6)	T	27	H	29	30	31				27 (2)	28 (3)	29 (4)	30 (5)	31 (6)
February					March					April				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3 (1)	4 (2)	5 E OHS only (3)	6 (4)	7 (5)	2 (4)	3 (5)	4 (6)	5 (1)	6 (2)			1 (1)	2 (2)	3 (3)
10 (6)	11 (1)	12 (2)	13 (3)	14 (4)	9 (3)	10 (4)	11 (5)	12 (6)	13 (1)	6 (4)	7 (5)	8 (6)	9 (1)	10 (2)
H	18	19	20	21	16 (2)	17 (3)	18 (4)	19 (5)	T	13 (3)	14 (4)	15 (5)	16 (6)	17 (1)
24 (5)	25 (6)	26 (1)	27 (2)	28 (3)	23 (6)	24 (1)	25 (2)	26 (3)	27 (4)	H	21	22	23	24
					30 (5)	31 (6)				27 (2)	28 (3)	29 (4)	30 (5)	
May					June									
M	T	W	Th	F	M	T	W	Th	F					
				1 (6)	1 (2)	2 (3)	3 (4)	4 (5)	5 (6)					
4 (1)	5 (2)	6 (3)	7 (4)	8 (5)	8 (1)	9 (2)	10 (3)	11 (4)	12 (5)					
11 (6)	12 (1)	13 (2)	14 (3)	15 (4)	T	16	17	18	19					
18 (5)	19 (6)	20 (1)	21 (2)	22 (3)	June 14: OHS graduation									
H	26 (4)	27 (5)	28 (6)	29 (1)										



## **RSU #26 Mission**

*Cultivating a community of responsible, respectful, and passionate learners.*

## **RSU #26 Core Values (for greater detail see Section 4: Student Conduct and Discipline)**

- Caring
- Respect
- Responsibility
- Fairness
- Honesty

## **Asa C. Adams Core Beliefs**

The staff at the Asa C. Adams School believes that our school community is responsible for fostering a learning climate founded upon:

- Caring
- Respect
- Responsibility
- Fair and firm expectations for behavior
- Valuing and appreciating learner diversity

Our teaching practices and learning strategies, including instructional goals, placement, groupings, and activities that:

- Represent high expectations for performance by all learners
- Ensure success for all learners
- Take into account the wide range of intelligence types, learning styles, learning rates and developmental needs existing within our learning community
- Ensure that our students acquire knowledge, skills and an understanding of the process of learning
- Reflect knowledge that learning activities should be meaningful and demonstrate relevancy to real life needs
- Promote student independence in learning

Our curriculum, instruction and assessment reflect high academic standards, teacher and student accountability for learning, shared decision-making between students and teachers, a well defined spiraling curricular design, and integration of curriculum.

## **School/Home Partnership**

In order to help all students achieve high standards, we ask parents to provide:

- Assistance with homework when needed and a quiet place to work
- Nutritious meals and snacks and lots of exercise opportunities for kids
- Communicate in a timely fashion with school staff when questions or concerns arise
- Consistent expectations for appropriate behavior

The school staff in return will provide:

- A close working relationship with the student's family centered around communication
- A positive approach in the classroom that focuses on student's strengths
- A safe learning environment
- All materials necessary to participate in learning tasks
- High expectations for all learners

We ask that students be invested in their own learning. Things that students can do include:

- Focus on the learning activities provided
- Find time to read everyday
- Talk with their parents about what is going on in school
- Treat others with respect to allow for a safe and caring school for all

- Come to school every day
- Communicate with school staff if they have concerns or questions

## Visitors To The School

The school encourages the active interest and involvement of parents and citizens at Asa C. Adams School. In order to avoid interruption of the instructional program and to promote the safety of students and staff, the following procedures have been adopted.

The term “visitor” applies to any person on school grounds or in school buildings who is not an employee or student of the school department. All visitors (including parents/caregivers) are required to enter through the main entrance and report to the main office upon arrival at the school and at the completion of the visit. Visitors must sign-in at the office and will need to wear a Visitor’s Tag if they are going to move throughout the building for any reason. **All visitors who wish to visit classrooms, observe aspects of the instructional program, and/or meet with staff members are expected to schedule those visits in advance with the classroom teacher.** Teachers or other staff may not use instructional time to discuss individual matters with visitors.

School visitors will comply with the directions of the principal and will not interrupt or interfere with classroom and other school activities. The building administrators have the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school-related business or who may disrupt the operations of the school.

## Volunteer Program

We value the support we receive from volunteers and realize that we would be unable to provide such quality experiences for the children without their time and expertise. Our goal is to facilitate the involvement of parents and community members in our schools in a variety of ways. However, our overriding concern is for the safety of the children in our care. We strive to ensure that our children benefit from the help and support volunteers provide and are also provided with the best possible security.

A volunteer is designated as someone who has applied and been approved by the building principal as a person willing and interested in providing specific and pre-determined education or service in a classroom or school-wide setting. All volunteers must be approved by the principal and shall serve under the direct supervision of the professional personnel of the school to which they are assigned or have offered their services. Volunteers may provide regularly scheduled service or a one-time service.

### Application Procedure for Volunteers

1. Volunteers are required to complete an Asa C. Adams Volunteer application before beginning any volunteer activity. An applicant can request to work in a particular assignment or express a general interest in volunteering. Applications are available at the main office and on the Asa. C. Adams website.
2. Applications will be reviewed by the building principal and/or designee. The principal will check all references. When volunteer applications are approved, the applicant will be notified.
3. A general orientation for all approved volunteers will be conducted by the building principal or designee three times annually. Volunteers must sign the Asa C. Adams volunteer code of conduct prior to volunteering. Additional job-specific orientation will generally be provided by the Asa Adams employee most closely involved with the assignment of the volunteer.

## No School & Emergency Announcements

Whenever school is canceled due to weather conditions, announcements will be made through local radio and television stations. Families are encouraged to listen to these announcements. RSU #26 also uses an automated phone call to your home for snow days, emergencies, and community informational notices. ***Please keep your contact information up to date in our main office to ensure timely notice of these events.***

## Emergency Response Team

Asa Adams School is committed to the comprehensive safety of our students and staff. In addition to our locked facilities, we have an active Emergency Response Team who meet regularly to keep our district Emergency Response Plan up to date with best practices in the field. While this plan is not available to the public, it is important to know that in the event of any emergency, we will be communicating with you as parents in a predetermined, organized way. We run several drills annually to prepare staff and students for a variety of situations in accordance with our plan.

### **Pictures and Videos on the Internet**

Any photo or video taken during the school day at a non-public event is subject to the school board policy JRA-R, which requires written permission from the parent(s) of the students being photographed and/or recorded. We ask that in regard to public performances and events that discretion is used and student privacy be honored by not uploading content to the Internet.

### **Procedures for Dogs on School Property**

For the safety and comfort of our students and staff, dogs are not allowed within 50 feet of any school exit or on the playgrounds.

## **SECTION 2: STUDENT & PARENT SCHOOL PROCEDURES**

### **School Lunch and Breakfast Program**

School lunch and breakfast will be offered beginning the first day of school. **Students attending the early breakfast program must not arrive before 7:45 A.M.** Lunches and breakfasts need not be bought for a full week. Credit will be given for days the student is absent. Prices are subject to change due to state regulations, costs and federal funding. See the lunch menu that is sent home monthly for updated price information.

Lunches and/or breakfasts should be paid for on the first day of each week, for that week, unless the child has an excused absence. In such cases the child may bring the payments on the day he/she returns to school for that week. Cold lunch milk can be purchased in the lunchroom on a daily basis.

### **Supervision After School**

Parents should understand that supervision is **not** provided after students leave the building at dismissal time. Students playing on the school or town playgrounds after dismissal will **not** be supervised. If you intend to pick your child up after school and will arrive after the buses have left, please send a note detailing where your child should wait.

At the end of the school day it is strongly recommended that students do one of the following:

- Board their bus
- Meet their parent in the gymnasium
- Go to an after-school program
- Participate in a scheduled after school activity
- Walk directly home

### **Parent-Teacher Conferences**

Annual Parent-Teacher conferences are scheduled for November. Parents/guardians will be contacted about a scheduled time for their conference. Conferences at other times of the year may be made by contacting the teacher or calling the office at 866-2151. These conferences are held before or after school. Appointments must be made in advance.

### **Cell Phones and Personal Electronic Devices**

The school cannot safeguard the valuable personal electronic devices of students. Students should not bring electronics or large amounts of money to school or to school sponsored events. If bringing a cell phone or electronic item to school is unavoidable, the item must be turned off and kept in the student's backpack during the school day. Cell phones, iPods/MP3 players, electronic tablets, handheld video games, laser lights and similar kinds of items are not to be worn or used during the school day. If such an item is worn or used during

the school day, it will be confiscated and returned to the student or parent after a conference to remind students of the behavioral expectation. The school is not responsible for lost or stolen items.

### **Birthday Party Expectations**

We recognize the excitement that goes along with celebrating a child's birthday. However, birthday invitations should **not** be distributed at school unless each child in your child's class receives an invitation. Invitations that come to school that do not meet this criteria will be returned home with the student for an alternate form of distribution.

### **Telephone Use**

The school phones are for school business only. Students should ask permission to use the phones and **only emergency use will be allowed**. Phone messages will be taken and passed on without interrupting classes.

### **Student Dress Code**

It is our belief that a pupil's appearance has a direct effect on his/her attitude and peer relationships in our school environment. Pride in the school is not complete unless there is pride in the personal appearance of the student body. Personal attire should be in good taste and avoid extremes that may cause safety issues or distractions to the learning environment. **Please label your child's outdoor clothing items with their name in a permanent marker**. Please ensure that your child is properly dressed for the weather conditions, in order to enable him/her to participate in scheduled recess activities.

### **Bus Procedure**

Parents are responsible for seeing that children get to and from their assigned bus stops and for providing appropriate supervision while waiting at or departing from the bus stop. Student behavior while loading/unloading a bus, or riding a bus must be consistent with bus rules, RSU #26 policies and Maine State Law. Behaviors not consistent with these expectations will result in disciplinary action by the bus company and/or the school. Disciplinary action can include suspension and/or removal (temporarily or for the remainder of the year) from any bus. Removal from the bus can include transportation by the school's contracted bus company on field trips or school sponsored events at the discretion of the principal.

Bus students must bring a signed note from their parent if they are to be picked up after school by anyone other than their parents. If there will be a change in where your child is dropped off, please make sure your child gives a written note explaining this change to his/her teacher, not to the bus driver. The teacher will supply the bus driver with the note. This way, the teacher can put your child on the appropriate bus and the bus driver will know where to drop the child.

### **Library**

All students have regularly scheduled opportunities to visit our library. Students may check out books for a two-week period. If students lose or damage books, they are responsible for the cost of replacing those books.

### **School Property**

All materials and equipment are the property of the Asa C. Adams School. Students are responsible for the proper use of materials and equipment. Any person misusing or causing damage to school property will pay for any damaged materials and/or equipment plus face possible disciplinary measures. The principal and the superintendent of schools will establish the value of the property and payment arrangements. In grades three through five, if students are issued textbooks, we ask that students take care to cover the books with an appropriate book cover.

### **Legal Custody**

Schools have become increasingly concerned about cases involving questions of legal custody. According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act."

Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school principal.

**Students Transferring To A New School**

Parents are asked to notify the school office one-week in advance of a transfer to a different school. Advance notice helps to ensure a smooth transition for the student and his/her new school. Once a child is registered at a new school, that school will notify us and we will forward their educational records to the new school.

**SECTION 3: ASSISTANCE FOR STUDENTS / PARENTS**

**School Counseling Program**

The school counselor is available for all Asa Adams students. Individual meetings, small groups, and classroom lessons are all components of the school-counseling program. Parent consultation, community mental health service referrals, and student advocacy are also services provided for students and families. Please call, e-mail, or set up an appointment to access any of these student services for your child.

**School Nurse**

We share our school nurse with the middle and high school. The school nurse is generally in our building by 12:00 P.M. She can be reached at any time in case of emergency by contacting the main office. Students who are too ill to attend class will be sent home to recover.

**Student Support Team**

The Asa Adams Student Support Team is a group of concerned educators assisting students who are having academic and/or behavioral difficulties. The team assists students who are experiencing such concerns as academic decline, frequent absences or tardiness, health problems; and/or out of school issues affecting school performance. Grade level, Title I, and RTI teams meet weekly to review and discuss specific grade level academic performance and various interventions.

<p>All concerns: Tier I - teacher contact parent/guardian to discuss academic and/or behavioral concerns, conferencing, consultation with other teaching staff and Student Support Team</p>	<p>Tier II = Parent contact/conferencing /consultation with teacher, Student Support Team, observations(s) data collection by members of the student support team/teachers.</p>
<p>Tier I- Academic: Accommodations to environment (Universal Design). Accommodations to presentation of material/instruction (Universal Design)  Tier I - Behavioral: classroom strategies and modifications, complete SWIS forms by Student Support Team to clarify concerns and review progress</p>	<p>Tier II = Academic: Title 1 services, Reading Recovery, Individual accommodations to environment, curriculum, presented material/instruction (Universal Design) developed with Student Support Team Meet with parent and student support team,  Tier II = Meet with parent and Support Team, Behavior Plan (check in- check out)</p>

**Special Education Services**

Asa C. Adams School offers a wide range of services to any student who is identified as having a disability. Parent(s) who suspect that their child has difficulty learning should first discuss their concerns with the student's teachers. If the concerns are not resolved, parents may discuss referral for special education services with the classroom teachers. Information about referral procedures and programs may also be obtained from the Director of Special Services, at 866-7110.

**Processing Parent/Guardian Complaints**

The staff continually strives to maintain positive communications with all parents. It is very important for both the school and parents to work together providing successful educational experiences. However, we are all human and our students are human. Therefore, there will always be concerns or problems which will need to

be worked out. We ask when concerns arise that you:

- FIRST:** contact the child's teacher/staff member with whom the concern lies  
**SECOND:** if necessary, contact the principal  
**THIRD:** if necessary, contact the superintendent of schools

## Student Attendance

Consistent and regular school attendance is essential for students to make satisfactory academic progress. Whenever a student misses class, he or she has lost an important aspect of education. In order to promote good school attendance and maximize learning opportunities, Asa Adams School adheres to the RSU board policy JEA: Compulsory Attendance and the following attendance guidelines:

1. Accurate records of student attendance including absence, tardiness and dismissal are maintained in the main office. Reasons for absence and tardiness are verified and recorded as either excused or unexcused. **The school principal will make the decision on whether the absence is excused or unexcused.**
2. If a student is absent from school, parents are to telephone the main office at 866-2151 between 7:45 and 8:30 am. to notify the school of the absence. You may leave a message on the machine when calling the school earlier than 7:45.
3. Excused absences, tardiness and dismissals as determined by state law and school board policy are as follows:
  - Absence due to personal illness. In the case of illness or suspected truancy, a doctor's statement may be required;
  - Appointments with health professionals that cannot be made outside of the regular school day;
  - Observance of recognized religious holidays when the observance is required during the regular school day;
  - Planned absences for personal/educational purposes that are approved in advance by the principal.
  - Emergency family situations – Excused absences under this category will be those due to emergency family situations, which cannot be anticipated, that require the student's presence.
  - Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendent's' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Absences (tardies or dismissals) for reasons other than those listed above will be considered unexcused absences. Teachers are not expected to provide missed assignments for students other than those situations described above. We also ask that parents give prior notification for excused absences whenever possible. This will allow teachers appropriate time to prepare missed assignments.

4. Chronic and Excessive Absenteeism: Administration will follow a three-tier intervention system in an attempt to correct chronic or excessive absenteeism:
  - a. Tier 1: Phone Call Home and Written Letter Communication
  - b. Tier 2: 2nd Letter, Parent Meeting, Attendance Plan
  - c. Tier 3: 3rd Letter (certified), Notification of Authorities and/or DHHS

Chronic Absence is when a student misses approximately 10% or more of the school year (regardless of whether absences are excused or unexcused). A cumulative absence rate of 20% or more is determined Excessive absence.

Any student who accumulates 10% absences from school for any reason will have his/her case reviewed by the principal. The principal may determine the absences are clearly explained and further

action is not necessary, or he may refer the case to the Student Attendance Committee. The Student Attendance Committee is comprised of the members of the Student Support Team and at least one of the student's classroom teachers. The Student Attendance Committee will meet with the student and parents and/or discuss and recommend remedial action including possible referral to other school and community resources.

### **Early Dismissal**

Early dismissals should be kept to a minimum. It is hoped that parents will utilize school vacation time whenever possible for health related appointments. However, if early dismissal cannot be avoided, late afternoon appointments are recommended. For the safety of each child, when it becomes necessary for a student be dismissed early from his/her daily schedule, the parent must visit the office to properly release the student. **We will not release the student to anyone other than parents or legal guardians without written or verbal permission from the parent to the main office.**

### **Tardiness to School**

Student tardiness disrupts learning. Every attempt must be made for students to attend the entire school day. If a student is tardy he/she must report to the office for a pass before reporting to the classroom. Accurate records of tardiness to school and dismissals will be kept. Letters will be sent home and parent conferences will be arranged in an attempt to improve student attendance.

### **Truancy**

Truancy violates state and local attendance laws and will be considered a serious offence. If the principal determines that a student is habitually truant, the principal shall inform the superintendent and create a plan for further action. As part of correcting the problem informally, the principal shall require the student and his/her parent(s) to attend one or more meetings with the student's teacher or other school personnel.

A student is habitually truant if the student is subject to 5001-A (compulsory attendance law) and: is at least 7 years of age, has not completed grade 6, and has the equivalent of 7 full days of unexcused absences within a school year, or 5 consecutive days of unexcused absences during a school year. The school will follow Policy RHB: Truancy found at RSU26.org.

## **SECTION 4: STUDENT CONDUCT AND DISCIPLINE**

### **Statement of Philosophy**

A primary task of the school is to create a stimulating learning environment for all students. Such an environment includes broad exposure to the rights and responsibilities of citizens in a democratic society. The school environment should afford opportunities for students to exercise their rights and assume their responsibilities for citizenship.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the manner in which their rights are exercised and must accept the consequences for actions that extend beyond the legitimate boundaries of those rights.

The School Committee believes that the best discipline is self-discipline and that the school environment should allow students, insofar as practical, to make responsible decisions about their behavior. The School Committee believes that giving students the opportunity to practice self-discipline in school will lead to their making more responsible choices when not in school.

### **Code of Conduct**

The objective of this code is to establish such rules of student conduct, which have been deemed by the RSU #26 School Board (see policy JK) to be necessary for successful accomplishment of the mission of the schools. Rules of student conduct and administrative procedures for use in the schools shall be based upon

but not limited to the following:

- A. No student shall intentionally threaten, assault, or cause physical injury to other students or any school personnel.
- B. No student shall steal or intentionally damage any school or private property either on school premises, on any school bus, or during any school-sponsored activity.
- C. A student shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. So-called "look-alike" drugs are included in this prohibition.
- D. No student is allowed to use tobacco in the building or on the school grounds. In addition, possession of tobacco products by students is forbidden on school property.
- E. A student shall not by use of violence, force, noise, coercion, intimidation or any other conduct cause disruption of any school function; nor shall any student urge others to engage in any such disruptive conduct.
- F. A student shall not possess, handle, or transmit a knife, razor, gun or any other object that reasonably can be considered a weapon on school grounds, on any school bus, or during any school-sponsored activity.
- G. No student will engage in any form of harassment of another person.
- H. As students pursue their freedoms of speech, press, and assembly, they shall refrain from libel, slander, obscenity, personal attacks, or incitement to illegal action(s).
- I. Hazing of any type is inconsistent with the educational process and shall be prohibited at all times.

### **Student Rights and Responsibilities**

Each student has the right to a free public education in a safe environment and the responsibility to attend school regularly and not to interfere with or threaten the education of others. Every student has the right to express opinions either verbally or symbolically as long as that expression does not infringe upon the rights of others. Students have the right to determine their patterns of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school. Except in extraordinary circumstances, no suspension shall be enforced against any student until that student has been afforded due process.

### **School Wide Discipline Plan**

The Asa Adams School has developed a school wide approach to discipline. Discipline should never be confused with punishment (although consequences often accompany ill advised behavior). Discipline should be understood as knowing the right thing to do and choosing to do the right thing. The purpose of this plan is to provide students with clear and reasonable standards of behavior, an opportunity to gain consistent feedback regarding their behavior and an opportunity to take responsibility for their own success. There are four sections to this plan: 1) our agreed school values, 2) a guide to expected student behavior, 3) categories and possible consequences for poor choices, 4) acknowledgement of positive efforts. We hope this information is helpful to you as we work with our students to teach them to take responsibility and exercise self-discipline in the management of their behavior.



## RSU #26 Core School Values

<p><b><u>Respect Yourself</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Take care of your personal property</li> <li>● Keep yourself clean</li> <li>● Follow a healthy diet</li> <li>● Get plenty of sleep and exercise</li> <li>● Be self-confident</li> </ul>	<p><b><u>Responsibility</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Practice self-control</li> <li>● Come to school promptly and prepared</li> <li>● Set goals and work to achieve them</li> <li>● Work cooperatively with others</li> <li>● Follow directions</li> <li>● Follow school rules</li> <li>● Give your best effort</li> </ul>
<p><b><u>Respect Others</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Treat others as you wish to be treated</li> <li>● Use appropriate language</li> <li>● Speak one at a time</li> <li>● Listen to the speaker</li> <li>● Keep hands/feet/objects to yourself</li> <li>● Accept individual differences</li> <li>● Use good manners</li> <li>● Arrive at school on time</li> </ul>	<p><b><u>Honesty</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Tell the truth</li> <li>● Do your own work</li> <li>● Admit your mistakes</li> <li>● Take responsibility for your actions and your words</li> </ul>
<p><b><u>Respect The World About Us</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Help take care of our school property</li> <li>● Take care of learning materials</li> <li>● Reduce, Reuse and Recycle</li> </ul>	<p><b><u>Caring</u></b> Examples:</p> <ul style="list-style-type: none"> <li>● Keep negative comments to yourself</li> <li>● Speak to each other in a positive manner</li> <li>● Be kind and helpful to everyone</li> <li>● Accept everyone as a member of our community</li> </ul>

## Habits of Mind

Our school has embraced the concepts outlined in the book *Learning and Leading with Habits of Mind* by Arthur Costa and Bena Kallick as a school-wide positive behavioral intervention for all students. Students will experience targeted instruction on the following Habits this school year:

<p><b><u>PreK - 5:</u></b></p> <ul style="list-style-type: none"> <li>● Managing Impulsivity</li> <li>● Listening with Empathy</li> <li>● Perseverance</li> <li>● Striving for Precision and Accuracy</li> <li>● Thinking Flexibly</li> <li>● Taking Responsible Risks</li> </ul>	<p><b><u>Additional Habits of Mind for grades 3 - 5:</u></b></p> <ul style="list-style-type: none"> <li>● Thinking About Thinking</li> <li>● Group Thinking</li> <li>● Open to Continuous Learning</li> </ul>
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## Expected Student Behavior

Bathrooms	Hallways
<ul style="list-style-type: none"> <li>● Only one person at a time in the bathroom/stall</li> <li>● Knock before you enter the bathroom/stall</li> <li>● Flush the toilet and wash hands</li> <li>● Keep area clean and neat</li> <li>● Return quickly to your classroom</li> <li>● Report any needed supplies to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Stay to the right and single file</li> <li>● Walk quietly</li> <li>● Keep hands and feet to yourself and away from walls</li> <li>● Remove your hat at the coat hooks</li> <li>● Classes will be supervised by the teacher</li> </ul>

Cafeteria	Playground
<ul style="list-style-type: none"> <li>● Enter and exit the cafeteria in single file</li> <li>● Remain in a single line through the food line and when emptying trays</li> <li>● Raise hand to get permission to leave the table, empty tray or visit the bathroom</li> <li>● Consume food in the cafeteria unless excused by school personnel</li> <li>● Leave table and floor free of your own food and trash</li> <li>● No swapping, giving away, or sharing food</li> <li>● Keep voices at appropriate levels</li> <li>● Use appropriate table manners</li> <li>● Sit with bottom on seat</li> <li>● Keep hands, feet, etc. to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Allow others to have their own space</li> <li>● Follow the rules of the game and be a good sport</li> <li>● Allow others to participate – no closed games</li> <li>● Line up quickly and quietly</li> <li>● Take turns on playground equipment and in games</li> <li>● If unable to resolve problems, seek help from an adult</li> <li>● Stay in the playground area</li> <li>● Dress in clothing appropriate for the weather</li> <li>● Leave rocks, woodchips and sticks on the ground</li> <li>● Leave trees, plants and shrubs alone</li> <li>● No throwing snow</li> </ul>

Playground Equipment	
<p><b>SWINGS</b></p> <ul style="list-style-type: none"> <li>● Only one student on each swing (not including tire swing)</li> <li>● Only three students on the tire swing</li> <li>● Sit on the swings and swing in a straight line (not including tire swing)</li> <li>● The following behaviors are not allowed:               <ul style="list-style-type: none"> <li>○ Running under or between the swings</li> <li>○ Climbing on the swing poles</li> <li>○ Twisting of the swings</li> <li>○ Jumping off swings</li> </ul> </li> </ul>	<p><b>SLIDES</b></p> <ul style="list-style-type: none"> <li>● Slide down the slides sitting on your bottom and facing forward</li> <li>● No climbing up the slide</li> <li>● Climb up the ladder holding with both hands and wait for the landing area to clear before beginning to slide</li> <li>● No pushing</li> <li>● Slide down one at a time</li> </ul> <p><b>BARS</b></p> <ul style="list-style-type: none"> <li>● Go in one direction only</li> <li>● Do not climb or sit on top of bars</li> <li>● No hanging upside down</li> <li>● Take turns using bars one at a time</li> </ul>

Sledding	Bicycles, Scooters, and Walking to School
<ul style="list-style-type: none"> <li>● 4th and 5th grade only</li> <li>● Stay out of the ditch</li> <li>● One person on a sled</li> <li>● Only foam or roll up sleds allowed</li> <li>● Sleds may be brought on the school bus</li> <li>● No sledding between trees and dugout</li> <li>● Sled sitting on bottom with feet first</li> </ul>	<ul style="list-style-type: none"> <li>● Bikes and scooters need to follow the same route as vehicles. Do not enter through the parking lot exit.</li> <li>● Park and lock bikes on the racks</li> <li>● Wear a helmet</li> <li>● Scooters must be folded up before entering the building and remain folded until the student has left the building</li> <li>● Students in grades 3-5 may ride bikes or walk to school. Younger students may ride, but must be accompanied by an adult</li> <li>● The school is not responsible for bicycles left on school grounds</li> <li>● The student's privilege to ride his/her bicycle to school may be rescinded at any time</li> </ul>

Expected Behaviors for Concerts and Assemblies
<ul style="list-style-type: none"> <li>● Carry your chair safely. Hold the chair sideways with one hand on the back and one on the seat.</li> <li>● Leave toys, papers and other material in the classroom.</li> <li>● Go to the bathroom and get a drink before going to the performance or assembly.</li> <li>● Follow adult directions to get to your places.</li> <li>● Watch for the beginning and endings. Know when to applaud. The performers will let you know.</li> <li>● Do not leave during a performance unless it is an emergency. If you must leave, do so during the applause. Return only during applause.</li> <li>● Keep your hands and feet to yourself. Sit on your bottom.</li> <li>● Sit still and quietly during the performance. Do not talk, whisper or make sounds unless asked to do so by performers.</li> <li>● Applaud to show appreciation.</li> </ul>

### Expected Behaviors for the Bus and the Bus Stop

Riding the school bus is a privilege that may be withdrawn for inappropriate or interfering behavior. The bus driver is in complete charge of the bus and passengers at all times. Students riding the bus must comply with the requests of the bus driver and follow the rules stated below. All incidents or concerns should be reported first to the bus driver and if necessary to Cyr Bus Co. at 827-2335.

<p><b>At the Bus Stop</b></p> <ul style="list-style-type: none"> <li>● Arrive at the assigned pick up time</li> <li>● Stand visibly on the sidewalk at a safe distance from traffic</li> <li>● Stay off private property</li> <li>● Do not stand in the road</li> <li>● Be respectful and watchful of traffic</li> <li>● Wait quietly and orderly</li> </ul>	<p><b>On the Bus</b></p> <ul style="list-style-type: none"> <li>● Remain seated at all times</li> <li>● Cooperate with the driver and practice orderly conduct</li> <li>● Keep all body parts inside the bus</li> <li>● Keep aisles clear of backpacks and other items</li> <li>● Speak in quiet voices</li> </ul>
<p><b>When the Bus Arrives</b></p> <ul style="list-style-type: none"> <li>● Allow the bus to come to a complete stop before trying to approach the bus. Board the bus in a quiet and orderly manner</li> </ul>	<p><b>The following behaviors are not allowed on the bus:</b></p> <ul style="list-style-type: none"> <li>● Profanity or obscene behavior</li> <li>● Smoking</li> </ul>

<p><b>Leaving the Bus</b></p> <ul style="list-style-type: none"> <li>● Remain seated until the bus comes to a complete stop</li> <li>● Leave in an orderly manner</li> <li>● Cross in front of the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Eating or drinking</li> <li>● Vandalism</li> <li>● Electric audio/video devices</li> <li>● Animals</li> <li>● Unsafe objects or weapons</li> <li>● Throwing items from the bus or on the bus</li> </ul>
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**Categories and Consequences for Interfering Behavior**

<b>Minor Infractions</b>	<b>Consequences for Minor Infractions could include:</b>
<ul style="list-style-type: none"> <li>● Rough play/invading someone’s space</li> <li>● Inappropriate language</li> <li>● Disruptive /disrespectful behavior</li> <li>● Breaking school or classroom rules</li> <li>● Lying</li> <li>● Non-compliance</li> <li>● Teasing (Teasing under the minor infractions category is generally non-personal or good-natured in intent. It is not intended to be hurtful or malicious).</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal reminders/warning</li> <li>● Removal from the situation</li> <li>● Loss of recess time</li> <li>● Restitution</li> </ul> <p>Staff will use natural or logical consequences whenever possible.</p> <p>When consequences are not effective, staff members will report the behavior to the office.</p>

**Serious Infractions**

Physical Aggression	Physical aggression in this category refers to fighting, or any physical behavior directed at another person that is intended to cause physical or emotional harm, or is used to intimidate the victim.
Theft	Theft is considered a serious infraction when it involves classroom or personal items other than common classroom materials such as pencils or rulers. Minor thefts may be viewed as serious if the student demonstrates a repeated pattern of stealing behavior.
Profanity	Profanity refers to the intentional use of obscene language, particularly if it is directed at staff members or other students. Profanity in this category may also include a given student's' repeated use of obscene language that was previously viewed as a minor infraction by staff members.
Bullying and Harassment	Bullying and harassment are physical, verbal, or relational/psychological behaviors that are intended to cause physical harm, fear of physical harm, and/or often involve an imbalance of power between individuals. Students who repeatedly tease, taunt, intimidate, name-call, threaten, isolate, or physically injure another student will be considered to be engaging in harassment or bullying. All staff members who witness or hear reports of these behaviors should immediately report these to the office.
Property Damage	Property damage is defined behaviors that result in deliberate damage or destruction of property belonging to the school, staff members or other students.
Sustained Non-compliance	Student refuses to follow school rules or repeated directions given by the staff members even after office intervention.

Repetitive Disruptive or Disrespectful Behavior	This includes disruptive or disrespectful behavior that occurs over time despite office intervention.
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**Consequences for Serious Infractions**

Unless there are extenuating circumstances, serious behavioral infractions will result in an office referral. All office referrals will be followed by communication between the principal, referring teacher, classroom teacher, and parent.	Further student consequences or responses to serious infractions may include, but are not limited to: <ol style="list-style-type: none"> <li>1. Loss of privileges</li> <li>2. Being sent home for the rest of the day</li> <li>3. Conference with parent/s</li> <li>4. In-school suspension</li> <li>5. Out-of-school suspension</li> <li>6. Call to law enforcement/school safety officer</li> </ol>
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**Ways to Encourage and Acknowledge Expected Behaviors**

The following section provides a sampling of the methods that will be used to acknowledge and encourage student behaviors that are consistent with the values of the Asa Adams School. Other methods of acknowledgement may be developed by the staff from time-to-time.
<ol style="list-style-type: none"> <li>1. Notes, emails or telephone calls home</li> <li>2. Extra recess time</li> <li>3. Verbal Acknowledgement: individual and/or whole class</li> <li>4. Opportunities to eat lunch with teachers</li> <li>5. Incentive programs</li> <li>6. Habits of Mind slips to individual students</li> </ol>

**SECTION 5: SCHOOL POLICY**

School policies are located in each RSU 26 school and found on our website, [www.rsu26.org](http://www.rsu26.org).

**Bullying Policy**

It is the intent of the Regional School Unit # 26 Board of Directors to provide all students with an equitable opportunity to learn. To that end, the Board of Directors has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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 schools. Bullying affects not only students who are targets but also those who participate in and those who witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit’s educational purpose. Ethics, 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 Maine’s system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention. It is not the Board’s intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students’ opportunity to learn,

the educational mission of the RSU # 26 schools, and the operation of the schools.

### **Bullying Prohibited**

Bullying, as defined in this policy, is not acceptable conduct in RSU # 26 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

### **Bullying Defined**

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
  - a. Physically harming a student or damaging a student's property; or
  - b. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - c. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

### **Application of Policy**

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events, or at any time while using school-issued laptops or other RSU technology.

It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, the operations of the school, or the welfare of students. In this situation and when there is no finding of fact, principals will consult with the superintendent before taking disciplinary action.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions; and
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean interactions among consensual friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable

consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Delegation of Responsibility**

The Superintendent will be responsible for working with school administrators and guidance staff to develop, implement and oversee procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Regular, on-going training programs in bullying prevention for staff and students; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in RSU # 26 schools and reporting on such efforts to the Board annually in June and/or upon request of the Board at any other time.

### **Reporting**

Students who have been bullied or who observe incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator. Parents/ caregivers are also encouraged to report incidences of bullying to school administrators. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

### **Responding to Bullying**

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

### **Dissemination of Policy**

School employees, students, and parents/guardians shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

## **Medications**

### **School Policy**

Orono Schools discourage administering of medicines on school premises. The administration of medications (prescription and non prescription) to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. When medication administration is necessary, the school nurse and/or unlicensed-trained personnel may administer medications in accordance with this policy.

Asa Adams School disclaims any and all responsibility for the diagnosis and/or prescribing of treatment for any pupil. For purposes of this policy, "medication" shall include all medicines prescribed by a physician/ dentist for a particular student.

## **Physician Prescribed Medication**

Such medications should only be administered in accordance with written authorization and instruction from both the parent and the prescribing physician. Teachers and other unlicensed-trained personnel (who have been trained) may administer medication in accordance with this policy. Approval by the school nurse, school physician and/or principal shall be required verifying compliance with school committee policy and regulations and practicability of implementation.

Medicine must be delivered to the school in its original container by the pupil's parent/guardian. Only a limited, necessary supply can be kept in school. There is a specific form for parents/guardians to complete before medication can be dispensed. This form is available from the school nurse or the school office. Medicine no longer required must be removed by the pupil's parent/guardian.

All medications will be dispensed by the school nurse. Trained school personnel will be available to administer medications on a limited basis.

## **Security and Storage of Medications**

All medicine will be appropriately maintained and secured by the principal and/or school nurse. Teaching staff members may be provided with such information about the medication and its administration as it may be in the pupil's best interest. The school nurse or trained personnel shall maintain appropriate records including the request, the approvals, details of the dosage and timing of medications and a notation of each instance of administration.

The written order of a prescribing physician/dentist shall include:

- The dosage
- The time and special circumstances under which the medicine is to be administered
- The length of time for which the medicine is prescribed-no longer than for the current school year
- Possible side effects of the medication

## **Self Administered Medications**

Students shall not be permitted to carry and self-administer physician prescribed medications in school except under very special circumstances as requested and prescribed by the student's physician and approved by the school physician, school nurse and principal (such as in the case of a responsible, adequately instructed asthmatic/allergic student given special permission to carry an inhaler to self-medicate).

Any student who allows his/her medications to be used by another person at school will be held accountable to the fullest degree allowable for the passing of substances on school grounds.

The Orono School Department retains the right to reject any request for the administration of medications, subject to applicable law and regulations.

Legal Reference: 20-A MRSA Sec 254

Cross Reference: JLCDA- Authorization for the School Nurse's Performance

## **Illness**

**If your child is not feeling well enough to go outside for recess, the child should be home for that day.** Individual allowances will be made for children who are on medication and under a doctor's care. We appreciate your understanding and your cooperation.

**Conjunctivitis (Pink Eye)** - This condition can be very contagious; it is an inflammation of the covering of the eye. A virus or bacteria can cause conjunctivitis. A child cannot return to school until they have been evaluated and treated by their physician. If your child wakes up with crustiness in his/her eye and the



whites of the eye appear pink and there is complaint of itchiness or soreness, your child probably has conjunctivitis. Please call your doctor for advice.

**Strep Throat** - It can be contagious and must be treated by your doctor with antibiotics. Your child needs to stay at home until he/she has been on antibiotics for 24 hours.

**Lice** - Although we do periodic checking, the school nurse cannot be expected to do all of the checking. We need parent's support and help on a regular basis. Please check your child regularly. Head lice are spread from contact with each other. Please inform your children not to share combs or brushes and hats.

### **Medical Procedures**

If a student is injured or becomes ill at school, we will contact his/her parents. All students who are being dismissed must check out through the main office before leaving school.

The following exclusion policy has been established for the purpose of:

- Keeping children well
- Elimination of excessive absences from school
- Protection of others

### **Exclusion**

- A. A child found having any of the following conditions should be excluded from school:
  - Presence of lice, or other parasites
  - Any contagious or infectious disease of the skin, mouth or eyes
  - Any suspicious rash with or without accompanying symptoms
- B. The Principal or school nurse has the authority to request a doctor's slip at any time for a child to return or stay in school.
- C. The principal or school nurse has the authority to exclude a student for unclean conditions when necessary.

Health programs conducted during the school year include height, weight, vision, hearing, scoliosis and immunization screenings for state compliance.

### **Technology Guidelines and Policies**

A complete copy of RSU #26 Policies regarding Personnel and Student Computer and Internet Use is available on the district website: <http://www.rsu26.org/district-school-board/district-policies/>

#### **Administration**

Meredith Higgins (Superintendent - RSU 26)  
Darren Akerman (Principal - ASA Adams Elementary School)  
Heath Kennie (Principal - Orono Middle School)  
Reg Ruhlin (Principal - Orono High School)  
Sam Runco (Dean of Students - Orono High School)

#### **Technology Director**

Sean Malone

### **Introduction**

The school unit provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with policy and the accompanying rules. Students in violation may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All school unit computers remain under the control, supervision, and ownership of the school unit. The school unit reserves the right to monitor all student computer and Internet activity. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the school unit cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Devices for grades K-5 will remain within the building and students will review a Computer and Internet User Guidelines document with their homeroom teacher.

The Superintendent shall be responsible for overseeing the implementation of policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building administration and others as he/she deems appropriate.

#### **For Your Information:**

- The Apple Macbook Air (or equivalent) and accessories that students are being issued/supplied with are the property of the State of Maine, registered to RSU 26 and then supplied to you the student. The computer is only to be used for appropriate purposes as defined within this policy and all other school guidelines.
- Laptop devices for grades K-5 will remain in the classrooms and/or laptop carts and be under direct supervision of the classroom teacher.
- Teachers, school administrators, Ed Techs, and the technology director may inspect a student's laptop at any time. This inspection may include, but not be limited to, checking logs of past activity. Students may not clear items from the history.
- Any inappropriate use of your laptop may result in laptop privileges being taken away for a period of time that will be determined by administration. Severe or repeated incidents may result in the laptop being taken away indefinitely.

#### **Computer and Internet Use Rules:**

These rules implement Board policy (IJNDB) – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policies and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

- A. **Computer Use is a Privilege, Not a Right:** Student use of the school unit's computers, networks, Internet and other services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building school administration shall have final authority to decide whether a student's privileges will be denied or revoked.
- B. **Acceptable Use:** Student access to the school unit's computers, networks, Internet and other services are provided for educational purposes consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, Internet and other services. Students' use of computers and resources is provided for educational purposes.
- C. **Prohibited Use:** The user is responsible for his/her actions and activities involving school unit computers, networks, Internet and other services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following: accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying software, misuse of passwords/unauthorized access malicious use/vandalism, inappropriate use of social media, altering or bypassing device configurations, networks, and or filters. The user should not use school technology to violate any school policy.
- D. **No Expectation of Privacy:** The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computers, Internet, networks and other activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
- E. **Compensation for Losses, Costs and/or Damages:** The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy and/or these rules, including investigation of violations.
- F. **School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use:** The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
- G. **Student Security:** A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students will not post pictures, either their own or pictures of others, without proper permission. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- H. **System Security:** The security of the school unit's computers, networks, Internet and other services is a high priority. Any user who identifies a security problem must notify an administrator.

The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

- I. **Parental Permission Required:** Students in grades 6-12 and their parent/guardian are required to sign and return the Computer/Internet Use Acknowledgment Form before being allowed to use school computers. Students in grades K-5 will have direct staff supervision.

**Care of the laptop:**

- Keep all food and drinks away from your laptop.
- Once the laptop is issued to the student and his/her family, the student is responsible for it at all times. **Do not give your laptop to another student to use unless instructed by a staff member.**
- Do not physically mark up the laptop or its storage case (no writing on, stickers, etc.).
- The laptop must be in the student's possession or locked in a secure location at all times.
- The laptop should never be left unattended.
- When transporting the laptop make sure it is secured in the case at all times.
- Keep the laptop clean by using a dry soft, non-abrasive cloth on the screen and keyboard.
- Do not download unauthorized software without first getting authorization from designated RSU 26 IT staff.
- Do not use laptop for long term storage of personal material such as photos and videos.
- When transporting the laptop and not in the carrying case, ensure that the device is closed and not picked up or moved via the screen.
- It is the user's sole responsibility to ensure that all data is backed up from the device in case the laptop becomes inoperable for any reason.

**Replacement Cost Information**

Accidental repairs will be assessed the \$60 repair deductible fee and the remaining cost will be covered by the school district. The building school administration shall have final authority to determine the cause of the incident and if it was accidental or negligence in nature.

In the event that the laptop or accessory item is lost or damaged as a result of user negligence or failure to follow district policies and these laptop guidelines, the following sample costs will be the user's financial responsibility. The stated costs below are just averages and may not be specific to every situation. The building school administration shall have final authority to determine compensation.

**Macbook Airs**

Carrying Case (Replacement)	\$20
Power Adapter (Lost)	\$79
Case Damage (Drops)	\$443
Screen Damage	\$309
Liquid Damage	\$557
Computer (Replacement)	\$699

Families who find these fees a financial burden can apply for a partial or total fee waiver. Application forms can be picked up at each school's main office. Repairs to MLTI devices damaged intentionally or maliciously may still be billed at their full amount per the discretion of the school administration.

### **Laptop Negligence:**

In the event that the laptop computer or accessory items are lost or damaged as a result of student negligence or failure to follow the laptop guidelines the following repercussions can be assessed to the student:

- First offense = 3 day loss of device
- Second offense = 3 week loss of device
- Third offense = Loss for remainder of year.

### **Notice to Parents, Students, and Employees AMERICANS WITH DISABILITIES ACT (ADA)**

The RSU #26 provides a free appropriate public education to all eligible students with disabilities of school age for whom the School Department has a legal responsibility.

- A. Program Access: All programs in the RSU 26 School Department facilities are barrier-free or will be made accessible through alternative methods.
- B. Communications: Communication with individuals with hearing, vision, or speech impairments will be as effective as communication with others through the use of appropriate auxiliary aids
- C. Complaints: Any disabled individual who believes he/she is a victim of discrimination prohibited by the ADA requirements may file a complaint. Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name and address and describe the school Department's alleged discriminatory action. Complaints may be sent to: Supt. of Schools, 10 Goodridge Drive, Orono, ME 04473

### **Title IX Grievance Procedure Federal Educational Amendments of 1972**

The Orono School Department is in compliance with the rules and regulations pertaining to non-discrimination on the basis of sex established under Title IX of the Educational Amendments of 1972. This grievance procedure applies to real or alleged complaints, violations, interpretations, or the application of Title IX rules and regulations, and is intended to allow for the quick and smooth resolution of issues.

Students and employees of the Orono School Department are eligible to participate in the grievance procedure. The resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the School Committee.

#### **Level One Procedure**

The student or employee who has a complaint may address the complaint, in writing, to the Affirmative Action Coordinator who shall:

1. Investigate the complaint within one week following the receipt.
2. Render a decision, within two weeks following receipt of the complaint and notify the complainant in writing.
3. Provide the complainant one-week to respond to the decision before it becomes final.

The complainant may accept the decision, in writing, addressed to the Affirmative Action Coordinator, or disagree with the decision, in writing, to the Affirmative Action Coordinator. If there is a disagreement, a level two procedure will be initiated.

#### **Level Two Procedure**

1. The Affirmative Action Coordinator shall request that the complaint be heard by the School Committee at the first regular meeting of the Committee following receipt of notice of disagreement with the decision at Level One.
2. A hearing shall be conducted by the School Committee. Participants shall include the complainant and the Affirmative Action Coordinator.

3. The School committee shall make a decision within one week following the hearing. The decision shall be final and shall be in writing to the complainant and the Affirmative Action Coordinator. The Affirmative Action Coordinator shall maintain copies of all correspondence for a period of three years from the date of notification in Level One.

The Affirmative Action Coordinator for the Orono School Department is:

Director of Special Services  
10 Goodridge Drive, Orono, ME 04473  
207-866-7110

Grievance forms may be obtained from the Principal of each school or from the Affirmative Action Coordinator.

## **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 of age or older) with respect to the student's education records.

### **Inspection of Records**

Parents/eligible students may inspect and review the student's education records within 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 \$.10 per page plus postage.

### **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.

### **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.

### **Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, grade level, parent address, telephone listing, and email address of parents, photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet) dates of attendance in the school unit, and honors and awards received. The Riverside RSU 26 School Department 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. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

### **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.

### **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.

### **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 U.S. Department of Education.

The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **AFFIRMATIVE ACTION POLICY**

General Policy Statement:

It is the policy of RSU 26 to insure equal employment/educational opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age or handicap in accordance with all federal and state legislation. Inquiries and/or grievances can be made to Affirmative Action/TitleIX/504 Coordinator, Guidance Office, Asa Adams School, Orono, Maine 04473, telephone (207) 866-2151, or to the Director, Office of Civil Rights, Department of Education, Washington, D.C.

A portion of this policy on access to course offering is included for your information:

1. RSU 26 does not provide any course or otherwise carry out any of its educational activities separately on the basis of: sex, color, creed, handicap, marital status, national origin, or socioeconomic status. No student is denied a course offering on the basis of her/his career or educational goals.
2. RSU 26 does not exclude on the basis of sex, color, creed handicap, marital status, national origin or socioeconomic status any person from admission to our vocational education program.
3. Course descriptions are reviewed annually to see that students are not discouraged from taking certain courses on the basis of their gender.

### **McKinneyVento Homeless Assistance Act**

If your family lives in any of the following situations: a shelter, motel, car, park, abandoned building, bus/train station and/or is doubled up with other people due to loss of housing, economic hardship or lack of an alternative adequate accommodation your school age child may qualify for certain rights and protections under the federal McKinneyVento Act. Eligible children have the right to: receive a free, appropriate public education, enroll in school immediately, enroll in school and attend classes while the school gathers necessary documents, enroll in the local school or continue attending their school of origin, receive transportation to and from the school of origin and/or receive educational services comparable to those provided to other students according to your children’s needs. If you believe your children may be eligible, contact the local liaison Samantha Runco, Orono High School Dean of Students, at (207) 866-4916 to find out what services and

supports may be available.

### **Integrated Pest Management Notification**

At the beginning of the school year, notice shall be given by all schools to all school staff and parents or legal guardians of students advising them that a school-integrated pest management policy exists and that it can be reviewed at the office of the superintendent of schools.

Pesticides may periodically be applied in school buildings and on school grounds. Applications will be noticed in accordance with sections 4 (B-D) hereof. This notice shall also state that a report of prior pesticide applications and information about the pesticides used and a copy of the pesticides in schools regulation (CMR 01-026 chapter 27) are available for review.

### **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Riverside Regional School Unit # 26 Board of Directors' 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, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board 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 Affirmative Action Officer 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.



## **ESEA Annual Parent Notice: Right to Request Teacher Qualifications**

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or educational technician(s). An educational technician provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from educational technicians, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and educational technicians are highly skilled.

If you would like to request information about your child's teacher(s) or educational technician(s), or if you have any questions about your child's assignment to a teacher or educational technician, please contact the following person at your child's school:

Name: Meredith Higgins

Title: Superintendent/ESEA Coordinator

Email: [mhiggins@rsu26.org](mailto:mhiggins@rsu26.org)

Phone: (207)866-7110

# Asa Adams School Song

Kathy Watt

Come, raise your voi - ces We'll sing a song,  
Proud - ly we sing to our school to - day,  
to our school, Sing a - long.  
Where we learn, Where we play.  
Sing to our col - ors of red and white,  
Friends work to - geth - er in har - mo - ny,  
A - sa A - dams School.  
A - sa A - dams School.

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**Please complete the Handbook Acknowledgement and return to your child's teacher.**

**Please complete the Handbook Acknowledgement digitally or return to your child's teacher.**

**HANDBOOK ACKNOWLEDGEMENT**

This is to certify that we have received and read the Asa Adams Student & Parent Handbook that includes school rules and expectations of students. Asa Adams School Faculty and administration expect Asa students and their parents to use this handbook as a reference tool for school rules and expectations.

Student: \_\_\_\_\_ Grade/ Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please check Yes or No for each statement:**

**Newspaper and RSU Website: Yes \_\_\_\_\_ No \_\_\_\_\_**

I grant my permission for photos of my child's participation in school activities to appear in local newspapers such as: *The Bangor Daily News, Penobscot Times, The Weekly, Asa Adams & RSU 26 WebPages.*

**School Publications and Educational Publications: Yes \_\_\_\_\_ No \_\_\_\_\_**

I grant permission for photos and/or video clips of my child's participation in school activities to appear in various publications made available to other members of the student body. Examples of these publications include: school yearbooks, class or school newsletters, videos or pictures from field trips, and class slide shows.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*Parents may change their permission at any time by notifying the school in writing.

**Student Internet Use Acknowledgement**

I have read the Student Computer/Internet Use Policy and Guidelines and agree to comply with them.

Student Name/ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

