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www.msad54.org

STUDENT/PARENT HANDBOOK

WELCOME TO MARGARET CHASE SMITH SCHOOL

Dear MCSS Families,

The entire staff of Margaret Chase Smith School welcomes all students and parents to the 2018-19 school year. We are honored and excited to work with you and your children. In order to provide the best possible education for students, it is essential that home and school work together with common understandings and responsibilities. We need you! Your active involvement is absolutely necessary to help us deliver a successful and well-rounded education.

We urge you AND your child to take the time to read this handbook carefully. Please discuss with your child the regulations and procedures that every student is expected to follow. We also encourage you to explore the many ways in which you can connect with MCSS. Opportunities might include volunteering in the classroom, joining our parent group, participating in special events, regularly discussing the day's events with your child, and helping to make sure children are prepared for school each day. Please keep in mind that, if you would like to volunteer at school, background checks must be completed through the central office, to ensure the safety of all of our students.

We are very glad to have your child with us and look forward to working with you to make this school year an exciting and rewarding experience. Our goal is that every student feels safe, valued, capable, and happy. Please do not hesitate to contact the office or your child's teachers if you have any questions or concerns throughout the year, or if we can help you in any way.

Sincerely,

Margaret Chase Smith School Staff

RSU/Maine School Administrative District 54 Margaret Chase Smith School

The purpose of this Handbook is to make rules, expectations, procedures, and policies as clear as possible. However, it is impossible to anticipate every situation that may arise. Therefore, the principal may make exceptions to stated rules when fairness, justice, and safety so require. If a situation inadvertently occurs in which this Handbook conflicts with any RSU/MSAD 54 School Board Policy, it is understood that district policies will always govern.

VISION STATEMENT

All members of the Margaret Chase Smith School community will create a caring and safe environment which will encourage every student to strive to achieve high academic standards, develop character, be a life-long learner, and be a responsible, contributing member of society.

MSAD/RSU #54 PHILOSOPHY

We, the Board of Directors of MSAD/RSU #54, believe that the education of our children is the responsibility of parents, teachers and the community. We believe that the purpose of education is to encourage the educational growth of each child to achieve his/her social, cultural, physical, and intellectual potential now and in the future.

It is our aim to encourage all children to learn by example, direct teaching, and participation so that they will develop the self-respect and confidence that a good education brings.

We support the practices of democratic tradition in our schools in order to acquire an awareness of and appreciation for the rights and privileges of all citizens guaranteed by our form of government.

We believe that principles of this philosophy should begin at an early age so that each child can be helped to meet the needs of his/her individual growth.

ATTENDANCE, ABSENCES, AND TARDINESS

Maine state law requires that all children between the ages of seven and seventeen shall attend school during the time school is in session. An absence of one-half day or more shall be deemed an absence from school. A child is considered truant if he or she has the equivalent of 7 total days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. If your child will be absent for any reason, please **call the school office on the morning of his/her absence.**

Procedure for Excessive Absences

Research shows that missing as little as 10% of their scheduled time in school has long-term negative effects on children's academic and social outcomes. MCSS has put routines in place to help prevent that occurrence. In the case of excessive absences, dismissals, or tardiness, letters will be sent to parents/guardians, with copies to the Superintendent. It is the school's aim to support students and families in consistent school attendance. In addition, the following may occur:

1 Unexcused Absence- Automated calls to parents/guardians will be made when a student is absent without an excuse. If you receive this call, please notify the office that you are aware your child is absent and whether the absence should be excused.

7 Unexcused Absences- Letter will go home and a mandatory meeting scheduled with the principal or school counselor to discuss truancy laws and develop a written plan of action to correct truancy. Notification will be made to the Superintendent as well as to the Maine Department of Education.

10 Unexcused Absences- Letter may be sent from the Superintendent alerting parents/guardians of the absences and discussing a plan to remedy the situation.

15 Unexcused Absences- Letter may be sent from the Superintendent, as well as a meeting scheduled with the principal and referral to Department of Health and Human Services (DHHS).

Because of the liability imposed upon the school for the safety of your child, notes (signed and dated with child's first and last name) shall be required for the following:

1. When returning from a day or more of absences (with a doctor's note after 5 or more consecutive days)
2. When a child is to be dismissed early and/or will be picked up by someone other than the parent
3. When a child leaves school at the end of the day with someone other than the parents/guardian, to visit the home of a friend, etc.

Children who arrive at school after the 8:15 bell are considered tardy for school. **When a child arrives tardy for school, he or she must stop at the office upon arrival for a late pass.** If a student is chronically tardy without a note from their parent explaining the circumstances, possible consequences and/or a parent meeting may occur, at the discretion of the principal. When your child is ill or will not be attending school, please call the office at 474-9822 **and** send a note with your child upon their return.

If parents choose to take a student on vacation, they should consult with the teachers **and** principal about the required work and make arrangements for the student to make up all missed work.

ALERT SYSTEM

On rare occasions it may be necessary during the school day for the school to attempt to contact all parents/guardians of students in the school. If the school experiences a sustained loss of power, water, or heat, a decision may be made to close school for the remainder of the day. Or, in the event that a school bus bringing students back to the school from a field trip is delayed beyond the normal release time, an attempt would be made to contact parents. In such instances, we would want to reach parents/guardians as quickly as possible. In order to accomplish this contact process, we have a district-wide school alert automated telephone and text message system. The system will deliver a text and/or

telephone message to parents/guardians notifying them of the circumstances. The alert system will also be used to notify parents/guardians about school closures due to inclement weather.

CELL PHONE POLICY

Cell phones must be turned off and kept in students' backpacks while at school. At MCSS, "**at school**" includes school grounds, the playground, cafeteria, the bus, and all classrooms. Students may be contacted via messages left at the office or during breaks by calling 474-9822. At 2:00 P.M. each day the office will call classrooms with messages for end-of-the-day instructions.

If students choose to use cell phones at school or on the playground, the cell phone will be confiscated and kept in the office until the end of the day. **Texting and picture taking are included in the prohibited use of cell phones during the school day.** Parents may collect their child's cell phone at the end of the day and/or at their earliest convenience from the office. Phones are kept in a safe place and labeled with the student's name.

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Children have the right to their feelings...

and the responsibility to move beyond their feelings to action and to respect the feelings of others.

Children have the right to their own opinions...

and the responsibility to listen to the opinions of others.

Children have a right to make their own decisions...

and the responsibility to accept the consequences, good or bad.

Children have the right to their own attitude...

and a responsibility to learn from their mistakes and to correct them.

Children have the right to make mistakes...

and the responsibility to learn from their mistakes and to correct them.

Children have the right to learn...

and the responsibility not to interfere with others' rights to learn.

COMMUNICATING EDUCATIONAL CONCERNS

From time to time parents have concerns which they need to have addressed. The following procedure should be followed:

First, meet with your child's teacher and explain your concern. To contact your child's teacher, please call the school before 8:00 a.m. or after 2:30 p.m. Messages for teachers may be left at the office throughout the day. You may also use district email to contact your child's teacher. If your concern has not been resolved to your satisfaction, please make an appointment to discuss it with the principal. If still unresolved, your next step would be to discuss your concern with the Assistant Superintendent or Superintendent. If your concern continues to be unresolved, you may contact your local School Board director to bring the matter before the School Board.

CURRICULUM INFORMATION

Information regarding RSU/MSAD 54's curriculum can be found on the District website at www.msad54.org. Please keep in mind that every effort is made to regularly update information on the website. However, the curriculum is constantly evolving in response to changing student needs and local, state, and federal regulations. MSAD 54 is currently working diligently to develop a cohesive K-12 curriculum in all subject areas which includes graduation standards, performance indicators, and scoring criteria which will help inform instruction in a proficiency-based educational system. If you have any questions regarding curriculum, please contact your child's teacher or principal.

CUSTODY

If there is a court order that relates to the custody of your child, please provide a copy to the principal so that it can be included in your son's or daughter's file.

If you have a particular concern regarding your child's right to privacy, this should be discussed with the building principal. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unauthorized or unknown person(s).

CANCELLATIONS, DELAYS, AND UNEXPECTED EARLY DISMISSALS

In case of inclement weather conditions, please listen to local radio and/or television stations for school cancellations. Announcements will be made on local TV and radio stations and will also be posted on the district website at www.msad54.org. The automated alert system will be used as well.

School may be dismissed early when severe and threatening weather conditions exist. When school is closed early without prior notice, school officials will follow instructions as listed on the Unexpected Early Release forms sent home in the fall. Parents should see that children have an alternate plan in the event the school is dismissed because of an emergency of any kind. When considering alternate arrangements:

1. Make arrangements with a relative or neighbor to receive your child if you are away from home during the day.
2. Give your child specific instructions so that he/she will know what arrangements you have made.
3. If possible, parent alerts will be sent to parents/guardians through voicemail and text messages.

RSU/MSAD 54 may on occasion utilize one- or two-hour delays in the morning when it is determined that school can be safely held if we are afforded the delayed start time. The procedure for announcing a delay would be the same as for closing school for the day or an early dismissal. Buses and start times will be one or two hours later than normal. Staff and students would report to school one or two hours later than a normal day and be dismissed at the regular time.

DELIVERY POLICY

Students and staff are allowed to accept delivery of small gifts only, small floral arrangements and/or Mylar balloons (**no latex balloons**) at school. **School deliveries should be made on a very limited basis** (home is preferred) as they may cause disruptions in both the school office and the classroom. In addition, they can pose health and safety issues within the school. Deliveries will be held for students and staff in the office until the end of the school day.

DRESSING FOR SCHOOL

It is expected that a student, with parental guidance, will use best judgment when dressing for school. During the winter months, parents should make certain that their children are dressed properly for cold weather, as all students will be expected to be outside during recess periods. While it is not the school's intent to dictate what a student shall wear, it may be helpful to define some guidelines:

- Clothes that are offensive/in poor taste or advertise alcohol or tobacco products are not allowed at school. If a student is found wearing clothing in the above categories, he/she will be asked to either change it or wear it inside out.
- No student should have any part of their undergarments (including straps of any kind) in view at any time.
- Students may begin wearing shorts (must have an inseam of at least 4 inches) and sandals when they return to school after April vacation, weather permitting.
- Tops with spaghetti straps, halter tops, and sheer tops are not permissible attire for school.

- Skirts may be worn with the same basic rule for shorts. As skirts obviously do not have an inseam, a good rule of thumb is that the hem should fall at fingertips or below when students' arms are extended downward at their sides.
- Due to safety issues Heelys are restricted from MCSS.
- Pajamas of any type should not be worn as everyday attire at MCSS.
- Remember that flip-flops or slides are not safe running gear for recess or Physical Education classes and are discouraged.

ELECTRONICS/TOYS AT SCHOOL AND ON THE PLAYGROUND

Please do not bring radios, IPODS, electronic games, cameras, cell phones (see cell phone policy), skate boards, scooters and/or valuables to school. Their use will not be permitted at school, and the school will not be held responsible for damage or loss. If children choose to ride their bikes to school, please keep in mind that the law in Maine states that all children under the age of 16 must wear a helmet in order to ride on a public road.

GUIDANCE

The elementary guidance program in RSU/MSAD 54 serves all students. This program recognizes each student as a unique individual with unique needs. The focus is on assisting students in dealing with decision-making skills, friendship, self-esteem, social skills, divorce, anger management, personal loss, and development, as needed by each individual. The elementary guidance counselor gives assistance to students and to classroom teachers by providing the following services:

1. Consulting with teachers, parents, and administrators regarding an individual student's program.
2. Individual or small-group limited sessions to help students function at their best in the school environment.
3. Classroom presentations focusing on social, emotional, and academic development.
Parents are encouraged to call the guidance counselor with any concerns.

HARASSMENT

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also a violation of School Board policy. Such conduct may constitute illegal discrimination under state and federal law.

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.

Allegations of harassment of any kind will be thoroughly investigated and addressed according to school, district, and state policies and regulations.

HEALTH AND SAFETY

All students attending grades K-12 must meet minimum immunization standards as required by state law or be covered by exemptions. The following health guidelines are in place:

1. No child should be sent to school if there is any symptom of illness present. This is to assure the quick recovery of the sick child and to protect other children. In the case of fever and/or illness, the child should be symptom-free without the help of medication for 24 hours in order to return to school.
2. A child may be sent home if there is a reasonable suspicion of contagious disease.
3. A district nurse visits all elementary schools on a regular basis, maintains all health records, and conducts routine screenings. In the case of a child's illness or accident at school, the school will contact the parent to care for the child.
4. Please be sure to include emergency contact numbers when filling out the Emergency Card; a work number, cell number, childcare provider, and a neighbor's number are helpful. If your child is involved in an accident which, at the discretion of school personnel, requires medical attention, you will be contacted using the information on the Emergency Card. Therefore, **please notify the school office of any changes in contact information during the school year**
5. For children bringing snacks or lunches to school, we encourage good nutrition – lots of water, fruit, vegetables, cheese, nuts, etc. rather than soda, sports drinks, or sweets.
6. Regular fire drills and lock down drills will be conducted throughout the year.
7. Students will not be allowed to stay in for recess without prior arrangements between the parents and teacher/administrator. Generally speaking, if a child is healthy enough to come to school, he or she is healthy enough to go to recess.

HOMEWORK

Reading at home by your child, to your child, and with your child is encouraged at all levels of homework! Children in all grades may be given school work to do at home. There are different types of work children may be asked to do at home. Incomplete class work may be asked to be done at home. However, the teacher and parent should monitor the student's needs as well as any causes for incomplete work very closely.

Children may become very involved in a unit of study and may read or construct something at home related to it. As children get older and become better readers, they are given more specific assignments which require the use of encyclopedias, dictionaries, maps, newspapers, magazines, the internet, and other reference materials. Students may be asked to interview their relatives and gather information about family customs, origins, etc. Assignments may require writing letters and mailing them. Homework assignments that are supported by the home provide opportunities for our students to learn good study habits, to develop a sense of responsibility for task completion, to learn time management, to reinforce skills, and to extend or enrich their classroom experience. Please make every effort to support your child by providing a quiet space in which they can read and complete school work.

Some classroom teachers have a blog, Porta Portal, or newsletter on the MCSS website. The website may give parents/guardians information regarding homework and assignments. Teachers will send home information at the beginning of the school year regarding communication of regular assignments. The school's web page can be found at www.msad54.org/mcss; click on "Staff Directory" and your student's teacher for more information.

LOST AND FOUND

The lost and found is where items, such as clothing, notebooks, and assorted objects brought to school and then misplaced may be found. **Please label all clothing as well as personal belongings with your child's first and last name.** Lost and found items are located in the gym. Many items go unclaimed and the collection becomes too large for available storage space. Therefore, unclaimed items will be donated after an extended time period. Parents are encouraged to come to school periodically to look through this collection. We would like to be able to return every lost item to the rightful owner.

LUNCH AND BREAKFAST

In MSAD 54 school breakfasts and lunches are available to all students at no cost, regardless of income. School lunch forms will be sent home at the beginning of each school year. It is very important that the forms be completed and returned to school so that the district will continue to qualify for funding in order to offer universal breakfast and lunch. If a student wants an extra milk with his/her meal, it may be purchased. Please be sure to send money in with your child for this extra purchase, as charge accounts are not available.

Menus for breakfast and lunch will be sent home with students and may also be found on our website. If you have an e-mail address and provide it to the school, your child(ren)'s balances will automatically be updated weekly to your e-mail address. You may receive reminders via e-mail if you include your e-mail address on your emergency cards at the beginning of the school year.

MEDICATION

Medications will be given at school only when it is absolutely necessary and meets all of the following criteria:

1. Medication is part of a doctor-established medical plan of care. This applies to pain relievers and cough syrups.
2. It has been determined that there is no other way to give medication.
3. The need is based on an acute/long term health problem.
4. The medication must be taken on a schedule that cannot be adjusted to outside school hours. (i.e., three times-a-day medications can be given before school, after school, and at bedtime.)

Medication is to be given by school personnel only with written permission from the parent and a written order from the licensed physician. Medication must always be in the original container and properly labeled to include student's name, name of drug, and dosage. No other medication will be accepted in any container other than the original prescription bottle. The parent will be notified if the medication cannot be given for any reason. Written orders received will be attached to the health record of the student and kept in the nurse's office. Students who are receiving medication daily throughout the year should have a medication record initialed each day, which will be attached to the health record at the end of the school year.

All non-licensed personnel responsible for giving medications shall participate in an in-service training by licensed school nurses and have access to continuing consultation.

Prescription **medications should be delivered to school by parents/guardians** whenever possible. However, if this is not possible, parents need to send medications in a properly labeled bottle with student's name, name of drug to be given, and dosage. **No more than a five (5) day supply** of medication may be transported by a student. Controlled substances (i.e., Tylenol with codeine, Ritalin, etc....) **must** be delivered to school by a parent/guardian. Students are **NOT** allowed to store prescription or over-the-counter medication of any kind in their personal belongings at school; **ALL** medication must be stored in a secure area in the office, even if only for the day. **NO** medication shall be provided by the school.

Insect stings/Allergies:

1. Parents will be responsible for providing precise instructions from the physician for action to be taken when students who are allergic to insect stings (bees, wasps, etc.) or other substances are adversely affected during school hours. These instructions should be signed by both the physician and parent/guardian.
2. It shall be the responsibility of the parent/guardian to provide the appropriate **bee sting kit or allergy kit** for those students who require epinephrine.

MCSS COMPACT

A. STUDENT RESPONSIBILITIES – each student is expected to:

- Believe that it is possible to learn.
- Come to school each day supplied with pens, pencils, paper and other tools necessary for learning.
- To make every effort to do his/her best at work and in behavior.
- Follow school rules
- Show self-respect and respect for the personal rights and property of other people and animals.
- Accept responsibility of own actions.
- Work to resolve conflicts in positive, non-violent ways.

B. PARENT/FAMILY RESPONSIBILITIES – Parents of MCSS students are encouraged to:

- See that your child is punctual and attends school regularly.
- Support our school discipline policy.
- Establish a quiet time for homework and review it regularly.
- Encourage your child's efforts and be available for any questions.
- Stay aware of what your child is learning.
- Share reading and learning with your child.
- Sign and return all papers that require parent/guardian signature.
- Attend parent/teacher conferences.

C. PRINCIPAL/STAFF RESPONSIBILITIES – Staff will strive together to:

- Communicate and work with families to enhance students' learning.
- Respect the cultural differences of students and their families.
- Continue efforts to develop professionally.
- Provide curriculum that promotes learning through the study of literature, math, science, social studies, and the arts.
- Explain assignments clearly and provide homework that supports the curriculum.
- Encourage students and parents by providing information about student progress.
- Provide a safe, pleasant, and caring atmosphere.
- Provide resources to help all children be successful in their school experience.
- Maintain high expectations for self, students and other staff.
- Assist students in the development of a sense of personal and civic responsibility.
- Help students to resolve conflicts in an appropriate and positive manner.

NOTIFICATION OF RIGHTS

Nondiscrimination/Equal Opportunity and Affirmative Action

The RSU/MSAD 54 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU 54/MSAD 54 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, sexual orientation means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Jonathan Moody, Assistant Superintendent/Affirmative Action Coordinator
MSAD/RSU #54
196 West Front Street
Skowhegan, ME 04976
(207)474-9508

Inquiries concerning the application of RSU/MSAD 54's Public School's nondiscrimination policies also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), John W. McCormack Post Office and Court House, Boston, MA 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The family Educational Rights and Privacy (FERPA) affords parents and students over age 18 years old ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.
 - a) Parents or eligible students may ask MSAD 54 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
 - b) If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

- a) One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b) Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - c) The District may also disclose directory information without consent. Directory information would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes student's name, date of birth, major field of study, dates of attendance, degrees, awards, and the most recently attended school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, DC 20202-4605

**MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS
IF YOU AND YOUR FAMILY LIVE IN ANY OF THE FOLLOWING SITUATIONS:**

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible. If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

If you need further assistance with your educational needs, contact:

- Local Liaison(s) Dan Hylan –Skowhegan Area High School 474-5511
Ann Belanger or Erica Thompson – Special Services Department 474-7424
- The National Center for Homeless Education: 1-800-308-2145 * homeless@serve.org *
www.serve.org/nche.

TEACHER QUALIFICATIONS

Any parents may request teacher professional qualifications for any teacher in the school. Requests should be made in writing to the building principal.

PARENTAL RESPONSIBILITIES

1. Parents are encouraged to initiate contact with their child's teacher(s) in the event of any concerns or problems that arise.
2. You are urged to share with us any information about how we can provide your child with the best education possible.
3. Please be sure that your child is well-rested so that he/she can attend to learning activities.
4. We urge parents to read to their children, have children read to them, share books, magazines and newspapers. Parents should supervise their children's television viewing habits.
5. Parents can be supportive of their children's formal education by showing an interest in their child's school day. Talk to them about what they did at school; review with their children any papers brought home; inquire about their reading and writing programs.
6. Review with your child his/her rights and responsibilities.
7. Many children will bring toys, games, etc. to school. We cannot be held responsible for their repair or replacement if damaged or lost.
8. Parents should help students to be responsible for all books and equipment that they use. The parents or child will be expected to pay for lost or damaged books or equipment.
9. Please help us with the safety of your child coming to and from school: **Send a note if your child is changing his/her normal going-home plans or call the school office before 2:00 P.M.**
10. If a student has to stay after school (normally until 3:00), it will be the responsibility of his/her parents to arrange for transportation home.
11. The use of the school telephone(s) will be restricted to emergency use only for students. Students may not arrange social engagements during the school day.
12. **School hours are 8:15 a.m. to 2:15 p.m.**

Supervision begins at 7:45 A.M.

For your child's safety, please do not send or allow your child to arrive at school prior to 7:45. (This is subject to change for special events; families will be notified of any changes.)

13. Students will be released only to parents, legal guardians and other person(s) specifically authorized to pick up a student(s) by written notifications from parents/legal guardians. **Only persons listed on your child's emergency card may pick up your child from school unless a note or call is received from the legal guardian by the school office.**
14. All students dismissed early must be signed out through the office by a parent/legal guardian or person(s) specifically authorized to pick up a student(s) by written notification from parents/legal guardian.
15. Students who arrive at school late must report to the office first, accompanied by a parent/guardian, to receive a pass. No student should enter or exit the school via portable classroom door if they are tardy or leaving early. They must be signed out at the front office.

PHONE CALLS AND VISITORS TO CLASSROOMS

Telephone calls from outside the school building will be put through to classrooms from 8:00 – 8:15 a.m. and between 2:15 – 3:00 p.m. All other phone calls will be handled by leaving a message for the staff member. Student messages for end-of-day instructions will be announced to each room at 2:00 p.m. each day. You may call the office to leave those instructions at any time. If you must speak with your child, we will give them a message to contact you prior to the end of the day. The school hours

are teaching and student learning times and should be “interruption-free” to the greatest extent possible during the school day.

RSU/MSAD 54 POLICIES

The MSAD 54 School Board has established several policies to ensure a safe, effective, efficient educational environment for all students. To view these policies, please visit the district homepage at www.msad54.org.

PROFICIENCY-BASED EDUCATION

Proficiency-Based Education (PBE) means is that schools will work to ensure that students are proficient – able to demonstrate certain knowledge and skills – in core subject areas. Currently, schools in Maine are required by law to certify students’ proficiency in order to award a diploma. Maine laws are constantly evolving in this area in response to feedback from parents and educators as well as to the changing needs of society. PBE work in MSAD 54 involves making learning intentions and the criteria for success in meeting learning objectives explicit to students, and monitoring student progress very closely throughout their educational career so that interventions and supports can be put in place as needed. In a proficiency-based system, students may be given multiple opportunities to demonstrate their abilities, and they are involved in assessing their progress toward meeting goals. Additional information about PBE can be found on our district website or by having a conversation with your child’s teachers and administrators – please do not hesitate to ask. We welcome your questions and your involvement in your child’s education as we work together to ensure the most positive outcomes possible for each and every child in MSAD 54.

PROGRESS REPORTS

Pupil Progress Reports are provided at the closing of each trimester to allow parents to follow and understand the progress of their child.

It is expected that the parents will meet with their child’s teacher and pick up their child’s first progress report each fall at conference time. An optional spring conference is available. A student’s progress can be discussed with the school staff at any time during the school year.

RECESS – INSIDE / OUTSIDE

Before school begins students will gather in the gym. During this time they may eat breakfast before being dismissed to their classrooms. Students shall generally participate in a lunch recess of 25 minutes each full day of school. All recesses are expected to take place outside the building. In the event of inclement weather i.e. rain, or frigid temperatures below 10 degrees (including the wind chill factor), the students will be inside. If the temperature is 10 or above, students will go outside and should come to school dressed appropriately and prepared to do so.

Students are not allowed in the building or on the playground until 7:45 A.M. when teachers will begin their duties. When students are dropped off or arrive earlier than 7:45 (which is very strongly

discouraged), they must wait unsupervised outside the building. Please keep this in mind during frigid days or inclement weather.

In the event of inclement weather at the end of the day, students will be released at the normal time for walkers and bus students will wait for their bus in the gym with duty staff members.

RESPONSE TO INTERVENTION

All schools in Maine are required to have Response to Intervention (RTI) systems in place. RTI systems help ensure that students have access to instruction that best supports their individual needs. All teachers in MSAD 54 meet on a regular basis to examine student assessment data, determine whether additional supports may be needed for individual students, and develop and implement those supports. Student data is re-examined at subsequent RTI meetings to decide whether the supports are working – whether the student is making progress toward grade-levels expectations and benchmarks. Student supports may be adjusted, or students may be referred, in consultation with parents/guardians, for further evaluation for special education services. If parents/guardians have concerns at any time regarding their students’ academic, social, and/or behavioral progress, they are strongly encouraged to consult their child’s teacher(s) and/or the building administrator.

RULES AND CONSEQUENCES FOR BEHAVIOR

MCSS is a community of learners. In order for students to be safe and productive we need rules and consequences, just like any community. The following section is an outline of the rules and the guidelines we all need to know and follow, as well as the consequences that may occur when rules are broken.

We are very proud of the behavioral record of the vast majority of our students. They show us every day by their commendable behavior that they wish our school to be safe and productive. With that in mind, please review these rules and rest assured that the staff at MCSS will work with you in every way to make our school the best and safest place in which to work and play. Due to safety considerations, students are prohibited from bringing knives, matches, etc., to school. These and other things that are designed to be used as a weapon, to inflict bodily harm, and/or used to threaten, intimidate, coerce, or harass another person(s) will be taken away from the student and result in an investigation and appropriate action by the building administrator/designee.

CONSEQUENCES

If, by chance, a student makes the choice to not follow school rules, it is important to learn appropriate ways to function at school and to get needs met. The staff member who observes the inappropriate behavior will speak to the child about the rule(s) not followed and may issue a behavior report to the student with copies for the principal/process room, the homeroom teacher, and home. The student will then take the behavior report home, have it signed by his/her parent/guardian and return it to his/her homeroom teacher the following school day. Depending upon the severity of the behavior and/or the number of times the student has made inappropriate choices, the student may go to the Process Room during recess, where students write about their actions, reasons for their actions, appropriate alternatives to their behavior, and ways to repair any damages that may have resulted from their choices.

Violent or threatening behavior, in verbal, written or physical form, is strictly prohibited. Because of the seriousness of violence and the potential for danger, in cases of threatening or other violent acts of behavior, we reserve the right to apply more serious measures which may include, but are not limited to, loss of privileges, detention, suspension, etc. These more serious procedures and consequences will also apply if a student is found smoking on the school grounds, in possession of any form of tobacco or weapon, skipping school, or leaving the school grounds without permission. Depending on the seriousness of the infraction, there may also be legal consequences and school board action in addition to the sanctions mentioned above.

The following pages list behavioral expectations and consequences at MCSS:

MARGARET CHASE SMITH SCHOOL
RULES AND EXPECTATIONS

	Hall	Lunch	Recess	Assemblies	Bathroom	Bus
Be Safe	<ul style="list-style-type: none"> Walk to the right you're your eyes ahead. Keep hands, feet, and objects to yourself. When with your class, stay together, stay in your personal space. 	<ul style="list-style-type: none"> Carry your tray safely. Keep hands, feet, and objects to yourself. Eat your own food only. 	<ul style="list-style-type: none"> Play safely, keeping hands and feet to yourself. Stay within playground boundaries where teachers can see you. Follow directions for using the playground equipment appropriately. 	<ul style="list-style-type: none"> Stay with your class, in your personal space. Walk in a line with your class. Ask permission before leaving your group (bathroom, nurse, office). 	<ul style="list-style-type: none"> Ask permission and/or follow classroom procedure to use the bathroom. Go directly to and from where you need to be. Wash your hands when you are done. 	<ul style="list-style-type: none"> Use walking feet and level 0-2 voice when entering and exiting. Remain seated and facing forward until it is time for you to get off the bus. Keep hands, feet, and objects in your own space.
Be Respectful	<ul style="list-style-type: none"> Admire the work of others with your eyes only. Use quiet walking feet. Use voice level 0 or 2 – Follow your teacher's directions. 	<ul style="list-style-type: none"> Use good table manners. Keep your food and your body in your own personal space, with your feet under the table. Use kind words and actions. Use voice level 0-2 in line and at tables. 	<ul style="list-style-type: none"> Use good sportsmanship and include others. Use kind words and actions. Treat playground materials and the environment with care. 	<ul style="list-style-type: none"> STAR* Use voice level 0 during performances/ presentations. Show appropriate appreciation. 	<ul style="list-style-type: none"> Allow privacy of others. Knock before entering the bathroom or stall. Use voice level 0 -1 in the bathroom and at the sink. 	<ul style="list-style-type: none"> Use kind words. Use voice level 0-2 when riding the bus.
Be Responsible	<ul style="list-style-type: none"> Walk directly to where you need to be. Keep the hallway clean and free of clutter. 	<ul style="list-style-type: none"> Be where you are supposed to be. Raise your hand if you need help. Clean up after yourself. 	<ul style="list-style-type: none"> Dress appropriately for the weather. Line up when the bell rings, following directions for lining up. Put playground equipment away 	<ul style="list-style-type: none"> Keep track of your belongings. Use walking feet when entering/exiting and listen for directions. Sit so others can see. 	<ul style="list-style-type: none"> Tell an adult if there is a problem. Use the toilet, sink, soap, and paper towels appropriately. 	<ul style="list-style-type: none"> Keep the bus clean. No food, drinks, toys, or electronic devices on the bus. Let the bus driver know if there is a problem.
Voice Level:	0 = Silent	1 = Whisper	2 = Conversation/Table Talk	3 = Classroom	4 = Outside Voice	

* STAR = Sit up; Track the speaker; Ask and Answer questions appropriately; Respect others

Remember: In all areas, respect other people and property, and follow adults' directions the first time.

MARGARET CHASE SMITH SCHOOL

In-School Climate and Behavior Rubric

<p><u>NOT FOLLOWING DIRECTIONS</u> (Cleared after 3 months) EXAMPLES: Non-aggressive behaviors Throwing objects/spitting (not at someone)</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Student on wall for 10 minutes *<u>1 month</u> incident-free: Start over</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Student on wall for 10 minutes Additionally: 10 minutes in Process Room</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Student on wall for 10 minutes Additionally: 1 day in Process Room Notify Parent</p>
<p><u>LEVEL 1 BEHAVIORS</u> EXAMPLES: Teasing Roughhousing/pushing Throwing objects/spitting at someone Rude/disrespectful words or language Inappropriate language (not directed at someone)</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Notify Parent</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Assign 1 day in the Process Room Notify Parent</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Assign 3 days in the Process Room Meet with parent and student to develop individual conduct plan</p>
<p><u>LEVEL 2 BEHAVIORS</u> EXAMPLES: Physical/verbal intimidation/threatening Inappropriate language directed at someone Offensive gestures Hitting/punching/kicking/choking</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Assign 1 day in the Process Room Notify Parent</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Assign 3 days in the Process Room Notify Parent</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Assign 3 days in the Process Room/Possible In-School suspension Meet with parent and student to develop individual conduct plan</p>
<p><u>LEVEL 3 BEHAVIORS</u> EXAMPLES: Extreme aggression Racial/ethnic/sexual slurs Inappropriate touching Physical assault</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Notify Parent via telephone WILL BE DEALT WITH IN ACCORDANCE WITH SCHOOL BOARD POLICY</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Notify Parent via telephone WILL BE DEALT WITH IN ACCORDANCE WITH SCHOOL BOARD POLICY</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Complete Behavior Report Send student immediately to the Process Room Notify Parent via telephone WILL BE DEALT WITH IN ACCORDANCE WITH SCHOOL BOARD POLICY</p>

MARGARET CHASE SMITH SCHOOL

Bus Climate and Behavior Rubric

<p><u>LEVEL 1 INFRACTION</u> Examples: Disrespectful behavior; disorderly/disruptive conduct; eating/drinking on bus; Teasing; Improper boarding/departing; Littering; Inappropriate volume; obstructing aisle; PDA; throwing objects; unauthorized use of electronics</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors Notify Parent via Bus Slip *Note: Teasing against the same person more than once moves to Level 2 Infraction</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors Assign 1 day in the Process Room Notify Parent via Bus Slip</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors Assign 1 day in the Process Room 2-Day suspension from bus Notify Parent via bus slip and phone call *If behavior continues, additional bus suspension and parent meeting may occur</p>
<p><u>LEVEL 2 INFRACTION</u> Examples: Fighting/Physical Contact; Harassment/Bullying; Obscene Language/Profanity/Swearing; Spitting; Threatening; Unsafe Conduct</p>	<p><u>1st INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors Assign 1 day in the Process Room Notify Parent via Bus Slip</p>	<p><u>2nd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors 3-day suspension from bus Notify Parent via Bus Slip and phone call</p>	<p><u>3rd INCIDENT</u> Speak to student/State behavior unacceptable State the rule Discuss acceptable alternative behaviors 2-week suspension from bus Notify Parent via Bus Slip and phone call *If behavior continues, additional bus suspension and parent meeting may occur</p>
<p><u>LEVEL 3 INFRACTION</u> Examples: Alcohol; Drugs; Extreme Aggression; Tobacco/Matches/Lighters; Toxic Substances; Vandalism</p>	<p><u>1st INCIDENT</u> Will be dealt with in accordance with School Board policy</p>	<p><u>2nd INCIDENT</u> Will be dealt with in accordance with School Board policy</p>	<p><u>3rd INCIDENT</u> Will be dealt with in accordance with School Board policy</p>

SECURITY

All doors to the school building are locked during the school day. A doorbell system is at the front door for visitors to use for entrance into the school. **All parents/guardians who come to the school should push the button for the doorbell and report to the office. All visitors to the school must sign in and out at the office and display a visitor tag when present in the school. If parents/guardians are picking a child up early, the child's classroom will be called. All children who are picked up will report to the office and be dismissed from the office. The portable classrooms will be locked from 8:00 a.m. to 2:15 p.m. Identification may be required by the office staff for entry into any school facilities.**

SNOW OR INCLEMENT WEATHER CONDITIONS

Because of the size of our school district, safe traveling in inclement weather conditions can be quite different between one area and another. Therefore, if school has not been canceled, parents/guardians have the right to keep children home if they feel that the road conditions are too hazardous for travel. In such case, please notify the school so that the child's absence will be considered an excused absence.

TRANSPORTATION

Transportation is provided to all students living more than a mile from the school. Bus routes are determined by the Business Manager. Specific bus routes, bus numbers, drivers, and estimated pickup times are printed in the local newspaper prior to the opening of school for the year. Parents should send their children on the bus the first day of school to receive proper information on which bus the child(ren) will be traveling to and from school. Parents who want their child(ren) picked up or returned to a place other than their own homes (on a regular basis) must obtain prior approval from the Business Administrator.

Any change from a child's normal going-home routine will require a written note, **which has been signed and dated**, from the child(ren)'s parent/guardian. The bus shall be considered an extension of the classroom, and while on the bus students are expected to conduct themselves in the same appropriate way as in the classroom. The bus driver has the authority and responsibility to maintain orderly behavior of students on the bus. In the case that a student loses his/her riding privileges, it will be the responsibility of the parent/guardian of the student(s) involved to see that the student(s) gets to and from school safely and on time.

VISITORS

For the safety and protection of our students, all **visitors** (meaning anyone who is not a student or staff of MCSS) **should push the front doorbell to be able to enter through the front doors only** and will be required to check in at the office with the secretary or principal, wear a visitor badge, and sign the

visitor's log. This includes visitors to classrooms in the portable units. Students should NOT be picked up or dropped off at the portable units. It is assumed that regular visitors to the school during the instructional day have completed required background checks.

Visitors to portable units **should also come through the main entrance** and not visit, drop off students/homework/etc. or pick up students at the portable unit entrance. There are no student pick-up logs, visitor logs, or badges in the portable units.

Visitors who would like to visit classrooms may do so between the hours of 8:00 – 8:10 a.m. and 2:15 – 3:00 p.m. unless prior arrangements are made. The school hours are teaching and student learning times and should be “interruption-free” during the school day.

VOLUNTEERS

Volunteers in elementary school help teachers and students in innumerable ways: Assisting in the library, serving as tutors in the classroom, making learning center materials, accompanying students on field trips, running off paper, and talking with students about their education and hobbies.

We encourage the use of volunteers to supplement programs within the school. If you have time, special talents, or interesting experiences to share, please contact your child's teacher or school principal and make arrangements to volunteer your services. All volunteers must wear a badge which indicates “Volunteer”. **All volunteers must complete a background check through the central office prior to any volunteering time.** Background forms can be obtained through the MCSS office.