



# RSU 16 Student Handbook

## 2020-2021

Our mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful, contributing citizen, able to adapt to change and to successfully respond to the future.

Poland Regional High School  
Whittier Middle School ❖ Minot Community School  
Elm Street School ❖ Poland Community School

RSU 16  
Superintendent Office  
3 Aggregate Road  
Poland, ME 04274  
207-998-2727  
<https://www.rsu16.org/>

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## District Information

### School Board Members

Please view [this link](#) on our webpage to learn about our school board members

Superintendent: Kenneth Healey

[khealey@rsu16.org](mailto:khealey@rsu16.org)

Assistant Superintendent: Amy Hediger

[ahediger@rsu16.org](mailto:ahediger@rsu16.org)

Director of Special Education: Holly Day

[hday@rsu16.org](mailto:hday@rsu16.org)

Director of Operations: Craig Worth

[cworth@rsu16.org](mailto:cworth@rsu16.org)

Director of Transportation: Fred Barlow

[fbarlow@rsu16.org](mailto:fbarlow@rsu16.org)

## School Information

<p><b>Poland Regional High School</b> 1457 Maine Street, Poland, ME 04274 (207) 998-5400, (207) 998-5060 (Fax) <a href="https://www.rsu16.org/prhs">https://www.rsu16.org/prhs</a> School Office Hours: 7:00 – 4:00 School Hours: 7:40 – 2:10 (1:10 on Wednesdays)</p>	<p><b>Whittier Middle School</b> 1457 Maine Street, Poland, ME 04274 (207) 998-3462, (207) 998-3481 (Fax) <a href="https://www.rsu16.org/bwms">https://www.rsu16.org/bwms</a> School Office Hours: 7:00 – 3:30 School Hours: 7:40 – 2:10 (1:10 on Wednesdays)</p>
<p><b>Elm Street School</b> 129 Elm Street Mechanic Falls, ME 04256 (207) 345-3382, (207) 346-6264 (fax) <a href="https://www.rsu16.org/ess/index">https://www.rsu16.org/ess/index</a> School Office Hours: 7:30-4:00 School Hours: 8:30 - 3:15 (2:15 on Wednesdays)</p>	<p><b>Minot Consolidated School</b> 23 Shaw Hill Road Minot, ME 04258 (207) 346-6471, (207) 345-9535 (Fax) <a href="https://www.rsu16.org/mcs">https://www.rsu16.org/mcs</a> Office Hours: 8:00 – 4:00 School Hours: 8:30 – 3:15 (2:15 on Wednesdays)</p>
<p><b>Poland Community School</b> 1250 Maine Street Poland, Maine 04274 (207) 998-4915, (207) 998-4998 (Fax) <a href="https://www.rsu16.org/pcs">https://www.rsu16.org/pcs</a> School Office Hours: 8:00 – 4:30 School Hours: 8:30 – 3:15 (2:15 on Wednesdays)</p>	

## Purpose of Handbook

This student handbook is intended to provide you with general information about our schools, your rights as a student in our schools, and guidelines regarding our operating procedures. We hope that you will find this information useful. While we believe this handbook is comprehensive in nature, please do not hesitate to contact your school administration to clarify any information provided here or anything you believe is missing.

This student/parent handbook is updated regularly but there may be items in this handbook which conflict with district policy. In these cases, district policy supersedes information in this handbook and governs any and all procedures and decision making.

## Affirmative Action/Nondiscrimination

It is the policy of RSU 16 to ensure equal employment/educational opportunities and affirmative action regardless of race, sex, orientation, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation. Affirmative Action officer for RSU 16 : Stacie Field, 998-2727 x102, sfield@rsu16.org.

## Attendance

Attendance at school is an essential factor in promoting student achievement. Continued absence from school will affect a student's academic progress.

1. Students are expected to be in school, all day, every day, and on time. The school day begins at **7:40 am at the high school and middle school and 8:40 at the elementary schools.**
2. Parents are asked to call the school for all absences, tardies, and dismissals or send a note.
3. Notes and calls from home must be received within 48 hours to excuse tardies and absences.
4. Any student arriving late must report to the Main Office for attendance.
5. If absent, students are responsible for meeting with their teacher(s) and making up any missed work. Generally, work deadlines are extended one day for each day of absence.
6. Absence from school means that the student may not participate in any co-curricular activities that day unless granted special permission by school administration.

By state law, an absence is excused for one of these reasons ONLY: personal illness, but please remember that an illness resulting in three or more consecutive missed days may require a medical note for the absence to continue to be excused; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; or a planned absence for a personal or educational purpose which has been pre-approved by administration. Consequences for unexcused absences will be determined by the school administration and in consultation with other school personnel.

### **Planned absences**

RSU 16 recognizes that planned absences for family vacations or other recreational activities are important and will support students missing school for such events. Up to, but no more than five (5) days absent from school will be excused each year for such experiences. These absences must be planned and pre-approved by administration. Additionally, it is the expectation of the district that students complete missing school work in a reasonable time.

### **Truancy**

Any student who is at least 6 years of age and has not completed 6th grade will be considered truant when they have the equivalent of 7 full days of Unexcused Absences or 5 consecutive school days of absences. Additionally, any student under the age of 17 having ten Unexcused Absences or seven consecutive Unexcused Absences may be considered truant under Maine State Law and will be reported to the Superintendent of Schools. If attendance does not improve, the student's parents will be reported first to the Maine State Department of Health and Human Services, and then to the Androscoggin Sheriff's Department.

### **Chronic Absenteeism**

Students who are chronically absent (missing more than 10% of the days they are enrolled of the school year) will be referred to our student services team. Family meetings and support plans may be utilized to try to improve student attendance. Chronic Absenteeism includes both excused and unexcused absences.

### **Tardiness and dismissals**

All tardies and dismissals are unexcused unless they meet the State definition for excused absences as listed previously. Arriving late to school on a regular basis is disruptive to the learning environment and may prompt a meeting with school administration to address this problem.

## **Bomb Threats**

Bomb threats violate Board of Education policy as well as state and federal law. Making a bomb threat is both a civil violation and a crime under Maine law. Any student suspected of making a threat shall be reported to law enforcement authorities for investigation and possible prosecution. The administration may suspend and/or recommend expulsion for any student who makes a threat. In addition, bomb threats are an extreme disruption of the educational process. Any student who fails to report information or knowledge of a bomb and/or toxic or hazardous materials threat or the existence of a bomb, or other destructive device, in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion. For the full policy, please see [EBCC Bomb Threats](#) on the district website.

## Books, School Materials

Students are assigned specific textbooks and learning materials for their educational programming. It is expected that each student will care for these materials and return them in good condition. If a textbook or library book is lost or damaged, parents/guardians and the student are responsible to pay the replacement cost.

## Bullying

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the RSU 16 School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. Bullying is detrimental to the school environment and student's learning, achievement and well being. 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 and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. The administration in each of our schools does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU 16 schools and the operation of the schools. Please reference the RSU16 board policy on the district website (JICK [Bullying and Cyberbullying in Schools](#)) for more information.

Bullying behavior, as established by state law, includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- 1) Has, or a reasonable person would expect it to have, the effect of:
  - a) Physically harming a student or damaging a student's property.
  - b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- 2) Interferes with the rights of a student by:
  - a) Creating an intimidating or hostile educational environment for the student.
  - b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.
- 3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics.

Below are some terms that may help parents to identify if children are having conflicts with peers, displaying mean behavior, or are displaying bullying behavior.

- **Peer Conflict:** Conflict between and among peers is a natural part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically. If it's

peer conflict you will be aware that these children: usually choose to play or hang out together; have equal power (similar age, size, social status, etc.); are equally upset; are both interested in the outcome; will be able to work things out with adult help (after calming down).

- **Mean Behavior:** Children may try out behavior to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or “cutting” in line. If it is mean behavior, usually: it is not planned and seems to happen spontaneously or by chance; it may be aimed at any child nearby; the child being mean may feel badly when an adult points out the harm they’ve caused.
- **Bullying Behavior:** Bullying is serious behavior that has three key features – all three must be present for the situation to be considered bullying:
  - Power imbalance -- One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
  - Intention to harm -- The purpose of the bullying behavior is to harm or hurt other(s) – it’s intended to be mean and is clearly not accidental.
  - Repeated over time or a single significant event -- bullying behavior may continue over time, and get worse with repetition. There is a real or implied threat that the behavior will not stop, and in fact will become even more serious. Bullying can also happen with a single significant event that is threatening and meets the definition of bullying.

## **Cell Phone/Electronic Device Use**

Cell phones and other electronic devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules. RSU 16 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices: Students are prohibited from using privately-owned, personal electronic devices including, but not limited to cell phones, “smart phones,” electronic devices, MP3/iPods players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose. School administrators may designate appropriate times and places during which electronic devices and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).

Student use of cameras, and other recording devices, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing/videoing/recording another person during the school day and at school sponsored events.

The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes, but is not limited to, harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.

Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:

1. Confiscation of the device until the end of the school day;
2. A conference with the student's parent/guardian;
3. Exclusion of the device from school for an extended period of time;
4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
5. Referral to law enforcement.

## **Dress Code**

Clothing, including jewelry and other accessories, is expected to be appropriate for the learning environment. It should strengthen school spirit and pride and focus attention upon learning and away from distractions. Immodest clothing is not acceptable.

- Clothing that openly exposes a student's back, midriff, rear end, chest hair, shoulders, bra straps, or underwear is unacceptable.
- Tank tops are acceptable with straps wide enough to cover undergarments.
- Sheer shirts that reveal a student's back, midriff, chest hair, shoulders, or underwear are not acceptable.
- Length of skirts and shorts must provide appropriate coverage.
- Clothing, including face coverings, advertising, depicting, featuring, or referring to alcohol, tobacco, weaponry, violence, drugs or profanity is not allowed. Racist, sexist, or otherwise harassing material is also not allowed.
- Clothing that causes disruption to the learning environment is not allowed. School administration reserves the right to determine whether clothing is disruptive.
- Clothing that presents a safety concern, such as shoes with wheels in the soles, high heels or large chains on clothing or worn around the neck, or that causes maintenance problems, such as cleats, shoes that scratch floors, are not allowed.

Students not wearing acceptable attire will be reminded and given the opportunity to change into acceptable attire. Parents will be contacted if there is an ongoing issue with appropriate attire. Final determination for appropriate dress is at the discretion of administration.

## **Drugs/Alcohol Use and Possession**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing, offering or being under the influence of prohibited substances in all of the following circumstances:

- Before, during and after school hours, at school, in any school building, on any school premises;
- In any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities;
- Off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or an athletic event) where students are under the jurisdiction of the school unit;
- Or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

While at school or during any school activity, students are also prohibited from offering or accepting to furnish, sell, receive or buy prohibited substances at a location off school premises. Students are prohibited from wearing at school or school-related functions any article of clothing or product (such as T-shirts, hats, pins, etc.) that advertises, promotes, or references the use of prohibited substances.

Advertising of prohibited substances in school buildings, at school functions, on school owned property and in school publications is prohibited.

In determining the level of discipline for violations of this policy, the administration will consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, the student's prior disciplinary record and any action plan developed with the Substance Abuse Counselor and/or Student Services Team. All disciplinary consequences include referral to a substance abuse counselor.

## **Enrollment**

Parents/guardians wishing to enroll their child in RSU 16 schools are required to provide immunization records, birth certificate and verification of residency in Mechanic Falls, Minot or Poland. Please contact the office for appropriate registration forms. If a student transfers to another school, the new school will contact us to send the child's records. It is helpful for parents/guardians to let us know in advance that their child will be transferring to another school. This will allow us to send records in a timely manner and plan appropriate closure for the child.

When a student enrolls in our school district, we will review their school records and previous school experience to determine appropriate placement in our schools. Considerations will include class size and student needs.

## Field Trips

The school will provide permission slips for all field trips and students must return signed permission slips to participate in field trips. Phone call notifications from parents/guardians will not be accepted. Parental notification of a trip is sufficient only for the following exceptions: trips that occur within the district, with students travelling school to school; trips that involve an entire grade level for a curriculum related event; trips that are regularly scheduled as part of a particular educational program. The schools will provide adequate supervision during the trip to maintain discipline and safety and to respond to emergencies; and students participating in field trips are expected to conduct themselves in a manner consistent with RSU 16 School Board policies and school rules. [Policy IJOA](#)

## Graduation Requirements (HS Only)

Learning Area	Courses that must be successfully completed in order to demonstrate graduation level competency
English	English II <b>and</b> two other English credits: English III, Senior English, AP English Literature, AP English Language, dual enrollment/college English
Social Studies	Global Studies, U.S. History (US I and II or AP US), Comparative Government and Economics or AP Government <b>and</b> 3.5 credits
Math	Integrated Math 4
Science	Physical Science, Biology <b>and</b> Introduction to Chemistry or Chemistry
Learning Area	Other requirements
English, Math, Science	4 total credits in each of these learning areas
Visual/Performing Arts	1 credit of Visual and Performing Arts
Physical Education & Health	.5 credit Health, 1 credit Physical Education electives (at least one course with the personal fitness plan standard)
Technology	1 credit in Technology

### Addition Requirements and Notes

- **24 course credits** and **4 Roundtable credits** are required for graduation. The typical number of credits earned from all required courses is 20.
- All students must pass **Roundtable** each year, including the **Freshman Roundtable Project**, the **Sophomore Exhibition**, the **Junior Career Portfolio** and the **Senior Celebration**.
- All students must actively participate in at least **two co-curricular activities** over the course of their enrollment.

- Students may earn credit toward graduation for completing an approved equivalent to one or more of the requirements listed above.
- Participate in state mandated testing.

In order to participate in the formal graduation ceremony with their class, it is expected that all students complete the graduation requirements listed in the policy AND pay all outstanding fees, charges, and debts incurred through the school or the district.

## **Harassment/Sexual Harassment**

Harassment of any individual within the community is unacceptable. Harassment complaints should be immediately directed to a school administrator. For details, see the district policy, [ACAA Harassment & Sexual Harassment of Students](#).

Harassment of students because of, or the perception of, race, color, sex, religion, ancestry or national origin, sexual orientation, or disability is prohibited. Such conduct is a violation of the RSU 16 School Board policy and may constitute illegal discrimination under State and Federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the RSU 16 policy [JICIA – Weapons, Violence and School Safety](#).

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 is considered grounds for disciplinary action, up to and including expulsion. Harassment of students by district employees is considered grounds for disciplinary action, up to and including discharge. If criminal action is involved, the case will be referred to law enforcement.

### **Complaint procedure for Harassment**

Any student who believes they have been discriminated against or harassed should report their concern promptly to the building principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building principal. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary

measures, up to and including expulsion or dismissal. Students are encouraged to utilize the school unit's complaint procedure.

For complaints by students: [ACAA-R Student Discrimination or Harassment Complaint Procedure](#)

However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109- 4557 (telephone: 617-223-9622). Formal complaints under this policy must be made in writing.

## Hazing

RSU 16 is committed to the personal development of each student in our academic programs, including our extra- and co-curricular programs. RSU 16 is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

RSU 16 defines hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them, or which may in any fashion compromise their dignity as a person. Reported incidents will be investigated promptly and in a manner that protects the rights of the person filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach and/or athletic administrator.

In the case of an organization affiliated with this School unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

## Immunizations

All children attending a public or private school in Maine MUST have the following immunizations:

A minimum required for PK entry:

- 4 DTap (diphtheria, tetanus, pertussis)
- 3 Polio
- 1 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox)

A minimum required for Kindergarten entry:

- 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
- 4 Polio (3 Polio if the 3rd is given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox) or reliable history of disease

Required for 7th grade entry:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 1 Meningococcal Conjugate Vaccine (MCV4)

Required for 12th grade entry:

- 2 MCV4, only one dose is required if the 1st dose is given on or after 16th birthday

Each immunization entry must include:

- Vaccine type, date, administered and the name of the provider

Exemptions may be granted for philosophical, religious, or medical reasons. (Please note that effective 2021/2022 school year only medical exemptions will be allowed per Maine Law LD798.)

## Laptops

RSU 16 is committed to preparing our students for a digital world. We provide all students in **grades 4-12** access to a school-issued laptop to ensure our students have equal access to digital resources. Additionally, we provide computers with more robust capabilities to allow students to use specialized programs for learning.

Students in grades 7-12 pay a yearly use fee that funds a district self-insurance fund. Any damage to a student laptop will be investigated to determine if the damage was the result of an accident or negligence. Accidental damage will be covered by the self-insurance fund provides money to repair the laptop at no cost to the student. Students must pay \$100 to defray the cost of repairs due to negligence. The district reserves the right to require payment for the full cost of repairs and/or replacement in cases of extreme negligence, vandalism or multiple incidences of damage.

Students in grades 4-6 are provided individual electronic devices. These devices remain at school and so no use fee is assessed. Students may be billed, however, for damage that is determined to be the result of negligence.

## Medications in School

It is the policy of RSU 16 that only essential medications are administered to students at

school. Whenever possible, medications should be scheduled to allow a student to receive all prescribed doses at home.

If it is necessary for your child to take medication during the school day, please be advised that the school board policy outlines limitations in this matter:

1. **Students may not transport any medication to or from school.**
2. Students may not self medicate or provide medications to other students.
3. No over-the-counter-medication is allowed at school unless brought to school and administered by the parent/guardian.
4. **All prescription medication must be brought to school by the parent/guardian in the original container or it will not be administered.** The following information must be on the container: the name of the child, the name of the medication, when the medicine is to be administered, number of days to be taken. If you request a second container from your pharmacy, they will provide one at no cost to you. Parents/guardians as well as your child's physician are required to complete a medication permission form. This procedure applies to both prescription and over the counter drugs. Due to possible adverse reactions, the first dose of any medication should be given at home, at least 12 hours prior to the child coming to school.
5. **All prescription medication must be kept in the nurse's office.** Please understand it is the child's responsibility to remember to come to the nurse's office to take the medication. A log of students taking medicine will be kept.
6. By asking the school to administer medication to students, the parent acknowledges and agrees that unlicensed personnel may administer the medication as per the health insurance provider's instructions.
7. If your child needs cough drops, please send a note to the teacher giving permission for your child to take them.

Over the counter medications not listed on the Standing Orders list will be treated as medications needing labeled containers, medication form completed (by the parent/guardian and physician), and brought in by an adult.

A copy of the policy and appropriate forms are available in the nurse's office.

## **Personal Property**

Students are strongly discouraged from bringing personal items of value to school. Students should not have large quantities of money. Personal items that become a distraction may be confiscated and returned to a parent. The school is not responsible for the theft of personal items.

## **Pest Management Notification**

### **Pest Control**

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

### **Pesticide Use**

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

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notification signs will also be posted in school and on school grounds. Notification may not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, Tony Bennett at 207-998-5400.

## **Promotion/Retention**

The retention of a student in a grade is considered a last resort option to meet student needs. A range of interventions will be utilized by individual teachers and schools to provide significant and continual support to address potential learning and behavioral challenges. If retention is considered as an intervention, the decision will be made as much as possible in collaboration between parents, teachers and administration. Parents will be notified as early as possible that retention is being considered and no later than March 15. Parents dissatisfied with this decision have the right to appeal to the superintendent. Decisions regarding students who qualify for special education will be made through the IEP team process.

## **School Conferences**

### **Student Led Conferences**

All students in grades PreK-12 will prepare for and lead their own student-led conference twice a year. This is an opportunity for students to share their learning with parents. The students will come prepared to reflect on their learning, share evidence that demonstrates progress towards mastery and share their own personal and academic goals. In grades PreK-6, the student will prepare for their conference with their primary classroom teacher. In grades 7-12, the student will prepare with their Roundtable teacher.

### **Parent/Teacher Conferences**

A Parent-Teacher Conference is a chance for the parent and teacher to discuss student progress. Typically the teacher reports student academic and social achievement to the parent. While Student-Led Conferences are designated as time for students to share their learning with parents, it is understood that teachers and parents will meet as issues arise during the school year. Teachers will strive to clearly communicate student progress throughout the year and will be available for parent requested conferences.

## **School Nutrition Program**

Breakfast and lunch are available to students each day. Students in grades K-12 cannot charge unless it is an emergency and the emergency charge amount cannot exceed \$15.00. A la carte food items may not be charged. Parents will be notified of existing charges and will be required to render payment. Parents will have on-line accessibility to view and pay on accounts. The preferred method of payment is debit/credit cards and checks. Every effort will be made to help any family who is in need. Students who do not have money to pay for a lunch will be provided one and the cost added to their account. School lunch payments may be made online at our My School Buck on the school website or at [this link](#).

## **School Publications**

School sponsored student publications (i.e. Yearbooks, news articles, video news programs) are part of the education program and as such are subject to approval by administration. Administration reserves the right to edit the content of such publications to ensure it meets school guidelines.

## **Searches of Students**

School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure. Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operation, discipline or general welfare of the school. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or

when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by RSU 16 may be used to secure student lockers. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used. If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

Searching of students administrative procedure policy can be found on the [district website Policy JIH](#)

## **504**

Section 504 is part of the Federal Rehabilitation Act of 1973, which was enacted by Congress to combat discrimination against individuals with disabilities in services, programs and activities administered by any entity that receives federal funds, including public schools. A student with a disability should be considered for eligibility under Section 504 if they have a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment. Major life activities (includes but are not limited to) caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Examples of “impairments” include (but are not limited to) severe allergies, cerebral palsy, diabetes, and epilepsy.

If you suspect your child has a disability which would make your child eligible for a 504 plan, please contact the designated 504 Building Coordinator in your child’s school. [Follow this link to the 504 notice.](#)

## **Special Education**

It is the responsibility of RSU 16 to identify all children within its jurisdiction who may be students with disabilities. Referrals for special education may be made by school personnel, parents and representatives of state agencies that have students placed in their custody or care. Parent referrals shall be in writing, stating the reason(s) for referral and be submitted to the Principal. All referrals will be forwarded to the Special Education Director and team leader.

SPECIAL EDUCATION REFERRAL PROCESS:

RSU 16 has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending public schools who may require Section 504 accommodations or services.

Students suspected of having a disability that requires special education will be referred to the IEP Team for an evaluation in all suspected areas of disability. Parents, professional school staff and/or other individuals or agency representatives with knowledge of the child, may make referrals of students to the IEP Team. Parent permission is required to proceed with the IEP referral process.

## **Student Athletes (HS & MS)**

### **Concussion Return to Play Procedure**

All Poland Regional coaches are required to be trained in CPR and Sport First Aid. In addition, PRHS will make every effort to have an athletic trainer available for home contests. If an athlete suffers trauma to the body or head, and displays the signs and symptoms of a concussion, they must immediately be removed from play and evaluated by the appropriate medical personnel such as the athletic trainer and/or team physician. If an athlete loses consciousness, or suffers severe symptoms, the Emergency Medical System must be activated. If an athlete is seen by a health care professional for sport injury, they will be required to present a doctor's note for clearance to begin RTP, Return to Play. In the case of suspected concussion, clearance will be to begin the RTP Protocol monitored by the athletic trainer, school nurse or health care professional. In all cases, when returning from a concussion, there will be Return to Learn before Return To Play practice. For more detailed information see the RTP protocol listed on the athletic web page.

### **Eligibility**

**High School-** Students must be in good standing academically in order to participate in a leadership position, public performance, or in a competition event with other schools while fulfilling that requirement. A student that is in good standing must: Be enrolled and actively engaged in the required number of courses (the equivalent of 6 classes and Roundtable-[policy JJJ](#)). **Middle School-** If a student is receiving at least a 2.5 in all academic standards grades, he or she is eligible to participate. However, please be aware that a 3 indicates the student is meeting the standard. If a student has less than a 2.5 in any academic standard, but he or she has at least a 2.5 for his or her Habits of Work grade in that class, the student is eligible to participate. This indicates that the student is working toward meeting standards.

### **Registration Requirements**

Any student in grades 7-12 who wishes to participate in athletics must complete the online registration at [FamilyID.com](#). Parents and athletes must register together to complete a health questionnaire, emergency contact information, and an assumption of risk form. To access the registration, log on to FamilyID.com and enter RSU16 as the organization name. In addition, a physical completed by a medical professional must be submitted and updated every two years.

## Student Records

All student education records that are maintained by RSU 16, as required by both Maine Law and Federal Family Educational Rights and Privacy Act (FERPA), shall be confidential. The district has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level of students in extracurricular activities, date of attendance at the school, and honors and awards received. The district may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students, and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information. Under Maine Law, the school shall not publish on the internet, without written parental consent, any information, whether directory or otherwise, that identifies a student including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

**HS only:** Federal law requires secondary schools to provide student names, addresses and telephone numbers to military recruiters and institutions of higher education, upon request. Parents and legal guardians of students, however, have the right to request that the school NOT release such information without prior written parental consent. To prevent the release of this information, please contact the high school guidance office to obtain the appropriate form.

## Technology/Internet Acceptable Use

Regional School Unit 16's technology devices, network and Internet access are provided to support the educational mission of the schools. Students are not allowed to use privately-owned devices, including, but not limited to computers, iPads or other tablets on the school network during the school day. A privately-owned device brought to school without authorization may be confiscated and held in the office. Compliance with the districts policies and rules concerning technology use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their technology privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's technology privileges will be altered, based on the circumstances of the particular case. The building administrator's decision will be final. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. RSU 16's technology devices remain under the control, custody and supervision of the school unit at all times.

The district monitors all technology devices and Internet activity by students. Students have no expectation of privacy in their use of school technology devices, whether they are used on or off school property. RSU 16 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The district takes precautions to

supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the RSU 16 cannot reasonably prevent all instances of inappropriate technology use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the internet.

Students may not use RSU 16 technology or internet service to: access or communicate inappropriate materials; violate copyright laws; engage in illegal activities; or plagiarize. Additionally, students must not avoid school internet filters designed for their safety. Students who damage school technology equipment may be billed for such damages and may face disciplinary consequences.

## **Tobacco Products Use and Possession**

The RSU 16 Board of Education is committed to promoting the health, welfare and safety of students, staff and community members. RSU 16, including all buildings and property, will be tobacco (includes vaping devices and e-cigarettes) free 24 hours a day, 365 days per year. This includes all days that school is not in session and all functions taking place on school grounds. School activities to be smoke free include but are not restricted to: buildings, parking lots, wilderness trails, playing fields, and athletic functions.

## **Transportation**

Providing daily transportation to and from school, that is both safe and economical, is an important part of the school district's commitment to serving all students. Expectations for student behavior on district buses is an essential part of safety. These expectations are outlined in our [behavior matrix on the district website](#). School board policy [EEAC-R](#) "Student Transportation Procedure" guides our decision-making for determining bus stops and safety training for students. If you ever have concerns about your child's bus stop, please contact the transportation director.

## **Visitors**

RSU 16 encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals have administrative procedures concerning visitors to the schools. Such procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location. In all schools, visitors are expected to report to the main office upon arrival at the school to sign in and receive their visitor name tag. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All

visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as they consider necessary. For more information, please review [school board policy K1](#).

## **Weapons, Violence and School Safety**

Weapons possession or use is prohibited on school property. “Weapon” is defined as 1) any article commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person or 2) any object, although not necessarily designed to be a weapon, used to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Students found in possession of a weapon may be disciplined, up to and including expulsion. In addition, law enforcement will be notified. Firearms possession on school grounds, pursuant to federal law, is punishable by expulsion for a period of no less than one year and referral to law enforcement for criminal charges. See the district policy, [JICIA Weapons Violence & School Safety](#), for details.

## **Emergency Plans**

In the event of an emergency an administrator or their designee will make the verbal directive for the action plan. Administrators and staff are trained yearly on the crisis plan. Students are also trained in how to respond to an emergency drill. We conduct various drills throughout the school year including school evacuations, fire drills, lockdown drills, and other relevant drills.

**School specific information, rules and expectations will be included in the remaining part of this handbook.**

**Principal:** Lisa Burns  
**Assistant Principal:** Brandi Comeau

## **Important Phone Numbers**

### **School Office**

998-4915 Ext. 0	To call in an absence	998-4915 ext. 140 Nurse
998-4915 ext. 129	School Lunch Program	
998-4915 ext. 153	School Counselor	
998-4915 ext. 148	Special Ed Team Leader	

## Staff and Faculty Contact information

Lisa Burns	Principal	Ext. 114
Brandi Comeau	Asst. Principal	Ext. 113
Sioux Barron	Admin. Asst.	Ext. 118
Laurie Camire	Secretary	Ext. 117
Louise Robinson	School Nurse, LPN	Ext. 140
Abby Rines	School Counselor	Ext. 153
Tracey Libby	School Social Worker	Ext. 116
Nicole Patenaude	Pre-K Teacher	Ext. 112
Darci Goslin	Pre-K Teacher	Ext. 159
Karen Beaudoin	Kindergarten	Ext. 110
Emma Martineau	Kindergarten	Ext. 158
Darcy Hilton	Kindergarten	Ext. 111
Debbi Conley	Grade 1	Ext. 183
Amy Hughes	Grade 1	Ext. 180
Amy Orlando	Grade 1	Ext. 182
Chris Gurney	Grade 2	Ext. 168
Phillip Hodgkins	Grade 2	Ext. 174
Shelley Jackson	Grade 2	Ext. 176
Deb Daigneault	Grade 3	Ext. 175
Leah Galipeau-Eldridge	Grade 3	Ext. 172
Joannie Gregory	Grade 3	Ext. 164
Allison Briggs	Grade 4	Ext. 219
Sheryl Scribner-Rocha	Grade 4	Ext. 220
Kimberly Simpson	Grade 4	Ext. 218
Kimberlee Gould	Grade 5	Ext. 217
Kristie Ferland	Grade 5	Ext. 207
Daniella Mason	Grade 5	Ext. 202
Gabby Smith	Grade 5	Ext. 214
Nicole Fox	Grade 6	Ext. 204
Josie Guarino	Grade 6	Ext. 206
Sharon Plante	Grade 6	Ext. 205
Drew Robbins	Grade 6	Ext. 203
Jodi Barber	SPED K-2	Ext. 197
Donald Drake	FLS/SPED	Ext. 137
Jean Oligny-Warrow	SPED 5-6	Ext. 209
Christina Bichrest	FLS/SPED	Ext. 154
Holly Toothaker	SPED 3-4	Ext. 121
El Fanus	GATE	Ext. 107
Denelle Gendron	Title I	Ext. 121
Ann Butler	OT	Ext. 155
Tiffany Witherell	Speech	Ext. 106
Jennifer Bartlett	Library	Ext. 103
Kellie Whitten	Art	Ext. 161
Katie McFarland	Music	Ext. 104
Anne Printup	PE	Ext. 122
Dennis Lacombe	Technology	Ext. 161
Kitchen Staff	CAFE	Ext. 129

**PCS Procedures and Practices**  
**Procedures and Practice may have been adjusted due to COVID-19  
restrictions.**

**Absences/Tardiness**

If your child will be absent or arriving late, please notify the office by 9 a.m. You can do this by calling 998-4915 extension 0 or sending an email to [avalle@rsu16.org](mailto:avalle@rsu16.org) or [sbarron@rsu16.org](mailto:sbarron@rsu16.org).

**Allergy Aware Zones**

We have students at Poland Community School that have life-threatening allergies to peanuts and nut products. We are an allergy aware school and will designate an allergy- free spot. Peanuts and peanut products are some of the most common foods to cause allergic reactions in both children and adults. They are the most common cause of fatal food allergic reactions. For individuals who are allergic to peanuts and peanut products, accidental eating or contact with peanut products will produce swelling of the mouth and throat, loss of consciousness and, without timely treatment, death.

For the safety of students with allergies, we have set aside peanut-free zones at PCS that must be peanut and nut-based product free. No type of nuts or nut products can be in these areas, as they pose a threat to the safety of members of our student body. Compliance with the peanut free zone conditions must be followed at all times.

**Behavior**

Establishing a **Respectful, Responsible, Safe** learning environment is a priority at PCS. The staff at Poland Community School has developed a Behavior Matrix, which identifies expected behaviors in common areas of the school. A copy is located in the appendix of this handbook. Parents are encouraged to review expectations with their children at home as well.

## PCS Behavior Expectations Matrix

Be Respectful	Hallway/ Stairway	Cafeteria/ Lunch	Bathroom/ Water Fountain	Recess/ Playground	Assembly	Dismissal
<p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>-Go directly to where you need to be</li> <li>-Keep eyes forward</li> <li>-Walk single file</li> <li>-Follow arrows to show which stairs to use</li> </ul>	<ul style="list-style-type: none"> <li>-Wash your hands for 20 seconds before and after eating</li> <li>-Sit at assigned seat</li> <li>-Raise your hand for help and permission to leave your seat</li> <li>-Clean up your space</li> <li>-Place your mask in a safe and clean space</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands for 20 seconds before and after using the bathroom</li> <li>-Go, flush, wash, leave</li> <li>-Return to class promptly</li> <li>-Use an appropriate amount of bathroom supplies</li> </ul>	<ul style="list-style-type: none"> <li>-Wash your hands for 20 seconds before and after recess</li> <li>-Return equipment to appropriate place</li> <li>-First whistle - freeze, second whistle - line up</li> <li>-Be an effective problem solver</li> <li>-Follow directions</li> <li>-Be prepared for the conditions</li> <li>-Stay with your cohort</li> </ul>	<ul style="list-style-type: none"> <li>-Be an active listener</li> <li>-Look, listen, and learn</li> </ul>	<ul style="list-style-type: none"> <li>-Wear weather appropriate clothes</li> <li>-Wait with staff until released to parent</li> <li>-Confirm with staff who the adult is who is picking you up</li> <li>-Do not step out in-front vehicles</li> <li>-Be prepared when your name is called for dismissal</li> <li>-Leave your classroom as soon as you are called</li> </ul>
<p><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>-Walk on the right hand side</li> <li>-Maintain social distancing</li> <li>-Using paw prints on the floor</li> <li>-Carry personal belongings properly</li> <li>-Walk up and down stairs one step at a time</li> <li>-Keep body to yourself</li> <li>-Wear your mask</li> </ul>	<ul style="list-style-type: none"> <li>-Eat only your own food</li> <li>-Keep body and objects to yourself</li> <li>-Walk at all times</li> <li>-Wear your mask</li> <li>-Leave social distancing space between yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>-Use bathroom/fountain with permission</li> <li>-Report inappropriate unsafe behavior</li> <li>-Leave social distancing space between yourself and others</li> <li>-Wear your mask</li> </ul>	<ul style="list-style-type: none"> <li>-Stay within your zone</li> <li>-Use equipment appropriately and safely</li> <li>-Keep body and objects to self</li> <li>-Report unresolved conflicts, accidents, or injuries to staff</li> <li>-Wear your mask when you can not use socially distancing space</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the aisles clear</li> <li>-Stay with your teacher</li> <li>-Keep hands and feet still and to yourself</li> <li>-Leave social distancing space between yourself and others</li> <li>-Wear your mask</li> </ul>	<ul style="list-style-type: none"> <li>-Use walking feet to the gym</li> <li>-Only leave with the person who is supposed to pick you up</li> <li>-Provide social distancing space between yourself and others</li> <li>-Wear your mask</li> <li>-Meet your parent outside of the building</li> </ul>

## Bus Behavior

Transportation on the school bus is considered part of the school day; the rules and expectations for student bus behavior are taken seriously. The staff at Poland Community School works collaboratively with the transportation department, understanding that our student's day begins and ends with transportation to and from school and the experience can significantly impact their social/emotional and academic growth. We ask for parent support in reinforcing high expectations for excellent behavior on the bus.

Parents/guardians will be notified in writing if their child does not follow the behaviors identified on the matrix below. Please contact the Director of Transportation at 998-2727 x 107 if you have questions or concerns about bus riding privileges.

### PBIS for School Transportation

<b>SAFE</b>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>CONSTANT</b> <i>The school bus is an extension of classroom expectations</i>
1. Wait for the bus 15 feet from the pickup location.  2. Wait for the bus to stop completely before starting to get on or off.  3. Board and exit single file with calm body.  4. Stay seated at all times. Drivers may assign seats. Face the front of the bus at all times.  5. Keep the aisle clear and everything inside the bus.  6. Wait for the driver's signal before crossing at least 15 feet in front of the bus.	1. Give the respect of full authority to the bus driver.  2. Maintain and respect personal space of yourself and others.  3. Use polite language.  4. Voice level 0-1.  5. Show care for school bus and personal property.  6. Leave no trace.	1. Be on time for pickup before and after school.  2. Be willing to share your seat; maximum 3 to a seat.  3. Eat and drink when off the bus.  4. PreK-6, no technology on the bus. Grades 7-12, follow appropriate use of technology (found in your Student Handbook).  5. Exit promptly and quietly with all belongings.  6. Board and leave the bus only at your assigned bus stop location.  7. Carry backpacks and other belongings on your lap.	1. Always follow all Student Handbook guidelines.  2. Always follow the directions of all adults promptly.  3. Always follow bus protocols.  4. Serious and/or repeated conduct issues may result in a student having their riding privileges suspended by the Principal in consultation with the Director of Transportation. In such cases, the parent/guardian is responsible for providing transportation to and from school or other activities.

## Cancellation of School

We will be using our automated messaging system (Student Information Software) to notify parents of school cancellations and other important school information. It is very important that we always have updated contact information. Please notify the school as soon as possible if you have changes to your contact information.

In addition to Infinite Campus, local television stations will announce school cancellations. The following television stations will be notified: WGME Channel 14 TV, WMTW Channel 8 TV, WABI Channel 5 TV, and WCSH Channel 6 TV.

In the event of dismissal during the school day, families will be notified through the automated messaging system. Local television stations are also notified. Students will be reminded to go to the places designated on their emergency forms. K-2 Bus students will be dropped off at home only if an adult or older sibling is present. Please make sure the school office has current emergency information to help the school plan for unforeseen events.

## **Concerns**

In a building with nearly 480 students and 70 staff, misunderstandings and miscommunications can easily arise and sometimes mistakes are made. We strive to keep the lines of communication working well at all times and do our best to do the right thing in each of our interactions with children and families. If there is cause for concern or a complaint, our practice is first to discuss it with the person most directly associated with the issue. If there is a concern or question in the classroom, first talk to the classroom teacher.

Communication between parents/guardians and teacher(s) is essential. At any time throughout the year, if you have questions or concerns do not hesitate to contact your child's teacher to schedule a meeting or phone conference. Teachers may be contacted by phone, written notes, and by email. If the problem cannot be resolved and/or continues to be an issue, please do not hesitate to contact administration for assistance.

## **Emergency Contact Information**

It is extremely important that parents review the emergency form, make necessary changes and return it to the school as soon as possible. If your contact information changes during the year, please contact the office to update it. Be sure your mailing address and phone numbers are correct. Please provide names and numbers of people who live locally and can be responsible for your child in case the school cannot reach you. The emergency contacts may include friends, relatives, or neighbors who can take care of your child if he/she is ill and cannot remain in school. In an emergency requiring immediate medical attention, the school will call rescue and contact parents.

## **GaTE (Gifted and Talented Education)**

RSU 16 defines gifted and talented students as those who need differentiated instruction or services beyond those provided in the regular school program. They show evidence of a realized or potential exceptional ability or aptitude, skill, or creativity that is beyond that of their age peers.

According to the State mandate, up to five percent of each school's population may be identified for GaTE services in two areas: academic and the arts. Once nominated for the academic program, an identification team will consider standardized test scores, cognitive test results, school records, teacher and parent referrals and samples of student work. Artistic candidates (visual art and music) will be required to submit samples of work and an art panel will determine eligibility.

A variety of instructional strategies and enrichment opportunities are designed to support the unique academic, artistic, social and emotional needs of each student in the program. For more information, contact Ell Fanus, GaTE Teacher: efanus@rsu16.org

## **Head Lice**

Occasionally students contract head lice. If a problem is detected, the school nurse will notify parents and a treatment will be suggested. To help reduce the possibility of lice, students should not swap hats or other clothing, and never borrow combs or brushes.

## **Homework**

If a teacher assigns homework, it is to practice a specific skill or subject. Homework frequently involves math practice and reading a book independently or with a parent/guardian, sibling, or other adult. If your child has made a good effort by being actively engaged in completing his/her homework for a reasonable length of time, you might choose to discontinue the work and send the homework back with a quick note at the top identifying the challenges. Please let the teacher know as soon as possible.

There are clear recommendations for the amount of time students in grades 1-6 should be spending on homework. A student's grade level multiplied by ten minutes per day is the maximum amount of time the student should be spending on all subjects combined per school night.

See chart below for reference:

Kindergarten: Occasionally Assigned  
Grade 1: ten minutes  
Grade 2: twenty minutes  
Grade 3: thirty minutes  
Grade 4: forty minutes  
Grade 5: fifty minutes  
Grade 6: sixty minutes

## **Illness or Injury**

If a student becomes ill during the school day, the nurse will evaluate the child and contact the parents/guardians or emergency contact person if the child is too ill to remain at school. The school is not equipped to care for students who are ill, but will provide a place for students who are waiting to be picked up. Accident reports are completed for all injuries sustained at school. Parents/guardians or emergency contact people are notified by phone and in writing if a student is injured and what treatment was provided. Students who have a fever and/or a sore throat or cough should stay home until they are fever-free for 24 hours (without the use of anti-fever medicine). Students with diarrhea or vomiting should also stay home for 24 hours after diarrhea or vomiting has stopped, before returning to school.

## **Library Books**

Students visit the school library each week, where they receive instruction in library and research skills and have the opportunity to borrow books from our children's book collection. If a library book is lost or damaged, parents/guardians and the student are responsible to pay the replacement cost.

## **Lost and Found**

It is helpful if parents/guardians mark their child's clothing and belongings so that misplaced articles can be returned to the owners. Our school's Lost and Found is located at the entrance to the gym. Please encourage your child to check the Lost and Found regularly to retrieve missing clothing or possessions. There are an enormous number of articles that end up in the Lost and Found each year. Items are displayed on tables in the school lobby or gym before vacations, with the hope they will be claimed. Even so, a large number of items remain at the school at the end of each school year. All remaining items are given to a charitable organization at the end of the school year.

## **Parent/Teacher Association (PTA)**

PCS is fortunate to have an active and enthusiastic Parent/Teacher Association. The Poland PTA generously supports enrichment opportunities for our students. Each year the PTA funds performances for the whole school, as well as special events for individual grades or classrooms. All parents/guardians are welcome to join and get involved in the PTA. Watch for notices of PTA meetings in students' totes. Contact: PolandPTA@gmail.com.

## **Physical Education**

All students have Physical Education once a week. For student safety and to preserve the gym floor, students are required to wear sneakers for Physical Education class. The sneakers should tie or fasten and fit in such a way that they don't come off during activities. Students must also wear pants or shorts during class.

If a student needs to be excused from the activity they must present the teacher with a note from a parent or doctor. If a student has an extended injury or illness, they must have a doctor's note before returning to physical activities.

## **Title IA Services**

Title I Literacy Teacher: *Denelle Gendron*

Title I Math Teacher: Amy LaPrell

Title 1A is a federally funded program under the No Child Left Behind Act. Its purpose is to provide supplemental instruction in reading, writing and math for eligible students on a short or long-term basis. This assistance is in addition to classroom instruction and supports the regular language arts and math programs. Teacher recommendations, as well as various assessments are used to determine eligibility. A Math Teacher, a Literacy Teacher and three Title 1A Educational Technicians provide support services. Parental input is a valuable part of the Title 1A program and therefore, parents are encouraged to become involved in their child's learning. Persons interested in obtaining more information about Title 1A are encouraged to contact their child's classroom teacher or our Title 1A Math and/or Literacy Teacher(s)

## **Recess**

All children go outside for at least 20-30 minute recess each day, weather permitting. Children should come to school prepared with appropriate clothing to play outside each day. During winter months, students should have boots with them every day. In order to play in the snow, younger children must wear snow pants or waterproof pants. Hats, mittens or gloves, and a warm coat are essential for winter recess. Students will remain inside if the actual or “feels like” temperature is 15 degrees F, or below. We use weather.com to base our decision.

### **Report Cards/Progress Reports**

Report cards are completed three times each year, early December, March, and June. Our grading system is a 4-point scale. The points on this scale indicate the child’s progress compared to expectations for students at that grade level at that time in the school year.