

August 29, 2019

Dear Students and Parents,

The MDIRSS Elementary Schools take great pride in helping our students achieve their potential. We strive to make school a safe, nurturing, and challenging place for all students to learn and grow. Our teachers and staff are dedicated to collaborating with students and parents to support the whole child. We are committed to providing your child(ren) with a quality education where learning is engaging, stimulating, and designed to meet individual differences.

The AOS 91 handbook provides an overview of our academic and behavioral expectations. This handbook is best viewed as a digital document. Links to online policies and other online resources are highlighted blue and are live links in the digital version. Hard copies of the handbook are available through the principal's office.

The handbook will continue to be updated with the most recent policies and procedures. However, it is important to note that school board policy supersedes any errors or changes made during the school year. The complete policy manual is available for review at the [district website](#). The student handbook is one way in which we can keep parents informed and involved in the home-school partnership. It is important to take time to read and discuss this handbook with your child(ren). If you have any questions, feel free to contact your building principal.

We look forward to working with you and your child(ren) this school year.

Sincerely,

**Conners-Emerson School Principal:** Barb Neilly [bneilly@mdirss.org](mailto:bneilly@mdirss.org), 288-3631/ Assistant Principal Heather Webster, [hwebster@mdirss.org](mailto:hwebster@mdirss.org),

**Cranberry Isles School Principal:** Hayley Fenton [hayley.fenton@mdirss.org](mailto:hayley.fenton@mdirss.org)

**Frenchboro School Principal:** Hayley Fenton [hayley.fenton@mdirss.org](mailto:hayley.fenton@mdirss.org)

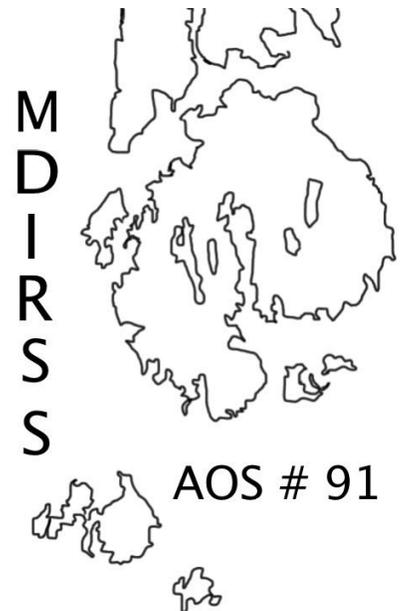
**Mount Desert Elementary School Principal:** Gloria Delsandro [gloria.delsandro@mdirss.org](mailto:gloria.delsandro@mdirss.org) 276-3348

**Pemetic Elementary School Principal:** Rhonda Fortin [rhonda.fortin@mdirss.org](mailto:rhonda.fortin@mdirss.org) 244-5502

**Trenton Elementary School Principal:** Mike Zboray [mzboray@mdirss.org](mailto:mzboray@mdirss.org) / 667-8447

**Tremont Consolidated School Principal:** Jandrea True [jandrea.true@mdirss.org](mailto:jandrea.true@mdirss.org) 244-7777

**Swan's Island School Principal:** Crystal DaGraca [cdagraca@mdirss.org](mailto:cdagraca@mdirss.org) 526-4300 / 812-8939



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## **MDIRSS Mission and Vision Statement**

Our mission is to provide leadership and support to the schools of the Mount Desert Island Regional School System – AOS #91 so that faculty and staff commit to preparing students to become:

**Clear and Effective Communicators** who construct and convey meaning for a variety of purposes and through a variety of modes.

**Self-Directed Learners** who understand the importance of embracing and nurturing continuous intellectual growth and curiosity.

**Creative and Practical Problem Solvers** who are skilled at gathering information, analyzing and evaluating data, applying knowledge and assessing evidence in order to persist in problem solving, create solutions and/or deepen understanding.

**Responsible and Involved Citizens** who acknowledge, and respond actively and constructively to the diversity, complexity and dynamic nature of our community and our world.

**Integrative and Informed Thinkers** who are skilled at using complex reasoning, making important connections and formulating and answering thoughtful questions.

## **OPTIMAL LEARNING FOR ALL**

All MDIRSS students will have the opportunity to receive high-quality instruction and to pursue a personally challenging and rigorous K-12 educational program. Each student will build a solid base of knowledge and skills and will have many opportunities to explore interests, deepen understanding and develop talents.

In MDIRSS, administrators, teachers, and the community work as partners to enhance and enrich the educational experience of the students. Study is both independent and collaborative; students and teachers work together to expand knowledge and to develop critical and creative thinking skills. Assessment of learning and teaching is ongoing, varied and an integral part of the educational process.

The natural environment and community resources unique to our school district provide opportunities for important learning outside of the classroom. Members of the school and extended community maintain high expectations for all students and teachers, and strive to demonstrate respect, reflecting together and sharing responsibility for the education of each student.

## **School Board of Directors Calendar of Meetings for 2019-2020**

[School Committee Meeting Date](#)

## ACCIDENTS AND INSURANCE

Any accident or injury occurring during school or at a school-sponsored activity should be reported immediately to the activity advisory or teacher in charge, who will file an incident report with the principal. Student accident insurance is available to all students at the beginning of the school year.

Accident insurance is available to each student and teacher. Applications are available on the district website or by using this [link](#). Adequate accident insurance is encouraged by the administration. **Students participating in school athletic activities must be covered by and show proof of health insurance prior to participating in school athletic programs and events.** The school also has information about Mainecare, which provides free or low-cost insurance to minors of qualifying families.

## ATTENDANCE/TARDINESS

**All full time students are expected to be in attendance each school day throughout the year, except for excused absences.** The Maine State Law on school attendance requires that students are in attendance every day school is open unless the child is ill or there is a family emergency. Any child who is absent without an excuse for the equivalent of ten (10) full days or seven (7) consecutive school days during the school year is defined by Maine Law as an habitual truant and both the child and parents are subject to legal penalties and referred to the Superintendent of Schools and School Board.

**After three unexcused absences, parents and student may be asked to meet with the Principal and/or School Committee to remedy the pattern of absenteeism. Acceptable absenteeism is 95% or 8 out of 175 student days.**

**Absences:** Parents are asked to call the school when their child is not going to be in school for any reason. This is for your child's safety. If the parent has not called, a written excuse signed by the parent must be submitted to the school following any absence. A signed excuse does not necessarily mean that the absence is excused. Any work missed due to an excused absence may be made up and the teacher will make themselves available to assist the student.

## ABSENCES/EXCUSED

Maine State Law Title 20-A Section 5001-A: A person's absence (or tardiness/dismissal) is excused when the absence is for the following reasons:

1. personal illness
2. appointments with health professionals that cannot be made outside of the regular school day
3. observances of recognized religious holidays when the observance is required during the regular school day
4. emergency family situations including the death of a family member

5. planned absences for personal or educational purposes, which have been approved in advance

There are four ways for a parent to excuse a student:

1. A note from the parent is brought into the office by the student before his/her absence.
2. A phone call is made by the parent to the office before 3:30 p.m. on the day of the absence.
3. The parent comes into the office with the student on his/her return to school.
4. A note signed by the parent the day the student returns to school, stating the reason for the absence.

***Parents are asked to enjoy family vacations in conjunction with the planned school vacations and holidays whenever possible.*** Because students are expected to demonstrate a high level of proficiency in all academic areas, attendance at school for learning and assessment activities is crucial. Most school activities cannot be recreated through a worksheet or extra homework assignments. Students need to participate fully in the experiences and assessments planned by our professional staff. Families that do need to miss school time should inform the Principal's office and meet directly with the classroom teachers to develop an educational plan during the time of the child's absence.

**Tardiness:** Students are expected to arrive at school on time each day. We recognize that occasionally, it will be necessary for a student to arrive tardy. Tardiness creates interruptions of the teaching and learning taking place and can create a sense of anxiety for a student walking in late to the classroom. For these reasons, we appreciate your consistent efforts to ensure that your child arrives to school on time. **Repeated tardiness to school may result in detention or other consequences.**

## **ARRIVING/LEAVING SCHOOL**

At any time of day, a student being picked up from school must be signed out. A sign-out sheet is available inside the school. Additionally, parents are expected to sign this sheet whenever a child is tardy for school or will be leaving school before the dismissal bell. Parents are asked to wait for their children in the designated area. School personnel will collect your child and their belongings. This minimizes disruptions to the classrooms. It is critical that teachers be able to maintain instruction in their classrooms.

The safety of children and adults departing school is a priority. Start and end times may vary from school to school, due to transportation. To ensure the safety of all children, the following guidelines are necessary:

- Conners Emerson School
- Cranberry Island School
- Frenchboro School
- [Mount Desert Elementary School](#)
- Pemetec School
- Tremont Consolidated School

- [Trenton School](#)
- [Swan's Island School](#)

## BACKPACKS

Students enjoy the privilege of carrying backpacks. Should it become necessary, backpacks may be searched in order to maintain safety and to protect the student body as well as the staff. For more information, please review policy **(JIH) in Appendix A.**

The school principal/designee may search students' wallets, purses, backpacks, pockets and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Board policies, and/or school rules.

## BEHAVIORAL CODE OF CONDUCT FOR ETHICAL AND RESPONSIBLE BEHAVIOR

As a school community, MDIRSS staff is dedicated to the values of **fairness, compassion, honesty, responsibility, respect, and courtesy.** These qualities contribute to a positive, diverse, safe, and caring learning community. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

A person who is **FAIR** in dealing with others

Does...

- Seek to strike a balance between the needs of the individual and the needs of the community
- Understand the difference between justice and vengeance
- Treat others the way she or he would like to be treated
- Exhibit impartial and even handed treatment of others

A person who is **COMPASSIONATE**

Does...

- Treat all people with kindness
- Possess an ability to empathize with others
- Lend a helping hand to those in need
- Seek to understand others

A person who is **HONEST** in all academic endeavors and relationships

Does...

- Seek to speak the truth, respectfully
- Recognize that trust is an essential component of all relationships
- Interact with others in a sincere and genuine manner
- Acknowledge his/her own shortcomings

A person who is **RESPONSIBLE**

Does...

- Acknowledge making a mistake
- Answer for personal actions or failures to act
- Report harmful, hateful or dangerous behavior to an adult

A person who is **RESPECTFUL and COURTEOUS** of self and others

Does...

- Appreciate diversity
- Tolerate views and beliefs that differ from one's own
- Support and contribute to a healthy and safe environment

Please refer to **policy (JIC) in Appendix A** for a complete review of the Code of Conduct.

## BEHAVIORAL EXPECTATIONS

Students are expected to act in a respectful way, take responsibility for themselves in their work and their workspace, and demonstrate perseverance. A Behavior Form will be filled out and sent to parents if a student is not meeting the school's behavioral expectations. These expectations are in effect for the classrooms, school building, bus and field trips.

<b>Respect Rubric</b>	<b>K-2</b>	<b>3-4</b>	<b><u>5-8</u></b>
<b>Responsibility</b>	<b>K-2</b>	<b>3-4</b>	<b><u>5-8</u></b>
<b>Perseverance</b>	<b>K-2</b>	<b>3-4</b>	<b><u>5-8</u></b>

## EXAMPLES OF CONSEQUENCES

It should be noted that the school reserves the right to use any of the consequences that it deems appropriate depending on the severity of the actions.

1. Formal talk with teacher: teacher talks with students and tries to reach a verbal agreement regarding appropriate behavior.
2. Lunch: student misses lunch with peers.
3. Parental contact: when appropriate, the parent will be contacted and informed of the infractions.
4. After school detention: generally 30 minutes to one hour. Parents are notified so that they can arrange transportation.
5. Formal talk with the principal: principal talks with student and tries to reach an agreement regarding appropriate student behavior. Principal makes it clear that failure to keep the agreement will automatically lead to the next level of consequences and that excuses will not be accepted.
6. Parent involvement: Parent will be notified by telephone, personal contact, or letter. A conference will be conducted among the student, parent, appropriate school officials, and other involved individuals.
7. Conflict resolution: An attempt at problem solving when disagreement occurs between two or more students. All parties must agree to work on resolving the conflict. An adult and/or peer will act as a mediator while participants practice good listening skills and "I"

statements to arrive at a solution/compromise so that all parties perceive that the initial concern is effectively resolved.

8. In-school suspension: student is isolated or assigned to a classroom at a different level and is expected to complete work assigned to their own class. Student eats alone and is permitted no recess. No talking is allowed. **(To be assigned only by the principal.)**
9. Out-of-school suspension: student is not permitted on the school grounds except to attend scheduled meetings between parents/guardian and school principal **(To be assigned only by the principal.)**

## **BEHAVIOR FOR PERFORMANCES AND AUDIENCE PARTICIPATION**

Occasionally students enjoy performances by peers and visiting performers throughout the year. Being a respectful audience member is an important role to play. Positive audience behavior enhances the performance for both the audience member and the performers alike. We ask students to remember the following:

- Refrain from talking. The performers are depending on and deserve the audience's undivided attention.
- Remain seated. Walking around takes attention away from the performance and impacts others in the audience.
- Stay for the entire performance—if you must leave, please wait until there is a break in the performance and exit quietly.
- Audience members can participate appropriately by applauding the performers to let them know their performance is appreciated.

## **BULLYING: WHAT IS BULLYING?**

Bullying is repeated exposure, over time, to negative actions from one or more other students. Negative actions can include physical, verbal or indirect actions that are intended to inflict injury or discomfort upon another.

### **Bullying Prevention Tips**

#### **Students:**

1. If bullied, tell your parents. Telling isn't tattling.
2. Tell a trusted teacher, counselor, principal, or have your parents talk to the school.
3. Do not retaliate or get angry.
4. Respond evenly and firmly or say nothing and walk away.
5. Develop friendships and stick up for each other.
6. Act confident.
7. Take a different route to and from school.
8. Avoid unsupervised areas of school.
9. Do not bring expensive items to school.

#### **Parents:**

1. Encourage your child to share problems with you with the assurance that it is not tattling.
2. Praise and encourage your child - a confident child is less likely to be bullied.
3. Help your child develop new friendships - new peers can provide a new chance.

4. Maintain contact with your child's school. Keep a detailed record of bullying episodes and communication with the school.
5. Encourage your child to participate in sports or physical activity to improve esteem.

#### **Schools:**

1. Establish awareness among staff members.
2. Create a long-term anti-bullying plan and raise school and community awareness and involvement.
3. Use student surveys to determine if there is a bullying problem.
4. Involve parents in planning, discussions and action plans.
5. Establish classroom rules against bullying.
6. Create consequences regarding bullying.
7. Initiate serious talks with bullies and victims of bullying.

THREATS: Making threats is no joke. All threats will be taken seriously and will subject anyone making them to any and all applicable criminal and civil penalties, as well as school discipline, including expulsion.

#### **BUS BEHAVIOR/SAFETY**

The right of students to ride on the school bus depends on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship.

**When a child behaves in such a manner as to endanger the safety and welfare of other passengers, he or she is to be referred to the principal. The principal will notify the parents. No student will be barred from the bus unless the parents are notified. If a child continues to misbehave, the parents will be responsible for the child's transportation.**

#### **School Bus Rules:**

To insure a safe bus ride to and from school each day, all bus students should be familiar with following regulations:

#### **While waiting for the bus:**

- Be at the bus stop ten minutes ahead of the designated time
- Wait for the bus in your driveway, or on the shoulder of the road. **Stay out of the street.**
- Wait until the bus comes to a full stop before boarding. **Line up, do not push.**
- If you must cross the street to board the bus, or cross the street when you exit the bus,
  - Wait until the bus comes to a full stop, safety lights are on and stop signs are in place
  - Wait for the appropriate signal from the bus driver to cross the street or board the bus
  - Look in both directions, making sure all traffic has stopped, then cross in front of the bus
- Use the handrails while boarding the bus

- Sit down immediately.
- Sit up straight with your feet on the floor

While riding the bus:

1. The driver is in charge of the bus and the children being transported. They may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of the bus and its passengers.
2. Students must remain seated while the bus is in motion. They may leave their seats only when the bus is stopped at its destination or when directed to move by the driver or school authority when the bus is not in motion.
3. All students must have a written permission slip from a parent/guardian in order to get off the bus at a designated place, other than their home. Students without written permission will be taken home, unless a parent contacts the school with other arrangements. If a parent/guardian/emergency contact person cannot be reached, the student will remain at school or go to their usual destination. If no one is home to get them, they will be brought back to school.
4. Conduct on the bus will be like classroom conduct.
  1. Students must sit and talk quietly during the bus ride. Language must be school appropriate and voices must be quiet. .
  2. Behavior distracting to the driver is not permitted.
  3. Students must keep hands and belongings to self and in their seat.
  4. Students are not allowed to eat or drink on the bus.
  5. Students may use personal devices with headphones only.
  6. All school technology use guidelines apply.
  7. Students will seek the driver's permission to open windows. Students **WILL NOT THROW ANY OBJECTS** out of the bus windows.
  8. Students must not, at any time, extend their arms or heads out of a bus window.
  9. Students will keep the bus clean by collecting any waste paper or trash that may clutter the bus.
  10. Conversation with the bus driver while the bus is in motion is not permitted except to call attention to any roughhousing or conduct that may jeopardize the safety of the bus or one of its passengers.
  11. The use of tobacco in any form on the school bus is prohibited by state law.

These disciplinary measures are in place for those students who fail to follow the bus safety rules:

1. Students may be given an assigned seat. Duration of the assigned seat may vary depending on the reason for such a consequence..
2. Loss of bus riding privileges (Parent will be responsible for transporting the child to/from school.) The duration of time for loss of bus riding privileges is subject to the school administrator's discretion.
3. Parent and child may need to meet with the Principal to address the bus conduct issues to develop a re-entry plan for transportation.

## **BICYCLES/OTHER CONVEYANCES**

Students are allowed to ride bicycles or other conveyances. Such conveyances are to be left in the designated parking areas. **Supplying the protective gear to students is the parent's responsibility.**

## **BOMB THREATS**

Bomb threats are taken very seriously at all MDIRSS schools. Whether carried out or intended as a prank or other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff, and disrupts the educational program. Bomb threats also place significant demands on the island's financial resources and public safety services.

Bomb threats will always be regarded as a serious matter and treated accordingly. The Board directs the Superintendent and school administration to respond promptly to information concerning bomb threats and to initiate or recommend suitable disciplinary action. For more information please review policy (EBCC) in Appendix A.

## **CAFETERIA**

The school operates a cafeteria that serves nutritious meals daily. The cost of meals varies at each school (See the links on page 2 for your schools lunch prices). For students who wish to bring their own lunch or students wanting additional milks with their hot lunch, milk is available for an additional fee. Adults wishing to join their child for lunch may purchase a meal. Please notify the office by 9:00 a.m. if you are intending to participate in our lunch program. The School offers a breakfast program for \$1.50 or free for families that qualify for free or reduced lunch. [My School Bucks Link](#).

Students need to bring money for lunch, breakfast or milks on Monday of each week. Prepayment is necessary. Parents wishing to pay in advance for the month or quarter are invited to do so.

For families in financial need, there is a program for free or reduced lunches for which they may apply. All applications are kept in the strictest confidence. Application forms will be sent home for the first week of school and will be available in the main office throughout the year should a parent's financial circumstances change.

**All lunch balances are expected to be paid in full by the end of the school year.**

*The Cranberry Isles and Frenchboro do not offer school meals.*

## **CELL PHONE USE**

If a student needs to bring a cell phone to school, it may be collected at the beginning of the school day. Cell phones must be turned off during school hours. If cell phones are not

collected by school officials, they must remain in the student's locker or backpack. Students permitted to bring a cell phone are expected to abide by all MDIRSS behavioral, computer and internet use guidelines.

## **COMMUNICATION**

We believe communication between the school and the home to be of utmost importance to the successful experience your child will have. We will do our utmost to keep you informed as to the academic and behavioral progress of your child. You should call the school whenever you have questions, concerns or feel the need for any kind of information regarding your child.

In an attempt to keep parents informed about school events, a weekly newsletter will be sent home and published on each school website.

**Concerns and Questions: In the event a parent needs to express a concern or has a question, the following communication protocol should be followed:**

1. The particular teacher, i.e. the closest to the issue in question. If a satisfactory resolution cannot be reached, proceed to #2 below.
2. If necessary, the Principal. If a satisfactory resolution cannot be reached, proceed to #3 below.
3. If necessary, the Superintendent

**Phone Use:** Students wishing to make a phone call, school phones should be utilized. Students must obtain permission from their teacher or an appropriate school official. **Students are not permitted to use personal cell phones during school hours.**

**School Messenger: Parents and Guardians - Text Messaging Opt In/Out**  
***Does not apply to the Cranberry Isles and Frenchboro.***

You can take advantage of our Text Messaging Notification Service ... MDIRSS can use the SchoolMessenger system to deliver text messages straight to your mobile phone with important information about events, school closings, safety alerts and more. You can participate in this free service\* by sending a text message of "Y" or "Yes" to our short code number, **67587**. You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".

***\* Message & data rates may apply - wireless providers may charge for individual text messages, depending on the plan associated with the wireless device.***

## **COMPUTER AND INTERNET USE BY STUDENTS**

Access to the Internet is a privilege, not a right, offered to those who agree to use it responsibly. Internet access is available at each of the elementary schools. It is possible to

send email and explore using the World Wide Web from classroom computers. Access to the Internet offers access to electronic mail with users around the world, access to current events as they happen, and electronic field trips to famous places. **Students may use the Internet only for educational purposes only.**

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

The student and parent must agree to use the computer appropriately and for educational purposes only. The student's and parent's signatures are required for student internet use. Any student activity that breaks this agreement will result in disciplinary measures or the student losing access to the internet for a period of time determined by the principal.

Student use of the school technology such as: computers, electronic devices and networks is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All computers and electronic devices remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students.

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

Students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the Superintendent.

**Parents of students who choose to deny their children access to school computers and/or Internet, may initiate such a request by contacting school administration.**

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

## **Student Computer and Internet Use Rules**

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with MDIRSS *Student Computer and Internet Use Policies* and these rules may result in loss of computer and Internet privileges, and/ or legal and disciplinary actions.

### **A. Computer Use is a Privilege, Not a Right**

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

### **B. Acceptable Use**

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.

The same rules and expectations that govern students' use of computers apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials - accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal
2. Illegal Activities - using the school unit's computers, networks and Internet services for any illegal activity or other activities that violate the Board policies, procedures and/or school rules;
3. Violating Copyrights - copying or downloading copyrighted material without the owner's permission;
4. Plagiarism - representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;

5. Copying Software - copying or downloading software without the express authorization of the system administrator;
6. Non-School Related Uses - using the school unit's computers, networks and Internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes.
7. Misuse of Passwords/Unauthorized Access - sharing passwords, using other users' passwords without permission and/or accessing other user account;
8. Malicious Use/Vandalism - any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Unauthorized Access to Chat Rooms/News Groups - accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

#### **D. No Expectation of Privacy**

The school unit retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files.

#### **E. Compensation for Losses, Costs and/or Damages**

The student and/or student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to the violations of the *MDIRSS - AOS 91 Computer and Internet Use Policy* and/or these rules, including investigation of violations.

#### **F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

#### **G. Student Security**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them feel uncomfortable in any way.

#### **H. System Security**

The security of the school unit's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator.

For more information on **policies** ([IJNDB](#), [IJNDB-R](#)), see **Appendix A**.

## **DRESS CODE**

The tone or atmosphere of a school is affected by the overall appearance of the student body; therefore, all pupils should be neat, clean, and appropriately clothed at all times. Any piece of clothing or accessory, which has writing or pictures on it of a suggestive or offensive nature, including advertisement of any drug, tobacco, or alcohol product, is not considered appropriate school dress. Students are expected to wear appropriate clothing to extra-curricular activities, field trips, and any school sponsored events, keeping in mind that they are representing their school and their community. **Students are invited to enjoy wearing caps and hats outside of the building only.**

Parents should take into consideration weather conditions when dressing their children for school. Waterproof footwear and warm coats should be worn in wet and cold weather. Students will not be staying in at recess when the weather permits them to be outside. Please be sure that students are dressed appropriately for outdoor play every day. For more information, review policy (JICA) in Appendix A.

## **EMERGENCY PROCEDURES**

Each student should learn the emergency procedures which are posted in each room. Should it become necessary to evacuate the building, students will exit quietly and orderly. When the fire alarm sounds, *all students must leave the building*.

If an emergency other than the weather forces the closing of school during the day, all parents will be notified prior to the students being sent home.

## **FIELD TRIPS**

We believe that the world is our classroom. We appreciate the numerous resources available to us in our area and want to utilize those resources to enhance and enrich students' learning.

Parents will be notified of local excursions, but may not be asked to sign a permission slip. Other trips will require a signed permission slip before students will be allowed to go on the field trip. All school rules and bus expectations apply on the field trips and co-curricular activities.

Parents and community members may be asked to accompany classes on field trips. If there is a cost involved, the school will pay admission fees for those serving as necessary chaperones.

## **FINANCIAL RESPONSIBILITY**

Students are responsible for lost materials, technology or school equipment, and for any intentional damage done to the school property and buildings.

## **GRADES/REPORTING/CONFERENCES**

K-8 student progress is reported in a written report card twice a year. Parent-Teacher Conferences will also take place twice a year, in the fall and spring. Conferences may be scheduled at any time by calling the school and arranging an appointment with the teacher. MDIRSS encourages parents to ask for a conference whenever they have questions or concerns about the academic, behavioral, social and emotional progress of their child.

For each academic area, the reporting systems is being designed to reflect your child's level of proficiency as they works toward meeting the standards set by the district. Student progress is recorded as a numerical code. In addition, habits of work and behavior will be recorded separately on the report card. Feel free to discuss these reports with your child's teacher.

## **GUESTS AND VISITORS**

Parents, community members, and guests visiting in the building are asked to sign in upon entering the building. Parent and community involvement in our school is appreciated and encouraged. We ask that you notify the school ahead of time to ensure the continuity of instruction. Please do not request to confer with teachers during their instructional time.

## **GUIDANCE/COUNSELING SERVICES PROCEDURE**

In some circumstances, the elementary schools may provide individual and group counseling services to its students by trained and certified school counselors and/or psychologists. MDIRSS recognizes that parental involvement is important to successfully provide such services and to help resolve student problems. In accordance with this policy and the law, we will notify parents of any teacher/administrator written referral for counseling sessions, except if sharing such information is likely to cause the student to suffer abuse or neglect. Three types of referrals occur:

### *I. Self-referrals:*

1. Students may voluntarily seek out and receive counseling services.
2. *Upon a self-referral, an initial screening shall occur to determine if services should be provided, the provider shall ask the student for permission to notify the student's parents or guardian, although services may be provided even if the student withholds such permission.*
3. The provider shall treat all confidences in the manner prescribed in 20-A M.R.S.A S 4008 and other applicable state and federal laws.

### *II. Teacher/Administrator Referral:*

1. A teacher or administrator may refer a student for counseling services if the student demonstrates signs of distress or unusual social or academic behavior, or if the teacher or administrator has reasonable grounds to believe that such a referral is in the student's best interest.
2. Upon referral, an initial screening shall occur to determine if service should be provided, the school counselor, social worker, or psychologist will:
  - a. Ascertain whether the student is willing to be interviewed. If the student is unwilling to be interviewed, no interview will take place.
  - b. Inform the student that she/he need not respond to every question asked; and
  - c. Inform the parent(s) or guardian(s) that a referral has been made, unless sharing such information is likely to cause the student to suffer abuse or neglect in which case the provider will not inform the parent(s) or guardian(s) and shall inform Maine's Department of Human Services.
3. The provider shall treat all confidences in the manner prescribed in 20-A M.R.S.A. A4008 and other applicable State and Federal laws.

### *III. Parental Referral:*

1. Parents may refer a student for counseling services.
2. Upon referral, an initial screening shall occur to determine if services should be provided, the school counselor, social worker, or psychologist will:
  - a. Ascertain whether the student is willing to be interviewed. If the student is unwilling to be interviewed, no interview will take place.
  - b. Inform the student that she/he need not respond to every question asked; and
  - c. Explain the nature and limits of confidentiality.
3. The provider shall treat all confidences in the manner prescribed in 20-A M.R.S.A. A4008 and other applicable State and Federal Laws.

## **HARASSMENT OF STUDENTS AND STAFF**

Maine and Federal Law prohibit the harassment in any form and between any combination of school members—students, staff, administration or teachers. Harassment may take several forms, all of which will not be acceptable or tolerated.

Sexual harassment is defined to include:

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical conduct of a sexual nature

Personal harassment is defined as:

- name-calling
- verbal threatening
- physical contact such as shoving, punching, and/or tripping

### Sexual harassment:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits.
- Submission to or rejection of such conduct is used as the basis of decisions on educational benefits.
- Such conduct has the purpose of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

If a student, parent of a student, or any staff member feels that they may have been the victim of harassment, he or she should:

1. Confront the person and tell them to stop. If this is unsuccessful or not possible for any reason, the person should go to step two.
2. Report the incident (s) to a teacher and/or the Affirmative Action Representative. If this is unsuccessful or not possible for any reason, then go to step three.
3. Inform the Principal. If this does not resolve the issue, then go to step four.
4. Contact the Superintendent.

If this does not achieve the desired results, the parent, student, or staff member may file a complaint with the Maine Human Rights Commission in Augusta. For more information, please review policy (ACAA) in Appendix A.

### **HAZING**

Maine Statutes define injurious hazing as *“any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.”* It is the policy of MDIRSS that injurious hazing activities of any type by any student, staff member, group, or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. For more information on this policy (ACAD) see Appendix A.

### **HEALTH SERVICES**

All students are screened for vision and hearing in grade K,1,2,3,5, and 7. Routine scoliosis screenings are done for girls in grades 6 and 8, for boys in grade 8. Students are required to produce proof of a current physical within 6 months of entering kindergarten, grade 3 and grade 6. All new students entering school also need to fulfill this requirement.

### **Student Medication Procedure:**

It is MDIRSS policy that **NO** medication of any kind, including Tylenol and Tylenol-like substitutes, may be administered without written permission from a doctor and/or parent/guardian. Any medication (except inhalers) must be kept in a secure place in the school, such as the nurse's office or main office.

All prescription drugs **must** be in their **original containers** (including inhalers). Medications **not** properly **labeled will not be given**. Labels need to be from the pharmacy.

Non-prescription drugs should not be given routinely during school hours, unless prescribed by a physician. Should occasional use of a non-prescription drug be needed, parents need to bring in the drug in its original container **labeled** with the child's name, purpose of drug, and dosage/time given. **School-age children SHOULD NOT be taking ASPIRIN or other products containing ACETYLSALICYLIC ACID.**

Students with asthma need to fill out an asthma record sheet with the school nurse. No one should be in possession of an inhaler (metered dose inhaler) without notifying the school nurse and/or the office.

### **Illness While at School:**

In the event that a child becomes ill during the school day, he or she is to report this immediately to the teacher in charge of the class. The school nurse, principal, teacher, or secretary will arrange dismissals for illness. **It is imperative that data is accurately completed on the registration form concerning the people to be notified in the event of illness or accident.** Parents need to speak to a school official prior to picking up their child. **No child should be sent to school if he or she has any symptoms of an illness such as fever, vomiting, or severe headache. Children need to be symptom free for 24 hours before returning to school.**

### **Latex Free School:**

Severe allergies to Latex (rubber) have been on the increase over the past ten years. No latex balloons, rubber cement paste, or rubber gloves are allowed in the school. Students may be asked to substitute rubber erasers with vinyl should an allergic child be in that specific class.

### **HEAD LICE**

Lice are usually transmitted by contact with someone who has lice or by wearing infested clothing. Lice cannot jump or fly. Children should be discouraged from sharing hats, clothing or personal hair items. When there is cause for concern about head lice at school, the school nurse will screen students. If live lice or nits are found, the child's parents will be notified and the student may be sent home. Students who are returning to school after having head lice must be checked by an adult before returning to the classroom.

### **HOMEWORK GUIDELINES**

**Purpose and Philosophy:** A survey of parents, teachers, and students resulted in the general consensus that homework does enhance the educational process and was deemed necessary to the development of the students to reinforce old, or practice newly acquired skills, gain a better understanding of the subject matter, pursue special interest areas and acquaint parents

with what their children are learning in school. Finally, and perhaps most importantly, homework is designed to improve the student's organization, self-discipline, and independent learning skills that will be with them long after they've left our island schools.

**Guidelines:** It is logical to assume the types of homework assigned and the time required to complete it will increase as the students progress from grade to grade. As a general guideline, the amount of time spent doing homework (on the average) should be approximately 8-10 minutes, multiplied by the child's grade level. For example, a first grade student could expect to have about 10 minutes of homework per night, while a fourth grade student could expect to take 30-40 minutes to complete his or her homework. This varies by content area and teacher. It is important to remember that this time should be uninterrupted, in an environment conducive to study.

### **Roles and Responsibilities:**

#### **Students:**

- understand what the assignments are and when they are due
- ask questions when instructions, assignments, or deadlines are not clear to you
- organize time and other resources in order to complete the assignments on time
- give homework your best effort before asking parents for help
- utilize the homework system established by the classroom teacher
- present the best quality of work and effort, completed to the best of your ability
- ask your teacher for help if you are struggling with homework

#### **Teachers:**

- assign homework that either practices what is being learned in the classroom or serves as an extension to classroom activities
- provide clear instructions as to what is expected of the student and when it is due
- evaluate and return homework in a timely manner with the appropriate feedback
- modify assignments to meet the students needs when appropriate
- when assigning homework, consider special school activities that may impact time for homework
- reinforce efforts of students who consistently and correctly complete homework and seek to improve the study habits of those who don't complete assignments

#### **Parents:**

- ask your children what they learned during the day
- ask your children what kinds of homework that they have each night
- provide an environment that is conducive to uninterrupted study time
- set the example for self-discipline, organization, and time management
- ask questions of your child's teacher if you have concerns regarding the type or amount of homework being assigned or notify the teacher if your child is struggling or spending excessive time on homework
- review and sign assignment notebooks or take home folders, as applicable

- assist your child as appropriate with the goal of teaching independence to the point that your child can complete assignments without help

**Principal:**

- ensures that homework guidelines are being followed at each grade level
- helps to plan, implement, and maintain homework support systems, such as homework club
- responds to parent, teacher, and student concerns regarding homework

**LIBRARY SERVICES**

The Library has a large collection of books for student use. Students are responsible for books they sign out and will be expected to pay replacement costs for lost or destroyed books. Students with overdue books will not be allowed to sign out additional books until the overdue materials are returned.

**LOCKERS/CUBBIES**

Students may be issued a locker/cubby for storing school materials during the day. Lockers/cubbies must be kept clean at all times. Lockers/cubbies are the property of the school and may be inspected by school officials at any time. Students should not have the expectation of privacy. Students found to use lockers/cubbies inappropriately will lose the privilege of the locker/cubby use for an amount of time to be determined by the school principal. For more information about questioning and searching of students please review policies [JIH](#) and [JIH-R](#).

**LOST AND FOUND**

The school continuously collects items that have been found on school grounds. Students and families need to check the collection often. Items that have the students name on them are more easily returned. At least once per school year, items are boxed up and donated to a local charity. The school is not responsible for lost or stolen items.

**MONEY AT SCHOOL**

Students bringing money to school for hot lunch, book fairs, field trips, and so on, should bring money to school in a sealed envelope with their name, their teacher's name, and the purpose of the money. Students should not be sent to school with large bills for any reason. All checks should be made out to the individual elementary school. The office will be unable to change large bills for students.

**NON-ESSENTIAL ITEMS**

**Examples: Toys, Collectible Cards, Gaming Devices, etc.**

Children are asked to leave toys at home. Often, treasured items are lost, causing considerable upsets. Upon arrival to school these items must be kept in the student's backpack, cubby and/or locker. Students may not bring materials of any kind to school for the purpose of trading or selling them with anyone, inclusive of collectible cards/items. We ask that students not bring toys, valuable sports equipment, and/or other similar materials to school. If students continue to bring these items repeatedly, the items will be confiscated and returned only to a parent or guardian. Dangerous items or weapons brought to school will be confiscated. Laser pens are considered dangerous and will also be confiscated. Electronic devices and other academic tools may be used in a classroom when appropriate and with teacher permission, but they should not be taken onto the playground without teacher permission.

## **PARENT/SCHOOL/STUDENT COMPACT**

This compact between school faculty and staff, students, and parents/guardians embraces learning and growth as a shared outcome that can only be achieved through meaningful partnership. We each have important responsibilities in ensuring a successful environment for student learning.

### **The School will (includes all faculty and staff):**

- Provide a welcoming, safe, nurturing and secure environment for learning
- Recognize each student as an individual with unique strengths, needs, interests and approaches to learning
- Provide high quality, rich curriculum and instruction that promotes the transfer of learning to new and different contexts
- Model respect - be fair, empathetic, and understanding
- Communicate clearly with parents and students goals for learning, expectations, and habits of work and provide feedback consistently on students progress towards achieving those goals
- Encourage independence, creativity, and a passion for learning
- Hold students accountable for their choices and celebrate their successes

### **Parents will (includes parents/guardians/caregivers):**

- Be active in your child's learning and activities
- Promote learning in and out of the classroom/school
- Recognize that attendance matters
- Create healthy environments for growth and learning
  - Talk regularly with your child about their whole school experience
  - Read to your child regularly
  - Model and make healthy lifestyle choices around eating, sleep, and exercise
- Give your child emotional support and structures for handling obstacles
- Demonstrate support for the teachers/school/district when talking with children
- Recognize that learning is about growth and progress in order to achieve identified goals
- Communicate with teachers or the school when there is a concern

### **Students will:**

- Attend school regularly
- Come to school prepared to learn
- Consistently put forth your best effort and seek opportunities for growth and improvement
- Recognize that you are an active part of the teaching and learning process
- Become involved in your school and community
- Complete assigned work and expect feedback on this work
- Exhibit respect, responsibility, and perseverance
- Make informed decisions and take responsibility for the outcomes of those decisions

**We will all:**

- Promote and maintain a growth mindset
- Recognize that not everyone learns the same way at the same pace but that there are common goals for all learning
- Embrace Habits of Work as being critical for learning. Demonstrate respect, responsibility, and perseverance as key to gaining skills, insight and knowledge
- Acknowledge that learning requires effort
- Be positive and active citizens in our school and/or community on those issues that support children, learning and our schools
- Embrace the excellence that lies within each child and in each of our schools

**PROMOTION/RETENTION**

A planned program of appropriate instruction designed to assist students in meeting the content standards for each grade span (K-2, 3-5, and 6-8) is offered to all students in a progressive and sequential way. In most cases, students will progress annually from grade to grade, but MDIRSS recognizes that some students may require a shorter or longer time to demonstrate proficiency of content standards and other instructional goals. Therefore, the grade placement of each student will be made on an individual basis. School administrators and teachers provide students with the instructional support needed to progress from grade to grade in the regular sequence whenever possible.

As far as possible, retention will be decided through conferences involving the principal, teachers, and parents. Parents will be notified of any concerns that may result in a recommendation of retention by February 15. Other school personnel and consultants will participate in the decision. Parents will fully participate in the decision regarding retention of their child and a decision will be made no later than May 15, except in very unusual circumstances. This decision may be appealed by the family to the Superintendent of Schools, whose decision shall be final within the school unit.

The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement of Maine's Learning Results/Essential Standards from the local assessment system
- B. Academic potential
- C. Attendance
- D. Health
- E. Maturity
- F. Age in relation to grade placement
- G. Student attitude, motivation, and behavior
- H. Parent concerns and other issues pertinent to the particular student's school performance
- I. Program options.

Decisions concerning special education students shall be in consultation with the school team.

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once. (Refer to School Board Policy [IKE](#))

## **PUPIL RECORDS**

### **Family Rights and Privacy Act (FERPA)**

Federal law guarantees the security of student records. Only persons having legitimate educational reasons for looking at a student's records are allowed to do so. The persons are named with a record of names kept by the school. Should anyone else look at the records, they must first have permission from the student, the parent, or the school administration. A record is kept of such access to students records.

The parents of a student always have the right to see and review their child's educational records. They may do so with or without the consent of the student. Parents have the right to question any record, challenge the record, and request that the record be removed from the file. If the school refuses the request, the parent may request a hearing before the Superintendent of Schools

Students 18 years old and older may review their educational records. A copy of the material in educational record may be requested by the parent or the student 18 years of age or older. The school system will make a copy and may charge up to 25¢ per page.

## **RECESS AND PLAYGROUND RULES**

When there is outside recess, all students are required to go out. In special cases, parents may send a note to the teacher asking permission for the child to stay inside. Students must receive teacher permission to re-enter the building during a recess. All students must stay within the boundaries of the playground and within sight of the teacher at all times, when outside.

## **SCHOOL WELLNESS POLICY**

In keeping with the School Committee's approved school wellness policy, students will be strongly encouraged to bring healthy snacks to school. See board policies [JL](#) and [JL-R](#) for more information.

## **SPORTS/EXTRA-CURRICULAR ACTIVITIES**

### Mount Desert Island Schools Philosophy of Sports

We believe that participation in extra-curricular activities is an important part of the overall development of students. Through these activities students can learn the valuable life skills of teamwork, leadership, role modeling, positive attitude, and commitment to others. It is also important that teachers and students model these skills in the classroom. Because all extracurricular activities are privileges, our academic/behavioral guidelines clearly tie student performance to their eligibility to participate in these activities. Students who would like to participate in extracurricular activities must prove continued good citizenship and adequate school progress.

Students who are not making adequate school progress in all classes may be placed on academic probation for two weeks while still participating in activities. Adequate school progress is determined by progress reports, report cards, classroom performance and behavior, and habits of work rubric. If students are still not making adequate school progress in all of their classes after the two-week period, they will not be allowed to participate in the extra-curricular activity for the remainder of the season.

Students who accumulate two detentions within a season will be required to conference with their parent(s), school administration, athletic director or other appropriate activity coordinator to discuss the consequences of losing the privilege to participate after the third detention. Students who receive an in-school or out-of-school suspension will be placed on probation for the season. If a second in-school or out-of school suspension occurs, they will no longer be allowed to participate in the extra-curricular activity for the remainder of the season. If an activity's "season" is the entire school year, for the purposes of eligibility, the school's reporting periods will be used.

If a parent feels that their child has been unfairly treated within these guidelines, they may appeal the process. Said parent/guardian should contact the administration to set a meeting to discuss the appeal. If the parent/guardian is not satisfied with the administrative decision they may appeal to the superintendent whose decision is binding.

To participate in after school sports and/or extracurricular activities, the student must:

- be up to date on classroom assignments
- obey school rules and policies during sports practices and games as well as throughout the reporting period

- have a signed permission slip before the first time they practice or play
- provide evidence of insurance covering the student in case of injury (Parents who do not have family health and accident insurance may wish to buy school insurance.)

We believe in:

- Positive crowd support for both teams and their coaches
- Mutual respect between the fans of each team
- Pride and respect for the efforts of all participants in both victory and defeat
- Appreciation for the efforts and hard work of the dedicated officials working the game

Your help in supporting these standards is greatly appreciated by the member schools of the MDIAA: Bar Harbor, MDES, MDIHS, Pemetic, Tremont, Trenton and the outer island schools.

Students must arrive at school by 10:00 a.m. in order to participate in co-curricular extra-curricular and athletic activities. If students are absent from school or leave school for an illness/appointment and do not return, they may not expect to participate in after-school co-curricular, extra-curricular and athletic activities.

## **STORM PROCEDURE POLICY**

In the event of a storm, the decision to close an individual school will rest with a district administrator. The greatest consideration will be the safety of the children. However, if the school has decided to remain open and a parent believes that it is not in the best interest of his/her child, the parent may elect to have the child remain at home. We emphasize that the final decision to send the children to school on storm days rests with the parents. School closings are announced on radio (KISS 94.5, WWMJ 95.7) and television (Channel 2 WLBZ and Channel 5 WMTW). The decision to close the outer island schools is independent of other MDIRSS schools.

Should a storm occur while school is in progress, a district administrator will make the decision as to dismissal time. Parents will be notified of any early dismissals. Please refer to the [MDIRSS School Closing Procedure](#).

If an emergency other than weather forces the closing of school during the school day, all parents will be notified prior to the students being sent home.

## **STUDENT REGISTRATION**

To enroll in kindergarten, a child must be five (5) years old on or before October 15<sup>th</sup>. A child does not have to enter school until he or she is seven (7) years old, but must attend regularly after being enrolled. After enrollment, a student may be placed in an educational program best suited to his or her needs regardless of age.

State Law requires that all students be screened for special needs upon entering school. Kindergarten pre-registration and screening is held in the spring. New students enrolling are required to have a recent physical, immunization record and birth certificate.

Parents of transfer students will be asked to sign permission slips which allow us to obtain the student's records from their previous school.

## **STUDENT SUBSTANCE ABUSE POLICY**

### **Student Substance Abuse**

#### **Student Substance Abuse Rules**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, or being under the influence of prohibited substances 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 activities, off school property at any school-sponsored or school-approved activity, event, or function (such as a field trip or athletic event), or at any time or place if the conduct has an adverse effect on the discipline or welfare of the school. For more information on policies (JICH, JICH-R), see Appendix A.

#### **K-8 Procedures:**

##### **A. Disciplinary Action**

1. Type 1: consumption, possession, receipt, or being under the influence of a prohibited substance
  1. First Offense—The administrator will:
    1. confiscate prohibited substance and verify offense
    2. meet with the student
    3. meet with the parent/guardian
    4. notify the Superintendent and/or law enforcement
    5. refer the student to Student Success Team (SST) and/or Principal
    6. have SST member or Principal meet with parent to share recommendations
    7. provide for disciplinary action (1-3 day in-school suspension or out-of-school suspension)
  2. Second and Subsequent Offenses—The administrator will:
    1. follow steps for first offense, steps 1-7
    2. provide for disciplinary action (3-5 day in-school or out-of-school suspension). Prior offenses shall be taken into consideration.
2. Type 2: furnishing, selling or buying of prohibited substances each offense:
  1. The administrator will:
    1. confiscate prohibited substance and verify offense
    2. meet with student
    3. notify and meet with parent/guardian

4. notify superintendent and/or law enforcement
5. refer student to SST or Principal
6. have SST member or Principal meet with parent to share recommendations
7. provide for out-of-school suspension (5-10 days) and refer to the School Committee for expulsion hearing. Prior offenses shall be taken into consideration.

## **POSSESSION OF TOBACCO/TOBACCO PRODUCTS**

### **Tobacco Use and Possession**

#### **Tobacco Use and Possession Administrative Procedure**

**First Offense:** Will result in any or all of the following: confiscate tobacco products, warning, parental contact, meeting and assessment by school nurse, health educator, or guidance counselor; completion of two tobacco education lesson plans to be determined by the school nurse (where available) and office detention or in-school suspension.

**Second Offense:** Will result in the following: confiscate tobacco products, hold a parental conference, conduct mandatory meetings with the school nurse, health educator, or guidance counselor (where available), provide student with resources for available cessation programs, and initiate in or out-of-school suspension. Call police and report youth to authorities. Turn tobacco product over to police.

## **SMOKE FREE ZONE**

### **Tobacco Policy for School Employees and Visitors**

The use of tobacco products within the building or on school property at any time is forbidden. Refer to Maine State Law: 22 MRSA Section 1578-B.

## **STUDENT SUPPORT SERVICES:**

**Response to Intervention:** Student learning is supported through Response to Intervention (RTI). RTI includes differentiated instruction, small group and individualized instruction. Students who do not qualify under Special Education but who are struggling in the classroom are monitored and supported through RTI.

### **Student Success/Support Team:**

Designated faculty members meet on a regular basis in order to plan, coordinate and implement strategies aimed at helping students in need help themselves. The staff members have the ability to see students in different situations and share concerns. If a student is thought to be in need of help, appropriate plan is developed. This program is for any student who is deemed to be in need.

The major objectives of the program:

1. To coordinate intra-school services for students in need.
2. To make appropriate referrals to social services.
3. To be of service to the families of students.
4. To give structure and to help students in coping with school life.
5. To lend assistance to the classroom teacher in dealing with students who are demonstrating the need for support.
6. To develop possible alternatives for truants and potential drop-out students.
7. Possible referral to Special Education.

**Special Services/ 504:** The school provides special services for students with disabilities through its Special Education program. Support services are available for students with learning disabilities which adversely affect their progress in the general curriculum according to state and federal regulations.

In order to receive these services, the student needs to be referred for consideration by the parent, a staff member, another adult, or the student. Once referred, a Pupil Evaluation Team meeting will be held to determine if the student is eligible. Some students with disabilities may be better served by a 504 Plan (Americans for Disabilities Act) that provides for accommodations and modifications in the regular classroom.

### **Title 1/ Reading Recovery**



### **Title I Part (A) - Educator Qualifications Request**

### **Parent/Guardian Right to Know Information as Required by Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]**

The MDI School District receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, parents and guardians will be provided important information about this law and their child's education. Every parent/guardian of a student within the MDI School District has the right to request information about the

qualifications of the classroom staff working with their child. This request is made to the principal in writing.

Our District is very proud of our teachers and feel they are ready for the coming school year and are prepared to give every child a high-quality education. As a Title I District, federal regulations must be met related to teacher qualifications as defined in ESEA. These regulations allow parents and guardians to learn more about their child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

MDI School District employees are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Maine state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact school principal.

See: [Title I - Part A Programs, Parents/Guardians Right to Know](#) for more details.

## **WEAPONS IN THE SCHOOLS**

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

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school sponsored activity:

1. Possession of, knowledge of, or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: a firearm, ammunition, explosives, knives, chains, and clubs.
2. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce, or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, compasses, and scissors.
3. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats)

The principal may suspend up to 10 days and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal law.

Students who violate MDIRSS policy regarding Weapons in the School may be expelled under Title 20-A MRSA Section 1001 (9) (1993). For more information on policy (JICIA), see Appendix A.

## **WITHDRAWAL FROM SCHOOL**

### **Student Withdrawal From School**

Should a student have to withdraw from school and move into another school district, we ask that the parents notify the school office a few days in advance of the move and complete the MDIRSS Withdrawal Request Form. A student's records will be mailed upon request from the new school.

## **STATEMENT OF NON-DISCRIMINATION**

### **Nondiscrimination/Equal Opportunity and Affirmative Action**

MDIRSS does not discriminate in either its educational program or its employment practices on the basis of race, sex, religion, age, handicap, or national origin. Parents and students have extensive legal rights under Maine and federal law in the areas of: Special Education, Hot

Lunch, Employment, and Student Records. The complete texts of these rights are available upon request by calling the office of the Principal during normal school hours.

## APPENDIX A

All MDIRSS school board policies can be found at [MDIRSS School Board Policies](#)  
The following are frequently reviewed policies:

AC [Nondiscrimination/Equal Opportunity and Affirmative Action](#)

ACAA [Harassment and Sexual Harassment of Students](#)

ACAA-R [Student Discrimination and Harassment Complaint Procedure](#)

ACAD [Hazing](#)

AD [District Mission and Vision](#)

ADC [Tobacco Use and Possession](#)

ADC-R [Tobacco Use and Possession Administrative Procedure](#)

ADCA [Tobacco Policy for School Employees and Visitors](#)

EBCC [Bomb Threats](#)

GBEB [Staff Conduct with Students](#)

IHBAA [Referral and Use of General Education Interventions](#)

IJNDB [Student Computer and Internet Use and Internet Safety](#)

ILD [Student Surveys and Marketing Information \( IS this really required\)](#)

IJNDB-R [Student Computer and Internet Use and Internet Safety Rules](#)

IJOA [Field Trips](#)

JEA [Compulsory Student Attendance](#)

JFC [Student Withdrawal From School](#)

JHB [Truancy](#)

JIC [Student Code of Conduct](#)

JICA [Student Dress](#)

JICC [School Bus Discipline](#)

JICC - R [School Bus Discipline Procedures](#)

JICH [Student Substance Abuse](#)

JICH-R [Student Substance Abuse Rules](#)

JICIA [Weapons, Violence, Bullying and School Safety](#)

JICK [Bullying](#)

JIH [Questioning and Searches of Students](#)

JIH-E [Student Search Checklist](#)

JIH-R [Questioning and Searches of Students Administrative Procedure](#)

JK [Student Discipline](#)

JKB [Detention of Students](#)

JLF [Reporting Child Abuse and Neglect](#)

JRA [Student Education Records and Information](#)

JRA-E [Annual Notice of Student Education Records and Information Rights](#)

JRA-R [Student Education Records and Information - Administrative Procedure](#)

KEB [Complaints About School Personnel](#)