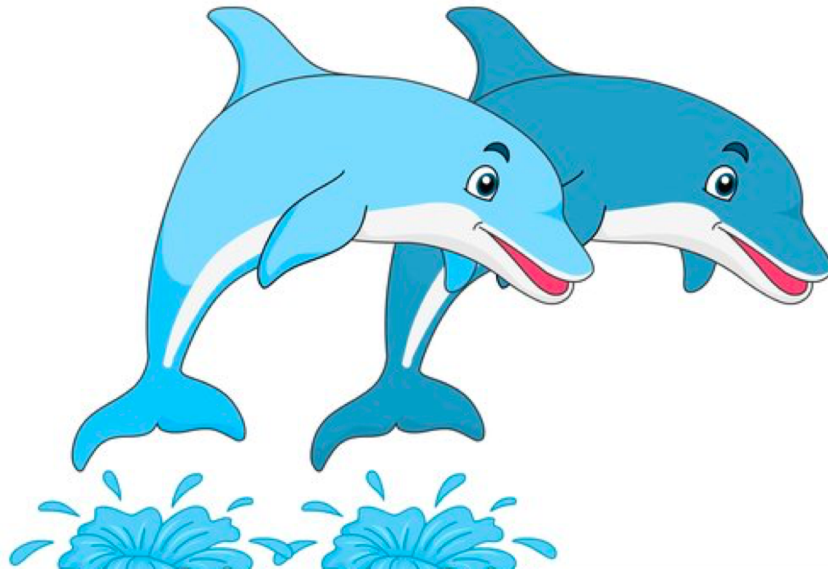


# 2023 - 2024



## **PARENT and STUDENT HANDBOOK**

### **Friendship Village School**

*Providing a strong foundation to inspire lifelong learning.*

Terry Steinbeiser, Principal

Cassie Balser, Secretary

P.O. Box 100 ~ 23 School Street

Friendship, ME 04547

[www.msad40.org](http://www.msad40.org)

Telephone 832-5057 ~ Fax 832-7389

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# **Friendship Village School**

*Providing a strong foundation to inspire lifelong learning.*

P.O. Box 100~23 School Street

Friendship, ME 04547

Telephone 832-5057 ~ Fax 832-7389

July 2023

Dear FVS Students and Families,

I would like to welcome families who are new to our Friendship Village School family and our returning students and families! I am excited to begin my third year at FVS. I'm looking forward to another year of learning and growing together as we help each other become lifelong learners!

Friendship Village School is a small school with roughly 70 students located in Friendship, Maine. We have one class for each grade level, Kindergarten through Grade 6. Students are offered weekly art, music, physical education, world languages and health classes. Our upper grade students can also choose to participate in instrumentals and/or chorus. In addition, we have a wonderful library and students may check out books weekly.

Our school's small size provides the opportunity for all staff and students to know each other by name thus creating a community of learners who help support each other to succeed. We are planning whole school activities that will help foster this community of learning. Some of these activities will include enrichment/intervention blocks in which all students and staff participate, special activities to learn more about the viability of the fishing industry and cross grade level activities.

This handbook explains our policies and procedures, which have been developed so that everyone can have the best possible chance for success. Please take time to read through the book together.

Our policies and procedures have been written to support the RSU 40 beliefs and are similar to the policies in each of RSU 40's elementary schools.

Please feel free to contact me at any time if you have questions or concerns at 832-5057 or [terry\\_steinbeiser@rsu40.org](mailto:terry_steinbeiser@rsu40.org). Working together we can make this a successful year.

Sincerely,

*Terry Steinbeiser*

Terry Steinbeiser, Principal

## **Friendship Village School Staff List**

### **Office Staff:**

<b>Administration</b>	<b>Secretary</b>	<b>Health Staff</b>	<b>Guidance</b>
Terry Steinbeiser	Cassie Balsler	Heather Emerson (RN) Miranda Jandreau (RN)	Kayleigh MacFarlane

### **Special Education Staff:**

<b>Resource Room</b>	<b>Speech Therapist</b>	<b>OT/PT Therapists</b>	<b>School Psychologist</b>
Hilary Creighton Carol Ehle	Brian Campbell	OT-Marissa Eldridge PT-Rebecca Stephens	Francis McCabe

### **Regular Education Staff:**

<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>
Sara Dorr	Eva Benner	Sue Hoxie	Esther Chamberlin
<b>4th Grade</b>	<b>5th Grade</b>	<b>6th Grade</b>	<b>Health</b>
Ann Allen	Gaylea Hynd	Marilee Harris	Marcie Howard
<b>Art</b>	<b>Music</b>	<b>PE</b>	<b>Foreign Language</b>
Ellery Chalmers	TBD	Darcy Kelly	Abigail Nelson

### **Supplemental Instruction Staff:**

<b>Interventionists</b>	<b>District Librarian</b>	<b>Gifted and Talented</b>	<b>ELL</b>
Carol Ehle Hilary Creighton Terry Steinbeiser	Maurie Stockford	TBD	Linda Van Vranken

### **Support Staff:**

<b>Custodians</b>	<b>Food Services</b>	<b>Ed Techs</b>	<b>Bus Drivers</b>
Diana Winchenbach	Susie Pease	Julie Wiegleb, Library Chelsey Naborowsky	

# School District Contacts

## Regional School Unit 40

Friendship · Union · Waldoboro · Warren · Washington

<p><b>Central Administrative Offices</b>  <b>Mailing Address:</b> PO Box 701, Union, ME 04862 <b>Physical Address:</b> 1070 Heald Highway, Union, ME 04862                  Tel (207) 785-2277 (207) 785-3119 (fax)                  Office Hours: 7:00 a.m. - 4:00 p.m.</p>		
<p><b>Office of the Superintendent</b>                  Steve Nolan, Superintendent of Schools                  Karen Overlock, Adm. Assistant, ext. 236</p>	<p><b>Assistant Superintendent Office</b>                  Christina Wotton                  Assistant Superintendent                  NCLB Coordinator                  Megan Linscott, Adm. Assistant, ext. 225                  Linda Van Vranken, ELL ext. 222                  Bethany Goding, Gifted &amp; Talented                  ext. 242                  Karina Decker, Gifted &amp; Talented                  ext. 243</p>	<p><b>Finance Office</b>                  Karen Pike, Business Manager                  Michelle Werner, Accts. Payable, ext. 234                  Hollie Linscott, Payroll &amp; Benefits, ext. 233                  Megan Linscott, Adm. Assistant. ext. 225                  Storm Hendrickson, Food Service Director,                  ext. 241</p>
<p><b>Health Office</b>                  Michelle Cooney, R.N.                  Heather Emerson, R.N.                  Miranda Jandreau, R.N.                  Sherri Vail, R.N.                  Nancy Vannah, Secretary                  (207) 785-2277 x224                  (207) 785-3124 (fax)</p>	<p><b>Office of Special Services</b>                  Karen Brackett                  Director of Special Services                  Casey Lufkin                  Assistant Director of Special Services                  Jennifer Brooks, Adm. Assistant, ext. 227                  (207) 785-2277                  (207) 785-3124 (fax)</p>	<p><b>Facilities</b>                  Brian Race, Facilities Director                  (207) 785-2277                  (207) 785-3119 (fax)</p>
<p><b>Technology</b>                  Holly Doe, Director of Technology                  (207) 832-5389 ext.146</p>	<p><b>Adult Education</b>                  Kayla Sikora, Director of Adult Education                  (207) 832-5205</p>	<p><b>Transportation</b>                  Ernest Vannah, Transportation Director                  (207) 832-2096                  (207) 832-2147 (fax)</p>

<p><b>Friendship Village School</b> Terry Steinbeiser, Principal Cassie Balsler, Secretary</p>	<p>P.O. Box 100, 23 School Street Friendship, Maine 04547 (207) 832-5057 (207) 832-7389 (fax) Office Hours: 8:00-4:00 School Hours: 8:45-3:15</p>	<p><b>Miller School</b> Julia Levensaler, Principal Jamie White, Assistant Principal Tracy Harrington, Secretary Karen Selvick, Secretary</p>	<p>145 Kalers Corner Road Waldoboro, Maine 04572 (207) 832-2103 (207) 832-2101(fax) Office Hours: 8:00-4:00 School Hours: 8:45-3:15</p>
<p><b>Prescott Memorial School</b> Crystal Boucher, Principal Mary Ledger, Secretary</p>	<p>100 Waldoboro Road Washington, Maine 04574 (207) 845-2424 (207) 845-2748 (fax) Office Hours: 8:00-4:00 School Hours: 8:45-3:15</p>	<p><b>Union Elementary School</b> Scott White, Principal Allison Davis, Secretary</p>	<p>1070 Heald Highway Union, Maine 04862 (207) 785-4330 (207) 785-4844 (fax) Office Hours: 8:00-4:00 School Hours: 8:45-3:15</p>
<p><b>Warren Community School</b> Justin Kangas, Principal Gabrielle LaPerriere, Assistant Principal Michelle Flaherty, Secretary Nicole Willis, Secretary</p>	<p>117 Eastern Road Warren, ME 04864 (207) 273-2001 (207) 273-3207 (fax) Office Hours: 8:00-4:00 School Hours: 8:45-3:15</p>	<p><b>Medomak Valley High School</b> Linda Pease, Principal Tamra Philbrook, Assistant Principal Matthew Carlson, Assistant Principal Matt Lash, Athletic Director Lisa Gunn, Secretary Debra Oliver, Secretary Jessica Nelson, Attendance Jimi Hunt, Registrar Becky Butler, Guidance Secretary</p>	<p>320 Manktown Road Waldoboro, Maine 04572 (207) 832-5380/5389 (207) 832-2280 (fax) Office Hours: 7:00-3:00 School Hours: 7:30-2:00</p>
<p><b>Medomak Middle School</b> Katherine Race, Principal Beth Ahlholm, Assistant Principal Candy Powell, Secretary Amanda Shelmerdine, Secretary</p>	<p>318 Manktown Road Waldoboro, Maine 04572 (207) 832-5028 (207) 832-5710 (fax) School Hours: 7:30-2:00</p>		

**[Calendar - \(LINK\)](#)**

**District Vision and Mission**

Our vision is to inspire students to achieve life-long success.

Our mission is to graduate all students with the knowledge, skills and understanding needed for success in the 21st century.

Our Values:

- Create a safe learning environment for students and staff
- Challenge students with a rigorous curriculum
- Use a variety of approaches and activities to help students learn
- Assign school work that is meaningful to students
- Give regular feedback about what students need to do to improve
- Provide students with extra help when they need it
- Take responsibility to ensure all students learn
- Help students to be self-confident, self-directed learners
- Work with community organizations to enrich student learning



## Glossary of Terms

**Evidence:** Learner-generated work that reflects progress toward proficiency on learning targets.

**Formative Assessment:** Activities, assignments, tasks, etc. given at regular intervals to students to inform instruction, monitor student progress, and provide feedback to help improve the student's performance.

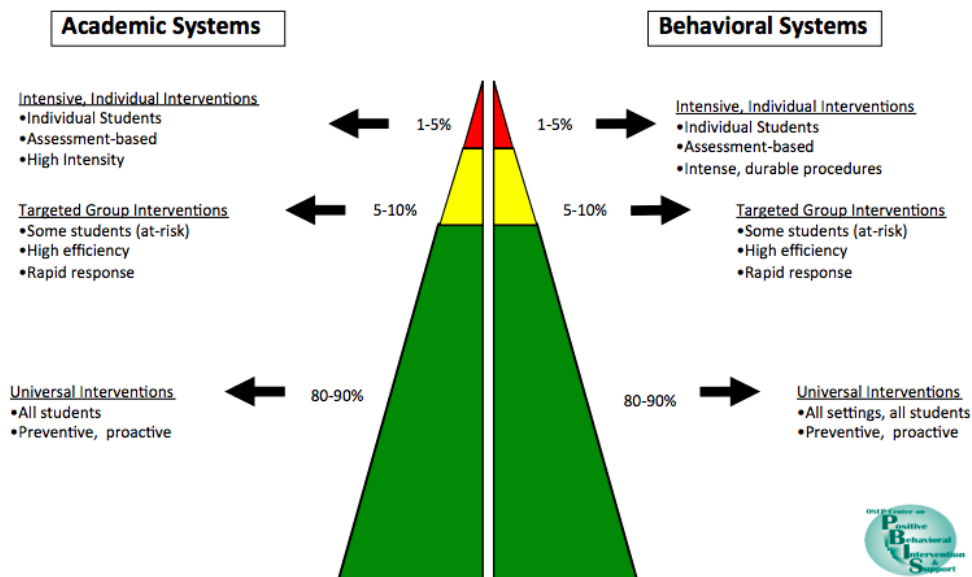
**Fountas and Pinnell Benchmark assessment (F&P):** The *Fountas & Pinnell Benchmark Assessment Systems* determine a student’s independent and instructional reading levels.

**Habits of Mind:** Mental dispositions and habits which influence learning.

**Maine Through Year Assessment:** A computer-based test that is required to be given to students in grades 3-8 every fall and spring in Reading and Math and optionally in the winter. The data provided is used by the state for accountability and by the school to inform instruction in the classroom and determine what instructional goals are priorities for our school.

**Response to Intervention (RtI):** Response to Intervention (RtI) is a multi-tier approach to identify and support students with additional learning and behavioral needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom.

### Designing School-Wide Systems for Student Success



The triangle above is referred to as an RTI triangle. It does a nice job encapsulating the three tiered approach to intervention that RTI adopts for both academics and behavior. You will notice that as you move up the triangle intensity and frequency of the interventions increases, and the group size decreases.

The Primary Tier is considered Tier I and consists of strategies that tend to work for roughly 80% of the population of students. These are basic instructional strategies, screenings, and classroom management that all teachers employ.

The Secondary Tier (Tier II) is where roughly 15% of students fall. You typically see frequent progress monitoring, behavior plans, and research based, small group interventions taking place. These strategies are adjusted if necessary depending on what the data collected from our progress monitoring conveys.

The Tertiary Tier (Tier III) is where roughly 5% of the student population will fall. These students often times need more intense and more frequent interventions and are likely to be receiving these interventions on an individual level or extremely small ratio (1:2).

*Positive Behavioral Interventions and Supports (PBIS)* is a framework for assisting school personnel in adopting behavioral interventions that will result in enhanced academic and social behavior outcomes for all students. It focuses on altering the triggers of behavior in order to reduce the likelihood that this behavior will not be repeated.

***Professional Learning Community (PLC):*** An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.

***Standard:*** Required skills and knowledge students must demonstrate proficiency in K-12 determined by the State of Maine.

***Standards-Based Grading:*** A 1-4 rating scale that indicates a student's progress toward a specific Standard.

***Summative Assessment:*** Activities, assignments, tasks, etc. that learners complete to demonstrate their knowledge reaching a learning target.

## **ATTENDANCE, ABSENCE, ARRIVAL & DISMISSAL**

### Attendance/Absence from School

The Friendship Village School staff believes that if students are to be successful at school, regular attendance is very important. We understand that a child must be absent due to illness or family emergencies. Sometimes scheduling doctor's appointments are beyond our control. However, please plan family vacations when school is not in session. Also plan extra curricular activities, non-essential appointments or other types of non-emergency events during after school hours or school vacations. In order to ensure our students' safety, we ask that you do the following if your child is absent:

1. Please call the office at 832-5057 between 7:30-9:30 a.m. on the day of the absence. If you foresee a prolonged absence (for example, a hospitalization) please contact the office as soon as possible.
2. In order to ensure the safety of your child, if we do not receive a call and your child is on the absence list, the school will try to call you at home or at work after **10:00 am**.
3. If no phone contact is made, we ask that you send a note to the teacher explaining your child's absence within two school days of that absence.
4. Make-up work: completion of make-up work is important to your child's success in school. Obtaining this work is the responsibility of the student and/or parent. We appreciate your supervision of the completion and return of missed written assignments. It is important to recognize that many important classroom activities cannot be made up (class discussions, science experiments, group work, and hands-on activities).
5. **A student is defined as being chronically absent if the student is enrolled a minimum of 10 days and absent 10% or more of the days enrolled.** Chronic absenteeism is one of the factors used in school accountability by the state of Maine to ensure that each student has appropriate and adequate access to education. Chronic absenteeism will be addressed by the administration according to district policy. (See district policy [JHB - Truancy](#).)

### Truancy

A student is "truant" if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA - 5001-A) and he/she:

- A. has completed grade 6 and has the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school

year; or

- B. **is at least seven (7) years of age and has not completed grade 6 and has the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year.**

As required by law, the following procedure shall be followed when a student is truant:

- A. The Principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five (5) days of the last unexcused absence.
- B. Within five (5) school days of notification, the Principal will refer the student who has been determined to be truant to the school's student assistance team.
- C. The student assistance team will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student's absences and the negative effect of these absences.

For the full district policy on truancy go to: <https://www.msad40.org/files/JHB.3.28.19.pdf> and view Policy JHB: Truancy.

## [Arrival and Dismissal](#)

School begins at 8:45 a.m. **Students should arrive at school by 8:40 so that they are ready to begin learning at 8:45 when our school day officially begins.** Students who walk or are dropped off at school should arrive no earlier than 8:30 a.m. Please do not enter the school parking lot before the 8:30 drop off time or before the 3:15 pick-up time.

Children are tardy after 8:45 a.m. If your child arrives after 8:45 a.m., a parent or designee must sign him/her in at the office. A note should be provided in advance if you know your child will be tardy.

Breakfast ends at 8:45. If you plan on your child eating breakfast at school, please try to get them to school as close to 8:30 as possible. **The cafeteria will not serve breakfast to any student who arrives after 8:45.**

Walkers will use the front door for arrival and dismissal. Staff members will be on duty from 8:30-8:40 and again at the end of the day. At dismissal, walkers will be called to the office.

To further safeguard our students and staff while they go about the business of learning, all exterior doors remain locked at all times. **The regular school day ends at 3:15. Our main doors will be locked from 8:45 a.m. until 3:10 p.m. while school is in session.** Visitors are to

ring the doorbell located to the right of the main entrance and the door will be opened by a staff member as soon as someone is available. The office may be contacted at 832-5057 if no one responds to the doorbell. Your understanding that this inconvenience is in place on behalf of your children is sincerely appreciated.

The regular school day ends at 3:15 p.m. Students are dismissed to parents/guardians at 3:15 p.m. before the buses are loaded. For your child's safety please wait for him/her to be dismissed from the office. ***Please do not go directly to the classroom.***

## Office Hours

The school office is staffed daily from 7:30 a.m. to 4:00 p.m. while school is in session, as well as for one week prior to school opening and one week after closing.

## Parent Notifications

The ***Infinite Campus*** Parent Portal is available to all families and gives student information including attendance and newsletters. Please contact the office for more information regarding the IC Parent Portal.

## **ParentSquare**

ParentSquare is RSU 40's communication platform for families. Through ParentSquare, families will receive both emergency notifications (school cancellations and delays) and general information regarding events at schools. Families will also have the option to schedule parent/teacher conferences and sign permission forms through ParentSquare. Register your account by using the email address you have provided your school and download the Parentsquare app for iPhone or Android. <https://www.parentsquare.com/signin>  
More information may be found on [the technology page](#) of the district website.

## Parking, Drop Off, and Pick Up

Students may arrive at school ***between 8:30 and 8:40***. Students who are picked up at dismissal time will be called down. At all other times students must be signed out by a parent or authorized contact person and will be called to the front entrance to meet their driver. **Drivers and parents are asked to not to park around the front circle.**

***Parents or a designated person must sign the student out in the office;*** students will meet their rides at the front entrance.

Except for the parent(s)/guardian(s) or persons listed on the emergency sheet who will assume care of the child if a parent cannot be reached, children will not be released into the care of any other individual UNLESS the parent(s)/guardian(s) sends a note or telephones the school.

## Registration

Parents of new students or students transferring to the Friendship Village School must register through Infinite Campus. All pupils entering Maine schools for the first time must present birth certificates and proof of current immunization. Students registering in RSU#40 schools must also provide proof of residency when signing up.

Children from the town of Friendship are eligible to attend our kindergarten program if they will be 5 years old by October 15 of the current school year. Our kindergarten program is a five-day/week, full day program. Students are registered the previous spring and right up until the beginning of school; they all take part in individual screening appointments during the first week of school and begin attending school the second week of the school year.

Parents of Pre-Kindergarten students may also register their child(ren) during this time period. Pre-kindergarten is offered by RSU40 on a first come first served basis. At this time Friendship's pre-kindergarten students will attend Pre-kindergarten classes at Miller Elementary School. Transportation will be provided.

## **STUDENT HEALTH AND SAFETY**

### Accident Policy

The following steps will be carried out in case of a serious accident:

1. An adult shall accompany any child suspected of serious injury to the office. If the child should not be moved, the duty person will stay with the injured child and send someone in for the principal or his/her representative.
2. Phone calls to inform parents (or other individuals designated on the emergency contact information sheet) of the accident will be made by the principal, secretary, or classroom teacher.
3. If the parent is unavailable, the principal or his/her representative will decide what additional emergency help is required.

### Bicycles

When students ride their bikes to and from school, parent(s) may send one note that gives them permission to do so for the entire school year.

At the end of the school day, students will walk bicycles off the parking lot to the road before riding. This is to ensure that they are not traveling too fast when they encounter traffic on the road.

*All students **must wear helmets when riding bicycles.*** Students who arrive at school riding a bicycle without wearing a helmet will have to be picked up and bike-riding privileges will be suspended until a helmet is available to that student.

### [Breakfast, Lunch and Snack](#)

School breakfast and lunch are available free of charge for students. Your child may bring a cold lunch and select milk or bring his/her own beverage. A choice of lowfat white or chocolate milk will be offered. Students who wish to purchase an additional milk should have money on their account. Milk costs fifty cents a carton.

A child who comes to school without a lunch will be asked to get a school lunch.

Collection of money will be made on Monday or the first day of the school week. If your child is absent on that day, he/she may bring the milk money when returning to school. If paying by check, *please make it payable to: “RSU 40 School Lunch Program”*. Overdue accounts will be handled according to district policy. Account balances are available on the Internet using *Infinite Campus* if a parent requests a password from the school office.

The menu is posted weekly in Friday’s newsletter and sent home at the beginning of each month.

**Family and community members are welcome to join students for lunch.** Guests can bring their own lunch or arrange for a school lunch by calling the Friendship Village School Office at 832-5057 **a day in advance**. Adult lunches cost \$5.50. We would remind everyone joining us for lunch that the cafeteria rules apply to all; please help us set good examples by following the directions of the staff members on duty.

**Snack:** Some classrooms provide a time during the day for snacks. *Healthy snacks are encouraged.* Gum, candy, and soda or other caffeinated drinks are not allowed. “Energy” drinks are also prohibited.

### [DRESSING FOR THE WEATHER/RECESS](#)

Recess is designed to provide a break for students. Each class has a daily recess. All children are expected to go outside for school recess except in rainy or very cold weather (10 degree wind chill or colder). Appropriate clothing for the changing seasons is recommended. See “Dress Code” section for more details.

Please label all outerwear including boots, shoes, hats and mittens with your child’s name. Winter coats are available for those students who need them; please call the office or the guidance counselor for assistance. Hats and mittens made by community volunteers are available.

## [EMERGENCY CONTACT INFORMATION](#)

Each year parents are sent a message through Parent Square requesting that they update contact information. Please make sure that you complete that form and note any changes in addresses or phone numbers.

## [EMERGENCY RESPONSE PLAN / FIRE & LOCKDOWN DRILLS](#)

**Each school in the district has developed a comprehensive plan for most emergencies.** In addition to fire drills, schools are now prepared and practice both evacuation and lockdown procedures. Instruction regarding evacuation of the school building in case of a fire or another emergency is regularly provided. Fire drills are held frequently. At the beginning of the school year, they are announced and demonstrated to all students. Later they are held without notice. Lockdown drills are also held during the year. Every effort is made to help students realize the seriousness of unexpected problems while at school. Such matters as warning signals, proper exits, and evacuation routines are carefully planned and are made known to the children.

## [STUDENT HEALTH GUIDELINES](#)

### [Dental Health](#)

#### **Fluoride Varnish**

Thanks to the Dental Health Education Grant, the District Nurses will be able to offer the Fluoride Varnish program for **grades K through 6**. With your permission your child can get a free Fluoride Varnish treatment at school. Following are a few frequently asked questions about this program:

#### ***What is Fluoride Varnish?***

Fluoride Varnish is a protective coating that is painted on teeth to help prevent new cavities and to help stop cavities that are already started.

#### ***Why do we recommend putting fluoride varnish on children's teeth?***

Tooth decay is one of the most common preventable diseases seen in children. Cavities in teeth can cause pain and affect children's ability to eat, speak, sleep, and learn properly. Children do not lose all their baby teeth until they are 12 to 13 years old.

#### ***Is Fluoride Varnish safe?***

Yes, Fluoride Varnish can be used on babies from the time they get their first teeth. Only a small amount of Fluoride is used. This method has been used in Europe for more than 30 years. Fluoride Varnish is approved by the Food and Drug Administration (FDA) and is endorsed by the American Dental Association.



### ***How is it put on the teeth?***

The Fluoride Varnish is applied to the teeth, by a health professional, using a small disposable brush. It is quick and easy to apply and does not have a bad taste. There is no pain when applying the Fluoride Varnish. Your child will be able to eat right after this treatment.

### ***How long does the Fluoride Varnish last?***

The effects of Fluoride Varnish will last up to several months. The Fluoride Varnish will be applied to your child's teeth 2x a year.

### **Tooth Protectors Program**

Students have the opportunity to receive the services of Tooth Protectors. Tooth Protectors are able to offer the full services of a dental hygienist at the school and accept most dental or health insurances. Permission slips will be sent home and are available by calling the school office.

### [Guidelines When to Keep Your Child Home](#)

If you question whether your child is well enough to go to school, the following guidelines may be helpful:

***Vomiting, diarrhea:*** A child with these conditions should be kept at home until symptoms have resolved for 12 hours and the child is able to keep down food and liquid. Consult your doctor if fever and stomach pains persist or your child appears dehydrated.

***Cold, sore throat, cough:*** Children average six to eight colds per year. If cold and cough symptoms are associated with a fever or they do not readily improve, call your doctor. Your child may attend school if there is no fever.

***Red eyes:*** When the white part of the eye appears red and produces a yellow or green crusty discharge, call your doctor during office hours. Your child may have conjunctivitis, a common condition that may be a contagious infection. Your child may need an eye ointment, and may attend school after 24 hours of treatment.

***Fever:*** Your child may attend school with a temperature less than 100 degrees F.

***Rash:*** A rash is usually a sign of a viral illness. It also may be a reaction to a medication or chemical. If your child has an unusual rash or it is associated with a fever, contact your doctor. Keep your child home until you have discussed the rash with your doctor.

If a student attends school with any of the above symptoms, school personnel may call his/her parent and ask that the child be taken out of school. ***Parents are asked to furnish the school with the name, address, and telephone number of two persons the school may contact in an emergency if parents cannot be reached.***

After an illness, please do not request that your child remain indoors during recess periods, except for rare instances. ***When a child is well enough to come to school, he/she should be able to participate in all regular school activities, unless a physician's note restricts activity, such as physical education.***

## Hearing and Vision Screenings

The school nurse performs hearing and vision screenings annually at various grade levels. ***Parents are notified of any suspected problems.*** Please note that these tests are for screening purposes and do not take the place of a professional hearing or vision exam by a doctor. If your child is referred for further vision or hearing testing, or if a problem is found during a physical examination, please convey any physician recommendations to your child's teacher and school nurse.

## Medication

### Administration Of Medication By School Personnel

Medication is defined to mean ***both prescription and non-prescription items.*** Medication should not be administered during school hours if it is possible to achieve the desired effect by home administration before or after school hours. Medication must be part of a physician established medical plan of care.

In the event that your child needs a medication administered during the school day, ***the "Authorization for Medications to be Taken During School Hours" form must be completed by the child's physician*** as well as the parent/guardian. All medication will be kept in a locked area in the school office and administered by trained school personnel.

**Medication must be in the original container and clearly labeled with:**

1. Name of the student
2. Name of the medication
3. Name of the physician
4. Dosage
5. Date of original prescription and instructions for administration

### **Parent responsibilities:**

1. Instruct the child to self-administer his/her own medication under supervision if appropriate;
2. Provide the appropriate number of doses of medication;
3. Provide a written order that has been obtained from the student's physician, including:
  - A. student's name
  - B. name of medication
  - C. dosage amount and when it is to be given
  - D. date prescribed; date of expiration
  - E. doctor's name
  - F. possible acute side effects

G. signature of parent or guardian granting permission for trained school personnel to administer medication

### **Collaborative Agreement for Administration of Epinephrine**

In accordance with Maine state law, Title 20-A §6305, and RSU 40 Policy JLCD, RSU 40 School Health Services has entered into a collaborative agreement, Administration of an Epinephrine Auto-Injector, with Kevin Davey, M.D. This document provides that in the event a child develops an acute allergic reaction, which was previously unknown, a trained unlicensed staff member may administer Epinephrine. See below the collaborative agreement and the RSU 40 Protocol for the Treatment of Acute Allergic Reaction that will be followed in identifying an acute allergic reaction and the administration of Epinephrine. This Collaborative Agreement was reviewed and approved by the RSU 40 Medical Advisory Board.

## Collaborative Agreement: Administration of an Epinephrine Auto-Injector

As per Maine state law, Title 20-A §6305, RSU 40 and Dr. Kevin Davey will enter into a Collaborative Agreement regarding the administration of an Epinephrine auto-injector in the event of an anaphylactic episode in an RSU 40 student. Following are the guidelines that this agreement allows:

### RSU 40 District School Nurses May:



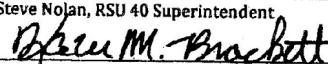
Administer an Epinephrine auto-injector to a child who has never been diagnosed with having an anaphylactic allergy however is demonstrating the symptoms of such. Using nursing judgment, the district nurses may administer stock Epinephrine, utilizing correct dose/body weight.

### RSU 40 Unlicensed Staff Member Who Has Been Trained By District Nurses May:

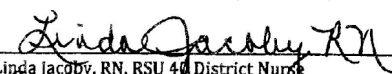
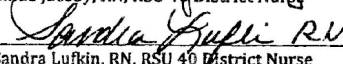
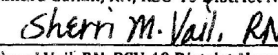
Administer an Epinephrine auto-injector to a child with a known reaction who is experiencing the symptoms of anaphylaxis. The staff member will rely on the child's medical order from the child's physician as well as use the auto-injector supplied by the child's family.

Administer an Epinephrine auto-injector to a child who has never been diagnosed with having an anaphylactic allergy however is demonstrating the symptoms of such, as outlined in the training provided by the district nurses. The staff member will use stock Epinephrine utilizing correct dose/body weight.

- \* This Collaborative Agreement is only effective on RSU 40 school campuses and during the normal school hours.
- \* An ambulance will always be called in the event of an anaphylactic reaction, as per RSU 40 district protocol.
- \* The RSU 40 Anaphylaxis Management Plan, including this Collaborative Agreement, will be posted on the RSU 40 Website as well as in each Student Handbook.
- \* This protocol is applicable for one year at which time it will be reviewed and, if necessary, modified for the proceeding school year.

  
 \_\_\_\_\_  
 Kevin Davey, MD  
  
 \_\_\_\_\_  
 Steve Nolan, RSU 40 Superintendent  
  
 \_\_\_\_\_  
 Karen Brackett, RSU 40 Director of Special Services

Approved by:

  
 \_\_\_\_\_  
 Linda Jacoby, RN, RSU 40 District Nurse  
  
 \_\_\_\_\_  
 Sandra Lufkin, RN, RSU 40 District Nurse  
  
 \_\_\_\_\_  
 Sherri Vail, RN, RSU 40 District Nurse

Date 4-3-18

### RSU 40 PROTOCOL FOR THE TREATMENT OF ACUTE ALLERGIC REACTION WITH PRESCRIBED EPIPEN/AUVI-Q

**Symptoms:**

May include some or all of the below. Symptoms will worsen as the allergic reaction progresses.

- LUNG Short of Breath, wheezing, repetitive cough
- CIRCULATION Pale, blue, faint, weak pulse, dizzy
- THROAT Hoarse, trouble breathing/swallowing/talking
- MOUTH Significant swelling of the tongue and/or lips
- SKIN Hives over body, widespread redness
- GUT Repetitive vomiting or severe diarrhea, abdominal pain
- OTHER Feeling something bad is about to happen, anxiety, confusion
- OR A COMBINATION of mild or severe symptoms from different body areas

**Emergency Response:**

Nearest adult to stay with student-stay calm and reassure them.

Notify office immediately of medical emergency: "Epipen needed for \_\_\_\_\_ in room \_\_\_\_".

\*An Epipen/Auvi-q may be administered if there is a doctor's order and parent permission to do so.

The office staff will:

- Call 911.
- Send Epipen/Auvi-q with a trained staff member(s) to emergency scene.
- Alert building administrator of medical emergency.
- Ensure ambulance access.
- Call parent.
- Print emergency sheet information for the ambulance.

A trained staff member will:

- Administer the child's prescribed Epipen/Auvi-q and note the time.
- Have student sit/lie quietly.
- Monitor for pulse and respirations.
- Transport via ambulance and send Epipen/Auvi-q with EMS personnel.

Additional staff will:


- Escort students away from scene of emergency.
- Reassure students.

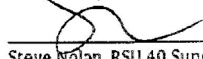
**Complete Medical Incident Report**


\* A physician's ordered protocol will always supersede RSU 40 Protocol.

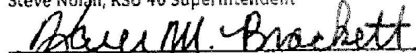
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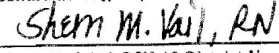
  
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Karen Brackett, RSU 40 Director of Special Services

  
\_\_\_\_\_  
Sherril Vail, RN, RSU 40 District Nurse

Date 4-3-18

Revised 4-2018

## [Insect Repellants and Sunscreen](#)

Both of these products contain chemical compounds that may be unsafe for children, we need to be very careful that neither one of them is available to students without adult supervision while at school.

- Preferably, ensure that your child is protected from the sun's rays or insects by applying a long-acting product prior to arriving at school. This is particularly important on days of field trips or Field Day.
- To ensure that products such as these with warnings to "Keep out of the reach of children" are not available on the bus or at school, please do not allow them to be carried by students in backpacks or bags.
- If your child is particularly susceptible or has a medical need for sun or bite protection, contact the health office to make arrangements for leaving sunscreen or insect repellent (in its original container, labeled with your child's name) in the Health Office. This product may then be left in the Health Office, accompanied by a written permission from the student's parent/guardian.

## [Record Keeping of Student Health Records](#)

A confidential health record will be maintained on each student so that an ongoing history of each student's health may be available to those staff members who are directly involved with the student. Significant health problems, as well as any condition which might affect the student in school, will be noted. These records are kept in the RSU 40 District Health Office. Health staff may be reached at 832-8109. ***Please be sure to notify the school in the event that there are changes in your child's health.***

## [SCHOOL COUNSELING](#)

Counseling in schools encompasses a wide variety of services. At the Friendship Village School, the school counselor works with individual students, small groups and classrooms; consults with teachers and parents; and serves as a resource. Students, parents, teachers and other school personnel may make referrals for services. Confidentiality is respected and emphasized in all counseling relationships. Individual counseling is a one-to-one interaction between a counselor and student to work on a problem or concern. School counselors are not intended to do regular long-term counseling with an individual student due to student/counselor ratios, time limits, and specifically-stated job descriptions.

During classroom or large group guidance, special units are developed and presented based on the RSU 40 guidance curriculum. Learning goals and instructional strategies are designed to assist with personal, social, career, and educational development for all students. Classroom guidance topics may include Peer Mediation, Conflict Resolution, Personal Safety and Body Rights, and Decision Making and Refusal Skills.

School counselors serve as referral agents to help students and their families receive assistance from other programs and services in the school system and from agencies and private therapists outside the school. Contact your school counselor if you are seeking more information concerning long-term services available in our area.

We consider parents a vital part of a child’s education so *please contact your counselor to discuss concerns about your child.*

## [SCHOOL INSURANCE](#)

Student accident insurance can be purchased through the school for the school year. Look for the forms linked to FVS weekly newsletters during the first month of school.

# **ACADEMIC PROGRAMS**

## [ACADEMIC EXPECTATIONS](#)

Academic programs, supports, and instruction at Friendship Village School are all developed to help students meet the Maine Learning Results and Common Core State Standards. It is our expectation that students meet the standards set by RSU 40. Standards and the benchmark measures of student performance in relation to those standards are set to reflect all students’ progress towards meeting the standards. Interventions are provided for students having difficulty meeting those standards. ***The support of parents is essential in ensuring that students succeed.***

## [“SPECIAL” SUBJECTS](#)

Our “special” subjects are a regular part of the school curriculum and students are expected to participate. These programs provide opportunities to attain specialized skills, develop special knowledge, and learn lifetime activities in physical education and the arts.

### [ART -](#)

Students receive classroom art instruction each week during the school each year. Gifted art classes are also offered weekly. Paint shirts/smocks are used for art class.

### [MUSIC -](#)

Students receive weekly classroom music instruction. Recorders are included as part of the grade 4 music curriculum. Instrumental music (Band) will be offered for students in grades 5 and 6. Chorus will be offered to students in grades 3-6.



### PHYSICAL EDUCATION -

Physical Education classes are also held weekly. When the weather is good, classes may be held outdoors. *Please send your child to school prepared to be either indoors or out in “play” clothes that don’t mind grass stains or a little dirt. Sneakers are important!* They provide comfort, traction, and safety and do not mark up the gym floor. A student must have a note from their doctor to be excused from physical education classes.

### WORLD LANGUAGE-

Foreign Language classes are also held weekly. The goal of this program is to introduce students to a second language and familiarize students with the culture(s) of the country(ies) which speak this language.

### HEALTH-

Health classes are held weekly. The Health Smart curriculum is used for these classes. The goal of these classes is to promote healthy choices such as regular exercise or healthy snacks.

### FIELD TRIPS

Field trips enrich the curriculum and are like any other day of school. Some activities are in town and students will walk to them; other trips require bus transportation. Students must have a signed permission slip to participate in a field trip. Students without parental permission will remain at school and continue with academic work.

***Any parent wishing to chaperone a field trip must complete a volunteer application and be on the approved volunteer list.***

Please understand that there is a liability when going on field trips. Students who demonstrate certain unsafe behaviors while at school may be asked to have a parent accompany them in order to participate on a field trip. For those students who require parental supervision, should the parents not be able or willing to attend the trip the student(s) will remain at school with an alternative activity provided.

## **STUDENT SUPPORTS**

### TECHNOLOGY INFORMATION

#### **Technology use in the elementary schools**

Computers are available for use in the classroom when appropriate for instruction. The district recognizes the need to partner with families to inform and educate students on the appropriate use of technology; including the topics of online safety, privacy, and cyber-bullying. Students receive



information on technology use at school and the district provides Internet content filtering, in accordance with federal law, for students while accessing the school's network.

School staff will supervise student use of computers in the classroom but be aware that no filtering is fool-proof and supervision may not prevent all instances of inappropriate use or access to objectionable content. Please talk to your student about the appropriate use of technology. A good resource for families is [www.commonensemedia.org](http://www.commonensemedia.org). Parents should familiarize themselves with the district policies on technology use that are posted on our website, [www.msad40.org](http://www.msad40.org).

### **Google Apps for Education**

RSU 40 creates students accounts in G Suite for Education Core Services to be used for educational purposes. The Google Core Services include Google docs, Google sheets (spreadsheets), Google Slides (presentation software), and Google Forms. At the high school, students also have access to Google Education Mail. Google Education Core Services do not require parental permission as RSU 40 provides consent for Core Services on parents' behalf under the district's [G Suite for Education Agreement](#) and [Data Processing Amendment](#). The [G Suite for Education Privacy Notice](#) describes how Google collects and uses information with G Suite for Education accounts. As stated in this Privacy Notice, for G Suite for Education users in Primary/Secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Account) to target ads. Google Additional Services (those outside of the Google Education Core Services) require consent for minor users: G Suite for Education requires in its [agreement](#) (section 2.5) that schools obtain parent or guardian consent for any [Additional Services](#) they allow students under the age of 18 to use. Most Additional Services are governed by the [Google Terms of Service](#) and [Privacy Policy](#), and some Additional Services also have service-specific terms. Please see this [Core and Additional services comparison chart](#). There are times when teachers want their students to access selected Additional Services for educational purposes and for that, we will provide a permission form through ParentSquare, seeking parent/guardian permission for students to access the following Additional Services: YouTube, Google Maps, Google Books, Google Bookmarks, Google Earth, Google Photos, Science Journal, and Google Cloud Print.

### **LIBRARY/MEDIA CENTER**

The library is accessible to all grade levels, during weekly/biweekly classroom library times or throughout the week during Open Library Blocks. This allows entire classrooms, groups of students, or individual students to use the library for projects, research, or choosing a book to read for enjoyment. Books or magazines may be borrowed for one week at a time.

The computers in the media center are available for student use in research, word processing, and communication. *Please refer to the RSU 40 website for technology usage policies.*

### **STUDENT RECOGNITION**

We feel it is very important to recognize students who excel in our school. Some awards that are presented to students throughout the year include (but are not limited to):

***Attendance*** - recognition for regular attendance, as well as being on time

***Achievement*** - recognition for high levels of performance

***Citizenship Recognition*** - Students are recognized for demonstrating the citizenship including our core values: respectful, responsible and hardworking

***Promotion*** - All sixth graders who have completed district requirements receive a “certificate of promotion” and participate in a promotion activity during the final recognition assembly of the year..

## [RESPONSE TO INTERVENTION \(RtI\) TEAM](#)

The Response to Intervention (RtI) Team is a diverse group of school personnel committed to offering support, recommending alternatives and facilitating access to resources for students who are encountering difficulties in school. The purpose of the team is to assist concerned school staff members and parents of referred students to find effective interventions to promote a successful and positive school experience. Referral to the RTI may also serve as a prerequisite for Special Education referral.

## [SECTION 504 ELIGIBILITY & SERVICES](#)

*Section 504 of the Rehabilitation Act of 1973 ("Section 504) prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. Public schools have specific responsibilities under the Act, including the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, to provide access to a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to any accommodations and/or related aids or services necessary for an identified child with a disability to benefit from his or her educational program.*

*Each building in the District has a designated Building Coordinator for Section 504. Any questions about Section 504 referral, eligibility or services can be referred to the Building Coordinator. RSU 40 has a Section 504 handbook that is a resource for students, parents and school district staff regarding the requirements of Section 504 as they relate to students available upon request to the Building Coordinator.*

## [SPECIAL EDUCATION - INDIVIDUALIZED EDUCATION PROGRAMS](#)

The Individualized Education Program team (IEP team) is a committee that is made up of your child's teacher, a building administrator, a special education teacher, parents and other specialists as needed.

The responsibilities of the IEP team are to **determine eligibility** for students to receive special education services due to a disability that interferes with the child's learning, **develop appropriate individual education programs** for students with special needs, and **monitor each child's special education progress**.

Individuals, ages 5-20 years, who have a disability impacting their ability to access their education are eligible for special education services. Disability categories include:

- ~ autism
- ~ deaf-blindness
- ~ deafness
- ~ developmental delay (kindergarten)
- ~ emotional disturbance
- ~ hearing impairment
- ~ intellectual disability
- ~ multiple disabilities
- ~ other health impairments
- ~ orthopedic impairment
- ~ speech/language impairment
- ~ specific learning disability
- ~ traumatic brain injury
- ~ visual impairment (including blindness)

***If you have any questions about special education services, please call the Friendship Village School or Karen Brackett, Director of Special Services, at 785-2277 ext. 227.***

## **COMMUNICATION**

### **CONFERENCES AND APPOINTMENTS WITH TEACHERS**

Parents are encouraged to discuss their child's progress with teachers throughout the year. However, discussions with teachers need to coincide with their preparation and planning schedules. This time is typically one half hour before and after school. ***Please call the school (832-5057) to schedule a mutually convenient time to meet with your child's teacher.***

***Scheduled parent-teacher conferences are held in the fall for all grades.*** You are encouraged to make every effort to attend. While progress reports give valuable information in summary form, they can never take the place of personal contact with your child's teacher. Only in a conference situation can the many aspects of your child's educational development and growth be fully explained and discussed between the people who know the child best ... the parents and the teacher. Conferences at other times during the school year may be scheduled individually with your child's teacher.

### **INFINITE CAMPUS**

Parents can access the school's attendance records via the Internet. ***Please call the secretaries if you would like a password to access your child's information.***

## [NEWSLETTER](#)

A school newsletter will be distributed at the end of each week through Parent Square.

## [NOTES](#)

Notes and phone calls to the school are necessary to keep your children safe and accounted for between home and school.

*A note or a phone call is required* when changes are made in plans for a child’s dismissal or bus drop off. Please do not contact your child’s bus driver directly; ***all changes must go through the school.*** A note must be sent to the child’s teacher. If plans change during the day, please contact the school office prior to 2:00 p.m.

## [NO SCHOOL ANNOUNCEMENTS](#)

Six snow days are built into the academic calendar. In case of bad weather or other emergencies, a “no school decision” will be made as early as possible by the superintendent, usually by **5:30 a.m.** The announcement will be made through Parent Square, on the district’s website ([www.msad40.org](http://www.msad40.org)) and over the following radio and television stations:

<u>Television</u>	<u>Radio</u>	<u>Internet</u>
WCSH- Channel 6	WGAN (Portland) 560 AM	wmtw.com
WMTW- Channel 8	WBLM (Portland) 102.9 FM	mainetoday.com
WGME-Channel 13	WRKD (Rockland) 1450 AM	wgme.com
WLBZ- Channel 2	WQSS (Camden) 102.5 F	knox.villagesoup.com
Channel 7/ FOX 22		wsh6.com

If for emergency reasons schools are dismissed earlier than the regular closing time, announcements will be made on the above-mentioned stations and channels. ***Please make sure emergency contacts and early release plans are updated through the office.***

The Parent Square will be implemented district wide this year. Parent Square allows you to receive phone, email and text message communications from your school, including school cancellation or delay information.

## [PARTY INVITATIONS](#)

Party invitations may not be distributed in school unless every child in the class is included. Parents wishing to send a special snack for a child's birthday or other occasion should make arrangements with the classroom teacher prior to that day, as special dietary requirements may exist.

## [USE OF FACILITIES](#)

The Friendship Village School is available for community use. Guidelines and costs for using these facilities may be obtained at the office or on the district website.

## [VOLUNTEERS, PARENTS, & GUESTS](#)

***We welcome volunteers!*** If you can spare some time, and are interested in working in the school, we encourage you to volunteer. Children enjoy seeing their parents and other caring adults at school. Anyone wishing to volunteer should contact the office or make arrangements with the teacher. ***Volunteers must complete an application available in the office.*** To ensure student safety, volunteers and chaperones must pass a State Bureau of Investigation background check. ***We ask that you call if you are unable to keep a commitment.***

***Smoking in the school building or anywhere on school grounds is prohibited. We also ask that you refrain from using your cell phones, including texting, while chaperoning or volunteering, as it distracts from the learning at hand and takes the focus off the students that are being supervised by you.***

***All volunteers and visitors must sign in at the office and wear a volunteer/visitor tag before entering the classrooms. We do not allow volunteers to bring other children with them into the classrooms. Please make arrangements accordingly.***

## [FRIENDSHIP COMMUNITY CLUB](#)

Friendship Community Club (FCC) is an independent club made up of parents, teachers and community members. Their purpose is to enhance the education of the students, and support the staff of Friendship Village School through financial support and parent involvement. They execute a number of fundraisers throughout the year so they can support the classes with field trips and supplies. Even more importantly they organize and/or support events that bring our families together and develop a closer connection between school and community.

The FCC meets monthly and ANY community/family member who wants to support our students are encouraged to attend any or all of the meetings/events. If you would like more information on the FCC please visit their facebook page: [LINK](#)

## REPORT CARDS

Report cards in grades K-6 are issued three times a year. Parents concerned about student progress are encouraged to contact their child's classroom teacher, following the procedure in "[Conferences and Appointments With Teachers.](#)"

Grades PK through 6 will use standards-based report cards. Please see your child's teacher or an administrator if you have any questions.

The following indicators are used to signify student achievement levels:

**4.0= the student's mastery has gone above and beyond the standard.**

**3.0= the student has met the standard.**

**2.0= the student is working to master the standard.**

**1.0= the standard has just been introduced or the student is behind teacher pace.**

Please note that there is NO connection between a 1, 2, 3, 4 and an A, B, C, D and F. These are simply an indicator of a student's progress towards proficiency on a standard. Report cards no longer give a generic math grade. They detail progress towards proficiency on each standard a student is working on so that you as parents know exactly what your child is learning.

It is important to understand that each child learns differently and at different paces. Getting a 1 or 2 on a standard does not indicate "failure" and we encourage parents to NOT punish students for scores on a report card. If a child is exhibiting behavior in a classroom that is of concern, his/her teacher will be in contact with you.

## SCHOOL PICTURES

School pictures are taken each fall. Notices will be sent home at least one week prior to the photograph sessions. Retakes are available for those who are absent or displeased with their pictures.

## STUDENT EDUCATION RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Upon request, any parent of a child attending public school has the following rights concerning his/her child's education records. Students who have attained 18 years of age also have the same rights regarding their school records. These rights include the right:

1. To receive a list of the types and locations of educational records kept on your child.

2. To inspect and review any of your child's records.
3. To receive copies of the records for which the school may charge a minimal duplication fee.
4. To have someone at your child's school explain or interpret any item in your child's records that you do not understand.
5. To have a person of your choosing inspect and review the records.
6. To ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights.
7. To request a hearing on the issue if the school refuses to amend the child's record.

Further information concerning your rights and a copy of the school policy may be obtained by contacting the building principal.

***It is the responsibility of RSU 40 to protect the rights of all students.*** School staff members sometimes face a dilemma between their responsibilities to assure the safety of students and their desires to respect the rights of parents. In situations involving divorce or estranged parents, both parents will be given the following opportunities, until or unless an official court order is received by the school which limits access by one or both parents:

1. view the child's school reports
2. receive school progress reports
3. participate in parent-teacher conferences
4. receive notices and newsletters of school activities;

Only a legal document (e.g. final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent a parent from participating in the activities above. ***It is the responsibility of the custodial parent to notify the school principal of any restrictions on school-related rights and to provide a certified copy of any legal action.***

For the school's purposes, the parent who resides with the child is considered the resident parent. In situations where the divorce decree grants joint custody, if the student resides with one parent during the school week, that parent shall be considered the resident parent for purposes of this policy.

Only the resident parent has the right to visit a student at school or remove the student from school property, unless a noncustodial parent has the permission of the resident parent. If a question arises as to who is the parent in residence, the school principal will require a copy of legal paperwork from the parent attesting to custody.



Further information concerning your rights and a copy of the school policy may be obtained by contacting the building principal and may be viewed online at [www.msad40.org](http://www.msad40.org).

## STUDENT INTERNET ACCEPTABLE USE PROCEDURES

Technology equipment is provided to support learning objectives in the elementary schools. Student technology use in school is under the guidance and supervision of school personnel. The use of technology with young students creates many opportunities for learning and responsible use is an important part of that learning.

The district provides schools with necessary equipment for student use and any parent/guardian wishing their student to use a privately owned iPad, tablet, laptop or other Internet capable computing device (excluding cellular phones) in school must complete and have approved an RSU 40 Personal Device Application, which is available from the RSU 40 Technology Director. Please see our website, <http://www.msad40.org>, for contact information.

The district recognizes the need to partner with families to inform and educate students on topics of online safety, privacy, time management skills, and cyber-bullying. Students receive information on technology use at school and the district provides Internet content filtering, in accordance to federal law, for students while accessing the school network. While at home, parents/guardians are encouraged to model appropriate use and seek out resources, such as Common Sense Media ([www.common Sense Media.org](http://www.common Sense Media.org)) to assist their students.

Parents/Guardians are encouraged to familiarize themselves with the district policies in regards to the use of technology, which are available on our website ([www.msad40.org](http://www.msad40.org)) and at your school's main office by request.

## STUDENT PLACEMENT

During the placement process each spring, teachers work together to combine children into balanced classrooms that will promote a positive learning environment. Balanced classrooms have similar student-to-teacher ratios with equal distributions of excelling, average, and challenged students. Balanced classrooms also have similar numbers of students of each gender and students with behavior issues. The following procedure has been developed to facilitate this process.

### **Procedures for Student Placement**

**(because of the size of FVS, this only applies to students entering the middle school).**

1. The current year teacher identifies each student's educational and social strengths and needs and receives feedback from parents as to how the present year has gone for the child.
2. Parents may provide input in the spring about their child's educational/social strengths and needs which will be considered by the administration when developing class lists.
3. Parent input does not include a request for a particular teacher. It does, however include a request for a classroom in which specified educational needs can be met.
4. Grade level teams and building staff meet to create full classes of balanced groups of students for the next year.
5. These class lists are forwarded to the building administration for input.
6. All class lists are forwarded to the principal who assign each class to a given teacher.
7. The receiving teacher reviews the class list and may consult with the current year's teacher.
8. Parent appeals are limited to their own prior experience with the assigned teacher. However, any parents with concerns are always encouraged to contact the principal.
9. For valid educational reasons, the parent(s) or teacher may request a change in placement through administration.

## TEXTBOOKS AND SUPPLIES

In accordance with the State Law, all textbooks are to be supplied at the expense of the school district. These books are the property of RSU 40 and are loaned to the students. When students lose, destroy, or unnecessarily damage any school books, school equipment, or school property, parents are responsible and shall be asked by the principal or superintendent to make proper adjustments. Students are encouraged to supply pencils, crayons, pens, markers, notebooks, and other school items. The teacher will inform the parent of any specific supplies they may be encouraged to buy. For those who may have difficulty purchasing supplies, there are some available from the office.

## **STUDENT BEHAVIOR AND DISCIPLINE**

Rules and policies around student behavior and discipline apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Staff will address behavior conflicts when they occur. When children break the rules of their school community, least restrictive, logical consequences are used. Inappropriate behaviors are addressed by district policies, which can be found on the RSU 40 website.

As always, we encourage you to talk with your child's teacher when a question or concern arises. Teachers and administrators will refer to the Friendship Village School Discipline Rubric, to determine consequences for inappropriate behavior. Parents/guardians are also strongly encouraged to review the District Code of Conduct ([LINK](#)) with their child(ren).

## BEHAVIOR EXPECTATIONS

Expectations are how we expect members of the school community to behave. They help us to create a structure that serves as the backbone for learning. Students have the right to be in school and with that right comes the responsibility to respect the rights of those around them. Each classroom at the Friendship Village School has both its rules and consequences clearly posted.

***Our goal is to teach students to accept logical consequences for their actions***, providing them with time to evaluate their behavior and become actively involved in finding alternative solutions to problems.

Using logical and realistic consequences is most effective because:

- students know in advance what will happen if they choose to act responsibly or irresponsibly.
- students learn that they have positive power in their lives.
- students learn to take responsibility for their mistakes and poor choices.
- children who learn how to face their problems constructively build lifelong skills along with increased self-esteem.

Our students are generally well behaved. However, there are times when a student may make a poor choice. In such a case, the classroom procedures are implemented. The principal reserves the right to suspend any student at his/her discretion for serious and/or flagrant behavior.

*At Friendship Village School our core values are:*

- Respectful
- Responsible
- Hardworking

See Appendix A for a copy of the ***Friendship Village School Behavior Matrix and Discipline Rubric*** for more detailed expectations.

## [BULLYING POLICY](#)

The state of Maine passed a law in 2012 which expands the obligations of schools to address bullying and cyber-bullying that impacts students in school. This law includes a detailed definition of bullying, mandates the adoption of detailed anti-bullying policies, requires that all incidents of bullying be addressed, and requires the training of all staff in the best approaches to implement the law (Drummond Woodsum Conference, 2012.)

A copy of RSU 40's Policy JICK: Bullying and Cyberbullying can be found at <http://www.msad40.org/administration/districtPolicies.cfm>.

## [BUS RULES](#)

***The bus schedule will be printed in the newspaper prior to the opening of school.*** Call the district's Director of Facilities & Transportation, at 832-4841 with any questions about your child's transportation.

***Bus safety is of the utmost importance.*** Parents are requested to instruct their children in the proper ways of riding on a bus. Please see School Board Policy [EEAA](#) regarding rules and regulations for students transported on a school bus.

It is impossible for a bus driver to discipline and drive the bus at the same time. We are all interested in your child's safety and the safety of all children. To further assure the safety of students, parents are requested to observe the following:

1. A note must be sent by the parents or a phone call received if the child is NOT going home on the regular bus. Otherwise, the child will board the bus as usual. Blanket permission for a certain afternoon each week is allowable, but written instructions from the parents must be complete and specific. This note will be checked by the office staff and the bus driver notified.
2. Children are to be unloaded from the bus at their regular stop only unless the parent has made other arrangements and the school and bus driver have been notified.
3. Children riding the bus to school are to be ready at the proper stop in the morning.
4. No child is to be released from the bus into the custody of anyone, without the parent's and driver's consent. If you wish to meet your child at school, please go to the school office and pick your child up at dismissal time.
5. Bus drivers are responsible for discipline on the bus. Misconduct on the bus may lead to loss of bus riding privileges. Parents will be notified in writing and/or a phone call about warnings and loss of riding privileges.

Other rules and regulations for bus passengers are found separately in [RSU 40's bus policy](#).

## DRESS CODE

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. All students are expected to dress appropriately while at school or attending school activities.

**Head wear** – Head coverings will be allowed as long as they do not interfere with learning or safety. They must be removed during the Pledge of Allegiance and for other special occasions as directed by an adult.

**Coats and Jackets** - Coats and jackets intended for outdoor wear should be placed in the designated area in the room upon arrival at the classroom and should not be worn during the day unless approved by the teacher.

**Pants, Shorts, Skirts, Dresses** - Coats and jackets may be needed at recess even if the day starts off warm. Please make sure your child is coming to school with appropriate clothing! Clothing shall be neat and clean, and appropriate for an educational setting. Revealing or torn/ripped apparel (including but not limited to: tank tops, halter tops, tube tops, tops with spaghetti straps, and very short skirts and shorts) is not allowed. Baggy clothing that could present a safety risk to the student or could be used to conceal a weapon or other contraband, or is so baggy or low-rise that underwear is visible, is not allowed.

**Clothing with Logos, Pictures, or Messages** - No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. Clothing that puts down self, others, school, or school activities is not allowed. The school administration has the authority to prohibit other logos, pictures, or messages that they determine to be in violation of the Board's non-discrimination or harassment policies, or is disruptive to the school's learning environment.

**Jewelry and Accessories** - No jewelry or accessories that could be used as weapons or to mar/destroy school property, or which poses a safety risk to the student or others, will be allowed.

**Footwear** - Footwear must be worn at all times in school and should be appropriate for an educational setting. Athletic shoes with cleats, spikes, or wheels may not be worn in the school building. We strongly discourage flip flops and high heeled shoes, as they can be unsafe on the stairs and on the playground.

## ELECTRONICS AND TOYS

***Children are urged to leave all toys and electronics at home*** as the school cannot be responsible if they are lost, stolen, or broken; this includes trading cards and collectibles of any kind. Cell phones, eBooks, computers and other ***electronic devices are to be turned off and out of sight during the school day*** unless under the direct supervision of an adult. The school will not be

responsible for the safety of these items. Any toys and electronic equipment used in violation of this policy will be held in the office until a parent can pick them up.

### [Video and Audio Recording](#)

In this era of technology there are ever increasing uses of video and audio recordings in our schools. Video and audio may be used to document and demonstrate student learning. The district website, teacher's web site or student's web site may at times provide access to forms of documentation of student learning.

In some instances parents may wish to exclude any video or audio of their child appearing on websites. A release form is provided with first day materials. If parents do not return this permission form, their child will not appear in any audio or video releases.

Unauthorized recording of teachers and other students is strictly prohibited. Students recording without permission will be subject to disciplinary action.

## [HARASSMENT OF STUDENTS](#)

***RSU 40 is committed to providing students with an environment that is free of harassment*** due to race, color, religion, age, sex, national origin, ancestry, sexual preference, and mental or physical disability. The district is opposed to verbal abuse, physical abuse, rude gestures, or any type of behavior that would put a student in danger.

### **Sexual Harassment/Civil Rights Violations**

State and federal laws prohibit sexual harassment. Examples of sexual harassment include:

Sexual Harassment:

- \* Unwelcome sexual advances, gestures, comments, or contact
- \* Offensive sexual jokes
- \* Sexual threats

Civil Rights Violations:

- \* Ridicule, slurs, derogatory action, or remarks due to race, color, sex, age, ancestry, national origin, sexual preference, or physical or mental disability.

### **Reporting Harassment**

***Any student who feels that he or she has been subjected to sexual harassment or any other harassment should report the incident*** to a teacher, principal, guidance counselor, or to the district affirmative action officer. Each incident shall be carefully investigated in a timely

manner. Students also have the right to report incidents of harassment to the Maine Human Rights Commission, State House Station 51, Augusta, Maine 04333. Telephone: (207) 289-2326.

***Any student found to have harassed another person will be subject to disciplinary action.*** The complete policy can be found on the RSU 40 web site. District Policy JICK: Bullying and Cyberbullying and ACAA: Harassment and Sexual Harassment of Students

### Positive Behavior Intervention & Supports

We have been using the Positive Behavior Intervention & Support framework (PBIS) at Friendship Village School for several years. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. The RSU 40 district is currently working with a PBIS coach to help us as we begin implementation of this approach in all of our schools. Our mission is to support and promote a safe and positive learning environment.

### PHYSICAL AGGRESSION

***Any student who fights or is physically aggressive may receive an in-school suspension or out of school suspension for up to 10 days.*** While every incident of aggression is investigated regardless of grade level, children in grades K-3 may receive a less severe consequence. Parents will be notified in either case. Please refer to the school's discipline rubric and the District Code of Conduct policy for more information.

### PLAYGROUND USE

The Friendship Village School playground is used for a daily recess time for each grade level when weather permits. Supervision is provided. The purpose of an outdoor recess is to provide children with an opportunity to play games that require gross motor skills while having a fun outlet for energy. It is also a social time when children can play with children who are in different classrooms. In addition to regularly scheduled recess times, teachers often plan additional outdoor activities with their individual classes.

The playground is also used as a "classroom" by the physical education teacher when weather permits. To ensure student safety during all these activities, access to the back of the school is prohibited during, and immediately following, regular school hours (8:15-4:00).

### SUSPENSIONS

There are situations when a student must be suspended from the classroom. A suspension will be determined by the administration and may constitute an ***"in-school" suspension*** in which the student would spend the day in another classroom with work provided by the regular teacher or an ***"out-of-school" suspension*** in which the student may not attend school for up to 10 days. During

an out-of-school suspension, schoolwork may be provided and must be made up upon return to school. ***A meeting between the parent and an administrator is mandatory*** before the student reenters the classroom when an out of school suspension has occurred.

## THREATS FROM STUDENTS

Reasonable precautions are taken to ensure the safety of students and staff at Friendship Village School. Any person who makes a threat against the school or threatens the safety of school personnel will be reported to local law enforcement officials. ***Students who threaten school safety or the life of other students or school personnel may be suspended from school*** until a risk assessment is completed by a qualified mental health professional which indicates that the student does not pose a serious threat to individual(s) or school safety. In addition, other conditions for re-admittance to school may include a written commitment from the parent that the child will not have access to weapons and school staff must acknowledge that their own safety needs have been met.

***Parents are asked to discuss the seriousness of such threats with their children.*** It is unfortunate that such precautions are necessary, but with the nature of school violence increasing in severity our school community cannot be exposed to such risk. Please be sure to tell your child to avoid threatening statements because the consequences are grave and costly. ***The district Code of Conduct policy contains more information on this topic.***

These rules apply to any student who is on school property, who is in attendance at any school-sponsored activity, or whose conduct at any time directly interferes with the operation, discipline, or general welfare of the school. (See District Code of Conduct.)

## **SCHOOL BOARD POLICIES**

The complete text of school board policies can be found on the RSU 40 website at: [http://msad40.org/administration/district\\_Policies.com](http://msad40.org/administration/district_Policies.com) or reviewed at the FVS office.



## APPENDIX A: FRIENDSHIP VILLAGE SCHOOL BEHAVIOR MATRIX

Rules and policies apply to any student who is on school property, in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. [Friendship Behavior Matrix](#)



### Friendship Village School – School Wide Behavior Matrix Draft

	<b>All Areas</b>	<b>Hall/Stairs</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Playground</b>	<b>Special Events</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Listen to adults</li> <li>• Good manners</li> <li>• Kind words</li> <li>• Hands up, voices off</li> </ul>	<ul style="list-style-type: none"> <li>• Whisper</li> <li>• Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>• Conversational voice</li> </ul>	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Allow privacy for others</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Take turns</li> <li>• Good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Listen</li> <li>• Respond politely</li> <li>• Sit on your bottom</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Treat property with care</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Face forward</li> <li>• One step at a time</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on eating</li> </ul>	<ul style="list-style-type: none"> <li>• Leave materials in class</li> </ul>	<ul style="list-style-type: none"> <li>• Bring in what you take out</li> <li>• Walk on woodchip area</li> </ul>	<ul style="list-style-type: none"> <li>• Participate appropriately</li> <li>• Be considerate</li> </ul>
<b>Hardworking</b>	<ul style="list-style-type: none"> <li>• Keep school clean</li> </ul>	<ul style="list-style-type: none"> <li>• Hold materials safely</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in seat</li> </ul>	<ul style="list-style-type: none"> <li>• Leave area the way you found it</li> </ul>	<ul style="list-style-type: none"> <li>• Put equipment away</li> <li>• Line up quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay focused</li> </ul>

Draft 6/16/17

Revised: 12/10/13

**Friendship Village School  
P.B.I.S. Data Collection Sheet**

Incident Information
----------------------

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

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Referring Staff: \_\_\_\_\_

Others Involved:    None    Peers    Staff    Teacher    Substitute    Unknown    Other

Reason for Referral	Location	Possible Motivation
<input type="checkbox"/> Social Aggression	<input type="checkbox"/> Class	<input type="checkbox"/> Obtain peer attention
<input type="checkbox"/> Bullying / Harassment	<input type="checkbox"/> Playground	<input type="checkbox"/> Obtain adult attention
<input type="checkbox"/> Lying / Cheating	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Avoid peer(s)
<input type="checkbox"/> Defiance / Non-compliance	<input type="checkbox"/> Hall	<input type="checkbox"/> Avoid adult(s)
<input type="checkbox"/> Disrespect	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Obtain item / activity
<input type="checkbox"/> Disruption	<input type="checkbox"/> Gym	<input type="checkbox"/> Avoid task / activity
<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Music	<input type="checkbox"/> Don't know
<input type="checkbox"/> Out-of-Bounds	<input type="checkbox"/> Art	<input type="checkbox"/> Over/under-stimulated
<input type="checkbox"/> Physical Contact	<input type="checkbox"/> Stairs	<input type="checkbox"/> Anxiety / stress
<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Unsafe Behavior		
<input type="checkbox"/> Threats		
<input type="checkbox"/> Other: _____		

Tally Mark Box for the Same Recurring Minor Offense:

MINOR: STAFF-MANAGED    Consequences applied by staff (check all that apply)
--

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Prompted               | <input type="checkbox"/> Met with student                 | <input type="checkbox"/> Buddy Teacher        |
| <input type="checkbox"/> Redirected             | <input type="checkbox"/> Reflection interview             | <input type="checkbox"/> Loss of privilege    |
| <input type="checkbox"/> Re-taught expectations | <input type="checkbox"/> Logical Consequences             | <input type="checkbox"/> Stop & Think         |
| <input type="checkbox"/> Provided choice        | <input type="checkbox"/> Time out in office/ Lead teacher | <input type="checkbox"/> Referral to guidance |
| <input type="checkbox"/> Other: _____           | <input type="checkbox"/> Parent will be contacted         |   |

MAJOR: OFFICE-MANAGED    Consequences applied by principal/designee (check all that apply)
--

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Conference with parent | <input type="checkbox"/> Referral to SAT          |   |
| <input type="checkbox"/> Logical Consequences   | <input type="checkbox"/> In-school suspension     | <input type="checkbox"/> Referral to counseling |
| <input type="checkbox"/> Loss of Privilege      | <input type="checkbox"/> Out-of-school suspension | <input type="checkbox"/> Other: _____           |

Signature & Comments
----------------------

Comments:

\_\_\_\_\_ will contact parent(s).

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Procedures to Responding to Behaviors

### Mini Minor Behavior (Data collection sheet not needed)

Definition	Examples	Procedures
<p>Mini Minor behaviors are ones that:</p> <ul style="list-style-type: none"> <li>● Do not significantly interfere with teaching and learning</li> <li>● Do not appear chronic</li> <li>● Can be addressed in the course of instruction, transitions, etc.</li> <li>● Do not require administrator involvement</li> </ul>	<ul style="list-style-type: none"> <li>● Not participating in class</li> <li>● Not following directions/procedures in specific settings</li> <li>● Crying or yelling</li> <li>● Talking in class during instruction or an individual assignment</li> <li>● Using inappropriate language (an isolated incident)</li> <li>● Making inappropriate noises</li> </ul>	<ul style="list-style-type: none"> <li>● Inform students of the school value not being followed **</li> <li>● Describe expected behavior</li> <li>● Prompt for desired behavior</li> <li>● Debrief and re-teach school wide expectation</li> <li>● See Friendship Village School Tier 1 Behavior Toolkit</li> </ul>

### Minor Behavior (Data collection sheet needed)

Definition	Examples	Procedures
<p>Minor behaviors are ones that:</p> <ul style="list-style-type: none"> <li>● Interfere with teaching and learning</li> <li>● Are <u>chronic</u> and <u>persistent</u> and do not respond to “mini minor” attempts for correction</li> <li>● <u>May</u> require administrator involvement</li> </ul>	<ul style="list-style-type: none"> <li>● Arguing with teacher/talking back</li> <li>● Throwing materials on the floor</li> <li>● Refusing to do class work</li> <li>● Any “mini minor” behaviors which are resistant to Tier 1 behavior management strategies</li> <li>● Unsafe behavior (pushing, shoving, climbing on the sink, etc.)</li> <li>● Social aggression (name calling, teasing, exclusion, insulting, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Inform students of the school value not being followed **</li> <li>● Describe expected behavior</li> <li>● Prompt for desired behavior, and re-teach school wide behavioral expectations</li> <li>● Provide choice, conference with student</li> <li>● Fill out data collection sheet and send to office by the end of the day</li> <li>● Contact home and document*</li> <li>● See Friendship Village School Tier 1 Behavior Toolkit</li> <li>● Possible consequences                             <ul style="list-style-type: none"> <li>○ Buddy Teacher</li> <li>○ Loss of privileges</li> <li>○ Stop and Think</li> <li>○ Contact home</li> <li>○ Referral to PBIS</li> <li>○ Time out in office</li> <li>○ Referral to guidance</li> </ul> </li> </ul>

\*For minor behaviors parents/guardians are to be contacted after a reflection sheet has been filled out and at least weekly thereafter if behavior persists.

\*\*School Values: Respectful, Responsible and Hardworking  
DCS = Data Collection Sheet

**Major (Data collection sheet needed)**

Definition	Examples	Procedures
<p>Major behaviors are ones that:</p> <ul style="list-style-type: none"> <li>● Are an emergency-type behavior (fighting, threatening, throwing furnitures, etc.)</li> <li>● Interferes significantly with teaching and learning</li> <li>● Or are <u>chronic</u> and <u>persistent</u> and didn't respond to tiered interventions</li> <li>● Require administrator involvement</li> </ul>	<ul style="list-style-type: none"> <li>● Physical contact                             <ul style="list-style-type: none"> <li>○ Purposefully hitting a student or teacher</li> </ul> </li> <li>● Unsafe behaviors                             <ul style="list-style-type: none"> <li>○ Intentionally throwing classroom objects at others</li> <li>○ Leaving assigned area or school grounds</li> </ul> </li> <li>● Spitting or biting</li> <li>● Threatening (written, drawn, spoken, acted out)</li> <li>● Possessing weapon or look-alike weapon</li> <li>● Bullying/harassment (racial, ethnic, religious, sexual slurs, taking another's property, or sustained: intimidation, ridicule, taunts, or social aggression)</li> <li>● Defiance: sustained or high intensity</li> </ul>	<ul style="list-style-type: none"> <li>● Complete and send data collection sheet immediately and/or call for administrative support</li> <li>● Contact parent and document</li> <li>● Maintain safety for all students (relocate class or remove student)</li> <li>● Possible consequences                             <ul style="list-style-type: none"> <li>○ Time out in office</li> <li>○ Loss of privileges</li> <li>○ Referral to guidance</li> <li>○ Referral to PBIS team</li> <li>○ In school suspension</li> <li>○ Team meeting</li> <li>○ Out of school suspension up to 10 days</li> <li>○ Notification of superintendent/law enforcement</li> <li>○ Referral to school board for hearing on suspension or expulsion</li> </ul> </li> </ul>

Friendship Village School has created a continuum of developmentally appropriate and proportional consequences for addressing ongoing and escalating student misbehavior.

**\*\*School Values:** Respectful, Responsible and Hardworking

DCS = Data Collection Sheet

Name: \_\_\_\_\_



### K-2 Recovery Time Think Sheet

1. I feel:



2. I chose to:

- be loud  talk out of turn  ignore direction  argue  \_\_\_\_\_

3. I could have been more:

- respectful  responsible  hardworking  \_\_\_\_\_

4. Do I need to apologize?  Yes  No

5. Did I apologize?  Yes  No

Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**Reflection Sheet** Grades 3-6



Name: \_\_\_\_\_

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

1. What expectation did I not meet?

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2. Why was my behavior a problem? (Continue on back if needed.)

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3. What could I have done instead? (Continue on back if needed.)

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---

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4. Do you need to apologize to anyone?    Yes    No

Did I apologize?    Yes        No

To whom? \_\_\_\_\_


Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

## “Blue Ticket” Rewards

Students can receive “blue tickets” from staff members for exemplifying school core values: Respectful, Responsible and Hardworking. A stub from the blue ticket is placed into a jar by the office. Ten student names are drawn for monthly prizes. The student who received the most “blue tickets” during the month will receive a larger prize.

	
<b>Friendship Village School</b>	
Name _____	Name _____
Date _____	Date _____
<input type="checkbox"/> Respectful	<input type="checkbox"/> Respectful
<input type="checkbox"/> Responsible	<input type="checkbox"/> Responsible
<input type="checkbox"/> Hardworking	<input type="checkbox"/> Hardworking

## Whole School Rewards

Daily students and classes can earn pom poms for their classroom or school. Any staff member may give a pom pom for exceptional behavior anywhere in the school. Each classroom will receive a reward when their classroom jar is full. Classroom jars are emptied into the office jar. Once the large jar in the office gets filled with pom poms, the whole school will celebrate good behavior.

**Parent and Student Acknowledgement (PLEASE RETURN SIGNED)**

# Friendship Village School

*Providing a strong foundation to inspire lifelong learning.*

P.O. Box 100~23 School Street

Friendship, ME 04547

832-5057

September 2023

I have read the *2023/2024 Friendship Village School Parent/Student Handbook* and have reviewed it with my child(ren). If you would like to view the handbook online, you may visit: <http://www.msad40.org/schools/fvs/> and click on the handbook link.

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Student signature

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Parent/Guardian signature

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Student signature

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Student signature

**Respectful ~ Responsible ~ Hardworking**