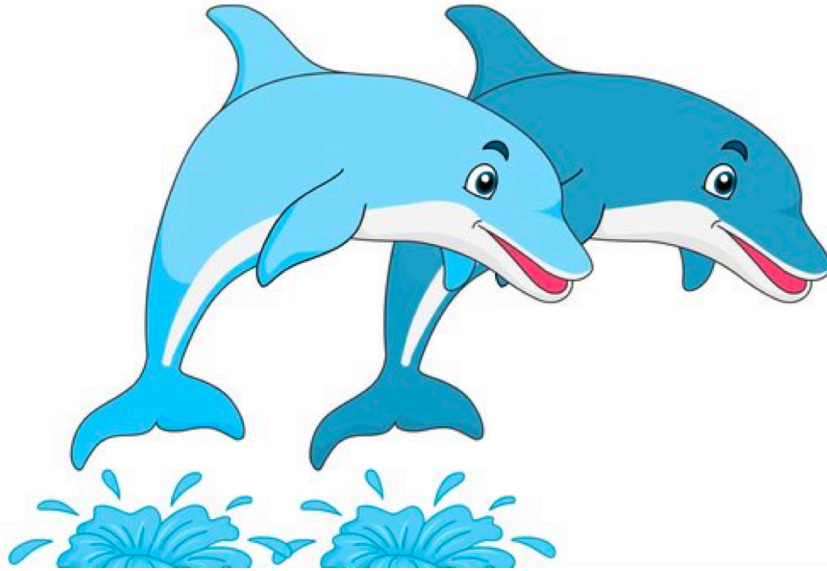


Regional School Unit 40  
Student Handbook

**2024 - 2025**



**PARENT and STUDENT  
HANDBOOK**

**Friendship Village School**

*Inspire students to achieve lifelong success.*

Terry Steinbeiser, Principal  
Cassie Balsler, Administrative Assistant

P.O. Box 100 ~ 23 School Street  
Friendship, ME 04547

[www.rsu40.org](http://www.rsu40.org)

Telephone 832-5057 ~ Fax 832-7389

**Handbook Use Note to Students and Parents**

Students and parents/guardians are responsible for reading and following the practices, guidelines and rules in this handbook. In case of a conflict between a Board policy and the rules in this handbook, Board policy will prevail. Administration reserves the right to make changes in the handbook without prior notice. The handbook is provided solely for the convenience of students and parents within the Regional School Unit 40. Schools, to the extent permissible by law, expressly disclaim any liability which may otherwise be incurred. If you have any questions about this handbook, please contact your Principal. RSU 40 policies are available at <https://rsu40.org/policies/>.

**Anti-Discrimination Statement**

All RSU 40 students have the right to attend school free from discrimination and harassment, including sexual harassment, assault, and misconduct. More information about our bullying and harassment policies can be found in the Student Behavior and Expectations section of this handbook.

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## Introduction

# Friendship Village School

*Inspire students to achieve lifelong success.*

P.O. Box 100~23 School Street

Friendship, ME 04547

Telephone 832-5057 ~ Fax 832-7389

July 2024

Dear FVS Students and Families,

I would like to welcome families who are new to Friendship Village School and our returning students and families! I am excited to begin my fourth year at FVS. I'm looking forward to another year of learning and growing together.

Friendship Village School is a small school with roughly 60 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 language and health classes. Our upper grade students can also choose to participate in instrumentals and/or chorus. We have a daily intervention/enrichment program called WIN (What I Need), during this time we provide individualized learning opportunities for each of our students.

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 a daily storytime in which all students and staff read together, Winter Kids Play Along Activities, Waldo Theater residencies at most of our grade levels and cross grade level activities.

This handbook explains FVS' and RSU40's 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. 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). Together we can make this a successful year.

Sincerely,

*Terry Steinbeiser*

Terry Steinbeiser, Principal

## Friendship Village School Staff List 2024-25

### Office Staff:

Administration	Secretary	Health Staff	School Counselor
Terry Steinbeiser	Cassie Balsler	Heather Emerson	Kayleigh MacFarlane

### Special Education Staff:

Resource Room/ Interventionist	Speech Therapist	Occupational Therapist	School Psychologist
Hilary Creighton	Brian Campbell		Francis McCabe

### Regular Education Staff:

Kindergarten	1st Grade	2nd Grade	3rd Grade
Sara Dorr	Eva Benner	Hayley Genthner	Esther Chamberlin
4th Grade	5th Grade	6th Grade	Health
Ann Luce	Sue Hoxie	Marilee Harris	Marcie Howard
Art	Music	PE	World Lang
Ellery Chalmers	Wendy Northrup	Darcy Kelly	

### Supplemental Instruction Staff:

Interventionist/ SPED Ed Tech	District Librarian	Gifted and Talented	ELL
Carol Ehle	Maurie Stockford	Katheryn Kearney	Celeste DiMuro

### Support Staff:

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

# Friendship Village School Vision and Mission

*Our vision is to inspire students to achieve lifetime success.*

*Our mission is to equip students with the background, strategic, and critical thinking skills to be prepared for the future.*

## FVS Core 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

## **Attendance, Absence, Arrival, and Dismissal**

### **Attendance**

General Procedure:

Attendance procedure follows the Compulsory Attendance policy JEA. The RSU 40 Board believes that regular classroom attendance is an essential and necessary component of a successful learning experience. Students need to be in the classroom to benefit from instruction, demonstrations, hands-on activities and from the interaction and exchange of ideas with teachers and fellow students. Students who are absent from class are never able to duplicate these valuable classroom-learning experiences.

Students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming contributing responsible adults. State law mandates that schools be in session for at least 175 days per school year and that responsibility for student attendance rests with the student and the family.

Excused Absences are limited to the following circumstances:

- A personal illness;
- Appointments with medical or dental professionals that cannot be scheduled outside of school hours;
- Observance of a recognized religious holiday when the observance is required during a regular school day;
- A family emergency;
- A planned absence for a personal or educational purpose that has been approved; and
- Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement.
  - "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event/vacation or a medical absence for planned hospitalization or recovery.

If a student is absent for any of the above reasons, the attendance secretary should receive a parent/guardian phone call or the appropriate documentation as soon as possible. It is essential that the parent/guardian notify the school if their student will be absent or tardy. If the school is not notified, the student will be marked as "unexcused." By Maine law, school administration makes the determination of whether or not an absence is excused. Therefore, RSU 40 reserves the right to act on the validity of any student absence and possibly request documentation from a medical provider.



The following non-exhaustive list provides reasons for absenteeism and tardiness that are NOT excusable according to state law:

- Oversleeping;
- Missed school bus;
- Trips not approved in advance;
- Shopping;
- Hunting or fishing;
- Birthday or other celebration; and
- Gainful employment

See Policy: [JEA - Compulsory School Attendance](#)

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.

### **Arrivals and Dismissals**

Please see Board policy JLIB for a complete overview of guidelines related to student dismissal.

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 calls the school.

Students may be dismissed before the end of the school day for the same reasons as for excused absences. Early dismissals must be arranged in advance by a parent/guardian either by a note or with a phone call and students must check out at the administrative office prior to leaving campus.

See Policy: [JLIB - Student Dismissal Precautions](#)

School begins at 8:45 a.m. 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.

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.

Walkers will use the front door for arrival and dismissal. Staff members will be on duty from 8:30-8:45 and again at the end of the day. At dismissal, walkers will be called to the office.

The regular school day ends at 3:15 p.m. Students are dismissed to parents/guardians at 3:15 p.m. after the buses are loaded. For your child's safety please wait for him/her to be dismissed from the office. ***Please do not park along the road and walk up to the front door to bypass the line.***

At all other times students must be signed out by a parent or authorized contact person and will be called to the front office to meet their driver.

### **Tardiness**

Students who arrive late to school must check-in in the main office before attending class.

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.

### **Truancy**

Please see Board policy JHB for a complete overview of guidelines related to truancy.

A student is truant if the student is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S. §5001-A) and the student:

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.
- B. Is at least 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. Or,
- C. Is enrolled in a public day school, is at least five 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 will be followed when a student is truant.

- A. The principal, upon determining that a student is truant, will notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- B. Within five 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

will develop an intervention plan to address the student's absences and the negative effect of these absences.

- D. The student and their parents/legal guardians will be invited to attend any meetings scheduled to discuss their truancy and the intervention plan. Failure of the student or their parents/legal guardians to attend any scheduled meetings will not preclude the school from implementing an intervention plan.
- E. If the intervention plan does not correct the student's truancy, the Superintendent/designee will serve or cause to be served upon the parent in-hand or by registered mail a written notice that the student's attendance at school is required by law.
- F. Prior to notifying local law enforcement authorities, the Superintendent/designee will schedule at least one meeting as required in Section 3.C above and may invite a local prosecutor.
- G. If, after three school days after the service of the notice described in Section 3.E of this policy, the student remains truant and the parent and student refuse to attend meetings referred to in Section 3.D, the Superintendent/designee will report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with a civil enforcement action should they decide it is appropriate.
- H. When a student is determined to be truant and in violation of the compulsory attendance law, and the team as required by Section 3.B has made a good faith attempt to meet the requirements of Section 3.C, the Superintendent/designee will notify the Board of the truancy.

See Policy: [JHB - Truancy](#)

### **School Cancellation Announcements**

Snow days are built into the district academic calendar. In case of bad weather or other emergencies, a decision about canceling school will be made as early as possible by the Superintendent, usually by 5:30 a.m. The announcement will be made through ParentSquare, on the district website ([rsu40.org](http://rsu40.org)) and over local media outlets.

If for emergency reasons schools are dismissed earlier than the regular closing time, announcements will be made on the above platforms as well.

***Please make sure emergency contacts and early release plans are updated through the office.***

### **Student Behavior and Expectations**

General Procedure:

The following is a summary of the district's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail.

Students, parents and others should refer to the policies for more information about the expectations and consequences.

The Board is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

RSU 40 Core Values and Beliefs include:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

All students are expected to comply with Board policies and rules related to student conduct. Conduct related policies and rules apply to students on school property, while in attendance at school or at any school-sponsored activity, and at any time or place that a failure to comply with these policies and rules would directly interfere with the operations, discipline or general welfare of the school or students.

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students and school staff.
- Follow Board policies and school rules governing student conduct.
- Follow directions from school staff.
- Cooperate with staff in maintaining school safety, order and discipline.
- Attend school regularly.
- Meet school standards for dress.
- Respect the property of others, including school property and facilities.
- Refrain from cheating or plagiarizing the work of others.
- Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Students must follow all Board policies and school rules while participating in extra-curricular, and co-curricular activities.

### [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. Our mission is to support and promote a safe and positive learning environment.

### **System Wide Student Code of Conduct**

The System Wide Student Code of Conduct will be distributed to staff, students and parents through the attached link in this handbook or other means selected by the Superintendent and building administrators.

Violations of the System-Wide Code of Conduct may necessitate positive and restorative interventions and disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See Policy: [JIC - System-Wide Student Code of Conduct](#)

### **Violence and Threats**

Please see Board policy JICIA for a complete overview of guidelines related to weapons.

Students will not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See Policy: [JICIA - Weapons, Violence and School Safety](#)

### **Bomb Threats**

Please see Board policy JICIB for a complete overview of guidelines related to bomb threats.

Bomb threats, whether real or intended as a prank, represent a danger to the safety and welfare of persons and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment while placing significant demands on school financial resources and public safety services. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

See Policy: [JICIB - Bomb Threats](#)

### **Weapons**

Please see Board policy JICIA for a complete overview of guidelines related to weapons.

Students will not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also will not use any object, although not necessarily designed to be a weapon, to inflict bodily harm or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See Policy: [JICIA - Weapons, Violence and School Safety](#)

## **Hazing**

Please see Board policy ACAD for a complete overview of guidelines related to hazing.

Hazing is prohibited. Maine law defines hazing, in part, as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student will plan, encourage, or engage in such activities in connection with any school program or activity, including extra-curricular and co-curricular activities. Students who engage in hazing activities are subject to suspension, expulsion or other appropriate disciplinary measures.

See Policy: [ACAD - Hazing](#)

## **Discrimination and Harassment/Sexual Harassment**

Please see Board policies, including AC, ACAA, ACAAA, and ACAA-R for a complete overview of guidelines related to Discrimination and Harassment.

Students should not discriminate against or harass other students on the basis of race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry, or national origin. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including expulsion.

See Policies:

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

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

[ACAAA - Transgender and Gender Expansive Students](#)

[ACAA-R - Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure](#)

## **Bullying and Cyberbullying**

Please see Board policies JICK and JICK-R for a complete overview of guidelines related to bullying and cyberbullying.

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

- A. Has, or a reasonable person would expect it to have, the effect of:
  - 1. Physically harming a student or damaging a student's property; or
  - 2. Placing a student in reasonable fear of physical harm or damage to the student's property; or
- B. Interferes with the rights of a student by:
  - 1. Creating an intimidating or hostile educational environment for the student;  
or
  - 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;  
or
- C. Is based on:
  - 1. Actual or perceived characteristics identified in the Maine Human Rights Act as a protected class (race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry, or national origin) or other distinguishing personal characteristics (socioeconomic status; physical appearance; weight; or family status); or
  - 2. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;
  - 3. That has the effect described in subparagraph A or B above.

See Policies:

[JICK - Bullying and Cyberbullying in Schools](#)

[JICK-R - Bullying - Procedures](#)

## **Drug and Alcohol Use**

Please see Board policies JICH and JICH-R for a complete overview of guidelines related to drug and alcohol use.

Students will not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See Policies:

[JICH - Drug and Alcohol Use by Students](#)

[JICH-R - Drug and Alcohol Use by Students Procedure](#)

## **Tobacco Use**

Please see Board policy ADC for a complete overview of guidelines related to tobacco use.

Students will not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including expulsion from school.



See Policy: [ADC - Smoking and Possession of Tobacco Products/Electronic Smoking Devices](#)

## **Questioning and Searches**

Please see Board policy JIH and JIH-R for a complete overview of guidelines related to questioning and searches.

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and search students in accordance with Board policies and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies or school rules, or which interfere with the operations, discipline or general welfare of the school.

See Policies:

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

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

## **Suspension and In-School Suspension**

Please see Board policy JKD for a complete overview of guidelines related to suspension and in-school suspension.

When possible and necessary, in-school suspension will be used as opposed to an out of school suspension. Out of school suspension will be used cautiously as outlined in policy. Students are not allowed on RSU 40 property during suspension, and cannot participate in school sponsored activities until after the suspension ends without administrative approval.

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 or in the office 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.

See Policy: [JKD - Suspension of Students](#)

## **Expulsion**

Please see Board policies JKE and JKE-R for a complete overview of guidelines related to Expulsion.

No student will be expelled from school except by action of the Board. Following a proper Investigation and hearing, and in accordance with the Board's districtwide disciplinary policies, the Board may expel a student if found necessary for the peace and usefulness of the school, as provided in 20-A M.R.S. §1001(9) and (9-A).

For students in K-5 expulsion is not applicable except in certain circumstances involving student use of firearms.

See Policies:

[JKE - Expulsion of Students](#)

[JKE-R - Expulsion Hearing and Reentry Guidelines](#)

## **Detention and Office Detention**

Teacher Detention: Any teacher may assign a detention to a student. If a teacher issues a detention and a student does not stay, the teacher will alert the office who will issue an office detention. Failure to serve an office detention may result in a suspension. In either a teacher detention or an office detention, same day detentions may occur if parents can be reached in a timely manner. Students who are absent on days of detention due to illness or other excused absence must serve the detention on the day they return to school unless other arrangements have been made in advance.

See Related Policy: [JK - Student Discipline](#)

## **School Technology and Internet Use**

Please see Board policies JFCK and JFCK-R for a complete overview of guidelines related to technology and internet use.

Technology equipment is provided for student use to meet learning objectives. The use of technology with students creates many opportunities for learning and responsible use is an important part of that learning. 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 with your student about appropriate use of technology. A good resource for families is Common Sense Media ([www.commonsensemedia.org](http://www.commonsensemedia.org)).

In circumstances where a student violates a school or district policy, access to a device may be restricted. However, all students will have access to the materials necessary to complete their schoolwork. Damage to a device beyond normal use or loss of the device may result in families being billed for replacement cost.

See Policies:

[JFCK - Student Use of Privately Owned Electronic Devices at School](#)

[JFCK-R - Student Use of Privately Owned Electronic Devices at School Procedure](#)

### **Cell Phone Use & Student Electronic Devices**

Please see Board policy JFCK, JFCK-R, IJNDB, and IJNDB-R for a complete overview of guidelines related to cell phone and electronic device use.

The following requirements are expected of all students:

1. Students are prohibited from using privately owned electronic devices, including but not limited to cell phones, smartphones, tablets and electronic games during classes and school activities, including study halls, field trips and co-curricular/extracurricular activities.
  - a. During classes and school activities, all such electronic devices must be turned off. The only exception to this rule is when a teacher specifically authorizes students to use privately owned electronic devices for a specific purpose or the use of the device is expressly stated in a student's Individualized Education Program (IEP) or 504 plan for a specific purpose.
2. Students may use privately owned electronic devices while traveling for school activities to the extent allowed by bus/van drivers or employees chaperoning trips.
3. The use of cameras or the camera/video/sound recording functions on any electronic device is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing, taking videos or recording any individual. Students are also required to obtain prior permission before posting any photos, videos or sound recordings of individuals taken at school or during school activities on social media or elsewhere.
4. Any use of privately-owned electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying or illegal is prohibited.
5. Students' privately-owned electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct and that the device may contain relevant

evidence. School administrators may confiscate such devices for as long as necessary to complete their investigation.

6. Students violating these rules will be subject to discipline, which may include:
  - a. Exclusion of the electronic device from school; and
  - b. Sanctions ranging from detention suspension from school, depending upon the nature of the offense and the student's disciplinary record.

See Policies:

[IINDB - Student Use of School-Issued Computer/Device and the Internet](#)

[IINDB-R - Student Computer/Device and Internet Use Rules](#)

[IFCK - Student Use of Privately-Owned Electronic Devices at School](#)

[IFCK-R - Student Use of Privately-Owned Electronic Devices at School Procedure](#)

## **Dress Code**

Please see Board policy JICA for a complete overview of guidelines related to dress codes.

In an effort to provide a dress code, that according to RSU 40 policy, "recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s)," and to provide a safe and affirming school culture that allows students the ability to express themselves.

RSU 40 makes the following commitments with respect to Student Dress:

- The dress code makes no distinctions regarding gender or gender identity.
- Staff members will report any dress code concerns to an administrator, rather than directly addressing dress code issues with students.
- Dress code concerns will be handled privately and respectfully with a student by an administrator.
- Class time will not be interrupted by dress code concerns.
- Dress code issues will not be documented in the behavior record of a student.

What is not allowed?

- Clothing that shares a message that is discriminatory or harassing based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing that depicts pornography, nudity or sexual acts, including profanity or sexual innuendo.
- Clothing that depicts, advertises or advocates the use of illegal substances such as alcohol, tobacco, marijuana or other controlled substances.
- Clothing that depicts weapons or violence, or encourages violence.
- Clothing that exposes genitals, buttocks, breast, chest, or nipples.
- Exposure of undergarments beyond waist bands or visible straps.

See Policy: [JICA - Student Dress](#)

## **Gifts to Staff**

Please see Board policy KCD for a complete overview of guidelines related to gifts.

All gifts to staff must comply with Policy KCD. Teachers and other employees are discouraged from accepting gifts from parents or students that exceed nominal value (ordinarily \$20.00 or less). The Board encourages the writing of letters by parents and students to teachers and other staff members as a more meaningful and appropriate way of expressing gratitude and appreciation.

The Board may accept, on behalf of RSU 40, any bequest, gift of money, or property for purposes deemed suitable by the Board in accordance with state law and consistent with the mission and vision of RSU 40. All gifts will be accepted in the name of RSU 40 and become the property of RSU 40, but may be designated for use in a particular school or department.

See Policy: [KCD - Public Gifts/Donations to the Schools](#)

## **Student Health and Safety**

Please see Board policy JLCD for a complete overview of guidelines related to student health and safety.

The school nurse or health aide is available in the health office to administer first aid, respond to medical emergencies, and administer medication required during school hours according to district policy. Students are encouraged to visit the school nurse to discuss health related issues.

At the beginning of each school year, families are asked to fill out an emergency sheet update. It is very important that the school has, at all times, current telephone numbers where parents/guardians may be reached in case of emergency or illness. Be sure to let the school know if these numbers change.

See Policy: [JLCD - Administering Medication to Students](#)

## **Immunization Requirements**

Please see Board policy JLCB for a complete overview of guidelines related to immunization of students.

All students who enroll in RSU 40 schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis; diphtheria, pertussis (whooping cough), tetanus; measles, mumps, rubella; and varicella (chicken pox). Students entering grades seven and 12 must also receive the quadrivalent meningococcal conjugate vaccine (MCV4).

Please consult Board policy JLCB to determine applicability of certain circumstances where students are exempt from these requirements.

See Policy: [JLCB - Immunization of Students](#)

## **Medication**

Please see Board policy JLCD for a complete overview of guidelines related to Medication.

In the event that your child needs medication administered during the school day, the “Request/Permission to Administer Medication in School” form must be completed by the student’s physician as well as the parent/guardian. All medication will be kept in a locked area in the school’s health office and administered by trained school personnel. The exception to this includes students with asthma who may retain their prescription inhalers and students with acute allergic reaction who use an Epinephrine Auto-Injector, if specifically requested in writing by the student’s physician. The student’s physician must instruct them to self-medicate and the parent/guardian must submit the required paperwork to the school nurse.

See Policy: [JLCD - Administering Medication to Students](#)

## **School Insurance**

Student accident insurance can be purchased through the school for the school year. For more information about purchasing student insurance, please review the information available at the MSMA website for [Student/Athlete Insurance](#).

## **Symptom Protocols**

Please see Board policy JLCC for a complete overview of guidelines related to communicable and infectious diseases.

All persons under quarantine will be excluded from school and school activities. Quarantine regulations established by the Department of Health and Human Services will be observed. The school nurse will be responsible for notifying the Department of Health and Human Services of anyone having a communicable disease as required by law and Department of Education rules. The Superintendent must receive notice of all communicable disease cases and contacts in the school.

A certificate from the attending physician is required before any quarantined person returns to school. The Superintendent or the school nurse must give permission before the person is readmitted to school. Persons who have a communicable disease that does not require quarantine will be excluded from school as prescribed by law, or will observe other protective procedures according to recommendations issued by the school physician/designee. In the event of an actual or threatened outbreak of a communicable

disease or other public health threat, the Department of Health and Human Services may exclude any person attending or working in a school until the Department determines that a public health threat no longer exists.

Anyone receiving information pursuant to this policy must treat as confidential the names of individuals having or suspected of having a notifiable disease or condition, as well as any other information that may identify those individuals. This information may be released to the health department for adult or child protection purposes in accordance with the law.

See Policy: [ILCC - Communicable Diseases](#)

### **Comprehensive Health and Safety and Emergency Management Plan**

Each school in the district has developed comprehensive plans for 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, drills are announced and demonstrated to primary students. Later they are held without notice. Every effort is made to help students realize the seriousness of fires. Such matters as warning signals, proper exits, and evacuation routines are carefully planned and are made known to the children. Please make sure to update the emergency contacts as those listed have access to make decisions for and pick up your child.

### **School Counseling**

Counseling in schools encompasses a wide variety of services. Students, parents, teachers and other school personnel may make referrals for services.

A student's right to confidentiality is important. Without confidentiality, school counselors and social workers cannot maintain an effective therapeutic relationship with students or their families.

With the exceptions of reports to an appropriate authority, or to take appropriate emergency measures, when a student's condition requires others to assume responsibility for the student or there is a clear and imminent danger to the student or others; or to comply with the requirements of Title 22, Chapter 1071 of Maine's Revised Statutes, a school counselor or social worker may not be required to disclose information gathered during a counseling session with a student or with a parent, guardian, or person or agency having legal custody of a student. Such information must be kept confidential consistent with the professional obligations of the school counselor or social worker.

Provided their professional obligations permit disclosure, school counselors and social workers may also disclose confidential student information gathered during a counseling session to other school personnel when such disclosure is necessary for those personnel to do their jobs, in the event they become aware of a planned or actual violation of school

rules or policies, if required to do so by law, and in other appropriate situations after consulting with building administration.

Students may provide school counselors and social workers with information that is not shared with parents/guardians, as parents/guardians may share information that is not shared with students.

As a general matter, school counselors and social workers will strive for appropriate information sharing and problem solving at all times at a pace acceptable to the student (or the parent/guardian as the case may warrant) and taking into account a student's age, level of maturity, and safety.

## **Student Records**

Staff members have unlimited access to student information and records involving those particular students with whom they have particular educational interest.

## **Student Records and FERPA**

Please see Board policies JRA, JRA-R, and JRA-E for a complete overview of guidelines related to the Family Educational Rights and Privacy Act (FERPA) and student records.

An accurate cumulative student record will be maintained for every student enrolled in RSU 40. A student record is any information or data recorded in any medium that is collected and stored by the school for educational purposes. The student record will include, but not be limited to, the following:

- Health records
- Registration information
- Emergency information
- Evaluation results by school personnel and outside agencies
- Samples of work reports of teachers
- Special Education, (IEP)
- Test results
- Progress reports or grades

RSU 40 will comply with FERPA and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

FERPA requires the school to allow parents and students 18 years and older to:

- Review and inspect the student's school records
- Challenge the student's school record in a hearing, if they feel the records are misleading or inaccurate



Records may also be released without written permission to federal, state, and local authorities performing duties authorized by statutes, financial aid officers, and to persons in accordance with a court order or subpoena.

See Policies:

[JRA - Student Records and Information](#)

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

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

## **Directory Information**

Please see Board policies JRA, JRA-R, and JRA-E for a complete overview of guidelines related to directory information.

RSU 40 designates the following student information as directory information: name, participation, and grade level of students in recognized activities, and sports, height and weight of student athletes, dates of attendance in RSU 40, and honors, and awards received. RSU 40 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Parents or the student (if over 18 years of age) may request that no directory information be given out under any circumstances. Any student or parent who does not want this information released should inform the school administration of their request in writing by October 1st of the current school year.

See Policy:

[JRA - Student Records and Information](#)

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

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

## **Transfer of Student Records**

Please see Board policies JRA, JRA-R, and JRA-E for a complete overview of guidelines related to student records.

As required by Maine law, RSU 40 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

See Policy:

[JRA - Student Records and Information](#)

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

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

## **ParentSquare**

ParentSquare is RSU 40's communication platform for families. Through ParentSquare, families will receive both emergency notifications, including 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. More information may be found on the technology page of the district website (<https://rsu40.org>).

## **Infinite Campus**

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

## **Section 504 Eligibility & Services**

Please see Board policies IHBA, IHBA-R, and IHBA for a complete overview of guidelines related to 504 eligibility and 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 related aids or services necessary for an identified child with a disability to benefit from the student's education. Each school has a designated building coordinator for Section 504.

At Friendship Village School, the 504 Building Coordinator is Terry Steinbeiser. 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**

### **Referrals**

Please see Board policies IHBA, IHBA-R, and IHBA for a complete overview of guidelines related to special education referrals.

All school-age students suspected of having a disability that requires special education shall be referred to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures approved by the Superintendent/designee.

Regardless of the source of the referral, a referral will be considered received by RSU 40 on the date that the written referral is received by the office of the Director of Special Services. It will be signed and dated by the Director of Special Services/designee, thereby indicating the date of the receipt of that referral.

See Policy:

[IHBAA - Referral/Pre-Referral](#)

[IHBAA-R - Referral Procedure and General Education Interventions](#)

[IHBAB - Referral to Private School](#)

### **Response to Intervention Team**

Please see Board policy IHBAA, IHBAA-R, and IHBAB for a complete overview of guidelines related to Response to Intervention (RTI).

The 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 team may also serve as a prerequisite for Special Education referral.

See Policy:

[IHBAA - Referral/Pre-Referral](#)

[IHBAA-R - Referral Procedure and General Education Interventions](#)

[IHBAB - Referral to Private School](#)

### **Individualized Education Programs**

Please see Board policies IHBAA, IHBAA-R, and IHBAB for a complete overview of guidelines related to IEP programs.

The Individualized Education Program team (IEP team) is a committee that is made up of parent(s)/guardian(s), student's teacher(s), a building administrator, a special education teacher, 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 3-22 years, who have a disability impacting their ability to access their education are eligible for special education services

See Policy:

[IHBAA - Referral/Pre-Referral](#)

[IHBAA-R - Referral Procedure and General Education Interventions](#)

[IHBAB - Referral to Private School](#)

## **Removal of Disruptive/Violent/Threatening Students**

Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who will respond promptly. The responding administrator/designee will take appropriate action. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy.

RSU 40 has adopted policies and procedures for determining when a student will be referred for special services. The school will schedule an IEP meeting to review the IEP of a student who has been removed from school when: a) school officials or the parent believes the student may present a substantial likelihood of injury to themselves or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See Policies:

[IHBAA - Referral Procedure and General Education Interventions](#)

[JKAA - Use of Physical Restraint and Seclusion](#)

[JKAA-R - Procedure on Physical Restraint and Seclusion](#)

[JKF - Disciplinary Removal of Students with Disabilities](#)

## **Transportation**

General Procedure:

Student transportation is of the utmost importance. For transportation by bus or district van, parents are requested to instruct their children in the appropriate ways of riding on a bus/van.

[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.

### 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.***

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 parent/guardian 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 the 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 sign your child out 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 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.

## 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.

## **Conduct on School Buses**

Please see Board policy JICC for a complete overview of guidelines related to student conduct on school buses and other district transportation.

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their

riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation, as permitted by law.

See Policies:

[JICC - Student Conduct on School Buses](#)

[EEAA - Student Bus Transportation](#)

[EEAEA - Student Transportation Employee Requirements, Training and Responsibilities](#)

[EEAEA-R - Student Transportation Employee Requirements, Training and Responsibilities Procedure](#)

## 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.

## **Parent Involvement Opportunities**

### 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](#)

See Policy:

[KBF - Parent Involvement with Title I](#)