

2023-2024

Prescott Memorial School

Parent & Student Handbook



Crystal Boucher, Principal
Mary Ledger, Administrative Assistant

100 Waldoboro Road, Washington ME 04574

www.rsu40.org

Telephone (207) 845-2424 / Fax (207) 845-2748

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[The complete text of school board policies can be found on the RSU/MSAD 40 web site at:
<http://msad40.org/administration/district Policies.com> or reviewed at the Prescott school office.](#)

[School Handbook Confirmation](#)

Respectful

*** Responsible***

Ready & Safe

Prescott Memorial School

100 Waldoboro Road

Washington, ME 04574

Tel. (207) 845-2424 Fax (207) 845-2748

Crystal Boucher, Principal

Mary Ledger, Administrative Assistant

September 2023

Dear Students and Families,

Welcome to Prescott Memorial School. I would like to welcome everyone back to another great year of learning. I am excited to begin my ninth year at Prescott and privileged to be starting my second year as Principal. I am honored to lead our outstanding team in the 2023-2024 school year.

Prescott Memorial School is a small, friendly school located in Washington, Maine and has an enrollment of approximately one hundred students. We have a self-contained classroom at each grade level. In addition, we provide art, physical education, music, world language (Spanish), health and library for our students all year. The experienced and dedicated staff here work very hard as a team to make our school an inviting place to learn and maintain high expectations for all of our students. Our vision is to create lifelong learners who are productive members of society and our mission is to equip students with knowledge, skills and understandings needed for future success. We value the partnership we have with our families and know that in working together as a team we can meet the academic and social needs of our students. I encourage parents and community members to be active participants in the education of our students.

The following pages in this handbook explain what parents and students will need to know about our school. If you have any questions or concerns, please feel free to contact me personally by email at crystal_boucher@rsu40.org or call the school at 845-2424. I look forward to the 2023-2024 school year as we learn and grow together with our amazing students, dedicated staff, supportive parents and community.

Respectfully,

Crystal Boucher

Prescott Memorial School Principal

Prescott Memorial School Staff List

Office Staff:

Administration	Office Staff	Health Staff	Guidance
Crystal Boucher	Mary Ledger	Michele Cooney(RN)	Rachel Burns

Special Education Staff:

Resource Room (K-6)	Psychological Examiner	Speech	OT/PT
Laura Goltry Morgan DiBenedetti	TBD	Jan Birk	Katherine Frost -OT Rebecca Stephens-PT

Regular Education Staff:

Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3
Tami Casas	Michelle Bourque	Samantha Guthrie	Kasey Leidenroth	BJ Kopishke
Grade 4	Grade 5	Grade 6	Music	P.E.
Len Lewis	Sarah Gagne	Jim Freyenhagen	Mark Phillips	Darcy Kelly
Art	Spanish	Health		
Erik Minzner	Abigail Thompson	Marcie Howard		

Educational Technicians:

General Ed	Library	Pre-K
Jean Stephenson Morgan DiBenedetti	Cindy Vannah	Ruth Bowman

Supplemental Instruction Staff:

Interventionists	Gifted and Talented	District Librarian	ELL
Laura Goltry Crystal Boucher	Katheryn Kearney	Maurie Stockford	Linda Van Vranken

Support Staff:

Custodians	Food Services	Bus Drivers
Patty Thibodeau	Dawn Pendleton	Myrna Soule

Administrative Offices Contacts - ([LINK](#))

Central Administrative Offices Mailing Address: PO Box 701, Union, ME 04862 Physical Address: 1070 Heald Highway, Union, ME 04862 Tel (207) 785-2277 (207) 785-3119 (fax) Office Hours: 7:00 a.m. - 4:00 p.m.		
Office of the Superintendent Steve Nolan, Superintendent of Schools Karen Overlock, Adm. Assistant, ext. 236	Assistant Superintendent Office Christina Wotton, Assistant Superintendent Megan Linscott, Adm. Assistant, ext. 225 Linda Van Vranken, ELL ext. 222 Angela Arteaga, Mental Health Coordinator ext. 230	Finance Office Karen Pike, Business Manager Michelle Werner, Accts. Payable, ext. 234 Hollie Linscott, Payroll & Benefits, ext. 233 Megan Linscott, Adm. Assistant, ext. 225 Storm Hendrickson, Food Service Director, ext. 241
Health Office Michelle Cooney, R.N. Heather Emerson, R.N. Sandra Lufkin, R.N. Sherri Vail, R.N. Nancy Vannah, Secretary (207) 785-2277 x224 (207) 785-3124 (fax)	Office of Special Services 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)	Facilities Brian Race, Facilities Director (207) 785-2277 (207) 785-3119 (fax)
Technology Holly Doe, Director of Technology (207) 832-5389 ext.146	Adult Education Rachelle Leonard, Director of Adult Education (207) 832-5205	Transportation Ernest Vannah, Transportation Director (207) 832-2096 (207) 832-2147 (fax)

Friendship Village School Terry Steinbeiser, Principal Cassie Balser, Secretary	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	Miller School Julia Levensaler, Principal Jamie White, Assistant Principal Tracy Harrington, Secretary Karen Selvick, Secretary	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
Prescott Memorial School Crystal Boucher, Principal Mary Ledger, Secretary	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	Union Elementary School Scott White, Principal Allison Davis, Secretary	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
Warren Community School Justin Kangas, Principal Scott Hastings, Assistant Principal Michelle Flaherty, Secretary Nicole Willis, Secretary	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	Medomak Valley High School 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	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
Medomak Middle School Mike Harris, Principal Joshua Snyder, Assistant Principal Candy Powell, Secretary Laurie Lee, Secretary	318 Manktown Road Waldoboro, Maine 04572 (207) 832-5028 (207) 832-5710 (fax) School Hours: 7:30-2:00		

Calendar

Regional School Unit 40 | PLC District Calendar 2023-24

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

JANUARY '24						
S	M	T	W	Th	F	S
	H	2	3	4	5	6
7	8	9	E	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Years Day
10 Early Release Day
15 Martin Luther King, Jr. Day
26 Quarter 2 Ends

21 student/21 teacher days

AUGUST '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	W	W	W	

29 Workshop Day
30 Workshop Day
31 Workshop Day

0 student/3 teacher days

FEBRUARY '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	E	8	9
10	11	12	13	14	15	16
17	18	H	V	V	V	24
25	26	27	28	29		

7 Early Release Day
19 Washington's Birthday
19-23 Winter Break

16 student/16 teacher days

SEPTEMBER '23						
S	M	T	W	Th	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	E	21	22
23	24	25	26	27	28	29
30						

4 Labor Day
5 1st Day Grades 1-9
6 1st Day Grades 10-12
11 1st Day Pre-K - K
20 Early Release Day

19 student/19 teacher days

MARCH '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	E	7	8
9	10	11	12	13	14	W
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Early Release Day
14 Trimester 2 Ends
15 Workshop Day

20 student/21 teacher days

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	W	7
8	H	10	11	12	13	14
15	16	17	E	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Workshop Day
9 Indigenous Peoples Day
18 Early Release Day

20 student/21 teacher days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	E	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28	29	30				

3 Early Release Day
5 Quarter 3 Ends
15 Patriot's Day
15-19 Spring Break

17 student/17 teacher days

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	E	16	17	18
19	20	21	C	H	V	25
26	27	28	29	30		

9 Quarter 1 Ends
10 Veteran's Day observed
15 Early Release Day
22 Comp Day for Conferences
22-24 Thanksgiving Break
23 Thanksgiving Day

18 student/19 teacher days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	E	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

8 Early Release Day
27 Memorial Day

22 student/22 teacher days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	E	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	V	V	V	V	30
31						

1 Trimester 1 Ends
6 Early Release Day
25 Christmas Day
25-30 Holiday Break

16 student/16 teacher days

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	W	*	*	*	15
16	*	*	H	*	*	22
23	24	25	26	27	28	29
30						

10 Last Student Day (Early Release)
11 Workshop Day
12 Graduation
19 Juneteenth
* snow days

6 student/7 teacher days

Approved- March 2023

175 student/182 teacher days

RSU 40 Vision, Mission & Values

Vision:

Inspire students to achieve lifelong success.

Mission:

Graduate all students with the knowledge, skills, and understandings needed for success in the 21st century.

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

Prescott Memorial School Vision, Mission & Values



Vision:

Create lifelong learners who are productive members of society.

Mission:

Equip students with the knowledge, skills, and understandings needed for future success.

Values:

Our school community will develop students' ability to:

Problem solve

Actively listen

Navigate their own learning

Demonstrate perseverance

Always be respectful, responsible, ready and safe

Skillfully communicate

School colors - **Red** & **Blue**

Mascot - Panda

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.

North West Educational Assessment (NWEA): A computer-based test that is given to students in Grades 2-6 throughout the year in English, Math and Language Usage. The data provided is used to inform instruction in the classroom and determine what instructional goals are priorities for our school. **THESE ASSESSMENTS WILL NOT BE GIVEN THIS YEAR.

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

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. PLC's occur each Wednesday in all RSU 40 schools.

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

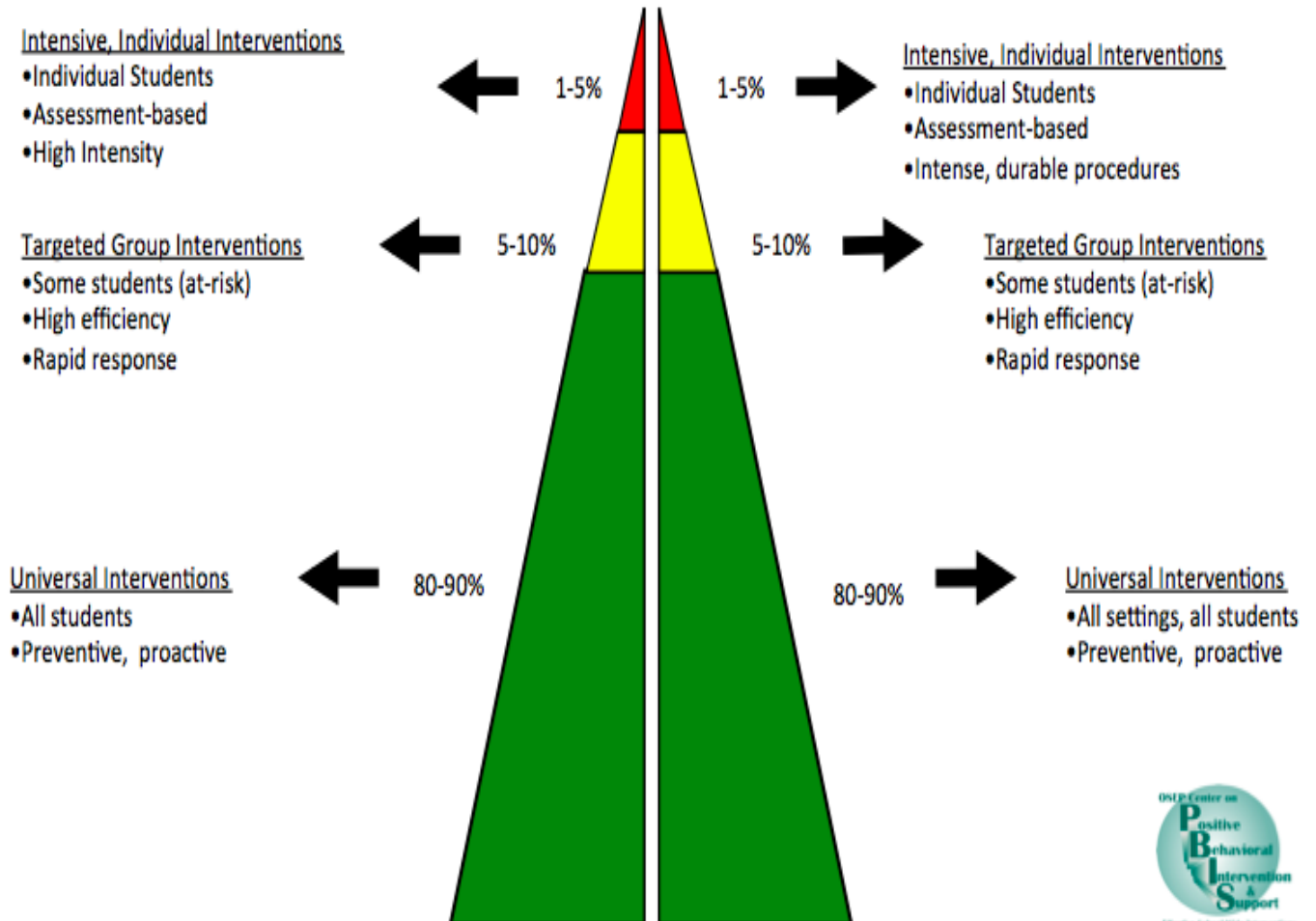
Standards-Based Grading: A 1-4 rating scale that determines a student's progress toward a specific Standard.

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

Designing School-Wide Systems for Student Success

Academic Systems

Behavioral Systems



ATTENDANCE, ABSENCE, ARRIVAL & DISMISSAL

ABSENCE FROM SCHOOL

The Prescott Memorial School staff believes that if students are to be successful at school, regular attendance is very important. We understand that sometimes a child must be absent due to illness or family emergencies. However, please plan family vacations when school is not in session. In order to ensure safety, we ask that you do the following if your child is absent:

1. Please call the office at 845-2424 between 8:00-9:30 a.m. on the day of the absence. If you foresee a prolonged absence (for example, hospitalization or family vacation) please contact the office as soon as your plans are made.
2. If we do not receive a call, the school will try to call the parents at home or at work by **10:00 a.m.**
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. If we receive no documentation of the absence it will be considered an unexcused 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. 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 person's absence is excused when the absence is for the following reasons:
 - A. Personal illness;
 - B. An appointment with a health professional that must be made during the regular school day;
 - C. Observance of a recognized religious holiday when the observance is required during the regular school day;
 - D. A family emergency;
 - E. A planned absence for a personal or educational purpose that has been approved;
 - F. 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 or a medical absence for planned hospitalization or recovery.

6. Chronic absenteeism will be addressed by the administration according to district policy.

Please see Policy JEA Compulsory School Attendance for more information.
[JEA Compulsory School Attendance](#)

TRUANCY

TRUANCY DEFINED: 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 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or

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.

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 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 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 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: [JHB: Truancy](#)

ARRIVAL AND DISMISSAL

2023-24 School year -

School begins at **8:45** and students dropped off after that time are marked tardy. Students arriving on buses will not be marked tardy if buses are later than 8:45.

Students who are dropped off at school should arrive **no earlier than 8:30 a.m.**

Arrival

- **8:30-8:45 Student Drop Off**
 - Parents drop off students at the front entrance
 - Parents will pull up to the curb in front of the school and students exit the vehicle
 - Please drop students off at the designated area and continue the flow of traffic. If you arrive when buses are here, please wait until they leave or you may drop students off in the side parking lots.

- **Vehicles will remain in place until all of the cars in front of them exit.**
- Please do not park in the bus lane during bus arrival time.
- **8:35 Bus Arrival**
 - All K-6 students enter through the front entrance. Staff will be present to assist where needed.

Dismissal

The school day will end at **3:15 p.m.** Students being picked up will be called for dismissal before the buses are loaded.

- **3:15 - Parent pick up**
 - Cars will pull forward along the curb in order of arrival (please no passing) to wait for students to be dismissed. A staff member will be outside with a walkie talkie to let the office know who to call for dismissal.
 - **Vehicles will remain in place until all of the cars in front of them exit.**
 - Parents may stay in their vehicles or assist their child(ren).
 - Buses will be loaded after the cars have left the circle. Any parents arriving after buses enter the circle will have to wait for the buses to load and leave.
- **3:15 - Students load buses**

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.

For the full district policy go to: [JLIB Student Dismissal Precautions](#)

OFFICE HOURS

The school office is staffed from 8:00 a.m. to 4:30 p.m. on school days and for one week prior to school opening and one week after closing. During summer vacation the office is staffed from 8:00 a.m. to 4:00 p.m. on Wednesdays only.

For safety reasons, the front door will be locked at all times. Visitors should ring the doorbell located to the left 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 845-2424 if no one responds to the doorbell.

PARENT NOTIFICATIONS

The **Infinite Campus Parent Portal** is available to all families and gives student information that may include: assignments, grades and attendance. 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 as well as newsletters. 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>
This system is part of our cost saving “Go Green” initiative where families may select an electronic method of receiving certain notifications.
More information may be found on [the technology page](#) of the district website.

REGISTRATION

Parents of new students or students transferring to Prescott Memorial School must register using the online registration method available at this link on the msad40.org website, <https://rsu40.org/new-student-registration/>

All pupils entering Maine schools for the first time must present birth certificates. This must be done within 60 days after the entrance date. A current immunization record is also required.

Students registering in RSU40 schools must also provide proof of residency when signing up.

Children from the town of Washington are eligible to attend our kindergarten program if they will be 5 years old by October 15 of the current school year. Our K program is a five-day/week, full day program. Students participate in individual screening appointments during the first week of school and begin attending school the second week of the school year.

Children from the town of Washington are eligible to attend our Pre-Kindergarten program if they will be 4 years old by October 15 of the current school year. Our Pre-K program is a five-day/week, full day program. Students participate in individual screening appointments during the first week of school and begin attending school the second week of the school year.

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 health office staff.
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. For safety reasons, bicycles should not be ridden on school grounds. **All students must wear helmets when riding bicycles.**

BREAKFAST, LUNCH AND SNACK

- The U.S. Department of Agriculture will continue reimbursing schools and childcare centers for free meals to all students regardless of their income through the 2023-24 school year. This will allow us to offer **free meals to all Prescott students** this school year.

Breakfast	Lunch
K-12 Reduced = \$0.00	K-12 Reduced = \$0.00

K-12 Free = \$0.00	K-12 Free = \$0.00
Milk = \$0.00	Milk = \$0.00 *Milk for cold lunches is free due to a grant. When the grant expires, you will be notified.
Adult = \$2.50	Adult = \$5.50

- **Breakfast**

Students may choose to have breakfast at school when they arrive in the morning. Monthly menus will be available and students will sign up if they choose to get breakfast the following morning.

- **Free or reduced lunch applications**

Free or reduced lunch applications are processed at the beginning of the year or whenever there is a change in the financial status of the family. While all school meals are now free, information from these forms helps our school receive essential federal funding used for special education programs, literacy interventions, family involvement funds, class size reduction teachers and much more.

You can find the form on Nutri-Links at [RSU Food Services](#). If you'd like a paper copy of these forms, please contact the office. We are happy to help you complete these forms and all information is confidential.

Your child may bring a cold lunch and purchase milk for \$.00 or bring his/her own beverage. A choice of low fat white or chocolate milk will be offered.

The menu is sent home monthly, on our school web page and posted weekly in Friday's newsletter.

- **Snack**

All 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. We have some winter coats and snow pants available for students to borrow when necessary. Please label all outerwear including boots, shoes, hats and mittens.

The staff reserves the right to suspend recess privileges to reteach expectations for inappropriate behavior or for work not completed.

EMERGENCY CONTACT INFORMATION

An emergency contact information sheet is filled out via Parent Square. **Please notify the school secretary of any changes of address, home or work phone numbers or childcare so that you or your designee may be reached quickly in case of emergency. Please make sure to**

update the emergency contacts as those listed have access to make decisions for and pick up your child.

EMERGENCY RESPONSE PLAN / EVACUATION & LOCKDOWN DRILLS

Each school in the district has developed comprehensive plans 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 the 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.

STUDENT HEALTH SERVICES

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 have 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.

Guidelines For When To Keep Your Child Home

Staying Home When Sick and Getting Tested

- Students, teachers, and staff who have symptoms of infectious illness, such as [influenza](#) (flu) or [COVID-19](#), should stay home and be referred to their healthcare provider for testing and care. Staying home when sick is essential to keep infections out of schools and prevent spread to others.

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 a parent/guardian and ask that the child be taken out of school. ***Parents/guardians 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

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's established medical plan of care.

In the event that your child needs 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/guardian responsibilities:

1. Instruct the child to self-administer his/her own medication under supervision if appropriate;
2. Provide the appropriate number of dosage 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.

For the full district policy go to: [JLCD Administering Medication to Students](#)

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.

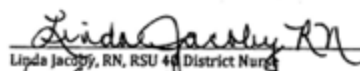
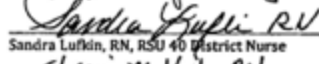

- This Collaborative Agreement is only effective on RSU 40 school campuses and during the normal school hours.
- An ambulance will always be called in the event of an anaphylactic reaction, as per RSU 40 district protocol.
- The RSU 40 Anaphylaxis Management Plan, including this Collaborative Agreement, 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.**

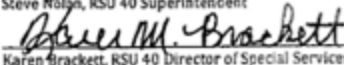
Approved by:




Kevin Davey, MD



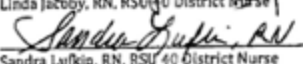
Steve Nolan, RSU 40 Superintendent



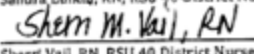
Karen Brackett, RSU 40 Director of Special Services



Linda Jacoby, RN, RSU 40 District Nurse



Sandra Lufkio, RN, RSU 40 District Nurse



Sherri Vail, RN, RSU 40 District Nurse

Date

4-3-18

Revised 4-2018

Insect Repellent 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 cumulative and 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 785-2277 ext. 224.. ***Please be sure to notify the school in the event that there are changes in your child's health.***

Immunization records will be annually reviewed by the school nurse. Parents will be notified when boosters are due if your child is not appropriately immunized.

Children intending to participate in middle school sports programs must have a physical prior to trying out for a team. It is recommended that children receive a physical upon completion of grade 6 as preparation for adolescence and for any sports participation your child may be interested in. Sports physicals are required every two years.

Please refer to the RSU #40 website for current health policies.

SCHOOL COUNSELING

Counseling in schools encompasses a wide variety of services. At Prescott Memorial 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. The curriculum being implemented this year is called “**The 7 Habits for Happy Kids**” Learning goals and instructional strategies are designed to assist with personal, social, career, and educational development for all students.

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 in the packet your child brings home during the first week of school.

ACADEMIC PROGRAMS

EXPECTATIONS

Academic programs, support, and instruction at Prescott Memorial 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. This year, Art, Physical Education, Music, Health and Foreign Language are scheduled with students receiving classroom instruction weekly throughout the year.

PHYSICAL EDUCATION

Physical Education classes will be held one day a week throughout the school year. Mrs. Kelly will hold all K-6 classes either in our gymnasium or outside, weather permitting. A student must have a note from their doctor to be excused from physical education classes.

MUSIC

Students will receive classroom music instruction in our music room (stage) one day a week throughout the school year.

ART

Students receive classroom art instruction in the gymnasium one day a week throughout the school year. We hope to have a student art show in the spring at the Gibbs Library in Washington. All students will have a piece of art on display.

Foreign Language and Health will be held in student classrooms one day a week throughout the school year.

FIELD TRIPS

Field trips enrich the curriculum and are like any other day of school. Most trips require bus transportation. Students must have a signed permission slip to participate in a field trip. Students without parent/guardian 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 or disruptive behaviors while at school may not be permitted to go on the trip or be asked to have a parent accompany them in order to participate. For those students who require parent/guardian supervision, should the parent/guardian not be able or willing to attend the trip the student(s) will remain at school with an alternative activity provided.

STUDENT SUPPORTS

TECHNOLOGY USE IN THE ELEMENTARY SCHOOLS

Technology support offices for students and staff are centrally located in the district at Medomak Valley High School, 832-5389 ext. 145 or 146.

District Technology Director, Holly Doe may also be reached by email: holly_doe@rsu40.org

[Parent and Student Technology Support Site](#): Information about contacting the tech department, what to do about damaged devices, applications used, logging into school systems..and more!

Please Review Important Information on [Student Data Privacy and Digital Citizenship](#)
Please review the following policies from our [District Policy Page](#).

JICB	Care of School Property by Students
IJNDB	Student Computer and Internet Use
IJNDB-R	Student Computer and Internet Use Rules
IJNDBA	Use of Technology in Instruction-Laptop Policy

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 child about the appropriate use of technology. A good resource for families is www.common sense media.org.

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.

With ParentSquare you'll be able to:

- Receive all district, school and classroom communication via email, text or app - you choose how you receive notifications!
- Sign permission forms online - quickly and easily – no more lost or late forms!
- View and download photos and documents
- View the school calendar
- You can view lunch balances, attendance, schedule conferences, and much more!

To access all ParentSquare features, you must activate your account

1. Go to <https://www.parentsquare.com/signin>
2. Enter the email address your school has on file for you in the box under where it says "Sign Up/Create Password."

Don't remember which email address the school has for you? No problem. Just enter in the email address you think it is and if it is incorrect, your school will automatically be notified and update your email address.

You can use ParentSquare on any device.

Make sure to download the free mobile app for Android or iOS!



We will also send out email invitations to parents/guardians who have not yet joined ParentSquare. The invitations arrive via email or text for you to join ParentSquare. In that message will be a link to activate your account. It takes less than a minute to complete. The text message will be from 66458 (RSU 40)

More information may be found on [the technology page](#) of the district website.

Google Apps for Education

RSU 40 creates student accounts in the 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. 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. 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](#).

LIBRARY/MEDIA CENTER

The library is accessible to all grade levels, using the “open library” concept and “flexible scheduling.” 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.

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):

Achievement - recognition for high levels of performance on district and statewide assessments.

Citizenship - recognition for students who demonstrate courteous behavior, kindness to others, honesty and helpfulness.

Improvement - The Medomak Valley Education Association presents awards to the two most improved students at selected grade levels at the final assembly in June.

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 team 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. At Prescott, the 504 Building Coordinator is the Principal. 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 us at 845-2424 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 (845-2424) to schedule a mutually convenient time if you'd like to speak to the teacher.

Scheduled conferences are held in November 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/guardians and the teacher. These conferences may be scheduled to be in person, virtually or by phone. Conferences at other times during the school year may be scheduled individually with your child's teacher.

FACEBOOK

Please check out our Prescott Memorial School Facebook page where you can find up to date information on school events and day to day activities.

INFINITE CAMPUS

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

NEWSLETTER

Our school newsletter will be distributed weekly via ParentSquare, posted on our school Facebook page, and on the school website at www.rsu40.org/. A hard copy is available upon request.

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

Five snow days are built into the 2022-23 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 ParentSquare, on the district's website (www.rsu40.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

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.***

PARTIES/BIRTHDAY

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

Prescott Memorial 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 families 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 and vaping 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. We do not allow volunteers to bring other children with them into the classrooms. Please make arrangements accordingly.

PTG (Parent/Teacher Group)

The PTG is an independent parent-teacher organization, made up of parents, teachers and community volunteers. Their purpose is to enhance the education of the students, and support the staff of Prescott Memorial School through financial support and parent involvement.

The PTG invites ANY community/family member to become involved. Please contact your child's teacher or call the office to find out how to be a part of this important group of volunteers.

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 unable to demonstrate understanding without support.

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 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 will be taken on Wednesday, October 18, 2023 by Strawbridge Studios. Notices will be sent home at least one week prior to the photography sessions. Retakes are available for those who are absent or displeased with their pictures.

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, notebook, 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 EDUCATION RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Upon request, any parent of a child attending a 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 desire 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 visitation 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.rsu40.org.

STUDENT INTERNET ACCEPTABLE USE PROCEDURES

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. On the technology page of the district website, (<http://www.rsu40.org/technology/>) families will find the following information that they are expected to review with their student:

- [Student Use Expectations](#)
- District policies on technology use
- Student data privacy and digital citizenship information

Equipment available for student-supervised use includes macbook air laptops, chromebooks, ipads and Samsung tablets.

Personal computing devices are not allowed in school.

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, is covered in the District policy on damage, (JCIB - Care of School Property by Students:

http://www.msad40.org/files/JICB-_Care_of_School_2.pdf) and may result in families being billed for replacement cost.

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

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 assigns 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 the administration.

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 Prescott Memorial School Discipline Rubric, to determine consequences for inappropriate behavior. Parents/guardians are also strongly encouraged to review the District Code of Conduct ([JIC -System Wide Student Code of Conduct](#)) with their child(ren).

BEHAVIOR EXPECTATIONS - "Respectful, Responsible, Ready and Safe"

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 Prescott Memorial 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. Unfortunately, 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. Please see RSU 40's Policy JIC System Wide Student Code of Conduct which can be found at [JIC -System Wide Student Code of Conduct](#).

BULLYING POLICY

The state of Maine passed a law in 2012 which expands the obligations of schools to address bullying and cyberbullying 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 can be found at [JICK](#).

BUS RULES

Call the district's Director of Facilities & Transportation, Ernie Vannah at 832-2096 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 [JICC](#) regarding student conduct on school buses.

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 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 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.

CAFETERIA RULES

Students are expected to follow the Prescott Memorial School [Cafeteria Behavior Expectations](#) while at lunch. These will be taught by classroom teachers and reinforced by lunchroom duty personnel.

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.

In Policy JICA, the RSU 40 Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. Student dress and accessories may not interfere with education or the school atmosphere in any way. No clothing or accessories that are distracting to others will be allowed.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines, or other activities. However, no particular brand may be required.

Head wear – Head coverings such as caps, hats, hoods, bandanas, and sport or winter headbands are not to be worn inside the school building.

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. 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.

Pants, Shorts, Skirts, Dresses - 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. Please follow the “fingertip length” rule. 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 are disruptive to the school’s learning environment.

Jewelry and Accessories - No jewelry or accessories that could be used as weapons or to mark/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, collectibles of any kind or other non-educational items. Cell phones, eBooks, personal home 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.

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/MSAD 40 website. District Policy [JICK](#): Bullying and [AC](#): Harassment.

Positive Behavior Intervention & Support/Multi-tiered behavioral framework

We have been using the Positive Behavior Intervention & Support framework (PBIS) at Prescott for several years. This may also be referred to as a multi-tiered behavioral framework or MTBF. This system 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.

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 [PBIS Ladder](#) and the District Code of Conduct policy for more information.

PLAYGROUND USE

The Prescott Memorial 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. [Playground Behavior Expectations](#)

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.

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 Prescott Memorial 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.)

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 website 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.

DISCIPLINE SYSTEM OVERVIEW

Educators, parents, and students at our school have built a positive school culture based on the principles of being **Respectful, Responsible, Ready & Safe**. One element of our work toward positive school culture has been our discipline system, which focuses on a few clear and consistent rules for student behavior. To help students change their behavior, we use clear, fair consequences when students break our school rules. Staff members will address these behaviors using the appropriate mix of discussion, small consequences, and parent involvement. We document these behaviors on either a minor form (doesn't get sent home until three incidents) or a major form (parents will be contacted). This helps as we try to develop a plan for students who may need extra behavior support.

Even with these most serious behaviors, we know that we are working with young children who may not understand why what they did is unacceptable or who may not have meant any harm. For those reasons, our consequences even for these behaviors will be reasonable and our focus

will be on learning. If students choose to repeat these behaviors over time, their consequences will get more significant to help them learn new behaviors. These rules and policies 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. Our minor and major forms are included at the end of this document.

Prescott Memorial School-Wide Behavior Expectations [Link](#).

One of the most important goals for our community is the direct teaching and development of self-discipline. Prescott Memorial School community members are expected to show respect for themselves, each other, and property. They are expected to accept responsibility for their actions, reflect on the problem, and do whatever is needed to make amends.

Prescott Memorial School-wide Behavior Expectations

I am...	All Settings	Hallway	Stairs	Cafeteria	Bathroom	Playground	Bus
Respectful	<ul style="list-style-type: none"> *Treat others the way you want to be treated *Use polite language and kind words *Listen and respond with empathy *Play fairly 	<ul style="list-style-type: none"> *Walk quietly *Stay to the right so others can pass 	<ul style="list-style-type: none"> *Give the person in front of you two steps of space *Walk quietly *Stay to the right 	<ul style="list-style-type: none"> *Touch only your food *Stay in your seat *Welcome others *Use table manners 	<ul style="list-style-type: none"> *Give others privacy *Clean up after yourself *Flush 	<ul style="list-style-type: none"> *Enter and exit the building quietly *Invite others to join in 	<ul style="list-style-type: none"> *Be a good listener and follow bus driver's directions *Use a quiet voice *Use kind words and actions
Responsible	<ul style="list-style-type: none"> *Take care of yourself. *Take care of each other *Take care of this place 	<ul style="list-style-type: none"> *Walk safely *Stay in own space *Hands to your side *Walk to destination promptly without detours 	<ul style="list-style-type: none"> *Walk slowly *Stay in your own space *Stay with your group 	<ul style="list-style-type: none"> *Place outside gear in appropriate spot *Use appropriate silverware *Put trash in the garbage 	<ul style="list-style-type: none"> *Return to class promptly *Report any problems *Throw paper towels in the trash 	<ul style="list-style-type: none"> *Follow playground rules *Line up when the whistle blows *Report any problems *Dress appropriately for the weather 	<ul style="list-style-type: none"> *Keep body and belongings to yourself *Report any problems *Give office notes to the driver
Ready & Safe	<ul style="list-style-type: none"> *Embrace differences *Report problems *Help others 	<ul style="list-style-type: none"> *Hold materials respectfully *Stay to the right so others can pass 	<ul style="list-style-type: none"> *Walk slowly *Hand on railing *Know when the stairs are slippery *Take one step at a time *Stay behind the person ahead of you 	<ul style="list-style-type: none"> *Walk *Wait patiently in line *Get everything you need before sitting down *Sit with bottom on seat, facing forward 	<ul style="list-style-type: none"> *Wash your hands with soap and water *Keep water in the sink *One person in each stall 	<ul style="list-style-type: none"> *Use equipment appropriately *Stay in approved areas *Keep body to yourself 	<ul style="list-style-type: none"> *Stay seated and face forward *Enter and exit bus safely *Keep aisles clear
Teacher's Role (Conditions for learning)	<ul style="list-style-type: none"> *Give specific feedback to reinforce positive behavior 	<ul style="list-style-type: none"> *Monitor students to ensure safe and respectful transitions 	<ul style="list-style-type: none"> *Monitor safety 	<ul style="list-style-type: none"> *Arrive on time and pick up students on time 	<ul style="list-style-type: none"> *Monitor bathroom pass procedures and student reporting 	<ul style="list-style-type: none"> *Supervise students and monitor playground expectations 	<ul style="list-style-type: none"> *Ensure students enter the bus calmly

Prescott Memorial School Behavior Incident Form

Student: _____ Grade: _____	Given by: _____ Date: _____ Time: _____
Location ____ Classroom ____ Cafeteria ____ Playground ____ Hallway/Bathroom ____ Bus ____ Other	Violation ____ Being ready and safe ____ Respectful ____ Responsible
Specific Behavior	Consequence ____ Handled by staff ____ Referral to Principal's office

Prescott Memorial School Discipline Report Form

<input type="checkbox"/> File <input type="checkbox"/> Office Action Needed <input type="checkbox"/> Parent Contact Needed	(6/14/12)		
PRESCOTT MEMORIAL SCHOOL DISCIPLINE REPORT FORM			
Student: _____ Location: _____ Time: _____ Date: _____			
Grade/Teacher: _____ Documenting Person: _____ Other Staff Present: _____			
STUDENT APPEARED TO BE: <input type="checkbox"/> Avoiding adult(s) <input type="checkbox"/> Avoiding peer(s) <input type="checkbox"/> Avoiding tasks/activities <input type="checkbox"/> Trying to obtain adult attention <input type="checkbox"/> Trying to obtain peer attention <input type="checkbox"/> Trying to obtain items/activities <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____	SCHOOL RULE BROKEN: <input type="checkbox"/> Being ready and safe <input type="checkbox"/> Respectful <input type="checkbox"/> Responsible Minor <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress code <input type="checkbox"/> Property misuse <input type="checkbox"/> Technology violation <input type="checkbox"/> Other _____	Major <input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting <input type="checkbox"/> Insubordination <input type="checkbox"/> Theft <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Physical aggression <input type="checkbox"/> Property damage <input type="checkbox"/> Technology violation <input type="checkbox"/> Other _____	PREVIOUS ACTIONS: <input type="checkbox"/> Verbal redirection <input type="checkbox"/> Warning <input type="checkbox"/> Time-out in room (duration _____) <input type="checkbox"/> Time out in another room (duration _____) <input type="checkbox"/> Problem solving <input type="checkbox"/> Separation of students <input type="checkbox"/> Additional task/assignment given <input type="checkbox"/> Loss time on recess/activity <input type="checkbox"/> Loss access to items
DESCRIPTION OF BEHAVIORS _____			
ACTIONS TAKEN			
Parent Contacted by _____ Date _____ Time _____ <input type="checkbox"/> Conversation with parent (face to face, telephone, left message) (Phone #) _____ <input type="checkbox"/> Form sent home with student Parent Signature: _____ (sign and return to school) Summary of Conversation: _____ _____ _____ _____		Consequence: <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Loss of recess <input type="checkbox"/> Re-taught expectation <input type="checkbox"/> Conference with student <input type="checkbox"/> Referral to guidance <input type="checkbox"/> Time out Office Buddy teacher <input type="checkbox"/> Logical consequences <input type="checkbox"/> Conference with parent <input type="checkbox"/> In-school suspension <input type="checkbox"/> Out-of-school suspension	Date _____
Reviewed By: (Initials) _____ Title: <input type="checkbox"/> Principal <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Guidance Counselor <input type="checkbox"/> Teacher			

SCHOOL BOARD POLICIES

[Use of Physical Restraint and Seclusion](#)

[Use of Physical Restraint and Seclusion Procedure](#)

The complete text of school board policies can be found on the RSU 40 website at: [RSU 40 Policies](#) or reviewed at the Prescott Memorial School office.

Prescott Memorial School

Respectful

*** Responsible***

Ready & Safe

School Handbook Confirmation

This form must be returned to the school office!

Please sign and return this form to school acknowledging that you have access to the school handbook either on the website or in hard copy and that your child understands the rules and expectations contained in it. A complete list of all MSAD#40 policies are available to you on line at the district's website (www.msad40.org). Please have your child return this to his/her classroom teacher. Thank you.

Student Name: _____ (please print)

Grade: _____

Please check one of the following:

___ I have read the school handbook online.

___ I request a hard copy of the school handbook.

Parent(s) Signature: _____ Date: _____