

2024-2025
Prescott Memorial School
Parent & Student Handbook



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Mary Ledger, Administrative Assistant
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Telephone (207) 845-2424 / Fax (207) 845-2748

Handbook Use Note to Students and Parents

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

Anti-Discrimination Statement

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

Table of Contents

Cover Sheet	1
Handbook Use Note to Students and Parents	2
Table of Contents	3-4
Introduction	5
Prescott's Vision, Mission and Values	6
Prescott Memorial School Staff List	7-8
School Calendar	9
Attendance, Absence, Arrival, and Dismissal	10
Attendance	10
Dismissals	12
Tardiness	12
Truancy	12
School Cancellation Announcements	13
Student Behavior and Expectations	14
System Wide Student Code of Conduct	16
Violence and Threats	16
Bomb Threats	16
Weapons	17
Hazing	17
Discrimination and Harassment/Sexual Harassment	17
Bullying and Cyberbullying	18
Drug and Alcohol Use	18
Tobacco Use	19
Questioning and Searches	19
Suspension and In-School Suspension	19
Expulsion	19
Detention and Office Detention	20
School Technology and Internet Use	20
Cell Phone Use & Student Electronic Devices	21
Dress Code	22
Gifts to Staff	24
Student Health and Safety	24
Immunization Requirements	25
Medication	26
School Insurance	26
Symptom Protocols	26
Comprehensive Health and Safety and Emergency Management Plan	27
	3

School Counseling	27
Student Records	28
Student Records and FERPA	29
Directory Information	29
Transfer of Student Records	30
ParentSquare	30
Infinite Campus	30
Section 504 Eligibility & Services	31
Special Education	31
Referrals	31
Response to Intervention Team	32
Individualized Education Programs	32
Removal of Disruptive/Violent/Threatening Students	32
Transportation	33
Conduct on School Buses	34
Co-Curricular and Extra-Curricular Activities	34
Co-Curricular and Extra-Curricular Code of Conduct	34
Parent Involvement Opportunities	35
Parties/Birthdays	35

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 2024

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 tenth year at Prescott Memorial School. I am honored to lead our outstanding team in the 2024-2025 school year.

Prescott Memorial School is a small, friendly school located in Washington, Maine and has an enrollment of approximately just over 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 2024-2025 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 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

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	Susan Pillsbury	Katherine Frost -OT Rebecca Stephens-PT

Regular Education Staff:

Pre-K	Kindergarten	Grade 1	Grade 2	Grade 3
Tami Casas	Michelle Bourque	Samantha Esancy	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	TBD	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	TBD	Linda Van Vranken

Support Staff:

Custodians	Food Services	Bus Drivers
Patty Thibodeau	Dawn Pendleton	Myrna Soule TBD

Calendar

REGIONAL SCHOOL UNIT 40 | 2024-25 CALENDAR

JULY '24						
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 '25						
S	M	T	W	Th	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	E	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

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

21 student/21 teacher days

AUGUST '24						
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	W	W	W	30	31

27 Workshop Day
28 Workshop Day
29 Workshop Day

0 student/3 teacher days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	E	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	

5 Early Release Day
17 Washington's Birthday
17-21 Winter Break

15 student/15 teacher days

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	E	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
3 1st Day Grades 1-9
4 1st Day Grades 10-12
9 1st Day Pre K - K
18 Early Release Day

20 student/20 teacher days

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	E	6	7	8
9	10	11	12	13	W	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Early Release Day
13 Trimester 2 Ends
14 Workshop Day

20 student/21 teacher days

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	W	12
13	H	15	16	17	18	19
20	21	22	E	24	25	26
27	28	29	30	31		

11 Workshop Day
14 Indigenous Peoples Day
23 Early Release Day

21 student/22 teacher days

APRIL '25						
S	M	T	W	Th	F	S
		1	E	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	V	V	V	V	26
27	28	29	30			

2 Early Release Day
4 Quarter 3 Ends
21 Patriot's Day
21-25 Spring Break

17 student/17 teacher days

NOVEMBER '24						
S	M	T	W	Th	F	S
					W	2
3	4	5	E	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	W	H	V	30

1 Workshop Day
8 Quarter 1 Ends
6 Early Release Day
11 Veteran's Day
26 Trimester 1 Ends
27-29 Thanksgiving Break
28 Thanksgiving Day

16 student/18 teacher days

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	E	7	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

8 Early Release Day
26 Memorial Day

21 student/21 teacher days

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	E	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				

11 Early Release Day
23-31 Holiday Break
25 Christmas Day

15 student/15 teacher days

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	E	W	14
15	*	*	*	H	*	21
22	*	*	*	*	*	28
29	30					

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

9 student/10 teacher days

If there is a delay on an early release day, the early release will be cancelled.

175 student/183 teacher days Approved 4/11/24

Attendance, Absence, Arrival, and Dismissal

Attendance

General Procedure:

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

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

Excused Absences are limited to the following circumstances:

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

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

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

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

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

Dismissals

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

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

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.

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

ARRIVAL AND DISMISSAL

2024-25 School year -

Arrival

- **8:30-8:45 Student Drop Off - no earlier than 8:30 a.m**
 - 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 buses 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.**

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. Once we have started to load the buses, parents will have to park in the side parking lot.
- **3:15** - Students load buses

Tardiness

School begins at **8:45**. 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 arrive late to school must check-in in the main office before attending class.

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.

Truancy

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

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

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

As required by law, the following procedure will be followed when a student is truant.

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

See Policy: [JHB - Truancy](#)

School Cancellation Announcements

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

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

Student Behavior and Expectations

General Procedure:

The following is a summary of the district's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies for more information about the expectations and consequences.

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

RSU 40 Core Values and Beliefs include:

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

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

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

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

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

PRESCOTT'S 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.

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.

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.

- **Snacks**

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.

System Wide Student Code of Conduct

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

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

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

Violence and Threats

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

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

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

Bomb Threats

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

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

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

Weapons

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

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

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

Hazing

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

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

See Policy: [ACAD - Hazing](#)

Discrimination and Harassment/Sexual Harassment

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

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

See Policies:

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

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

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

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

Bullying and Cyberbullying

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

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

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

See Policies:

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

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

Drug and Alcohol Use

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

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

See Policies:

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

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

Tobacco Use

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

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

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

Questioning and Searches

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

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

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

See Policies:

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

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

Suspension and In-School Suspension

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

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

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

Expulsion

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

No student will be expelled from school except by action of the Board. Following a proper

Investigation and hearing, and in accordance with the Board's districtwide disciplinary policies, the Board may expel a student if found necessary for the peace and usefulness of the school, as provided in 20-A M.R.S. §1001(9) and (9-A).

See Policies:

[JKE - Expulsion of Students](#)

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

Detention and Office Detention

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

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

School Technology and Internet Use

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

Technology equipment is provided for student use to meet learning objectives. The use of technology with students creates many opportunities for learning and responsible use is an important part of that learning. The district recognizes the need to partner with families to inform and educate students on the appropriate use of technology; including the topics of online safety, privacy, and cyber-bullying.

Students receive information on technology use at school and the district provides Internet content filtering, in accordance with federal law, for students while accessing the school's network. School staff will supervise student use of computers in the classroom but be aware that no filtering is fool-proof and supervision may not prevent all instances of inappropriate use or access to objectionable content. Please talk with your student about appropriate use of technology. A good resource for families is Common Sense Media (www.commonsensemedia.org).

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

See Policies:

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

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

Cell Phone Use & Student Electronic Devices

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

The following requirements are expected of all students:

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

School Issued Computer/Device

Students in grades 1-5 have access to a chromebook for their educational use during the school year. Students in Kindergarten have access to iPads.

Chromebooks used outside of the school network (at home) will provide some content filtering of the Internet as "safe search" is enabled but no filtering is 100% reliable and families are required to monitor student access to the Internet.

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.

Students are responsible for the general care of their assigned Chromebook. If a student has a Chromebook that is broken or fails to work properly they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

In the event of damage to a student's chromebook that is deemed to be the result of misuse, abuse, or has been done intentionally, the student and parent will be responsible for any repair or replacement costs incurred. These charges are not to exceed the replacement cost of the items themselves as listed below.

Chromebook Replacement/Repair Fees:

Chromebook:\$200.00

Replacement Charger: \$15.00

Keyboard:\$ 15.00

Screen: \$20.00

More specific information about student's responsibility with their chromebooks can be found in the [Chromebook Care and Use Guidelines](#).

See Policies:

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

[I|NDB-R - Student Computer/Device and Internet Use Rules](#)

[I|FCK - Student Use of Privately-Owned Electronic Devices at School](#)

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

Dress Code

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

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

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

The dress code makes no distinctions regarding gender or gender identity.

Staff members will report any dress code concerns to an administrator, rather than directly addressing dress code issues with students.

Dress code concerns will be handled privately and respectfully with a student by an administrator.

Class time will not be interrupted by dress code concerns.

- Dress code issues will not be documented in the behavior record of a student.

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. All children are expected to go outside for school recess except in rainy or very cold weather (10 degree wind chill or colder). 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, mark/destroy school property, disruptive to learning, 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.

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

Electronics & 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.

Gifts to Staff

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

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

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

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

Student Health and Safety

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

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

Guidelines For When To Keep Your Child Home

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

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

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

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

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

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

If a student attends school with any of the above symptoms, school personnel may call 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.

Immunization Requirements

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

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

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

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

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

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

instruct them to self-medicate and the parent/guardian must submit the required paperwork to the school nurse.

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

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 Insurance

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

Symptom Protocols

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

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

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

exclude any person attending or working in a school until the Department determines that a public health threat no longer exists.

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

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

Comprehensive Health and Safety and Emergency Management Plan

Each school in the district has developed comprehensive plans for emergencies. In addition to fire drills, schools are now prepared and practice both evacuation and lockdown procedures. Instruction regarding evacuation of the school building in case of a fire or another emergency is regularly provided. Fire drills are held frequently. At the beginning of the school year, drills are announced and demonstrated to primary students. Later they are held without notice. Every effort is made to help students realize the seriousness of fires. Such matters as warning signals, proper exits, and evacuation routines are carefully planned and are made known to the children. Please make sure to update the emergency contacts as those listed have access to make decisions for and pick up your child.

School Counseling

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

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

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

Provided their professional obligations permit disclosure, school counselors and social workers may also disclose confidential student information gathered during a counseling session to other school personnel when such disclosure is necessary for those personnel to do their jobs, in the event they become aware of a planned or actual violation of school rules or policies, if required to do so by law, and in other appropriate situations after consulting with building administration.

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

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

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.***

Student Records

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

Student Records and FERPA

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

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

- Health records
- Registration information
- Emergency information
- Evaluation results by school personnel and outside agencies

- Samples of work reports of teachers
- Special Education, (IEP)
- Test results
- Progress reports or grades

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

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

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

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

See Policies:

[JRA - Student Records and Information](#)

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

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

Directory Information

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

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

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

See Policy:

[JRA - Student Records and Information](#)

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

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

Transfer of Student Records

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

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

See Policy:

[JRA - Student Records and Information](#)

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

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

ParentSquare

ParentSquare is RSU 40's communication platform for families. Through ParentSquare, families will receive both emergency notifications, including school cancellations and delays, and general information regarding events at schools. Families will also have the option to schedule parent/teacher conferences and sign permission forms through ParentSquare. Register your account by using the email address you have provided your school and download the ParentSquare app for iPhone or Android. More information may be found on the technology page of the district website (<https://rsu40.org>).

Infinite Campus

Infinite Campus is the system we use throughout the district to track attendance. At the middle and high school, teachers also use Infinite Campus for the grade book. As a parent/guardian, you have access to information about your student(s) in the district through your own Infinite Campus login. All parents will find their student's attendance information and their class schedule. For students in grades 7-12, parents can find information about grades for their student, as well as assignments (where used by teachers).

Section 504 Eligibility & Services

Please see Board policies IHBA, IHBA-R, and IHBA-B for a complete overview of guidelines related to 504 eligibility and services.

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

At Prescott Memorial School, the 504 Building Coordinator is Crystal Boucher. Any questions about Section 504 referral, eligibility or services can be referred to the 504 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 504 Building Coordinator.

Special Education

Referrals

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

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

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

See Policy:

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

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

[IHBAB - Referral to Private School](#)

Response to Intervention Team

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

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

See Policy:

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

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

[IHBAB - Referral to Private School](#)

Individualized Education Programs

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

The Individualized Education Program team (IEP team) is a committee that is made up of parent(s)/guardian(s), student's teacher(s), a building administrator, a special education teacher, and other specialists as needed. The responsibilities of the IEP team are to determine eligibility for students to receive special education services due to a disability that interferes with the child's learning, develop appropriate individual education programs for students with special needs, and monitor each child's special education progress. Individuals, ages 3-22 years, who have a disability impacting their ability to access their education are eligible for special education services

See Policy:

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

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

[IHBAB - Referral to Private School](#)

Removal of Disruptive/Violent/Threatening Students

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

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

See Policies:

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

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

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

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

Transportation

General Procedure:

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

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.

Conduct on School Buses

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

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation, as permitted by law.

See Policies:

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

[EEAA - Student Bus Transportation](#)

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

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

Co-Curricular and Extra-Curricular Activities

General Procedure:

Eligibility requirements for participation in co-curricular activities are the same as extra-curricular activities.

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.

Co-Curricular and Extra-Curricular Code of Conduct

Students must follow all Board policies and school rules while participating in athletics and co-curricular activities. In addition, a separate Athletic Handbook has been developed governing the behavior of students participating in extra-curricular activities. Students who violate policies and school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

See Policy:

[II - Co/Extracurricular Student Activities](#)

Parent Involvement Opportunities

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.

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.

See Policy:

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