Union Elementary School Handbook
2026-2027

For Students and Families

RSU 40 Vision, Mission & Values -

Vision:
Inspire students to achieve life-long success.

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

Values:
• Ensure the safety and well-being of all 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

Clint Rankin, Principal
Allison Davis, Administrative Assistant

Union Elementary School
1070 Union, Maine 04862

(207) 785-4330
Website: RSU40.org

August 2026

Dear Union Elementary School Students and Families,

As a community we set high expectations for all our students. The 2026-2027 *Union Elementary School Handbook* has been purposely prepared to clearly outline all of our school procedures and expectations to ensure everyone's shared success. Please take advantage of the information provided here to become even more informed about how we operate and all we have to offer at Union Elementary School. Most importantly, if you have any questions, we encourage you to reach out as we are always here to support you.

Our goal is for all to feel welcome at our school as we dive into learning together. You belong here. We extend our best wishes to you for a productive and exciting school year. Lot's of exciting things are happening and we look forward to working together in the coming year!

Sincerely,
Dr. Rankin
Principal

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, the 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 (RSU 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.
Check this link for RSU40 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

General UES Information

- School District Contacts
- Union Elementary School Staff List
- School District Calendar
- Office Hours
- Registration
- Breakfast / Lunch / Snacks
- Parent Notification
- School Programs
- Emergency Contact Information
- ACE Before and After Care
- Typical Daily Schedule
- Parent Involvement Opportunities
- School Events

Attendance, Absence, Arrival, and Dismissal

- Absences and Absence reporting
- Dismissals
- Tardiness
- Truancy
- "No school" announcements and/or remote days
- School Specific Rules and Information for MVHS Attendance

Student Behavior and Expectations

- Student Code of Conduct
- Discrimination/Harassment Complaint Procedure
- Hazing
- Drugs/Alcohol
- Tobacco
- Bomb Threats
- Weapons
- Violence/School Safety
- School Technology Use; Internet Use
- Cell Phone Use & Student Electronic Devices
- Dress Code
- Gifts to Staff
- Bullying and Cyberbullying
- Questioning and Searches
- Adult Students
- Deliveries to Students

Student Discipline

- Suspension
- Expulsion
- Recess Information for Pre K-5

Student Health and Safety

- Health Office
- Dental Health
- Hearing and Vision Screenings
- Sunscreen / Insect Repellent
- Dressing for the weather
- Record Keeping Of Student Health Records
- Medication
- Collaborative Agreement for Administration of Epinephrine
- School Insurance
- Accident Response Protocols
- Symptom Protocols
- Fire Drills and Lockdowns
- Immunization Requirements
- Physicals
- Counseling / Social Work

Student Records

- General Information
- Family Educational Rights and Privacy Act (FERPA)
- Directory Information
- Transfer of Records
- Websites
- Parent Square
- Infinite Campus

Special Education

- Referrals/Resources
- Response to Intervention (RTI) Team or Student Assistance Team (SAT)
- Section 504 Eligibility and Services
- Individual Education Plan (IEP) Programming
- Removal of Disruptive/Violent/Threatening Students

Transportation

- General Information

General UES Information

1. School District Contacts

Regional School Unit 40
Friendship · Union · Waldoboro · Warren · Washington

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 Daniel Welch, Superintendent of Schools Karen Overlock, Adm. Assistant, ext. 236	**Assistant Superintendent Office** Danielle Fagonde, Assistant Superintendent Kayla Tesseo Adm. Assistant, ext. 225 Celeste DiMuro, ELL Blair Brown, Gifted & Talented ext. 242 Kathy Kearney, Gifted & Talented	**Finance Office** Karen Pike, Business Manager Hollie Linscott, Payroll & Benefits, ext. 233 Megan Linscott, Accts. Payable, ext. 234 Kayla Tesseo, Adm. Assistant. ext. 225 Storm Hendrickson, Food Service Director, ext. 241
Health Office Michelle Cooney, R.N. Heather Emerson, R.N. Alison Leavitt, R.N. Sherri Vail, R.N. Catrina Genthner, Adm. Assistant (207) 785-2277 x224 (207) 785-3119 (fax)	**Office of Special Services** Penelope Christ Director of Special Services Ashley Bissonnette Assistant Director of Special Services Jennifer Brooks, Adm. Assistant, ext. 227 (207) 785-2277 (207) 785-3124 (fax)	**Facilities** Brian Race, Facilities Director Sarah Davis, Adm. Assistant. ext. 239 (207) 785-2277 (207) 785-3119 (fax)
Technology Ian McKenzie, Director of Technology (207) 832-5389 ext.146	**Adult Education** Tekia Cox, Director of Adult Education (207) 785-2277 x238	**Transportation** Brian Race,, Transportation Director Ernie Vannah, Assistant Transportation Director Sarah Davis, Adm. Assistant. ext. 239 (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** Shawn Strack, Principal Jamie White, Assistant Principal Autumn Overlock, 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 Debra Oliver, 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** Clint Rankin, 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** Daniel Joseph, Principal Matthew Carlson, Assistant Principal Maida Cordero Assistant Principal Matt Lash, Athletic Director Lisa Gunn, Secretary Kaley Malloy, Secretary Jessica Nelson, Attendance Ashley Olsen, 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 Joshua Snyder, Principal Julie Sanborn, Assistant Principal Jana Benner, Secretary Julie Vigue, Secretary	318 Manktown Road Waldoboro, Maine 04572 (207) 832-5028 (207) 832-5710 (fax) School Hours: 7:30-2:00		

2. **Union Elementary School Staff List**

Office Staff:

Administration	Office Staff	Health Staff	Guidance
Clint Rankin, Principal	Allison Davis	Michele Cooney	Kayleigh MacFarlane

Special Education Staff

Resource Room (K-6)	Interventionist	Occupational Therapist	Speech Therapist	Physical Therapist	Psychological Examiner
Kim Bruno	Michelle Bourque	Marissa Eldridge	Susan Pillsbury	Rebecca Stephens	Frank McCabe

Regular Education Staff:

Pre-Kindergarten	Kindergarten	1st Grade	2nd Grade
Megan Skidgel	Kristi Todd	Karen Isaacs	Kimberly Purcell
3rd Grade	**4th Grade**	**5th Grade**	
Erica Brown	Kayla Donlin	Fallyn Burnaska	
Art	**Music & Band**	**PE**	
Mia Robles	Beth Zdrojowy	Paul Slovenski	

Educational Technicians:

Pre-Kindergarten	Regular Education	Library
TBA	Katie Boynton Laurie McDaniels	Bernadette Barrows

Supplemental Instruction Staff:

Library Media Center	Gifted and Talented	ELL
Jamie Beal	Katheryn Kearney	Celeste DiMuro

Support Staff:

Custodian	Food Service
Dean York	Don Hannan

School District Calendar

REGIONAL SCHOOL UNIT 40 | 2026-2027 CALENDAR

JULY '26

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

AUGUST '26

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	W	W	W	28	29
30	31					

25 Workshop Day
26 Workshop Day
27 Workshop Day

3 teacher days

SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	V	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	E	24	25	26
27	28	29	30			

1 1st Day Grades K-9
2 1st Day Grades 10-12
4 No School
7 Labor Day
8 1st Day Pre K
23 Early Release Day

20 student/20 teacher days

OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	W	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	E	29	30	31

9 Workshop Day
12 Indigenous Peoples' Day
28 Early Release Day

20 student/21 teacher days

NOVEMBER '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	E	19	20	21
22	23	24	W	H	V	28
29	30					

11 Veterans Day
18 Early Release Day
25 Workshop Day
25-27 Thanksgiving Break
26 Thanksgiving Day

17 student/18 teacher days

DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	E	10	11	12
13	14	15	16	17	18	19
20	21	22	V	V	H	26
27	V	V	V	V		

9 Early Release Day
23-Jan 2 Holiday Break
25 Christmas Day

16 student/16 teacher days

JANUARY '27

S	M	T	W	Th	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	E	14	W	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Years Day
Dec 23-Jan 2 Holiday Break
13 Early Release Day
15 Workshop Day
18 Martin Luther King, Jr. Day

18 student/19 teacher days

FEBRUARY '27

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						

3 Early Release Day
15 President's Day
15-19 Winter Break

15 student/15teacher days

MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	W	13
14	15	16	E	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Workshop Day
17 Early Release Day

22 student/23teacher days

APRIL '27

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	V	24
25	26	27	28	29	30	

7Early Release Day
19 Patriot's Day
19-23 Spring Break

17 student/17 teacher days

MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	E	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

12 Early Release Day
31 Memorial Day

20 student/20 teacher days

JUNE '27

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	W	*	*	H	19
20	*	*	*	24	25	26
27	28	29	30			

9 Graduation
14 Last Student Day (Early Release)
Workshop Day
19 Juneteenth
* snow days

10 student/11 teacher days

If there is a delay on an early release day, the early release will be cancelled. 175 student/183 teacher days Approved 3.5.26

3. **Office Hours** The school office is staffed from 8:00 a.m. to 4:00 p.m. on school days and for one week prior to school opening and one week after closing.

4. **Registration** Parents of new students or students transferring to Union Elementary School must register online through the RSU40.org page. All pupils entering Maine schools for the first time are required to present birth certificates. This must be done within 60 days after the entrance date. Proof of current immunizations is also required as well as proof of residency.

5. **Breakfast/Lunch/Snacks** Breakfast and lunch will be held in the gym and will once again be free to all students. Your child may bring a cold lunch and purchase milk or bring his/her own beverage. A choice of low-fat white or chocolate milk will be offered. Students who get milk with their cold lunch will be charged for that milk per USDA Federal Regulations. The menu is sent home at the beginning of each month.
   Snack: All classrooms provide a time during the day for snacks. *Healthy snacks are encouraged.* **Gum, candy, soda, "Energy" drinks, and other caffeine drinks are not allowed.**

6. **Parent Notifications** ParentSquare is our district-wide notification system. ParentSquare allows you to receive phone, email and text message communications from Union Elementary School, including attendance calls and school cancellation or delay information in addition to other types of general communications. ParentSquare will also allow teachers to message whole class announcements. The ParentSquare system is part of our cost saving "Go Green" initiative where families may select an electronic method of receiving certain notifications. You will receive more information from us regarding the ParentSquare Notification System. For more information or to download the app please visit the ParentSquare page on the RSU 40 homepage.

7. **School Programs**
   UES received a Certificate of School Approval from the Maine Department of Education. This status indicates UES meets all the criteria for school programming as outlined by State Law (Common Core State Standards - Maine Learning Results). UES programming includes, but is not limited to the following: science, social studies, math, language arts, music, art, health and physical education, and guidance. We also offer library time where students may borrow books or magazines for one week at a time. Gifted and Talented services are also offered after a thorough review of all relevant data which meets the eligibility requirements. More information can be found on the district website containing GT services. RSU 40 does a universal screening at the end of the third grade, using the most recent NWEA scores as the objective screening tool.

8. **Emergency Contact Information**
   An emergency contact information sheet will be sent through Parent Square during the first week of school each year. Please complete it promptly. Please notify the school secretary of any changes of address, home, work, or cell phone numbers, or childcare, so that you or your designee may be reached quickly in case of emergency.

9. **ACE Before and After School Care**

- ACE: UES will once again offer before and after school child-care. Before school times are from 7:00am-8:30am and after school times are 3:15pm-5:30pm. Please contact Stacey Fowler at 701-8407 or email stacey_fowler@rsu40.org for more information.

10. **Typical Daily Schedule**

    8:30 Students Arrive
    8:30-8:45 Breakfast
    8:45 Homeroom attendance check-in. Students who arrive after 8:45 will be considered tardy.
    3:15 Parent pick up
    3:25 Bus pick up

11. **Parent Involvement Opportunities**

    At UES, we seek to become a collaborative unit of staff, students and parents. Staff are held to involve all parties in reducing barriers to student success. We welcome parent contact and parent involvement and urge families to reach out to us with any questions or concerns.

    Additionally, the teachers of various courses may reach out when chaperones are needed for field trips or for on campus after school events. Volunteers must submit the volunteer application form annually in order to work with students and staff. You can find it on our school website under documents in the resources section. Volunteer Form.

    The building administrators have the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school related business or who may disrupt the operations of the school.

    Please refer to RSU 40 Board Policy KBF Parent Involvement with Title I for more information for students to whom this applies.

12. **School Events**

    All school rules apply at all school sponsored activities: field trips, assemblies, game nights, etc.

    Students must be present at school in order to attend all school events. Students on in-school or out-of-school suspension may not attend school events during that time.

Attendance, Absence, Arrival, and Dismissal

Absences and Absence Reporting

Our attendance procedure follows the RSU 40 Board Policy JEA Compulsory Student Attendance. The faculty and administration of UES, together with the RSU 40 School Board, believe 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
- 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.

School Specific Rules and Information for Attendance, Absence, Arrival, and Dismissal

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:

1. 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.
2. 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.
3. 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.
4. Fever: Your child may attend school with a temperature less than 100 degrees.
5. 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.**

Please call the office at 785-4330 on the day of the absence and explain the reason for missing school. We have an answering machine so you can call and leave a message at any time. If you foresee a prolonged absence (for example, a hospitalization) please contact the office as soon as your plans are made. 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 line between excused and unexcused absences is an important one as it relates directly with our Truancy Policy. 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.** 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. The 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).

The following non-exhaustive list provides reasons for absenteeism and tardiness that are **NOT** excusable according to state law: oversleeping, trips not approved in advance, shopping, missed school bus, hunting or fishing, birthday or other celebration.

The UES school day begins with breakfast from 8:30am-8:45am. If you transport your child and would like them to have breakfast please arrive at 8:30 a.m. Students who arrive after 8:45am will be considered tardy. The school day ends at 3:15pm. Parent pick up is at 3:15pm and buses arrive at 3:20pm.

Please refer to RSU 40 Board Policy JEA Compulsory Student Attendance for more information.

Dismissals

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.

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

Please refer to RSU 40 Board Policy JEA Student Dismissal Precautions for more information.

Tardiness

Excused/Unexcused Tardiness
Students must check in at the main office and obtain a pass if they are late in arriving at school.

Truancy

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

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- If the intervention plan does not correct the student's truancy, the Superintendent 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.

- Prior to notifying local law enforcement authorities, the Superintendent will schedule at least one meeting as required in Section 3.C above and may invite a local prosecutor.

- 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.

- 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 will notify the Board of the truancy.

Please refer to RSU 40 Board Policy JHB Truancy for more information.

No School Announcements

Five snow days are built into the 2026-27 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 local radio and television stations.

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

Student Behavior and Expectations

Student Code of Conduct

The following is a summary of the school unit'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 School Board of RSU 40 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.
The RSU 40 Core Values and Beliefs are:

- 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 and/or RSU 40 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 athletics, extra-curricular, and co-curricular activities.

At UES we work hard to teach, reteach, and model behavior expectations throughout the school. The following links show the various documents we use to help students develop self-regulation strategies with the overall goal of creating a safe and positive learning environment for all students:
3-6 Reflection Sheet , K-2 Reflection Sheet, Office Referral

Dissemination of 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 and/or other means selected by the Superintendent and building administrators.
Please refer to RSU 40 Board Policy JIC System-Wide Code of Conduct for more information.

Discrimination and Harassment/Sexual 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.

Please refer to the following RSU 40 Board Policies for more information:
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

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 extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

Please refer to RSU 40 Board Policy ACAD Hazing for more information.

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.

Please refer to the following RSU 40 Board Policies for more information:
JICH Drug and Alcohol Use by Students
JICH-R Drug and Alcohol Use by Students Procedure

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.

Please refer to RSU 40 Board Policy ADC Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices for more information.

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.
Please refer to RSU 40 Board Policy JICIB Bomb Threats for more information.

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 and/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.
Please refer to RSU 40 Board Policy JICIA Weapons, Violence and School Safety for more information.

Violence and School Safety

Students will not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/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.

Please refer to RSU 40 Board Policy JICIA Weapons, Violence and School Safety for more information.

School Technology Use; 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 www.commonsensemedia.org. Parents should familiarize themselves with the district policies on technology use that are posted on our website, www.rsu40.org.

UES students in grades K-5 are each issued a device for their educational use during the school year. Students leaving the district must turn-in the device issued to them by their last day. Devices are turned in when requested by school administration.

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 not be covered under the district policy and may result in families being billed for replacement cost.

Google Apps for Education

RSU 40 creates student accounts in G Suite for Education Core Services to be used for educational purposes. The Google Core Services include Google docs, Google sheets (spreadsheets), Google Slides (presentation software), and Google Forms.

At the high school, students also have access to Google Education Mail. Google Education Core Services do not require parental permission as RSU 40 provides consent for Core Services on parents' behalf under the district's G Suite for Education Agreement and Data Processing Amendment. The G Suite for Education Privacy Notice describes how Google collects and uses information with G Suite for Education accounts. As stated in this Privacy Notice, for G Suite for Education users in Primary/Secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Account) to target ads.

Google Additional Services (those outside of the Google Education Core Services) require consent for minor users: G Suite for Education requires in its agreement (section 2.5) that

schools obtain parent or guardian consent for any Additional Services they allow students under the age of 18 to use.

Most Additional Services are governed by the Google Terms of Service and Privacy Policy, and some Additional Services also have service-specific terms. Please see this Core and Additional services comparison chart.

There are times when teachers want their students to access selected Additional Services for educational purposes and for that, we will provide a permission form through ParentSquare, seeking parent/guardian permission for students to access the following Additional Services: YouTube, Google Maps, Google Books, Google Bookmarks, Google Earth, Google Photos, Science Journal, and Google Cloud Print.

Students may use **school** computers, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students will comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

Please refer to the following RSU 40 Board Policies for more information:
JFCK Student Use of Privately Owned Electronic Devices at School
JFCK-R Student Use of Privately Owned Electronic Devices at School Procedure
IJNDB Student Digital Device and Internet Use
IJNDB-R Student Digital Device and Internet Use Procedure

Cellphone Use & Student Electronic Devices

The following requirements are expected of all students regarding cell phones.

- 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.
    - During classes and school activities, all such electronic devices must be turned off.
    - The only exception to this rule is when a teacher specifically authorizes students to use privately owned electronic devices for a specific purpose or the use of the device is expressly stated in a student's Individualized Education Program (IEP) or 504 plan for a specific purpose.

- 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.

- 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 and/or illegal is prohibited.

- 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.

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

Please refer to the following RSU 40 Board Policies for more information:
JFCK Student Use of Privately Owned Electronic Devices at School
JFCK-R Student Use of Privately Owned Electronic Devices at School Procedure
IJNDB Student Digital Device and Internet Use
IJNDB-R Student Digital Device and Internet Use Procedure

Dress Code

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

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

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

What is not allowed?

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

Please refer to RSU 40 Bord Policy JICA Student Dress for more information.

Gifts to Staff

All gifts to staff shall 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.

Please refer to RSU 40 Board Policy KCD Public Gifts/Donations to the Schools for more information.

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:

- Has, or a reasonable person would expect it to have, the effect of:
  - Physically harming a student or damaging a student's property; or
  - Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Interferes with the rights of a student by:
  - Creating an intimidating or hostile educational environment for the student; or
  - 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
- Is based on:
  - 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 predisposition, religion, ancestry, or national origin) or other distinguishing personal characteristics (socioeconomic status; physical appearance; weight; or family status); or
  - A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;
  - That has the effect described in subparagraph A or B above.

Please refer to the following RSU 40 Policies for more information:
JICK Bullying and Cyberbullying in Schools
JICK-R Bullying and Cyberbullying in Schools Procedure

Questioning and Searches

The School 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.

Please refer to the following RSU 40 Policies for more information:
JIH Questioning and Searches of Students
JIH-R Questioning and Searches of Students Procedure

Deliveries to Students

Because of the number of students in the school and the desire to make class time as valuable as possible, we discourage special deliveries of food, drinks, and flowers to students during the school day. We seek to keep interruptions to a minimum for the smooth operation of the school.

Lost and Found

Lost and found items should be turned in at the main office. If a student finds an item that is not allowed in school, it should be turned in to the nearest teacher and/or administrator.

Student Discipline

Suspension and in-School Suspension

The school board may authorize the principal to suspend students up to a maximum of 10 days for infractions of the school rules, except that a school board may not authorize a principal to suspend a student who is enrolled in grade 5 or below except as provided under subsection 9-A (Gun Free School Zone).

Students *may* be assigned additional disciplinary consequences (i.e. lunch in the office) as well as the restorative measures (i.e. cleaning the bus or bathroom wall for graffiti). Every effort will be made to ensure that all disciplinary responses include some degree of reparation designed to promote learning from the experience.

Please refer to RSU 40 Board Policy JKD Suspension of Students for more information.

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).

Please refer to the following RSU 40 Board Policies for more information:
JKE Expulsion of Students
JKE-R Expulsion of Students Procedure

Recess Information for Pre K - 5

Maine Statute requires all school administrative units to provide at least 30 minutes of daily physical activity for all students in kindergarten through grade 5. The bill provides that a teacher may restrict a student from engaging in physical activity if the physical activity presents a danger to the students or other or if the restriction is consistent with the student's individualized education program. For practical purposes, we may use recess time to investigate allegations of misbehavior as part of the student's due process and/or use that time for restorative practices including, but not limited to resolving peer conflicts in a timely fashion.

Student Health and Safety

Health Office

- Union Elementary School has a certified school nurse one day per week.

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

At the beginning of each school year, families are asked to fill out an emergency sheet update online. 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.
Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

Dental Health

Tooth Protectors

Tooth Protectors is a program that comes to the elementary schools twice a school year. Tooth Protectors are able to offer the full services of a dental hygienist at the school and accept most dental or health insurances. Permission slips are sent home at the beginning of the school year and are available by calling the school office.

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.

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 repellant (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

Dressing for the weather

Recess is designed to provide a break for students. Each class has a daily recess. All children are expected to go outside for school recess except in rainy or very cold weather (10 degree wind chill or colder). Appropriate clothing for the changing seasons is recommended. See "Dress Code" section for more details. Please label all outerwear including boots, shoes, hats and mittens with your child's name. Winter coats are available for those students who need them; please call the office or the school counselor for assistance. Hats and mittens made by community volunteers are available.

Record Keeping Of Student Health Records

A confidential health record will be maintained on each student so that an ongoing history of each student's health may be available to those staff members who are directly involved with the student. Significant health problems, as well as any condition which might affect the student in school, will be noted. These records are kept in the RSU 40 District Health Office. Health staff may be reached at 785-2277. ***Please be sure to notify the school in the event that there are changes in your child's health.***

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-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'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 child's physician. The student's physician must instruct the student to self-medicate and the parent/guardian must then return the required paperwork to the school nurse.

Medication must be in the <u>original container</u> and clearly labeled with:

- Name of the student
- Name of the medication
- Name of the physician
- Dosage
- Date of original prescription and instructions for administration.

Parent responsibilities:

- Instruct the child to self-administer his/her own medication under supervision if appropriate;
- Provide the appropriate number of dosage of medication;
- Provide a written order from the student's physician including:
- student's name
- name of medication
- dosage amount and when it is to be given
- date prescribed; date of expiration
- doctor's name
- possible acute side effects
- signature of parent or guardian granting permission for trained school personnel to administer medication

Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

<u>Collaborative Agreement for Administration of Epinephrine</u>

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

Collaborative Agreement: Administration of an Epinephrine Auto-Injector

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

RSU 40 District School Nurses May:

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

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

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

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

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

Kevin Davey, MD

Steve Nolan, RSU 40 Superintendent

Karen Brackett, RSU 40 Director of Special Services

Approved by:

Linda Jacoby, RN, RSU 40 District Nurse

Sandra Lufkin, RN, RSU 40 District Nurse

Sherri Vail, RN, RSU 40 District Nurse

Date: 4-3-18

Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

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.[JBC1]

Serious Accidents

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

- 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.
- 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.
- If the parent is unavailable, the principal or his/her representative will decide what additional emergency help is required.

Symptom Protocols

All persons under quarantine will be excluded from school and school activities. Quarantine regulations established by the Department of Health will be observed. The school nurse will be responsible for notifying the Department of Health 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 and/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 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.
Please refer to RSU 40 Board Policy JLCC Communicable/Infectious Diseases for more information.

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

School staff are trained in emergency procedures each year. These procedures are practiced with students. Staff review and practice crisis response. Elementary schools are required to perform 10 evacuation drills per year.

- **Fire:** Students exit the building under the direction of their teacher. Students remain with their teacher for attendance at a designated area listening carefully to any further directions that may be given for safety.

- **Lockdown:** Students and staff remain in the room, locking doors and windows and closing shades when available. They are directed to shelter quietly until provided with an all clear direction or they are attended to by emergency personnel or law enforcement personnel.

- **Evacuation:** Immediate evacuation will follow the same procedures as a fire drill while in other cases, depending upon the crisis, students may be directed to home bases for further evacuation instructions.

Immunization Requirements

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.

Please refer to RSU 40 Board Policy JLCB Immunization of Students for more information.

Physicals

Physicals for athletes are offered by the LincolnHealth nurse practitioner prior to the start of school or during school hours. Please call the school's health office (207) 832-5566 for more information.

Counseling / Social Work

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 social workers and counselors 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; and/or to comply with the requirements of Title 22, Chapter 1071 of Maine's Revised Statues, a school counselor or school 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 social workers or counselors 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 social workers and counselors 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.

Visitors / Volunteers

All visitors/parents are required to check in at the main office to receive a pass. Parents must call in advance if they want to see a specific class or teacher. This visit, however, must be approved in advance. Volunteers must submit the volunteer application form every 5 years in order to work

with students and staff. You can find it on our school website under documents in the resources section. Volunteer Form.

The building administrators have the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school related business or who may disrupt the operations of the school.

Student Records

General Information

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

All other persons, agencies or organizations desiring access to school records, and who have legitimate educational reasons shall be required to sign a written form which shall be kept permanently within the cumulative file of the student, and the Special Education file (for the special education student).

Family Educational Rights and Privacy Act (FERPA)

An accurate cumulative student record shall 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 shall include, but not be limited to, the following:

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

RSU 40 will comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

The Family Educational Rights and Privacy Act (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.

Please refer to the following RSU 40 board policies for more information:
JRA Student Records and Information
JRA-R Student Records and Information Procedure
JRA-E Annual Notice of Student Records and Information

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 Oct. 1st of the current school year. Please refer to RSU 40 Policy JRA for additional information.

Please refer to the following RSU 40 board policies for more information:
JRA Student Records and Information
JRA-R Student Records and Information Procedure
JRA-E Annual Notice of Student Records and Information

Transfer of 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).

Please refer to the following RSU 40 board policies for more information:
JRA Student Records and Information
JRA-R Student Records and Information Procedure
JRA-E Annual Notice of Student Records and Information

Websites

RSU 40 Website
RSU 40 Policies

ParentSquare

ParentSquare is RSU 40's communication platform for families. Through ParentSquare, families will receive both emergency notifications (school cancellations and delays) and general information regarding events at schools. Families will also have the option to schedule parent/teacher conferences and sign permission forms through ParentSquare. Register your

account by using the email address you have provided your school and download the Parentsquare app for iphone or android. https://www.parentsquare.com/signin
More information may be found on the district website's Technology Page.

Infinite Campus

Students and parents should use Infinite Campus to access attendance, academic progress, and lunch balances. Please contact the MVHS main office regarding your password.

Special Education

For any questions or concerns regarding the special education program, please contact Karen Brackett, Director of Special Services at 785-2277, ext. 227.

Referrals

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

Regardless of the source of the referral, a referral will be considered received by the 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.

Please refer to the following RSU 40 board policies for more information:
IHBAA Referral/Pre-Referral
IHBAA-R Referral Procedure and General Education Interventions
IHBAB Referral to Private School

Response to Intervention (RTI) Team / Student Assistance Team

The Response to Intervention (RTI) Team or Student Assistance Team (SAT) 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.

Please refer to the following RSU 40 board policies for more information:
IHBAA Referral/Pre-Referral

IHBAA-R Referral Procedure and General Education Interventions
IHBAB Referral to Private School

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 education. Each building in the District has a designated Building Coordinator for Section 504.

At Medomak Valley High School, the 504 Building Coordinators are Assistant Principals Maida Cordero (current juniors and seniors) and Matt Carlson (current freshmen and sophomores). Any questions about Section 504 referral, eligibility or services can be referred to the Building Coordinator. RSU 40 has a Section 504 handbook [JBC1] 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.

Please refer to the following RSU 40 board policies for more information: ***See Policy:***
IHBAA Referral/Pre-Referral
IHBAA-R Referral Procedure and General Education Interventions
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Special Education - Individualized Education Programs

The Individualized Education Program team (IEP team) is a committee that is made up of you and/or your spouse, 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 3-20 years, who have a disability impacting their ability to access their education are eligible for special education services

Please refer to the following RSU 40 board policies for more information:
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 will take appropriate action. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy.

The school unit 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 and/or the parent believes the student may present a substantial likelihood of injury to himself/herself 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.

Please refer to the following RSU 40 board policies for more information:
IHBAA Referral Procedure and General Education Interventions
JKAA Use of Physical Restraint and Seclusion
JKAA-R Procedures on Physical Restraint and Seclusion
JKF Disciplinary Removal of Students with Disabilities

Transportation

General Information

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

To further assure the safety of students, parents are requested to observe the following:

- 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.

- 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.

- Children riding the bus to school are to be ready at the proper stop in the morning.

- 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.

- 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.

- In keeping with our priorities to maintain student safety, students below third grade may not be dropped off in the afternoon without an adult or older sibling present to greet them. If there is nobody there, the student may be returned to the school.

Please refer to the following RSU 40 board policies for more information:
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