

WCS Student Handbook

Dear WCS Parents, Guardians, and Students:

Welcome to the 2024/2025 School Year at Warren Community School! Mr. Hastings and I are excited to be joining you as partners in your children's education. We look forward to meeting each of you as we begin the year and get acquainted with what lies ahead for our school community in the coming months.

This handbook explains our policies and procedures, which have been developed so that everyone can have the best possible chance for success. Take time to read through the handbook together with your child(ren).

Our policies and procedures have been written to support MSAD 40's core beliefs:

- Everyone is an individual with special gifts, talents, and needs.
- Everyone is important and has much to offer.
- Building a sense of community is integral to our student's optimal development.
- A well rounded education, full of experiences is critical to student's success.
- Education and learning are collaborative responsibilities of parents, school personnel, community members, and students.
- Everyone learns in their own way, at their own pace. We aim to push kids to their potential while also respecting each learner as an individual.
- Learners need and deserve a safe learning environment.
- The learning environment needs to stimulate and engage the learner.
- Change is inevitable. Changing the learning environment should be based on best practices and meaningfully involve all members of our learning community.

We welcome you as partners in our "most excellent adventure". If you have any questions you can call us at 207-273-2001 or stop by the office anytime!

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

Anti-Discrimination Statement

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

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Introduction

Warren Community School Staff List

Office Staff:

Administration	Office Staff	Health Staff	School Counselor
Justin Kangas (P) Scott Hastings (AP)	Nicole Willis Michelle Flaherty	Heather Emerson	Sara Pfahler

Special Education Staff:

Clinical Coordinators	Day Treatment Teachers	STEP Program
Annie Gray (Social Worker) Kellie Burgess (BCBA)	Stacey Fowler (K-2) Jasmine Ambridge (3-6)	Madison Sturks (K-6)
Resource Room (K/3)	Psychological Examiners	OT/PT/Speech
Lisa Reibel (K-3) Beth Pope (4-6)	Lela Sisk Frank McCabe Heather Halsey	Katherine Nook Frost (OT) Rebecca Stephens (PT) Mary Beaster (SP)

Regular Education Staff:

Pre-Kindergarten	Kindergarten	1st Grade	2nd Grade
Wanda Gamage-Wyman Staci Rytky-Smith	Teresa Blachet Christine Roling Lori Taylor	Janet Drost Jamie Clair Laura Straub	Jerod Drost Rachel Glynn Sheila Mullin
3rd Grade	4th Grade	5th Grade	6th Grade
Amanda Overlock Gail Tardif JoDell Warren	Calvin Morin Steve Jacoby Jacqueline Woodruff	Jan Costigan Rachel Siegel	Joslyn Couch Kenny Belyea
Art	Music	PE	Spanish
Crystal Priestley	James Boyd	Adam Newell	Sarah Street
Health			
Casey Widdecomb			

Educational Technicians:

Day Treatment (K-2)	Day Treatment (3-6)	STEP Program	General Education
Heather Emerson Keisha Jameson Zoe Gammon Taylor Yattaw-Dinsmore April Berry	Ben Cooke Kelly Tracey Tricia LaMagna	Kim Durkee Crystal Young Jennifer Grindle Michelle Kondraki Jill Ganz	Maureen Benner Alyssa Willey Shelley Richardson
Resource Room	Library	Pre-Kindergarten	Health Office
Liz Smith	Cindy Norwood	Deven Hargrove	DeAnn Vigue

Supplemental Instruction Staff:

Literacy Interventionists	Gifted & Talented	Technology	ELL
Sharon Walker-Spencer Susan Davis	Katheryn Kearney Blair Brown	Clayton Race Matthew Kopishke	Linda Van Vranken

Support Staff:

Custodians	Food Services		
Mark Jennings Cameo Sampson	Jill Lee Trudy Hanan Pam Read		

Please remember that staff can be emailed by using the following format:
firstname_lastname@rsu40.org

Curiosity + Empathy + Responsibility + Safety
“Take Care of Yourself
Take Care of Each Other
Take Care of This Place”

Attendance, Absence, Arrival, and Dismissal

Attendance

General Procedure:

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

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

Excused Absences are limited to the following circumstances:

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

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

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

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

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

Dismissals

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

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

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

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

Tardiness

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

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.

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.

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: [IICIA - 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, ACAA, 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. 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 in grades 9-12 may use privately owned electronic devices between class periods and during lunch periods. Care must be taken to use such devices in a manner that does not interrupt the activities of others.
3. Students may use privately owned electronic devices while traveling for school activities to the extent allowed by bus/van drivers or employees chaperoning trips.
4. 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.
5. 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.
6. 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.
7. 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.

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:

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

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

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

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

Dress Code

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

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

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

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

What is not allowed?

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

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

Gifts to Staff

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

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

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

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

Lockers and Backpacks

Student lockers are the property of the school. Lockers may be inspected at any time by the principal/designee. Students are responsible for any item found in their lockers. If the item found is not allowed in the school, the student may be penalized. Any lost or stolen item is the sole responsibility of the student.

Students may not use locks to secure lockers.

Student Health and Safety

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

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

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

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

Immunization Requirements

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

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

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

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

Medication

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

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

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

School Insurance

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

Symptom Protocols

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

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

A certificate from the attending physician is required before any quarantined person returns to school. The Superintendent or the school nurse must give permission before the person is readmitted to school. Persons who have a communicable disease that does not require quarantine will be excluded from school as prescribed by law, or will observe other protective procedures according to recommendations issued by the school physician/designee. In the event of an actual or threatened outbreak of a communicable disease or other public health threat, the Department of Health and Human Services may exclude any person attending or working in a school until the Department determines that a public health threat no longer exists.

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

See Policy: [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.

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 use Infinite Campus for the gradebook. 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). If you are unsure how to login to the [Infinite Campus portal](#) please reach out to your school office.

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 Warren Community School, the 504 Building Coordinator is Scott Hastings. 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.

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) or guardian(s) sends a note or telephones the school. Please try to call the school prior to 2:30 p.m. The office is very busy at the end of the school day. Changes to bus transportation also must be communicated to the main office by the parent/guardian. Please make every attempt to communicate dismissal changes by 2:30.

Morning Drop Off:

Parents are encouraged to use the middle lane of the parking lot to drop their student(s) off next to the crosswalk that goes across the bus lane. The parking lot is typically staffed by multiple people from 8:20-8:45. Parents are also able to choose a parking spot and walk your child(ren) to the front of the school. Please do not drop your child off on or near the road.

Please note that k-6 students dropped off between 8:20-8:30 will be held in the lobby and supervised by staff. If possible, parents are encouraged to arrive for drop off between 8:30-8:45 to limit the number of students waiting in the lobby.

Afternoon Pick-up:

Dismissal at WCS begins at 3:05. Parents are encouraged to use the car pick-up line to pick up their child(ren) between 3:05-3:20. When using the car line, please show your number to the staff member who will communicate with the main office to dismiss your child(ren). If you do not have a number, please be prepared to communicate your name. If you need a number, please contact the main office. Numbers will only be given to parents/guardians. Please note that from 3:05 to approximately 3:15, the bus lane is used for pick-ups. At 3:15, the pick-up line will shift to the middle lane in the parking lot. Please follow the directions of the staff member at the entrance to the parking lot. When in the bus lane, please continue to move all the way down the car line only stopping when you get to the very end of the sidewalk. When using the middle lane, please stop in the middle of that lane next to the crosswalk that crosses the bus lane.

Multiple staff members are present in the parking lot at dismissal to assist all student(s). It is very helpful to teach your children the color and type of car they should be looking for so staff can help. Please do not leave your car in the pick-up line to find your student. Also, if your child needs help buckling, please pull to the back of the parking lot or into a parking spot to assist them there. This helps keep the line moving and limits cars backed up into the road.

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

1. A note must be sent by the parents or a phone call received if the child is NOT going home on the regular bus. Otherwise, the child will Board the bus as usual. Blanket permission for a certain afternoon each week is allowable, but written instructions from the parent/guardian must be complete and specific. This note will be checked by the office staff and the bus driver notified.
2. Children are to be unloaded from the bus at their regular stop only unless the parent has made other arrangements and the school and the bus driver have been notified.
3. Children riding the bus to school are to be ready at the proper stop in the morning.
4. No child is to be released from the bus into the custody of anyone, without the parent's and driver's consent. If you wish to meet your child at school, please go to the school office and sign your child out at dismissal time.
5. Bus drivers are responsible for discipline on the bus. Misconduct on the bus may lead to loss of bus riding privileges. Parents will be notified in writing or a phone call about warnings and loss of riding privileges. Other rules and regulations for bus passengers are found separately in RSU 40's bus policy.

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:

[IICC - 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.

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

General Procedure:

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

- Smoking in the school building or anywhere on school grounds is prohibited
- We ask that you refrain from using your cell phones, including texting, while chaperoning or volunteering, as it distracts from the learning at hand and takes the focus off the students that are being supervised by you
- All volunteers and visitors must sign in at the office and wear a volunteer/visitor tag before entering the classrooms

- ❑ We do not allow volunteers to bring other children with them into the classrooms (please make arrangements accordingly)

Parents, Teachers, and Friends of WCS (PTF):

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

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

See Policy:

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