

*Mill Stream Elementary School
Student/ Parent/ Guardian Handbook
2018-2019*



*Mill Stream Elementary School
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Norridgewock, Maine 04957
Phone: (207) 634-3121 Fax: (207) 634-4294*

District Website: www.msad54.org

Affirmative Action Policy

It is the policy of MSAD 54 to ensure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, sexual orientation, marital status, age, handicap, or religion in accordance with all federal and state laws and regulations relative to discrimination. Sexual harassment is recognized as a form of sexual discrimination.

Asbestos Hazard Emergency Response Act (AHERA)

MSAD 54 is in compliance with all Asbestos Hazard Emergency Response Act (AHERA) regulations. Copies of these regulations are available in the main office of our schools upon request. The current status of our schools is also in the folder, which states locations and conditions of these materials. The folders and information they contain may be viewed in the offices only and may not be removed from the schools.

Attendance/Dismissal/Tardy Procedures

Students are expected to be in school except for the following reasons, which are excusable by law:

- Illness
- Appointments
- Religious holidays
- Emergency family situations
- Approved planned absences for personal or educational reasons.

Students who have been absent from school must present a signed note with the reason for absence from a parent/guardian to the office upon returning to school (a doctor's note may be required.) Parents/guardians are asked to call the school if their child is absent. The school will call parents/guardians when students are absent from school. Students who will be out due to a planned absence should notify the office and teachers one week prior to leaving in writing. Students are responsible for making up missed work within a reasonable amount of time for any absence. Work may be requested for students who are absent for two or more consecutive days. Parents/guardians are encouraged to contact teachers when a student accumulates more than five (5) days of absence during any one trimester/quarter.

Please note: Beginning in the 2018-2019 school year, families will receive a phone call from their child's classroom teacher after their child's third and fifth absences from school. We care about our students and want to work with families to build relationships that best support our students during their time at Mill Stream Elementary School.

Students are asked to be on time for each school day. Tardiness creates a disruption in the educational process. Tardy students are expected to be signed into the office by a parent/guardian, explaining the tardiness as legitimate. Regular unexcused tardiness may lead to disciplinary action. Truancy (excessive unexcused absence) violates state and local laws and is a serious offense. This situation will be brought to the Superintendent's attention. If it is necessary for students to leave school early, they must have written permission to do so from a parent/guardian and be signed out in the office.

Assemblies

Students may have the opportunity to attend several assemblies throughout the year. Students are expected to behave appropriately during assemblies.

Bicycles

Students should park their bicycles in the racks provided as soon as they arrive at school. Bikes should be locked at all times when parked at the school. The school cannot assume responsibility for bicycles. No bicycle riding is permitted after your child arrives at school until school is dismissed at the close of the school day. Students are not to ride their bicycles on the walkers' path. Safe riding rules for bicycles should be followed at all times.

Bomb Threats

No student shall make, or communicate by any means, verbal or nonverbal, a threat that a bomb has been, or will be, placed on school property. Administration will hand down severe penalties to a student engaging in this type of action. Administration will notify law enforcement of any bomb threat. Parents will be responsible for the expense to the school. The MSAD 54 School Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. In the event of a school evacuation, district school buses will transport all students to the high school in Skowhegan to continue with the educational process. (Policy: EBCC)

Bullying

Bullying is defined as any physical act or gesture or any verbally, written, or electronically communicated expression that intends to physically harm a student, damage a student's property, place a student in reasonable fear, or substantially disrupt the instructional program; is so severe, persistent, or pervasive that it creates an intimidating, hostile, educational environment for the student who is bullied. (Policy: JICK)

Building Use

Public organizations may submit requests to use the school's facilities to host events. The appropriate paperwork may be obtained in the main office. In certain circumstances, a nominal fee may be charged, and for larger events where a custodial presence is required, organizations will be required to pay for custodial support. The final decision regarding building use will be made at the discretion of the Superintendent of Schools.

Bus Safety

All students should behave responsibly and safely while riding on the school bus. Misbehavior on the bus is a serious distraction to the bus driver and could result in an accident. Any student who chooses to disrupt or interfere with the physical safety of others may have bus-riding privileges revoked.

Classroom Placement

The placement of students in classrooms is an incredibly time-consuming and complex process involving classroom teachers, specialists, parents, and the principal. Parents are invited to share information on specific needs (such as learning style) which will guide us in completing this process. **Please do not request specific teachers and please remember that the best classrooms are heterogeneously mixed.** We must continue to find a balance between individual needs and the whole classroom makeup. With this in mind, we will try diligently to place your child in the appropriate classroom setting to assure the best environment for his/her learning.

Computers

Student Computer and Internet Use and "Cyber Safety" (Policy: IJNDB)

MSAD 54's computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with the school unit's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision may be appealed to the Superintendent.

Violations of this policy and MSAD 54's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

MSAD 54's computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

"Cyber Safety"

MSAD 54 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although MSAD 54 takes precautions to supervise student use of the Internet, parents should be aware that MSAD 54 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety ("cyber safety"), MSAD 54 also educates students about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyber bullying awareness and response.

The Superintendent is responsible for implementing this policy and the accompanying "acceptable use" rules and for documenting student Internet safety training. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit's computer system.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Student Computer and Internet Use Rules (Policy: IJNDB)

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or other appropriate administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. **Use for Non-School-Related Purposes** – Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers, including the

cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

D. Student Security

A Student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. If a laptop is lost or stolen, this must be reported to the Technology Director immediately. If laptop is stolen, a report should be made to the local police and Technology Director immediately.
4. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
5. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
7. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
8. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Parental Acknowledgement Required

Students and their parent/guardian must sign and return the Computer/Internet Access Acknowledgement form before students can use any school computers. (Policy: IJNDB)

Daily Schedule

7:35 a.m. Bus Students Begin Arriving
7:50 a.m. All Remaining Students Begin Arriving
8:00 a.m. Breakfast for All Students in Classrooms
8:15 a.m. School Begins (Students arriving after this time are considered tardy.)
10:50 a.m. – 11:40 a.m. Kindergarten Lunch/Recess Sessions
11:25 a.m.-12:15 p.m. Grades 1 and 2 Lunch/Recess Sessions
12:00 p.m.-12:50 p.m. Grades 3 and 4 Lunch/Recess Sessions
12:35 p.m.-1:25 p.m. Grades 5 and 6 Lunch/Recess Sessions
2:15 p.m. Dismissal Begins

Students must report directly to the playground upon arrival to school. **For safety reasons, our school will not release children to anyone other than parents or legal guardians unless written permission is received. If a last-minute change is necessary, please call one hour prior to dismissal. We cannot make changes after 1:30 p.m.**

Detention

Students may be required to remain after school for detention. Students who require an after-school detention will only stay when the parent/guardian has been notified, either by phone or by note. Twenty-four hour notice will be given for students, unless other arrangements have been made with parents. Pupils kept after school will be supervised. The parent or guardian is responsible for transportation home after the detention.

Discipline Procedures

School behavior rules are set for two reasons; safety for all and to insure an environment conducive to learning. We cannot permit anyone to interfere with these two basic rights. Students should be well-behaved in school and comply with all policies and regulations. They should respect and obey all persons in authority and be ready to accept the consequences for their own actions. When breaches of discipline occur, professional personnel are authorized to use reasonable and appropriate means to correct it. As a last resort, suspension may be administered by the building principal. The student is accorded all due process rights when an act necessitates suspension. At Mill Stream we have adopted *The Mill Stream Elementary School Ways* to guide our children and promote pro-social social behaviors that our school community lives by. Mill Stream Elementary School students:

- Are respectful of people and property
- Practice courtesy at all times
- Come to class on time and prepared to learn
- Solve conflicts appropriately

Please review *The Mill Stream Elementary School Ways* on our school website or when they come home with the first day papers.

Dress/Clothing Guidelines

It is expected that students, with their parents'/guardians' guidance, will use good judgment when dressing for school. Students' attire should be appropriate and functional. Clothing deemed inappropriate includes, but is not limited to the following items:

- Cut-off shorts
- Shorts (must reach the end of the child's finger tips when he/she rests their hands on their upper leg) and sandals may be worn prior to November 1st and after April vacation.
- Hats, head scarves, hoods and bandanas may not be worn in-doors. Please note: Several hat days are held throughout the school year.
- Open sided tank tops or open back garments
- Tops with thin ("spaghetti") straps or tops that show the belly
- Heavy chains worn around the neck or on wallets
- Spike necklaces
- Tees, tops, or other articles which contain references to alcoholic beverages, drugs, tobacco products, or contain suggestive or offensive language.
- Pajamas are not to be worn to MSES
- Skirts may be worn with the same rule for shorts. The hem must fall at fingertips when students' arms are extended downward at their sides.
- No student should have any part of their undergarments in view at any time.

Students will be required to replace an inappropriate shirt or turn the shirt inside out if it is worn. Parents or guardians may be called. During the winter months, parents should make certain that their children are dressed properly since they are expected to be outside during recess. Factors such as the outside temperature, wind chill, and the condition of the playground are considered before a decision for outside recess is made.

Appropriate dress will be determined at the sole discretion of administrators. Age and maturity level will be taken into account and the students who violate this policy may be subject to disciplinary action.

Drug/Alcohol/Tobacco Policy

Since the use of chemical substances (including tobacco and alcohol) is dangerous to students, the use, possession or sale of such substances at school or at any school activity is strictly forbidden. Any student found in possession of tobacco, drugs, drug paraphernalia, and/or alcohol or found to have used tobacco, drugs, or alcohol prior to arriving at school, during the school day, or at any school function will be suspended from school for up to ten (10) days at the discretion of the principal. If a law is broken, the appropriate authorities will be notified. In all instances, parents/guardians will be informed. (Policy: ADC)

Electronic Devices

Electronic devices such as personal stereos, CD players, cell phones, video games, etc., can be distracting to the learning process; they also lead to problems when lost, damaged or stolen. Devices will be stored in lockers/cubbies/backpacks during the school day. Such devices will be taken from students if used during school hours and may be picked up in the office at the end of the school day. The school is not responsible for damaged or stolen items.

Emergency Drills

By law, MSAD 54 is required to participate within emergency drills each school year. These drills include, fire, lockdown and evacuation drills. Please feel free to contact the school if you would like further information regarding our emergency drills.

Emergency Information

Parents need to supply the school with emergency numbers, after-school arrangements, and hospital/doctor preferences. Parents are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment. This information is of critical importance when we need to contact parents/guardians regarding their child due to injury, sickness, or educational progress.

Field Trip Information

During the course of the year, teachers may plan trips to enrich the academic program. For trips involving travel by bus, parents will be notified about any particular information involving lunches, costs, and departure and arrival times. The teacher(s) may request volunteer chaperones. Per school board policy IJOA, parents will be informed of field trips that take place within the regular school day. Parents will be informed of the trip details. Parent permission is required if the field trip will occur before or after the regular school day or if private vehicles need to be used. Please note: If your child's bus-riding privileges have been revoked, your child will not be able to ride a bus to the field trip until a meeting is held with the transportation director and the superintendent of schools.

Firearms and Weapons:

Students have the right to attend school in a safe environment. Weapons such as firearms, knives, and switchblades may never be brought on the school property. Objects, including those not designed as weapons (such as bats, belts, school supplies, etc.), may not be used to inflict or threaten bodily harm or intimidate, coerce, or harass. (Policy JICIA, 20-A M.R.S.A. 1001 (9A) 6552, 7-A M.R.S.A. 2.9; 12 A Gun-Free School Zone Act of 1997)

Grading System

At Mill Stream, there are three ranking periods called trimesters. At the mid-point of each trimester, a progress report will be sent home outlining each student's progress in all subject areas. These progress reports are to be signed and sent back to school as such communication between home and school is vital to each student's success. Report cards are issued to students three times during the school year: November, March, and June.

*Please Note: The district is working to update its reporting system. As updates occur, parents/guardians will be informed.

Guidance

The elementary guidance program is designed to support students in all aspects of life through working together with the student and his or her teachers and parents. Some of our guidance services include: classroom guidance lessons, small-targeted groups, conflict resolution, brief individual counseling, and connecting families with community resources. Our guidance counselor is available to help with any academic, behavioral, emotional, developmental, or other concerns. Parents who would like information or who wish to speak with the counselor about their child should feel free to contact the counselor at 634-3121 to arrange an appointment.

Gum

Students are restricted from chewing gum while at school. The careless disposal of gum in drinking fountains, on furniture, floors, and on school supplies presents sanitation and cleaning issues as well as costly repair bills. Gum may be allowed during standardized testing and if allowed, will be closely monitored by the staff.

Harassment Policy

MSAD 54's policy recognizes the right of each employee and student to a working and learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based on race, color, sexual orientation, religion, age, national origin, or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment include:

1. unwelcome sexual advances, gestures, comments, or contact,
2. threats,
3. offensive jokes,
4. ridicule, slurs, derogatory actions or remarks,

5. basing employment decision or academic decisions affecting students on practices of submission to harassment.

Health/Medicine

Our Mill Stream nurse is exceptionally busy. She will be on duty on Mondays and Thursdays. Our capable office staff performs routine medical duties on the other three days of the week.

If your child is to be excused for medical reasons from any class activity, including physical education, the school requires a written statement from a doctor. When your child is physically able to resume class activities, a similar statement is required. Students must have a doctor's note clearing them for activity BEFORE they return to normal activities.

Immunizations: Maine State Immunization law requires that all students in grades K-12 be immunized against Diphtheria, Pertussis, Tetanus (DPT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR) and Varicella. A copy of completed immunizations should be presented at time of registration or parents/guardians should arrange to have this information faxed to the school prior to registration, marked "attention school nurse". This information can be faxed directly to the school at 634-4294.

Medications: No medication may be transported on the bus by a student. All medications must be delivered to the school nurse by a parent or guardian and the proper medication forms completed. (Exceptions: please see Inhalers, Epi-pens and Glucagon section below)

Non-prescription medications/short-term prescriptions (10 days or less): must be brought to the RN by a parent/guardian in the original container indicating the name of the student, medication, dosage and instructions. No medication will be given by school personnel unless the school has written permission from the parent AND a written order is received from the licensed physician.

Prescription Medications: that need to be administered during school hours must be brought to the RN in the current prescription container that indicates the student's name, doctor's name, medication, dosage and administration instructions. Upon request, your pharmacist will provide you with a second labeled medication bottle for school. No medication will be given by school personnel unless the school has written permission from the parent AND a written order is received from the licensed physician.

Inhalers, Epi-pens, Glucagon: The student may transport these emergency medications with them on the bus **ONLY** after the school nurse has been notified and the proper forms completed by the parent. The bus company responsible for transporting the student must be notified that the student will be carrying emergency medication on the bus. The parent is responsible for notifying the bus company.

Health Screenings: The school nurse conducts the following screenings during the school year. A parent or guardian may decline screenings on their child by submitting a signed and dated letter indicating their philosophical or religious reason and by submitting the letter to the school nurse to be placed in the student's permanent health record.

Vision and Hearing Screenings: K, 1, 3, 5 and 7th grade. Results will be reported to the parent/guardian only if an MD referral/follow-up is recommended.

Highly Qualified Teacher (HOT)

MSAD 54 provides this information to fulfill our obligations under the "Parents Right to Know" requirements of the federal No Child Left Behind Act (NCLB). Under these requirements, teachers must meet general qualifications, as well as, the specific requirements of the subject they are teaching. This means we will inform parents whenever a teacher who does not meet the new federal definition of "Highly Qualified" teaches a child for four consecutive weeks. Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment. We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reforms, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's certification requirements. All of our teachers have college degrees, and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities. Our teachers are evaluated each year to ensure that their teaching skills remain at the highest possible level. Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have a deadline established.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact your child's principal if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Homework

Homework will be assigned to students at the discretion of the classroom teacher. Educational goals and curriculum chosen will account for varying amounts of time being spent on homework by different students. (Policy: IKB)

Insurance

School insurance is available to all students. A packet will be available for each student during the first week of school in the fall. The purchase of this program is optional. Completed insurance forms are returned to the insurance carrier who supplies the school with a list of insured. The school does not pay medical bills of children who are injured in an accident at school.

Legal Custody

Today, schools are becoming increasingly concerned about cases involving the question of legal custody. According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act." **Parents who have sole custody rights must file a copy of the court order with the school. Without this order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office.**

Both parents have the right to review the educational records of the child, regardless of custody, unless there is a court document which specifically denies this or parental rights altogether. Both parents may pick up the child from school, visit the classroom, etc. unless there is a court document which bans access by one parent or gives one parent full custody. Thus, the school may not honor the request of one parent to block access of the other unless there is a supporting court document.

A copy of the applicable section of the court document, which limits access to one parent or awards full custody, should be kept in the child's school record file. If a parent can document that he/she has full custody, the school will honor his/her wishes regarding the non-custodial parent's access to the child. It is the responsibility of the non-custodial parent to inform the school of his/her name, address, and phone number if he/she wishes to be consulted regarding the student through a mailing list. A court order can negate this right.

Library

We encourage students to use the library as a resource center. Our library educational technician is available to assist students in finding reference material. Teachers may send students to the library to do individual work or students may be part of a class accompanied by a teacher. All students will receive library skills instruction as a part of their school experience.

Lockers (Grades 3-6)

Lockers are issued to students at the beginning of the year. Lockers are the sole property of MSAD 54 and may randomly be searched at any time. Students are responsible for keeping their lockers clean both inside and out. All personal belongings should be labeled with the student's name. Jackets, coats, and book bags are to be stored in the locker during the day.

Lost and Found

Students should turn in all found items to the main office. The lost and found box can be found in the lobby. All unclaimed items are donated every two weeks.

Lunch

Mill Stream offers a class "A" food service program. At the beginning of each year, parents may apply for free or reduced rates. The federal government establishes income guidelines for eligibility. All parents are asked to complete the eligibility form as the applications affect our federal and state funding. If at any time during the school year a family feels it is eligible for free or reduced-price lunches, an application may be submitted to the school. Each family who applies will be notified as to whether or not it qualifies. If the application is rejected, the family may appeal the decision. If necessary, the food service personnel will contact the parent/guardian regarding overdue lunch money, to communicate our policy, or to clear up any misunderstandings.

We offer free nutritious meals in compliance with federal guidelines. **The lunch and breakfast for ALL students is FREE!** Extra milks or students purchasing milks to go with lunch will pay an a la carte price of \$0.60. All meals include (1) one milk. Additional milks 60 cents. If your child prefers cold lunch and wants a milk free of cost, they must choose a milk, a fruit and one other item. The GREEN form provided regarding lunch MUST be completed this year in order to receive the free lunch benefit for our school.

Money is collected daily or weekly and placed in each student's account. Students have photo ID cards which are used for charging milks. All ID's look the same. When a student has a delinquent account of \$6.00 or higher, you will be notified by the central office and the child will be served a sandwich and milk until you can make arrangement for payment.

****Milks for cold lunch will be considered al-a-carte at 60 cents per milk.**

All prices are subject to change, pending any changes in Federal guidelines. Students who prefer may bring their lunch from home. All students will be required to remain at the school during lunchtime.

Messages

To keep classroom interruptions to a minimum, the secretary will only relay personal emergency messages during class time. Messages can be left with the office staff or phone calls and emails may be sent directly to the student's teacher.

Moving or Transferring

Parents/guardians are asked to notify the school if the student will be moving in order for records to be processed and forwarded to the student's new school.

Newsletters

Parents/guardians can expect bi-weekly newsletters from the schools to help keep them informed of current events. These are posted on the school website. Parents will also be given the option of receiving an electronic copy of the newsletter.

Parental Concerns

From time to time parents may have concerns that require attention. The following procedure should be followed:

- 1- Meet with your child's teacher and to discuss your concern.
- 2- If your concern has not been resolved to your satisfaction, make an appointment to discuss it with the principal.

When we all work together, students have a great year!

Parent/Guardian Rights and Responsibilities

1. Parents are encouraged to initiate contact with their child's teacher(s) with any concerns that may arise.
2. Parents are urged to share with us any information that will enable us to offer your child the best education possible.
3. Parents can be supportive of their children's formal education by showing interest in their child's school day. Talk to them about what they did in school, go over any papers they bring home, ask them about their writing and what books they are reading at school.
4. Parents should help students be responsible for all books and equipment they use. The parent or child will be expected to pay for any lost or damaged books or equipment.
5. Please help us with the safety of your child coming and going from school.
6. Please provide any change of address, phone number, guardianship or other pertinent information in a timely fashion to the school office.
7. Call the office in the morning if your child is going to be absent. Write a note if your child is changing their normal going home plans.
8. Parents have the right to examine all relevant records pertaining to the identification evaluation and educational placement of their child.
9. If the child is a state ward, an individual may be assigned to act as a surrogate parent in order to protect the rights of the child.
10. Parents shall receive written notice of any proposed change or initiation of identification evaluation or educational placement of their child before that change is initiated.
11. Parents have the right to appeal any proposal relating to the identification, evaluation or educational placement of their child.
12. Parents have the right to a due process hearing before an impartial hearing official; obtain and present an independent educational evaluation; be represented by legal counsel; examine all records pertaining to placement at least 24 hours in advance of the hearing; present medical, psychological, and educational testimony, and to cross examine witnesses; to receive a verbatim record of the hearing; to receive a written decision within 30 days of the hearing, and to appeal that decision through the courts. The child has the right to remain in his educational setting pending hearing and appeal.

Parent/Student/Teacher Conferences

Conferences are scheduled for the fall of each year and are designed to bring the parent/guardian and student together to share strategies and plan for each student's education. Parents who would like to meet with teachers are welcome to call at any time during the school year to schedule an appointment.

Parking

When dropping off or picking up your child, please use the traffic circle to do the following:

- pull up, stop and student exits the vehicle and enters the playground or building drive away from the traffic circle either via the exit or into the visitor parking area.
- pull up, stop and student enters the vehicle
- pull away and exit the traffic circle after picking up your child, carefully avoiding other pedestrians.

NO PARKING is allowed for ANY period of time in the traffic circle. We have designated parking for visitors in the main parking lot right next to the traffic circle. Please park your vehicle in that area when escorting your child to or from school.

PARKING SAFETY CONCERNS include vehicles parked in the traffic circle on BOTH SIDES at any time. Vision is obscured making it unsafe for students or staff or visitors to cross into the parking lot or to a waiting vehicle. We MUST insist that everyone follows this rule. We understand this means you may be forced to park on the street. At Mill Stream Elementary, STUDENT SAFETY comes first. Please help make sure everyone is safe by following these rules. Thank you for your attention to this matter.

Party Invitations

If your son or daughter is having a birthday party or some other social gathering, please do not have the child issue invitations at school unless everyone in the class is to be invited. At this age, children can be so easily hurt if they feel “left out”. Invitations given to only a few students should be issued from home, not at school.

Physical Education Attire

Clothing for physical education classes should be non-restrictive. Shorts, sweatpants, t-shirts, jerseys, or sweatshirts are suggested. Sneakers and socks are mandatory.

Physical Restraint and Seclusion

MSAD 54 has established a policy for the use of physical restraint and seclusion as required by Maine statute. See policy JKAA: Use of Physical Restraint and Seclusion as well as policy JKAA-R: Procedures on Physical Restraint and Seclusion

Plagiarism

Students may not represent as their own work any materials obtained on the Internet or from other resources (such as term papers, articles, music, etc.). When information from sources are used in student work, the author, publisher and web site must be identified. Student grades will be impacted if plagiarism has taken place.

PTG (Parent Organization)

The PTG is an educational group of parents and teachers who seek to support home, school, and community on behalf of our students. Our PTG meets on the first Tuesday of each month from 6:00-7:00 p.m. at Mill Stream Elementary School. Watch the school newsletter for notices about upcoming meetings and scheduled events. We are always looking for people who want to become more involved in our schools. Please contact any of the PTG officers for ways that you can become involved. (President: Liza Hight; Vice President: Karen Noe; Secretary: Rebecca Lafaiiali; and Treasurer: Jill Alves) **The important thing to remember is: Involved parents DO make a difference.**

Response to Intervention (RTI)

The Response to Intervention Team (RTI) is designed to help students who are experiencing academic, social, or emotional difficulties. The RTI can involve the parent(s) or guardian(s), classroom teachers, school counselor, nurse, special education teachers, special intervention services and principal or designee. Referrals are accepted from staff members and parents. The team reviews the student’s situation and brainstorms intervention strategies. Support for the student and staff members continues until the situation is resolved or special education referrals commence. The RTI sometimes serves as a prelude to a Special Education referral.

Scholastic Book Clubs

Scholastic book orders are often sent home to families on a monthly basis. If you choose to purchase items from the book order, it is important to note that we are not able to accept cash. Money orders and checks are acceptable if they are made payable **DIRECTLY** to the book company and not to the school. Thank you for your cooperation and understanding.

School Cancellation/Delay

If it is necessary to cancel or delay school, announcements will be made before 6:00 a.m. For school cancellations or delays, an announcement will be made on the following radio and television stations. Radio Stations are: WTOS, WQMR, WSKW-Skowhegan, 92 Moose, WABK- Gardiner, WKTJ- Farmington. The following Television Stations are: Bangor channels 2 and 5, Portland channels 6, 8, and 13. Unscheduled closings due to equipment failure or the like may also occur. Your help in listening for those announcements (rather than calling the school office) will be deeply appreciated. **Any extra-curricular events which have been scheduled on these days will automatically be cancelled.**

The procedure for announcing one hour or two-hour delays would be the same as for closing school for the day or an early dismissal. Announcements are made on the same TV and Radio Stations as usual. Buses and start times will be one hour or two hours later than normal. We believe that this approach will be helpful in causing less disruption for parents than an all-day closing on days where the extra time will allow for safe transport to school. Decisions to hold school or not are made for safety

reasons. We realize that weather and road conditions vary widely around the district. You, as parents or guardians, are the best decision-makers regarding road conditions where you live.

Security

Our school is always locked. You must press the call button on the pad on the brick wall to the **LEFT** of the entry doors at the front of the building. The **FIRST** door will unlock after identifying yourself to the office staff. The doors have been marked for reference. Once inside, please proceed immediately to the office located to your right. You must get a visitors' badge to enter the building. All staff and students are trained to stop and re-direct anyone without a badge to the office. Security cameras are in use around the building, as well.

Thank you in advance for your cooperation and assistance in making our school as safe as possible.

Student and Education Records and Information Rights

The Family Educational Rights and Privacy Act (FERPA)

Provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost determined by policy.

Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

MSAD 54 must obtain a parent/eligible student's written consent before Disclosure of personally identifiable information in education records except in circumstances as permitted.

1. Directory Information – MSAD 54 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want MSAD 54 to disclose directory information must notify the Superintendent in writing by October 1st or within thirty days of enrollment, whichever is later.
2. Military Recruiters/Institutions of Higher Education – Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the MSAD 54 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want MSAD 54 to disclose this information must notify the Superintendent in writing by October 1st or within thirty days of enrollment, whichever is later.
3. School Officials with Legitimate Educational Interests – Education records may be disclosed to school officials with a "Legitimate Educational Interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.
4. Other School Units – As required by Maine law, MSAD 54 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).
5. Other Entities/Individuals – Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

The office that administers FERPA is located at:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Student Services

Special Education Programs:

Special Education services and related services are available to any student who has been identified as a person with a handicapping condition by an Individualized Education Plan (IEP) Meeting. IEP's are developed to address the student's individual educational needs. Other support services such as speech therapy, occupational/physical therapies, counseling, and services for students with vision and hearing impairments are also available for these identified students.

Migrant Education services are educational services beyond the regular classroom program. This service is available to students whose parents are classified as migrant.

Title I services are educational services beyond the regular classroom instruction in the areas of math and reading. This program supplements the regular program and is available to those who qualify under Title I guidelines. Complete policies regarding Title I are on file in the office.

504 Plans are for students who do not qualify for special education services yet have a physical or developmental disability that falls under federal legislation for a 504 plan. School administration will follow up and work with parents to set up and implement these plans if a student has a qualifying condition.

Gifted and Talented Program Gifted and talented coordinators will work with teachers and parents to assess if students qualify for this program and then work with the school staff and administration to create learning experiences.

Homeless Support: MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS

If you need further assistance with your educational needs, contact: **Local Liaison(s):** Dan Hylan – Skowhegan Area High School 474-5511 or Erica Thompson – Special Services Dept. 474-7424

Substitutes

From time to time, it may be necessary for students to have a substitute teacher. It is important to remember that students are expected to be courteous, to be cooperative, and to behave. Substitute teachers are given a substitute handbook to abide by when working for the district.

Textbooks

School materials, equipment, and books are essential sources for ideas, information and knowledge. School materials issued to a student become that student's responsibility. Textbooks should be treated with care and respect. Some teachers require them to be covered at all times. Students may be asked to pay a replacement fee if books are lost or badly damaged.

Visitors and Volunteers

We welcome visitors to our schools. Persons who wish to visit during school hours should make advance arrangements through the classroom teacher and the office. All visitors and volunteers should sign in to the office when entering/leaving the building. Upon entering the building, visitors/volunteers need to go to their specific destination. Parents and others who wish to volunteer are encouraged to do so. We are very thankful for all the hard work that our volunteers do and highly encourage participation in this effort. All volunteers will be asked to complete a volunteer form. Volunteers will be asked to read and sign a confidentiality agreement in accordance with state and federal laws in addition to taking part in a background check. Volunteers will be provided a volunteer handbook upon approval. Further information about visiting the schools can be found on the MSAD 54 website under Policy: KI.

*Please Note: All school board policies are accessible via the MSAD 54 website at www.msad54.org.