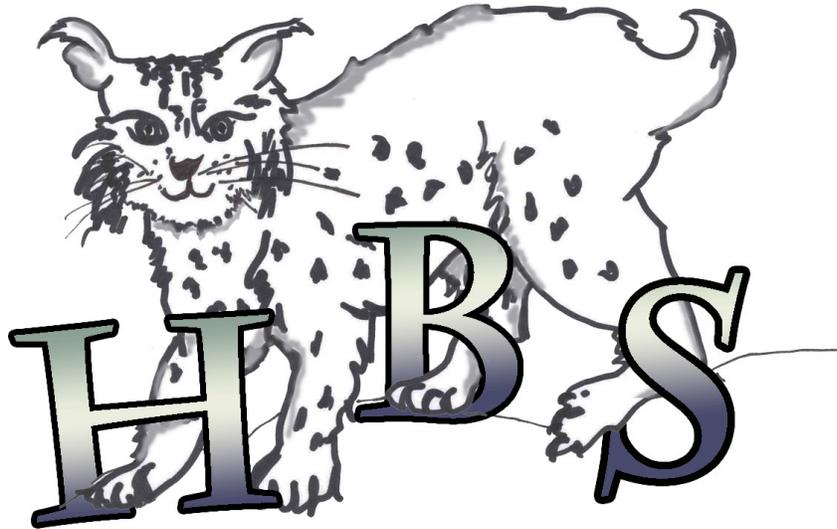


# Harriet Beecher Stowe Elementary School

## Parent-Student Handbook

2018-2019



Harriet Beecher Stowe Elementary School  
44 McKeen Street  
Brunswick, Maine 04011  
PHONE: (207)-319-1960  
FAX: (207)-837-6941  
[www.brunswick.k12.me.us/hbs](http://www.brunswick.k12.me.us/hbs)

Harriet Beecher Stowe School  
Welcomes You!



Harriet Beecher Stowe Elementary School  
44 McKeen Street  
Brunswick, Maine 04011  
Telephone (207)-319-1960  
FAX (207)-837-6941

*Heather Blanchard,  
Principal  
Joshua Levy, Assistant  
Principal*

August 13, 2018

Dear HBS Families;

The summer sure has flown by. August snuck up on us faster than expected which means it's the time of year to begin thinking about "back to school". We are so excited to have your child join us this year at Harriet Beecher Stowe and to share in their learning and growth.

During the 2018-2019 school year, teachers at Harriet Beecher Stowe will maintain our focus on teaching students to be safe, respectful, and responsible citizens who treat one another with kindness. We are fortunate to have educators who nurture high academic standards and the social emotional development of all of our students. We will also work with students to help them maintain a growth mindset and encourage all learners that although he or she may not be able to do something **yet**, it doesn't mean that the learning or accomplishment won't happen with perseverance.

HBS staff are looking forward to a productive year together with fun activities such as Stowe Community Group events, open house, concerts, and projects. Your active participation in your child's education is a huge part of helping them succeed and a partnership between school and home is the best way to encourage this. As the saying goes "It takes a village", and we are so happy to be part of that village for your child.

Again, welcome to Harriet Beecher Stowe it's going to be a great year!

Sincerely,

Heather Blanchard- Principal

Josh Levy- Assistant Principal

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## **Philosophy of Brunswick School Department**

"Our primary purpose is to educate students with an emphasis on mastery of basic skills and expansion of knowledge. The worth and dignity of the individual student are recognized in order to provide for maximum intellectual, physical, social and emotional development. In order to reach their potentials, students will be encouraged to explore ideas, to make choices, to appreciate esthetics of life and to understand their responsibilities as individuals in a democratic society".

### **Elementary School Philosophy**

It is our mutual aim to work towards the fullest development of each child scholastically and to teach the kinds of habits and attitudes that will enable each child to live happily, cooperatively, and successfully as a person and as a member of society.

### **Harriet Beecher Stowe Elementary School Mission Statement**

With joy and enthusiasm, the Harriet Beecher Stowe Elementary School is committed to working collaboratively with families and members of our community to ensure each child reaches his/her highest potential. To fulfill our mission, we create a caring and vigorous learning environment that promotes successful academic progress and social conscience. We provide a quality education in a safe educational setting that emphasizes:

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

## **Affirmative Action Policy**

Title IX of the federal "Education Amendments of 1972" prohibits sex discrimination in federally assisted education programs. A grievance procedure has been developed by the Brunswick School Department's Affirmative Action Committee to help resolve any alleged violations of equal employment opportunities or curricular program participation.

## **Non-Discrimination Policy**

*The Brunswick School Department insures equal employment, equal educational opportunities, and affirmative action regardless of race, sex, color, national origin, relation, marital status, age, or handicap.*

Any grievance should be submitted to the Affirmative Action Coordinator or the Americans with Disabilities Coordinator.

Mrs. Kelly Wentworth, Affirmative Action Coordinator  
46 Federal Street  
Brunswick, Maine 04011  
Telephone: 319-1900

Mrs. Barbara Gunn, Section 504 and Americans with Disabilities Coordinator  
46 Federal Street  
Brunswick, Maine 04011  
Telephone: 319-1900

Mr. Blair Dwyer, Harriet Beecher Stowe Representative  
44 McKeen Street  
Brunswick, Maine 04011  
Telephone: 319-1960

**School Calendar  
2018-2019**

August 30	Open House (6:00 – 7:00)
September 3	Labor Day (No School)
September 4	First Student Day
October 5	Professional Development (No School)
October 8	Columbus Day (No School)
October 23	Picture Day
November 6	Professional Dev
November 12	Veteran’s Day (No School)
November 16	End 1st Trimester
November 20	Early Release – Parent Conferences (1:00)
November 21 – November 23	Thanksgiving Break (No School)
December 5	Early Release – Professional Development (1:00)
December 24 – January 1	Holiday Break (No School)
January 2	School Resumes
January 21	Martin Luther King Jr. Day (No School)
February 18	President’s Day – no school
February 19 – February 22	Winter Break (No School)
March 1	End 2 <sup>nd</sup> Trimester
March 8	Parent/Teacher Conferences (no school)
March 20	Early Release – Professional Development (1:00)
April 11	Early Release – Professional Development (1:00)
April 12	Professional Development (no school)
April 15	Patriot’s Day (No School)
April 16– April 19	Spring Break (No School)
May 8	Early Release (1:00)
May 27	Memorial Day (No School)
June 7	Graduation
June 17-21	Projected Last Day (Includes 5 Snow Days)

**Brunswick School Board**

Ben Tucker  
Teresa Gillis  
Joy Prescott -Vice Chair

Mandy Merrill  
James Grant  
Sarah Singer

Elizabeth Sokoloff  
Corinne Perreault  
William Thompson - Chair

**Superintendent of School**

Paul Perzanoski 319-1900

**Assistant Superintendent**

Pender Makin 319-1900

**Director of Student Services**

Barbara Gunn 319-1900

**Harriet Beecher Stowe Elementary School**

Heather Blanchard, Principal 319-1960  
Joshua Levy, Assistant Principal 319-1960

**Coffin Elementary School**

Stephen Ciembroniewicz, Principal 319-1950

**Brunswick Junior High School**

Walter Wallace, Principal 319-1930  
Mandy Lewis, Assistant Principal 319-1930

**Brunswick High School**

Troy Henninger, Principal 319-1910  
Timothy Gagnon, Assistant Principal 319-1910

**Facilities, Grounds & Food Service**

Scott Smith, Director 319-1904

**Transportation**

Michelle Caron, Director 319-1904

## **ABSENCES**

In compliance with Maine Statute, the Brunswick School Department permits excused absences from school for the following reasons only:

1. Personal illness;
2. Appointments with health professionals that cannot be made outside the regular school day;
3. Observance of recognized religious holidays when observance is required during the regular school day;
4. Emergency family situations; and
5. Planned absences for personal or educational purposes, which have been approved by the Principal in advance.

**We request that you call the school (319-1960), if possible, between 8:00-9:00AM to report your child's absence. At 9:30 AM, an automated call goes out to the parents/guardians of all absent students.** If a student is absent from school for any reason, he/she MUST bring a note of explanation signed by the parent or guardian. If a student does not bring a note upon return, the absence is also listed as unexcused.

## **ALTERNATIVE COMMUNICATION PROCEDURE**

The Brunswick School Department will communicate with applicants, participants, and members of the public with disabilities in a manner that is as effective as communications with others. Advance notice of the need for communications assistance to building administrators is required for appropriate accommodation, i.e., sign language, interpreter, or TDD service for telecommunication.

## **ARTS ARE ELEMENTARY**

Arts Are Elementary (AAE) is a non-profit, community based volunteer organization, which provides arts programming to children in all four Brunswick elementary schools. Since 1980, AAE has sponsored workshops in movement, dance, poetry, visual arts, and writing; students also attend special concerts by theater groups and other touring companies. The goal of AAE is to educate and excite children about the world around them through culturally diverse arts experiences. We welcome parent and community involvement at any level.

## **ATTENDANCE POLICY**

The Brunswick School Board recognizes that school attendance is a major factor in a student's ability to meet academic standards. Thus, promotion from one grade to the next shall be based, at least in part, upon a student's attendance record.

It shall be the policy of the Brunswick School Board that all students attend at least 90% of scheduled instructional time in order to qualify for promotion. We do recognize that there may be extenuating circumstances that require some students to miss more than 10% of instructional time. Examples could include, but are not limited to, personal illness or family leaves that cannot occur during regular school breaks. In those situations, the School Board directs the Superintendent and/or designee to establish guidelines for waivers to be granted at the discretion of the school principal. Furthermore, the Superintendent and/or designee shall establish appropriate intervention plans that allow students to make up any missed time in excess of the 10% allowed.

No student with a disability shall be excluded from promotion solely on attendance if it is related specifically to the student's disability. In these circumstances, promotion of students with disabilities shall be subject to IEP team consideration based upon appropriate goals and programming.

Parents of children who have been retained at any grade shall have the opportunity to challenge the decision of the individual school principal by providing evidence to the Superintendent of Schools and, if necessary, to the Brunswick School Board to consider. The decision of the Brunswick School Board shall be considered final.

### **BEHAVIORAL INTERVENTIONS and SUPPORTS**

**"I am safe. I am responsible. I am respectful."**

Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas.

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. **Introducing, modeling, and reinforcing** positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide common expectations is to establish a climate in which appropriate behavior is the norm.

### **BOMB THREATS**

The Board recognizes that bomb threats are a significant concern to the school department. 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 issues. 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 Board directs the Superintendent/principals to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

#### Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises.

Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

### Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the school resource officer or other employee in a position of authority.

### Student Disciplinary Consequences

Making a bomb threat is a crime under Maine Law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after a hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A.

### Aiding Other Students in Making Bomb Threats

A student, who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to disciplinary consequences.

### Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

## **BULLYING**

The Brunswick School Department strives to provide a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. Bullying is disruptive to the operations of our schools, negatively affects school climate, and interferes with the schools' mission to educate their students. Bullying affects not only students who are targets but also those who participate and/or witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the Brunswick School Department's educational purpose. This is essential if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the attainment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threats of violence that have occurred nationally in the past several years. We acknowledge the potential link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit freedom of expression on civil debate among students. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission or the operations of Brunswick schools.

The federal Family Educational Rights and Privacy Act (FERPA) generally prohibits the disclosure of personally identifiable information concerning minor students contained in education records to anyone other than those school officials who have a legitimate educational interest in accessing the information. Schools are required to adopt policies and practices that minimize the risk of illegally disclosing confidential information. The Brunswick School Department annually reports incidents to the State of Maine through the Safe and Drug-Free Schools Data Collection Project.

### **Bullying Prohibited**

Bullying, as defined in this policy, is not acceptable conduct in the Brunswick schools and is prohibited.

### **Bullying Defined**

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that any reasonable person should expect will have the effect of:

- A. physically harming a student or damaging a student's property;
- B. placing a student in reasonable fear of physical harm or damage to his/her property; or
- C. substantially disrupting the instructional program or the orderly operations of the school;

This behavior may also be considered bullying if it is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

### **Application of Policy**

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, the operations of the school, or the welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. physical contact or injury to another person or his/her property;
- B. threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. stalking (as defined by Maine State statute);
- F. blocking access to school property or facilities;
- G. stealing or hiding books, backpacks, or other possessions; and

- H. repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or the operations of the schools, or that results in a hostile educational environment for the student.

The determination of whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Delegation of Responsibility**

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. student and parent reporting of bullying to staff and school administrators;
- B. staff reporting of bullying to school administrators;
- C. review of reports and investigation of bullying incidents;
- D. intervention with and/or discipline of students who engage in bullying;
- E. support for students who are victims of bullying;
- F. training staff and students in bullying prevention; and
- G. periodic evaluation of bullying prevention, intervention, and training efforts in the Brunswick schools and reporting to the Board upon request.

### **Reporting**

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

### **Responding to Bullying**

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions to punitive corrective actions. These may include suspension, expulsion, and/or reports to law enforcement officials.

### **Dissemination of Policy**

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook. Building administrators are responsible for making all staff aware of this policy and the role of staff in the prevention of bullying.

## CELL PHONES

In general, we discourage our students from bringing cell phones to school. However, we realize many families communicate by cell phones before and after school. If you feel it is necessary for your child to have a cell phone, we request it remains in a backpack until the close of school. If a student is found using a cell phone during school hours, the phone will be held by the classroom teacher until the end of the day. If the student is found using a cell phone repeatedly, the phone will be held in the office and the parent will be notified to pick it up. Should your child need to make a call during school times, he/she can use one of the school's phones.

## CHEMICAL ABUSE POLICY

The Brunswick School Board unequivocally endorses the philosophy that our schools should be free from the detrimental effects of illicit drugs, alcohol and tobacco products. The Board acknowledges, however, the threat of chemical use among students in our community. To promote the highest possible standards of learning, as well as the safety, health and well being of students, this policy is designed to aid students in abstaining from the use of drugs, alcohol and tobacco products and to support students who have developed a problem with these substances.

The School Department must be united with students, parents/guardians and the larger community in a problem-solving approach that focuses on the welfare of students without attempting to assign blame, deny problems or excuse bad behavior. The multifaceted approach outlined in this policy is intended to acknowledge a continuum of needs and to support administrators in flexibly responding to problems as they arise.

### I. Prohibited Conduct

No student shall manufacture, distribute, dispense, serve, possess, use, transport or be under the influence of any prohibited substance as defined by this policy, the laws of the state of Maine, or federal law.

Prohibited Substances include:

Alcohol;

Tobacco products (including smokeless);

Scheduled drugs as defined in 17-A MRSA 1101;

Controlled substances as defined in the federal Controlled Substances Act, 21 USC 812 (examples include but are not limited to: narcotics, hallucinogens, amphetamines, barbiturates, marijuana, and anabolic steroids);

Any performance enhancing substance listed on the Maine Department of Health and Human Services Banned Substances list and any other substance which is illegal in Maine or the use of which illegal for minors;

Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy: Administering Medicines To Students (FILE: JLCD);

Any substance which can affect or change a student's mental state, physical condition, or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation); over the counter medications (such as pseudoephedrine or dextromethorphan) that when used alone in large quantity or in combination with other drugs may pose serious

health risks (including death); or other plants and herbs smoked or ingested with the intent or produce drug-like effects;

Drug paraphernalia (defined as any implement used to distribute, deliver or someone a prohibited substance); or

Any counterfeit drug or substance that is described as or is purported to be a prohibited substance as defined above.

These prohibitions apply to any student who is on school property, any student in attendance at school or at any school-sponsored home or away activity, or any student whose conduct at any time or any place directly interferes with the peacefulness and usefulness of the school.

## II. Enforcement

Violations of the terms of this policy will constitute grounds for student discipline, including suspension, expulsion, and/or referral to law enforcement agencies. The School Resource Officer will also be notified of violations of this policy.

Corrective measures, beyond disciplinary actions for a violation, will be considered by the administrator, who may recommend actions that may range from mandatory in-school counseling to a treatment recommendation. If treatment is recommended, parents/guardians will bear the cost.

Administrators may be more restrictive in the applicability of this policy when engaging parents and students in contracts as a precondition to participate in extracurricular or co-curricular activities.

## III. Deterrence

Deterrence can be affected in several ways: through meaningful health education and prevention programs; by creating a school environment where students have a sense of belonging; by building a culture of integrity where a premium is placed on honesty, and contracts can be used effectively; and through credible, visible, and consistent enforcement or chemical abuse policy and related laws.

The health curriculum should include building awareness of the detrimental aspects of chemical use. The Board strives to create a healthy and caring school environment by implementing a system-wide Code of Student Conduct (FILE: JICDA) and through policies such as Anti-Bullying (FILE: JIKC). The Board endorses the use of pledges, contracts and codes of conduct to establish acceptable bounds of behavior relative to the use of chemicals.

School administrators are responsible for developing operating procedures to deter and prevent drug use and trafficking within their school environments. Specific measures that may aid in deterrence may include, but are not limited to, the use of breathalyzers, drug tests and random or scheduled facility searches with counter narcotics dog teams after consultation with the Superintendent. The School Resource Officer should be relied upon for assistance in establishing effective screening procedures at school events and in establishing protocols for facility searches. When employed, it is the responsibility of school administrators, in conjunction with law enforcement officials, to establish

procedures to ensure that these activities are conducted consistently, safely and with the maximum deterrent effect.

#### IV. Co-Curricular Activities

Additional constraints are placed on students who elect to participate in extracurricular and co-curricular activities such as sports or after school clubs. Agreeing to the constraints and conduct rules is a precondition to participating in these activities. These agreements are in the form of pledges and must be signed by parent and student. Coaches and activity sponsors shall foster a process for the acceptance of these agreements that reinforces the values of the program and the concept that one's word of honor in a pledge is inviolable.

Activity sponsors, coaches, teachers, administrators and parents must communicate with one another to head off problems and continually reinforce the importance of honor and integrity in the context of the pledge. While every student and every situation may be unique, it is imperative that those charged with administering the policies and contracts do so with consistency, fairness, and in the best interest of all students and the educational environment.

#### V. Prevention and Education

The School Department will provide information and activities focused on educating students about drugs and alcohol and abstaining from their use. Such information and activities will address the legal, social and health consequences of drug and alcohol abuse and will provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. The School Department will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for students, especially where the health and safety of a particular student are in question.

##### A. The Role of Parents/Guardians

The Board believes that parents/guardians play a crucial role in preventing high risk behaviors in their children, including illicit drug use such as underage drinking. In fact, teens who learn from their parents/guardians about the dangers and effects of alcohol - and who know that their parents/guardians are monitoring their behavior - are less likely to use and abuse alcohol. Parents/guardians should aim to help decrease the social acceptance of adults hosting/furnishing for minors by actively communicating with other parents/guardians in the school community and with local law enforcement.

##### B. The Role of the School

The schools should provide parents/guardians as much information on their crucial role as is practicable, including practical tips, useful facts, and valuable statewide resources to help parents/guardians monitor and prevent illicit substance use by their teens. Information is made available to students through curriculum beginning at the elementary level. Additionally, administrators should make information available through special events, dedicated newsletters, announcements, and correspondence, and the ongoing sponsorship of prevention programs such as D.A.R.E. and Project Alert.

C. The Role of Students

Any active student organization, such as Students Against Destructive Decisions (SADD), that promotes healthy attitudes and norms among youth and helps to decrease the social acceptance of high risk behaviors should be encouraged, supported and recognized for its special service.

D. The Role of School Staff

Any school staff member who has reason to suspect that a student violated this policy is expected to report the incident to an appropriate administrator immediately. The School Department will provide training to school staff in identifying prohibited substances and their physical effects and behaviors associated with their use, when and where appropriate.

VI. Intervention and Treatment

Administrators will provide assistance to students with chemical abuse problems through a team approach to intervention. Each school will establish teams consisting of, but not limited to: a counselor, teachers, administrators, school nurse and, if the situation warrants in cases where the health and safety of the student are in question, the School Resource Officer. This team will assist students in addressing their involvement with chemical substances and will advise parents on an appropriate student placement in a prevention treatment program at the parents'/guardians' expense. This team will also be a resource for students as they proceed in their educational program chemical-free. While the focus of this team approach is to address the chemical use, they should approach each student's needs holistically in order to address other life issues that may contribute to the student's use of chemicals. All student records concerning such interventions shall be kept confidential as required by state and federal laws. Additionally, the School Department will provide either staff or contracted substance abuse counseling. All known or suspected substance abuse cases shall be referred to the substance abuse counselor for evaluation and referral.

VII. Communications

Effective communication between caring partners in our educational system can create a figurative safety net to identify when a student may be engaged in risky behavior and to share in developing solutions to educate, inform, and otherwise surround the student with support. As parents, teachers, coaches, administrators, counselors, and school resource officers see each student in a different context, they all play critical roles in the development of this communication network. This is the concept behind the use of staffing groups to assess, address and monitor students' behavioral and chemical abuse issues as well as potential counseling needs. Two-way communication is an imperative part of an effective chemical abuse prevention program. It is the responsibility of school administrators to oversee this process and to ensure all staff members adhere to a proactive approach to communicating student support issues to families, caregivers, and other staffing team members.

VIII. Notice

The School Department shall distribute this policy and appropriate related information to staff, students and parents/guardians on an annual basis through handbooks and/or other means selected by the Superintendent and school administrators.

## CHILD FIND RESPONSIBILITIES

The Brunswick School Department recognizes its responsibility to identify all children between the ages of three and twenty within its jurisdiction who may have a disability which requires special education. This identification shall be accomplished through a unit-wide screening process which, while not a definitive or final judgment of a student's capabilities, is a possible indicator of special educational needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and determination by the IEP Team.

Parents or other persons requiring information concerning screening or identification of students with disabilities should contact Barbara Gunn, Director of Student Services at 319-1900.

## CODE OF STUDENT CONDUCT REGULATIONS

**Philosophy:** The Brunswick School Department recognizes the importance of providing a quality education within a safe environment that emphasizes respect, honesty, compassion, and responsible behavior. In order to underscore and clarify the value of these attributes and contribute to their transmission from one generation to the next, the following Brunswick School Department Code of Conduct has been adopted. The expectations of this code apply to every student and extend to all school activities including travel to and from school, functions held on school property and any other situation(s) in which the student's conduct is likely to have an adverse effect on either school discipline or the safety and welfare of others. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

**Expectations and Standards:** The code of student conduct will be shared and communicated annually with the students and parents at each school at the beginning of each school year. Each school will create a method of recognizing those individuals who exemplify responsible and ethical behavior.

**Empowerment:** Building principals and the Superintendent of Schools are empowered by the Board to take all necessary and appropriate actions to ensure a positive and safe school climate.

## CODE OF ETHICS

**An ethical person is defined by the school department as:**

**Respectful** of others and self.

**Honest** in all academic endeavors and interpersonal relationships.

**Compassionate and Tolerant** in dealing with the limitations and suffering of others.

**Responsible** for personal actions as an individual and a member of the community.

**Fair and Equitable** in his/her treatment of others.

**Courageous** in the face of ethical challenges.

**Respectful Conduct:** People are able, valuable, and responsible, and should be treated accordingly. Mutual respect among students and adults in the learning environment is the standard.

**Honest Conduct:** Seek to speak the truth, respectfully. Education should be a cooperative, collaborative activity where process is as important as product.

**Compassionate and Tolerant Conduct:** Individual behavior may not violate the rights of others. Our expectation is that physical, mental, and sexual harassment will not be tolerated.

**Responsible and Safe Behavior:** Any behavior that threatens the safety of students and/or staff will not be tolerated. Our students are ambassadors for our schools and community and must demonstrate the highest standards of ethical and responsible behavior.

**Fairness:** Treat others the way she or he would like to be treated.

**Courageous Behavior:** Students should hold high aspirations for self and community, and should strive to do the right thing even if it is not popular.

### COMPLAINT PROCEDURE

An orderly procedure exists for the use of those students, parents, or others who have concerns or specific complaints about any aspect of school operation. School Board policy requires the person initiating such a complaint to do so at the lowest possible level. If the complaint cannot be resolved at that level, an appeals process exists which may be used by the person making the complaint. For example: if a complaint is about a teacher, the process would require the complainant to attempt to resolve the problem with the teacher. If satisfaction is not obtained, appeals could be made to the Principal, Assistant Superintendent or Director of Special Education, Superintendent of Schools and School Board. More detailed information may be obtained by contacting the Office of the Superintendent of Schools at 319-1900.

## DAILY SCHEDULE

Monday through Friday, school hours are as follows:

Early Arrival	8:30 AM - to the playground or breakfast.
First Bell	8:40 AM - students go to class
Late Bell	8:50 AM - student must be signed in at office
Dismissal	3:10 PM - walkers first; then bus students

Bicycles must be walked onto the school grounds. Please do not send walkers earlier than 8:30 AM.

## DISMISSAL PROCEDURES

In order to insure the safety of each child, we require that students be dismissed **from the office only**. Whenever there is a **change** in the regular dismissal routine for a student, a **written note** must be sent to the school. Please use one of the following procedures:

If you or someone you designate need to pick up your child, you will need to go to the office to sign the child out on the Dismissal Sheet. It may be necessary to show identification if you or the person signing out your child is unfamiliar to the office staff. The secretary will then call his/her classroom. No one should go directly to a classroom to take a student. This can be a busy time if there are many students being picked up. We appreciate your cooperation and patience.

You may have your child meet you outside of the building if you **specify** this in your note. Your child will be dismissed with the walkers. No "Sign Out" is necessary in this case and you do not need to enter the building.

A **blanket note** may be used when the same dismissal routine is used each week, such as, "John will be picked up every Tuesday until further notice." A **blanket note** is also needed for bike riding, such as, "John may ride his bike home whenever he rides it to school." In each case a copy is kept in the office as well as with the classroom teacher for reference. Therefore, there is no need to send a note in each time.

If you should forget to send a note or find it necessary to pick up your child unexpectedly please phone the school first. We will then notify your child's teacher so they will not be put on the bus. You will still need to go directly to the office for "Sign Out."

We thank you for your cooperation with this very important matter. Please do not hesitate to call if you have questions.

## EARLY DISMISSAL

If, during the winter weather, the roads are impassable, the Superintendent will delay the start of school or close the schools for the day. The Superintendent's Office will make an automated phone message to your home. In addition, local radio stations WJTO, WBLM, WCLZ, WKYA, and WGAN will make the appropriate announcements. Local TV stations WCSH Ch. 6, WMTW Ch. 8, WGME Ch. 13, and Fox 51/UPN 35 will also broadcast any delays and cancellations.

Arrangements should be made and discussed with your child if bad weather or other emergency necessitates the closing of school during regular school hours. While it does not happen often, it is sometimes necessary to close school early. Please make a plan with your child on what to do if he/she finds no one home.

### **EARLY RELEASE FOR PROFESSIONAL DEVELOPMENT**

Several Early Release Days for Professional Development are scheduled throughout the year. Students will be dismissed at 1:00.

Early Release Dates: November 20, December 5, March 20, April 11, May 8, and the last day of school. HBS will dismiss student at 1:00 on Early Release Days.

### **EMERGENCY INFORMATION**

It is extremely important that we have an **Emergency Card** for each student with information that is accurate. If you have any changes in the information on your child's emergency card, please let us know immediately. Call the office at 319-1960.

### **ENTRANCE REQUIREMENTS**

The age of initial admission to school shall be in accordance with the existing State Law, Chapter 41, Section 44: "In schools which offer a one-year childhood education prior to grade one, only those children who will be five years of age on or before October 15<sup>th</sup> of the school year shall be admitted". Any child starting school for the first time, regardless of age, shall start at the kindergarten level. All students who are enrolled in the Brunswick schools, regardless of age, are expected to comply with the policies, rules, and regulations of the Brunswick School Department.

Registration forms are available in the office of each school. **Birth Certificates** for kindergarten and all new pupils must be presented before entering a Maine school for the first time. Compliance must be within 60 days after the first entrance date in accordance with State law.

Brunswick schools recommend that every child entering school for the first time have a physical examination. Forms are available in the office.

Maine law also requires that all students in grades K-12 receive certain **immunizations** prior to entering school. Proof of immunization must be presented within 90 days of entrance.

Proof of residency must be presented at the time of registration.

**No registration will be considered complete** without presentation of birth certificate, proof of residency, and record of immunizations. Non-compliance will result in exclusion from school.

### **FIRE DRILLS**

A minimum of eleven (11) fire drills are held each year. Fire Department personnel often participate in the drills.

## **GRIEVANCE PROCEDURE**

Brunswick School Department Grievance Procedure-Title IX (Affirmative Action). Section 504 of the Vocational Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990:

1. If a person feels that he or she may have a grievance, he or she may first discuss the matter with the principal or other appropriate administrators in an effort to resolve the problem informally.
2. If the aggrieved party is not satisfied with the outcome of any informal procedures that may have been followed, the complaint shall be made in writing to one of the Coordinators who shall examine the complaint and meet with the aggrieved person in an attempt to resolve said complaint.
3. If the aggrieved person is not satisfied with the resolution suggested by the Coordinator, he or she will notify the Review Board in writing and a hearing will be scheduled within ten (10) days. At this hearing, the aggrieved may be accompanied by someone to represent him or her. A decision and recommendation will be rendered within seven (7) days. The appropriate Coordinator will see that these recommendations are carried out.
4. If the aggrieved party is not satisfied with the resolution by the Review Board, the complaint may be forwarded to the Superintendent of Schools who shall submit the complaint to the School Board for its review at the next regularly scheduled meeting.
5. If further appeal of employment related complaints are desired, the Human Rights Commission's legal procedures may be used. The address is: Maine Human Rights, State House, Augusta, ME 04330, Tel. 207-289-2326.
6. A copy of the complaint and the resolution suggested by the Coordinator shall be provided the Superintendent of Schools while the grievance is being processed.

## **HARASSMENT POLICY (STUDENT)**

The Brunswick School Department recognizes the right of each student to learn in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic education environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any student who believe he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator.

No student shall be subjected to any discipline or adverse treatment because the student made a complaint of sexual harassment. All appropriate confidences shall be maintained.

### **HEALTH REGULATIONS**

Parents of pupils should be mindful of both their children's health and that of the group. A pupil who feels ill should stay home. Many cases of severe illnesses and spread of epidemics can be prevented in this way. Cooperation on the part of all will keep our children's health at the highest level possible. If, in the opinion of school officials, a pupil does not seem physically fit to remain in school, you will be requested to come for your child. Parents are asked to furnish the school with the name, address, and telephone number of a person with whom the child may be left in an emergency in case the parents cannot be reached. Children are expected to go outside for brief play periods. These play periods are supervised and occur only in suitable weather.

If your child has any of the following they should stay at home:

- Fever of 100 degrees or higher
- Uncontrollable cough
- Persistent thick nasal discharge
- Nausea and/or vomiting
- Diarrhea

Students will be dismissed for health related concerns at the discretion of the school nurse. Students who present to the Health Office with the above symptoms will be dismissed. Students may return to school after an illness when they have been symptom free for 24 hours.

### **HOMEWORK**

It is the policy of the elementary schools in Brunswick to provide drill or practice to be done at home on work previously introduced at school and to provide assignments, which will allow the pupil to use the knowledge he/she has learned at school by applying it to activities at home. For older students, some assignments are assigned as long range projects and require planned study time.

### **HOT LUNCHES**

Nutritious hot lunches are available to students at a cost of \$2.85 per meal; .40 reduced lunch, .50 milk and \$4.75 for adults. A "grab and go" breakfast is available for \$1.75. Students will be using scan cards to purchase their lunches and milk. These are "debit" cards that need to be paid for in advance. Prepayment envelopes will be available from their teachers and in the office. Prepayment can also be done on line at <https://www.myschoolbucks.com>. Application forms are available in the office for determining family eligibility for free or reduced price lunches. All parents have an opportunity to apply for free or reduced price meals and may apply more than once if there is a change in financial status.

### **INSURANCE**

Student insurance with a reliable insurance company is offered to parents, and although not compulsory, has proved most beneficial in many cases. To be covered, however, the student must apply. Insurance forms should be returned to the school office.

### **LEGAL CUSTODY**

Today schools are becoming increasingly concerned about cases involving questions 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 Education Rights and Privacy Act".

Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an 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.

### **LIBRARY**

The library at the Harriet Beecher Stowe Elementary School serves both students and teachers. All students will have an opportunity to exchange books weekly. Students in grades 2 and 3 will have a library skills or storytelling period each week. Students in grades 4 and 5 will have a library skills period bi-weekly. Teachers use books and audiovisual materials to supplement their curriculum work. Parents are welcome to visit and/or work as a volunteer in the library.

### **LOCK DOWN /EVACUATION DRILLS**

Three lock downs and two emergency bus evacuation drills will be held during the school year. Police Department personnel may participate in the drills.

### **LOST AND FOUND**

The Harriet Beecher Stowe Elementary School maintains a Lost & Found area. Many hats, sweaters, coats, boots, shoes, etc. go unclaimed. We encourage you to mark your child's clothing with their names so that lost items may be returned. If your child has lost something, please have your child check the Lost & Found area. Items left in Lost and Found will be donated to a local charity in November, February, April, and June.

### **MEDICATIONS**

Those students requiring medication must be in compliance with the following:

1. Medication is to be kept in the nurse's office.
2. All medication including over the counter medication must be prescribed by a health care provider. A permission form for the medication to be given **must be signed** by the parent or guardian and the health care provider.
3. Medication is to be in the original container, clearly labeled with the student's name, and the name of the medication, dosage, and a note from the parent. Only the school dose should be in the container. Please see your pharmacist for an additional labeled bottle.
4. The medication will be taken under the supervision of school personnel.

Exceptions to these provisions may be made at the request of a physician.

### **NONSMOKING POLICY**

Effective September 1, 1992, "tobacco use", except as provided for as a "classroom demonstration", is prohibited in all school buildings, on school ground and in any school vehicle at all times, by employees, students and members of the public.

Definitions:

1. Tobacco use: "Tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off tobacco smoke and also includes the use of smokeless tobacco.
2. Classroom demonstrations: Tobacco use may be permitted in classrooms only as part of a bona fide demonstration during a class lesson, with prior notice being given to the school's administrator.

**PARENT NOTIFICATION REQUIREMENTS UNDER NO CHILD LEFT BEHIND**

The NCLBA requires parental "right to know" about the qualifications of those professionals who are educating their students. The regulations require the following requirements:

- At the beginning of each school year, a local unit receiving Title I funds must notify the parents of each student attending a Title I school that the parents may request, and that the school will provide the parents, information regarding the professional qualifications of the student's classroom teachers.
- The information provided must include the following:
  - Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction;
  - Whether the teacher is teaching under emergency or provisional status;
  - The baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline of the certification and degree;
  - Whether the student is being provided services by paraprofessionals, and if so, "their qualifications".

Additionally, schools must also provide each parent "timely" notice whenever a child has been assigned or taught for four or more consecutive weeks by a teacher of any "core academic subject" who is not highly qualified. (Core academic subjects include writing, reading, language arts, foreign languages, civics, government, economics, arts, history, and geography, as well as math and science). All of this information must be provided in a "uniform and understandable format", and in language that parents can understand.

**PEST MANAGEMENT NOTIFICATION**

The Brunswick School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

**Pesticides**

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide possible.

### **Notification**

In an effort to keep parents and staff better informed about unusual pest management situations, the Brunswick School Department has created a Notification Registry.

In order to receive notification, you must request to be placed on the school's notification registry. Notification will be given at least five days before the planned pesticide application. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications (listed below) that are recognized by law or regulations to pose little or no risk of exposure to students or staff.

1. non-volatile liquids injected into cracks, crevices or wall voids
2. non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students
3. paints, stains and wood preservatives
4. disinfectants used for routine cleaning
5. non-powered applications of ready-to-use general-use pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health or safety of a student, staff member or other school occupant
6. when school is not in session and will not be in session until the safe re-entry time specified on the pesticide label has elapsed, and
7. indoor applications of a pesticide with no re-entry interval specified on its label but entry to the treated area is restricted for at least 24 hours

A copy of the school department's IPM/Pest Management policy is available, as are all other policies, for review in the appropriate school office. The IPM coordinator will also keep records of prior pesticide applications and the pesticides used. These records, a copy of the policy, and Maine's "Pesticides in School" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide, applications and Public Notification in Schools") may be reviewed by contacting Brunswick's IPM Coordinator, Craig Worth, at 319-1904 or by logging onto the school department's website ([www.brunswick.k12.me.us](http://www.brunswick.k12.me.us)).

For further information about pests, pesticides and notification, you may contact the Board of Pesticides Control at 207-287-2731 or go to their website at [www.state.me.us/agriculture/pesticides/schoolipm](http://www.state.me.us/agriculture/pesticides/schoolipm)

### **THE PROTECTION OF PUPIL RIGHTS AMMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 years or older or emancipated minors ("eligible students") certain rights regarding the

school district's conduct of surveys, collection and use of information for marketing purposes, and conduct certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
  - Political affiliations;
  - Mental or psychological problems of the student or students' family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of student's family members;
  - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parents; or
  - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey."

2. Opt out of certain surveys and exams. Parents of eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
  - Any protected information survey, regardless of funding; and
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted under state law.
3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers them:
  - Protected information surveys of students (including any instructional materials used in connection with the survey);
  - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.
4. Receive notification of district policy. The School District has to develop a policy, in consultation with parents, regarding these rights, and has to make arrangements to protect student privacy in the administration of protected student information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students through each school, of the policy at least annually at the start of each school year and after any substantive changes are made.

5. Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **PUPIL SERVICES**

A wide range of special education, health and counseling services are available to students and their families. The School Nurse is available every day from 9:00 - 3:30 and can be contacted regarding health related questions by calling the school office.

The Elementary Counselor can also be contacted through the school office. This person works with students and families in many situations both in and out of school, which may influence a child's performance.

### **RECESS**

Recess time provides students an opportunity to get a change of scenery, for fresh air and exercise, and for a chance to interact informally with their friends. When returning to school after an illness, the student should be well enough to participate in all aspects of the school program. Please **do not ask that students be kept in during recess periods**. If a child is not well enough to go outside, he/she should not be in school. Please send in a written note from your physician in special situations.

### **REPORT CARDS**

Report cards will be issued at the end of each **trimester**. Parents will receive report cards at Parent/teacher conferences in **November** and **March**. At the end of the third trimester, report cards will be sent home with the students.

Parents are encouraged to conference with teachers whenever the need arises, not just at regularly scheduled times. Only in a conference setting can the many aspects of the child's educational development and growth be fully explained and discussed between the people who know the child best - the parents and the teacher.

### **SCHOOL BUS REGULATIONS**

Students being transported are under the authority of the school bus driver and the Brunswick School Department. To promote their safety and well being, the following rules are to be followed:

#### **STUDENTS SHALL:**

- Be at their bus stop and be ready for pick-up no sooner than five minutes before the bus is due.
- Stand a safe distance back from the curb or highway and line up single file, facing the street, when the bus approaches.
- Wait for the driver to motion them across the street when it is safe to cross, and walk in front of the bus by at least ten feet.
- Do as the bus driver says and obey the driver's instructions.

- Always use steps and handrails, and never crowd or push when getting on or off the bus.
- Always remain properly seated at all times while the bus is moving.
- Never stand, except to exit the bus at their bus stop, and remain seated until the bus comes to a complete stop.
- Never throw anything on the bus or out the bus window, or extend hands, arms, heads, or objects through bus windows.
- Have written permission, approved by the school principal, to ride another bus or get off at a stop other than his/her own.
- Talk in normal tones; screaming and yelling are prohibited.
- Never use vulgar or abusive language.
- Not tamper with safety devices or damage the interior or exterior of the bus.
- Treat the bus driver and fellow students with respect.

Riding a school bus is a privilege and should be treated as such. Bus rules are for the safety of all those who ride the bus. Students who refuse to obey these stated rules may forfeit their privilege to ride the school bus.

#### **BUS DISCIPLINARY ACTION**

Parental assistance in discussing appropriate and safe behavior is appreciated.

Unfortunately, failure to behave appropriately can result in loss of school bus privileges.

For a significant or recurring problem, the disciplinary procedure will be as follows:

1. Student is requested by driver to comply with the rules.
2. Student and driver discuss the problem.
3. Driver reports misbehavior to the principal and the principal takes one of the following actions:
  - a. Principal and student discuss the problem and develop a plan to correct the behavior.
  - b. The principal notifies the parents of the problem and of the possibility of forfeiting bus privilege.
  - c. Student loses bus privileges for a specified number of days.
  - d. Student forfeits bus privileges for the remainder of the school year.

Should you have any concerns regarding the transportation operation, feel free to call Michelle Caron, Director of Facilities and Transportation at 319-1904.

#### **SPECIAL EDUCATION SERVICES**

The Brunswick School Department is responsible for referring all school-age students suspected of having a disability that might require Special Education and related services. Referrals to the IEP Team may be made by a child's parent, by professional school staff, or by others with knowledge of the child.

Maine Special Education Law requires that all exceptional students be provided equal educational opportunities, and those exceptional students are educated with students in regular programs as much as possible.

Parents, who believe their child requires Special Education Services, should meet with their child's teacher and request that their child be referred to the IEP Team. The IEP Team includes the child's teacher, parents, and other staff who provide special services.

The IEP Team is responsible for determining the special education needs of students, and for developing an appropriate educational program. An IEP Parent's Handbook is available at the school office to further explain the procedure.

### **STUDENT DRESS**

The Brunswick School Department believes that appropriate grooming and dress contribute to the quality of the educational environment. To this end, students are required to wear to school or to school functions, clean and appropriate clothing that does not distract or interfere with the educational opportunity of the other students. Clothing, hair, cosmetics, scented products, jewelry or appearance that may disrupt the normal operations of the school are not acceptable.

The following guidelines shall be deemed to be the minimum necessary for compliance with the student dress and grooming policy:

- Clothing that depicts or in any way refers to, advertises, or promotes illegal drugs, alcohol or tobacco products, that has sexual implications that promotes violence or illegal acts, or that is derogatory toward any group or individual is not allowed.
- Shoes, sneakers, or sandals will be worn by all students while on school grounds.
- All clothing is to fit properly, be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, back, and mid-thigh appropriately.
- Garments, chains, some chain-like necklaces and/or accessories that may be used as a weapon or perceived as gang member symbols will not be allowed.
- Styles of grooming and/or dress that block vision will not be allowed.
- Students attending classes such as, but not limited to, technology education, consumer and life studies, physical education, and laboratory classes, will comply with dress code regulations as they relate to the health and safety standards of the specific area of study or work. Teachers will notify students of these rules.
- Students may be required to remove hats.

It is not the intention of these guidelines to usurp the authority of parents for determining what is appropriate dress and grooming for their children. Since the home provides the funds, guidance, and upkeep for the students' clothing and grooming, parents, rather than the school, are primarily responsible for the general appearance of students. The school staff will work with parents in encouraging our young people, as they progress through the system, to assume this responsibility and to execute it sensibly. The purpose of the home and school working together should be to help students accept and cooperate with the

guidelines to provide the best possible learning environment. These regulations may be waived at the discretion of the building administrator for special school occasions or events.

### **STUDENT EDUCATION RECORDS**

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.

**A. 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 of \$.10 per page.

**B. Amendment of Records**

Parents/eligible students may ask the Brunswick 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 or building administrator 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.

**C. Disclosure of Records**

The Brunswick School Department must obtain a parent/eligible student's written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

**1. Directory Information**

The Brunswick School Department 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, dates of attendance in the Brunswick School Department, and honors and awards received. Parents/eligible students who do not want the Brunswick School Department disclose directory information must notify the Superintendent in writing by September 15 (OR OTHER DATE?) or within thirty (30) 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 Brunswick School Department 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 the Brunswick School Department to disclose this information must notify the Superintendent in writing by September 15 or within thirty (30) 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 Brunswick School Department as an administrator, supervisor, or teacher, **excluding law enforcement**; members of the Board of Education; persons or companies with whom the Brunswick School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluator or therapists); or persons assisting a school official in performing his/her professional responsibilities.

4. **Collection of Student Social Security Numbers for Maine Department of Education Longitudinal Data Studies**

In 2009, the Maine Legislature passed a law (P.L. Chapter 448) that authorizes the Maine Commissioner of Education to require local school units to request that parents provide students' social security numbers to the school. The social security numbers will be used by the Department of Education to create a "longitudinal data system" that will link data about the student's educational history to data about the student's endeavors after leaving school, such as earnings, educational attainment and choice of career.

Your compliance with this request is **completely voluntary**. We must **request** that you provide your child's social security number, but you are **not required** to provide the number to us. There will be no adverse consequences for your child if you decline to provide the social security number. Your child will still be enrolled in school, and he/she will have all the same rights and privileges of every other student in our schools. If you are a student aged 18 or over, you have the right to decide whether to allow use of your social security number. No child's social security number may be used for longitudinal data purposes without the parent's or the 18-year-old student's written consent.

***\*Note: that the Brunswick School Board has gone on record recommending that parents not supply this material to the School District.***

5. **Other School Units**

As required by Maine law, the Brunswick School Department 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).

6. **Health or Safety Emergencies**

In accordance with federal regulations, the Brunswick School Department may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

7. **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.

D. **Complaints Regarding School Department Compliance with FERPA**

Parents/eligible students who believe that the Brunswick 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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The Brunswick School Board expects that students will use transportation provided by the Brunswick School Department when traveling to and from school sponsored events. The School Board recognizes, however, that employees or parents may occasionally use their private vehicles to transport students. To safeguard the School Department in matters of liability, particularly regarding the transportation of students, all employees shall strictly adhere to administrative procedures concerning the use of private vehicles.

All necessary forms with administrative approval are required prior to any student transportation in private vehicles.

**SUPPLIES**

The school department provides supplies for students. Students are responsible for textbooks that are assigned to them and may be charged for the books if damaged or lost. A supply list is provided for parents wishing to send in supplies.

**TARDINESS**

Instructional time is shortchanged if students are tardy. Students are considered tardy to school if they are not in their classrooms by 8:50 a.m. **Pupils who are tardy are to report to the Office and signed in by parent or guardian to receive a late slip.**

### **TELEPHONE**

Use of the telephone is restricted except for student illness or other calls of an emergency nature. Arrangements to visit friends, attend meetings, walk instead of riding the bus, etc., are not considered emergencies.

### **TRANSFERS**

Students planning to transfer are requested to notify the school office (319-1960) a week in advance. This gives our staff time to notify teachers and to prepare the records. A transfer report will be prepared for the student to take on his/her last day in attendance. Official records are completed and are mailed when a request is received from the new school.

### **VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

In order to maintain and improve student discipline and the safety of students and staff, the Brunswick School Department has installed video cameras to record the behavior of our students on buses.

The bus may be equipped with an audio/video monitoring system. Once a video is completed the Director of Transportation or designee assigned to monitor this project may review the tape. If the tape contains information, which will be helpful to improve student behavior/management, it will be shared with the appropriate school staff, driver, the appropriate student(s) and/or parent.

If you have any questions concerning this program, please contact the Director of Transportation at 319-1904.

### **VISITATIONS AND VOLUNTEERS**

Parents are encouraged to visit and volunteer in classrooms. All visitations should be prearranged with the classroom teacher. For the protection of our students and staff, we ask that visitors register at the office.

All visitors and volunteers must wear an ID badge while in the building.

All doors with the exception of the main entrance will remain locked.

### **WEAPONS IN SCHOOL**

Possession or use of a weapon on school property is prohibited. If any person uses or is found to be in possession of a weapon on school premises at any time or at any school sponsored activity, he/she is subject to administrative action, which may include suspension, expulsion, or legal action.

A weapon is defined as:

- A. Any object or substance used or designed to inflict bodily harm or to threaten other persons. Examples include but are not limited to firearms, artificial knuckles, knives, chains, clubs, throwing stars and air guns.

- B. Any object or substance designed for other purposes, which is used in a manner to inflict bodily harm or threaten other persons. Examples include, but are not limited to belts, combs, pencils, files, compasses, scissors, chemical and sprays.

## COMMUNICABLE DISEASE CHART

Disease and Incubation Period	Symptoms	Exclusions
Common Pox 2-3 weeks	Fever, mild feeling of illness, skin eruptions in successive crops	7 days of onset of rash
Common Cold 12-72 hours Conjunctivitis (Pink eye) 24-72 hours	General feeling of illness, nasal discharge, sore throat Redness of eye, discharge of pus	Not required but recommended During acute stages
Gastroenteritis 2-48 hours	Nausea, vomiting, diarrhea	Until released by physician
Hepatitis, Infectious 10-40 days	Fever, nausea, abdominal discomfort, later jaundice	Until released by physician
Impetigo 2-5 days	Red spots or pustules often with discharge and scabs	Exclusion until lesions have healed
Influenza 24-72 hours	Fever, chills	Until recovery
Pediculosis (Lice)	Lice in hair, sometimes on clothing	Until proper measures have been taken in accordance with State requirements
Mumps 12-26 days	Fever, swelling and soreness in throat	1 week from onset of disease or until swelling has subsided
Ringworm 10-14 days	Scaly patches in hair, ring-shaped patches on skin	Until released by physician
Scabies Several days to weeks	Severely itching rash especially between fingers	Until healed
Scarlet Fever and Strep Throat	Sore throat, fever, sometimes a rash	Until released by a physician
Whooping Cough 7-21 days	Cough at first followed by a "whoop"	3 weeks after onset of "whoop"