

Celebrate Learning!



LONGFELLOW SCHÖÖL

Parent-Student Handbook 2009-2010

As citizens of Longfellow School
"We will show respect for ...
...ourselves, each other and our school.
All people will learn."

Longfellow School
Brunswick, Maine 04011



September 2009

Dear Parents,

On behalf of the staff at Longfellow School, I welcome you all to our wonderful school. We will make every effort to ensure that this is an exciting and rewarding school year for your children. We anxiously wait for the first school bell to sound and for our 2008-09 school year to begin.

The system wide curriculum review that began in 1997 continues. English, Language/Arts remains in an ongoing review and Science, Math and Health will begin phase 1 research and review during the 2008-2009 school year.

Longfellow School provides a comprehensive educational program for all students. Your child's social, emotional and academic needs will be considered in making educational decisions. Modifications will be made to our program to meet the individual needs of your child. Every effort will be made for your child to reach his/her fullest potential.

I invite you all to feel welcome at Longfellow School. Our doors are always open and I believe that you will feel very comfortable when you enter our school. There will be many events throughout the school year to which I encourage your attendance. The first being our annual Open House that is scheduled for **September 24 from 6:00-7:00**. Parent volunteers have been vital to the success of our school. The Friends of Longfellow, our parent organization, has been an invaluable support group over the years. The resources that they afford us greatly enhance our educational program.

This handbook is being distributed to you in order to better acquaint you with Longfellow School. I hope that you find the information contained within to be helpful and informative. Please take the time to carefully read this handbook and share the information with your child.

This will be a great school year for your child. Feel free to contact me at any time.

Sincerely,

Gregory K. Scott, Principal

Table of Contents

Absences.....	pg 6
Administrative Staff of Brunswick School Department	pg 3
Affirmative Action Policy	pg 1
Alternative Communication Procedure	pg 17
Arts Are Elementary.....	pg 20
Attendance.....	pg 6
Behavior Guidelines	pg 8
Bomb Threats	pg 21
Buses (Regulations & Disciplinary Action)	pg 12
Calendar	pg 2
Calendar, School Year.....	pg 24
Chemical Abuse Policy	pg 14
Chemical Health Policy.....	pg 14
Clothing.....	pg 8
Complaint Procedure	pg 5
Disease Chart.....	pg 22
Dismissal and Early Dismissal	pg 6
Drug-Free Workplace Policy & “A Dangerous Practice”	pg 14
Emergency Information.....	pg 9
Entrance Requirements.....	pg 5
Federal Survey.....	pg 11
Fire Drills	pg 9
Floor Plan, Longfellow.....	pg 23
Grievance Procedure	pg 17
Harassment Policies: Student	pg 15
Hazing	pg 16
Health Regulations	pg 7
Homework.....	pg 9
Hot Lunch.....	pg 9
Insurance	pg 9
Legal Custody.....	pg 5
Library.....	pg 9
Medications	pg 8
Non-discrimination.....	pg 1
Non-Smoking Policy	pg 15
PPRA (Protection of Pupil Rights Amendment)	pg 10
Parent Notification Requirements (No Child Left Behind)	pg 10
Parties	pg 9
Pest Management	pg 20
Philosophy.....	pg 1
Playground.....	pg 9
Pupil Services (Nurse, Guidance Counselor)	pg 10
Recess.....	pg 9
Records, Student Educational.....	pg 18
Report Cards.....	pg 11
Schedule – Daily, Early Release.....	pg 7
School Board	pg 3
Special Services.....	pg 10
Staff	pg 4
Student Transportation (Private Vehicles)	pg 13
Supplies for Students.....	pg 12
Talent Development Program.....	pg 19
Tardiness	pg 6
Telephone	pg 12
Transfers.....	pg 5
Video Cameras on Transportation Vehicles	pg 13
Visitation and Volunteers	pg 12
Weapons	pg 15

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 aesthetics 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.

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.

Jim Oikle, Affirmative Action Coordinator
35 Union Street
Brunswick, Maine 04011
Telephone 319-1901

Greg Bartlett, Section 504 and Americans with Disabilities Coordinator
35 Union Street
Brunswick, Maine 04011
Telephone 319-1901

Longfellow School representative is:
Wende Sairio
Telephone 319-1985

SCHOOL CALENDAR 2009-10

August 31	Elementary Schools Open Grades 1 to 5
September 1	First Kindergarten Session 9:30 to 10:30
September 2, 3, 4	Kindergarten Sessions 8:40 to 11:25
September 8	First Full Day Kindergarten Class
September 16 (dismiss at 1:00)	Early Release for Professional Development
October 12	Columbus Day (No School)
November 6	First Quarter Ends
November 11	Veteran's Day Celebrated (No School)
November 24 (dismiss at 1:00).....	Parent/Teacher Conferences
November 25	Parent/Teacher Conferences (No School)
November 26, 27	Thanksgiving Recess (No School)
December 9(dismiss at 1:00)	Early Release for Professional Development
December 21-January 1	Holiday Vacation (No School)
(School resumes January 4, 2010)	
January 18.....	Martin Luther King Day (No School)
January 22.....	Second Quarter Ends
January 27 (dismiss at 1:00)	Early Release for Professional Development
February 15-19	Winter Vacation (No School)
March 19.....	Professional Development (No School)
April 2.....	Third Quarter Ends
April 15 (dismiss at 1:00).....	Parent/Teacher Conferences
April 16.....	Parent/Teacher Conferences (No School)
April 19-23	Spring Vacation (No School)
May 5(dismiss at 1:00)	Early Release for Professional Development
May 31.....	Memorial Day (No School)
June 21(dismiss at 1:00)	Projected Last Day of School

We suggest that you retain this copy of the Parent/Student Handbook so that whenever the need arises you may refer to it.

(Notices will be sent home if there are any changes in the above calendar.)

Brunswick School Board

Eileen Murphy, Chairman	Marybeth Latti	John B. Jones, Jr.
Byron Watson, Co-Chairperson	Corinne Perreault	Michelle Small
Michele Joyce	Eileen Murphy	James Grant

Superintendent of Schools

Paul Perzanoski 319-1900

Assistant Superintendent of Schools

Greg Bartlett 319-1900

Director of Special Services

Paul Austin 319-1901

Longfellow Elementary School

Gregory Scott, Principal 319-1980

Coffin Elementary School

John Paige, Principal 319-1950

Jordan Acres Elementary School

Scott Snedden, Principal 319-1970

Brunswick Junior High School

Walter Wallace, Principal 319-1930

Lisa Cushman, Assistant Principal

Brunswick High School

Bruce Cook, Principal 319-1910

Donna Borowick, Assistant Principal

Peter Gardner, Assistant Principal

Maintenance, Grounds, Transportation

Scott McKernan, Director of Facilities 319-1904

David Brunette, Director of Grounds and Transportation

School Nutrition Program

Maurice St. Pierre, Director 319-1906

Longfellow Staff

Principal:

Kindergarten:

Mr. Gregory K. Scott

Mrs. Rickards
Mrs. Janet Scala
Mrs. Jeanne Baker Stinson

First Grade:

Mrs. Jean Doughty
Ms. Muriel Milne

Second Grade:

Mrs. Susan DeLois
Mrs. Hazel Goodman
Mrs. Mary Lancaster
Mrs. Susie Knowles

Third Grade:

Mr. Douglas DeCamilla
Ms. Holly Greene
Mr. Michael Larrabee

Fourth Grade:

Mrs. Gail Anderson
Mrs. Susan Bean
Mrs. Beverly Doughty

Fifth Grade:

Mrs. Brigitte Brescia
Mrs. Kelly Dorr
Mr. Marc Mazerolle

NCR Classroom:

Ed Tech III

Mrs. Susan Chittum
Mrs. Jan Obery
Mrs. Jamie White

Title I:

Reading Recovery

Reading Strategist

Mrs. Berenice Knight
Mrs. Ann Havener
Mrs. Kathy Buttner
Ms. Dianna Dietrich

Resource Assistant:

Mrs. Evie Katz
Mrs. Jody Clark
Ms. Carol Toroomian
Mrs. Hanne Gramins

Librarian:

Library Assistant:

Physical Education:

Art:

Music:

Speech Therapist:

School Nurse:

Elementary Counselor:

Occupational Therapist:

Physical Therapist: Mrs.

Ms. Emily Moll
Mrs. Danielle Murphy
Mrs. Melissa Madden
Mrs. Janet Rivard, R.N.
Mrs. Rachael Bradley
Mrs. Maggie McKenna
Mrs. Jane Campbell
Mrs. Tracy Peck-Moad

Talent & Development

Mr. Peter Stevens
Mr. Andrew Kosak
Mrs. Mathilde Rothwell

Behavior Specialist:

Cafeteria:

Mrs. Rosemarie Kish
Mrs. Barbara Austin

Noon Aides

Mr. John Landry
Mr. Richard Ryan
Mr. Mark Harpell
Mr. Robert Eggleston

Head Custodian:

Custodians:

Mr. James Tupper
Mr. Earl Ater
Mrs. Doris Stewart

Administrative Secretary:

Special Education Secretary:

Mrs. Mary Ann Wilson

Mrs. Anita Duffy

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, Director of Elementary Education and Special Projects 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 319-1901.

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 15th 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** must be presented by Kindergarten and all new pupils entering a Maine school for the first time. Compliance must be within 60 days after the first entrance date in accordance with State law.

Every child entering Brunswick schools for the first time must present evidence of having had a **physical examination** within the previous twelve (12) months. Forms are available in the school office, and must be returned within 90 days of entrance. Non-compliance will result in exclusion from school.

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.

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. It is recommended that a physical examination be completed prior to entering school.

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 Educational Rights and Privacy Act."

Parents who have sole custody rights must file a copy of the court order with the school. We cannot deny either parent from requesting the child be dismissed into his/her custody unless the school has such an order on file. Should you have further questions regarding this matter, please contact the school office.

TRANSFERS

Students planning to transfer are requested to notify the school office (319-1980) a week in advance. This gives our staff time to notify teachers and to prepare records. A transfer report will be prepared for the student to take on his/her last day in attendance. Official records are completed and mailed when a request is received from the new school.

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 that have been approved by the principal in advance.

We request that you call the school, if possible, between 7:30-8:00 AM to report your child's absence. If we have not heard from you by 9:15 AM, we will call you to confirm your child's absence from school. In addition, if a student is absent from school for any reason, he/she MUST bring a **note of explanation** signed by the parent or guardian. The responsibility for providing a valid, written excuse rests with the parent. All absences **MUST** be supported by such a written excuse. If a student does not bring a note upon return, the absence is also listed as unexcused. Five or more unexcused absences require notification to the Superintendent which is the initial step of truancy proceedings.

ATTENDANCE

A student should be in school every day that school is in session unless the need to be absent falls within the criteria for excused absence provided in the law. A day lost from school cannot be replaced regardless of a student's capabilities, and no amount of make up work can ever duplicate the original instruction that took place within the classroom. Furthermore, to expect less than excellent attendance may foster an attitude within the student that school just isn't all that important.

TARDINESS

Instructional time is shortchanged if students are tardy. Students are considered tardy to school if they are not in their classrooms by 8:55 A.M. **Pupils who are tardy are to report to the Office with a note of explanation signed by parent or guardian to receive a late slip.** If tardiness becomes chronic (5-6 times) equivalent hours from school shall be estimated and the case handled as other unexcused absences.

DISMISSAL

In order to insure the safety of each child, we ask that the following procedures be reviewed. 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:

- **NO ONE SHOULD GO DIRECTLY TO THE CLASSROOM TO TAKE A STUDENT.**
- If you or someone you designate need to pick up your child you will need to go to the office. Your child will be called from the class and must be signed out on the "**Sign Out Clipboard**" by the person picking him/her up. It may be necessary to show identification when picking up your child. Please be prepared for this possibility. Dismissal time is a busy time in the office. We appreciate your patience.
- You may have your child meet you outside at dismissal time if you specify in your note that your child is to be released with "**the walkers.**" In this instance you will not need to sign them out through the office. For the safety of all children, those children who are released with the walkers should not remain on the playground unless accompanied by an adult. They should go to their after school destinations.
- A "**blanket note**" may be used when the same dismissal routine is used each week, such as, "Julie will be picked up every Tuesday until further notice." A "**blanket note**" is also needed for bike riding, such as, "TJ 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. The office will notify your child and their teacher of the change.

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. There is an automatic telephoning of all primary phone numbers listed in our computer system. This call will be implemented sometime after 5:30 a.m. and anytime during the day should an emergency situation occur. Local radio stations WJTO, WGAN, WMGX, WPOR, WYNZ, WIDE, WCLZ, WBLM, WCYY, WJBQ, and WHOM will make the appropriate announcements. Local T.V. 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 this does not happen often, **YOUR CHILD SHOULD KNOW WHAT TO DO IF HE/SHE FINDS NO ONE HOME.**

DAILY SCHEDULE

Monday through Friday school hours are:

	ARRIVAL	LATE BELL	CLOSING
Grades K through 5	8:40	8:55	3:10

Safety Patrol boys and girls cover several intersections. Bicycles must be walked on the school grounds. **PLEASE DO NOT SEND STUDENTS EARLIER THAN 8:25 A.M.** as there is no supervision on the playground at that time for students other than for those students who arrive by bus.

EARLY RELEASE SCHEDULE

Grades K through 5

Dismissal will be at 1 p.m.

Early Release Days: September 16, November 24, December 9, April 15, May 5 and the last day of school.

HEALTH REGULATIONS

Parents of pupils should be mindful of both their health and that of a group. A pupil who feels ill should stay at home. Many cases of severe illnesses and the spread of epidemics can be prevented in this way. Cooperation on the part of all will keep our 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 problems they should stay home:

1. fever 100 degrees or higher
2. nausea and/or vomiting (sick stomach)
3. diarrhea
4. uncontrollable cough
5. runny nose

Good **hand washing** is the most important thing that we can all do to prevent spreading germs and illness.

A SPECIAL REQUEST

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** request that students be kept in during recess periods. If the child is not well enough to go outside, he/she should not be in school.

MEDICATIONS

The Brunswick School System discourages the administration of medicines on school premises. If medications are needed during school hours, the nurse may give a student medication if the following requirements are met:

1. A new state law was passed stating that ALL medication, including over the counter medication, must be prescribed by a health care provider. A permission form for the medication to be given during the school year must be signed by the parent/guardian AND the health care provider.
2. Medication is to be kept in the nurse's office only.
3. Medication is to be in the **original** container, clearly labeled with student's name, the name of medication, dosage, and a note from parent. Pharmacists are more than willing to supply an additional labeled bottle.
4. The medication will be taken under the supervision of school personnel.

SCHOOL BEHAVIOR GUIDELINES

Longfellow School has a Student Management Plan which affects those common areas of the building that all students share such as bathrooms, hallways, cafeteria, and playground. In addition, individual teachers have classroom management plans that are shared with parents. Longfellow students are encouraged to treat one another with respect, providing a safe school environment.

After-school detention may be assigned to students for inappropriate behavior, infractions of school rules, as a time to make-up work, or as needed to complete assignments. Parents will be notified on the day preceding detention and are requested to sign and return the detention form. Detention is normally limited to 45 minutes. Parents of bus students are expected to provide transportation. If suitable arrangements can be made immediately, students may be detained the same day following a phone conference between the teacher and parent.

Our ultimate goal is to have all students perform and behave in a manner that supports an environment that is conducive to learning and such that detaining students after school is not necessary.

CLOTHING

While we have no formal dress code, students are expected to wear clothing appropriate to a school setting. Proper footwear is essential for P.E. classes and playground play. Clogs, flip-flops, etc. are not recommended for safety reasons on P.E. days.

Students are expected to wear appropriate clothing during the winter weather, including coats, snow pants hats and mittens, and footwear. Often we will experience a warm day. Boots are still required due to melting snow and wet conditions on the playground. Parents should also consider sending a change of clothes during these times. We appreciate parent cooperation in stressing this requirement.

Longfellow School maintains a **Lost and Found** area in the gym. Each year many beautiful, handmade items, sweaters, coats, mittens, hats, etc., go unclaimed at the end of the year. If your child has lost something, we encourage you to have your child check the Lost and Found.

EMERGENCY INFORMATION

It is extremely important that we have an **Emergency Card** for each student with information that is accurate. Please notify the office immediately if you have any change to the information on your child's Emergency Card.

FIRE DRILLS

A minimum of ten (10) fire drills are held each year. Fire Department personnel often participate in the drills.

HOMEWORK

It is the policy of the elementary school 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 LUNCH

Nutritious hot lunches are available to students at a cost of \$2.00 per meal, .40 reduced lunch, .50 milk, .05 Kindergarten milk, \$3.75 adult lunch. Adult lunches should be ordered in the morning before 9:15am either by notifying the teacher in writing or calling the office. **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 teachers and the office. Application forms are available in the office for determining family eligibility for free and reduced 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.

LIBRARY

The library at Longfellow School serves both students and teachers. All students have a book exchange/library skills or storytelling period each week. Teachers use the books and audio-visual materials to supplement their curriculum work. Parents are welcome to visit and/or work as a volunteer in the library.

PARTIES

We regret that children may not have birthday parties at school. There is a town wide regulation of only two parties a year: one during the December holiday season, and one at Valentine's Day. Please do not send party invitations to school to be distributed.

PLAYGROUND

Our play areas are supervised during recess and at noon time. For safety reasons, use of the playground from 8:05-8:25 is reserved for bus children. Walkers should not arrive at school before 8:30.

RECESS

Recess time is provided in the morning and again at noontime. It provides opportunity for students to get a change of scenery, for fresh air and exercise, and for a chance to interact informally with their friends.

Please **DO NOT** request that students be kept in during recess periods. If your child is not well enough to go outside, he/she should not be in school.

PUPIL SERVICES

A wide range of special education, health, and counseling services are available to students and their families. The **School Nurse** can be contacted regarding health-related questions by calling 319-1987. The Elementary **Counselor** can also be contacted at 319-1982. This person works with students and families in many situations both in and out of school that may influence a child's performance.

SPECIAL SERVICES ANNUAL NOTICE CHILD FIND RESPONSIBILITIES FOR CHILDREN WITH DISABILITIES

The Brunswick School Department recognizes its responsibility to identify children between the ages of three and twenty within its jurisdiction who may have a disability that requires special education. Screening and identification are at no expense to the parent and are available to students who attend any of the Brunswick schools, are home schooled or attend private schools. Information concerning Child Find may be obtained from the Director of Special Education for the Brunswick School Department.

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: certification and degree;
- 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 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.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 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 of 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 physical problems of the student or student's 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 and 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 surveys, regardless of funding; and
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, 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 or required under state law.
3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses 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 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

FEDERAL SURVEY

In October, each student will receive a green Federal Survey form to be completed by a parent or guardian and returned to school by mid October. Every year, these forms are used by the U.S. Department of Education to provide money to the Brunswick Schools, which reduces the amount we have to raise from property taxes. The school department treats data collected from this survey as personal; and we do not make it available to anyone, other than the U.S. Department of Education in the course of their review of our application for funds. It is essential that we have a form completed for each child, whether or not there is any federal connection. Your cooperation is appreciated, and money received as a result of the survey goes directly to the school budget. If you have any questions about the survey, please call the school office.

REPORT CARDS

Report cards are issued quarterly. At the end of the first and third quarters, all report cards will be issued at regularly scheduled Parent Conferences. Parents must attend Conferences to receive report cards. At the end of the second and fourth quarters, 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,

SUPPLIES

The School Department provides textbooks and most paper for students. Students are responsible for textbooks that are assigned to them and may be charged for the books if damaged or lost. A list of suggested school supplies is available through the office.

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.

VISITATION AND VOLUNTEERS

Parents are welcome to visit classes. Frequent, short visits will give a truer picture of the variety of work carried on at school. For the protection of all students, we ask that visitors introduce themselves at the office prior to their visitation. Visitation and teacher conferences should be prearranged. We regret that we find it quite impossible to have children from other areas visit our schools.

All visitors, including volunteers, are to check in with the office before visiting classes. Volunteers and visitors must wear an I.D. badge while in the building.

Due to increased security measures, all doors will remain locked with the exception of the main entrance on Longfellow Avenue and the South Street entrance near the second grade classrooms.

Volunteers are an instrumental part of our school program. They provide an “extra pair of hands” to help in the library, with clerical projects, and with instructional activities under the teacher’s supervision. Please look for a notice regarding our volunteer program and recruitment effort which students should bring home at the beginning of the school year.

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 adhered to:

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 bus 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 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 window or extend hands, arms, heads or objects through bus windows.
- Have written permission, approved by the school office, 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.
- 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 shall 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:
 - Principal and student discuss the problem and develop a plan to correct the behavior.
 - The principal notifies the parents of the problem and of the possibility of forfeiting bus privileges.
 - Student loses bus privileges for a specified number of days.
 - Student forfeits bus privileges for the remainder of the school year.

Should you have any concerns regarding the transportation operation, feel free to call Dave Brunette at 319-1904.

Please help your child learn the route number of his/her bus. To assist bus drivers in promoting student safety, we request that Kindergarten and first grade students wear a nametag for the first week of 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 tape may be reviewed by the Director of Transportation or designee assigned to monitor this project. 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 the parent.

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

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.

CHEMICAL HEALTH POLICY

The chemical health policy procedures will be fairly and consistently applied to all cases involving possession, use, selling or furnishing of drugs, or showing effects of chemicals or alcohol on school grounds or at school functions. These procedures are based on the premises that the school system has a responsibility to prevent drug and alcohol abuse, and that chemical dependency, including alcoholism, is a treatable disease. It is further based on the belief that in order for the student to recognize and alter his/her abusive pattern, he/she must be held accountable for his/her abusive pattern, thus the procedures for student assistance combine disciplinary actions and referral with assessment treatment.

DRUG-FREE WORKPLACE POLICY

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-owned vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be nonrenewed or his or her employment suspended or terminated, at the discretion of the school board.

Any such sanctions against employees, including nonrenewal, suspension or termination, shall be in accordance with prescribed school district administrative regulations and procedures and any negotiated agreements covering such employees.

Adopted: 6/28/89

CHEMICAL ABUSE POLICY FILE: JICH

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.

Please contact the school or superintendent's office should you wish to review the complete policy.

A DANGEROUS PRACTICE

Recently an article appeared in a local newspaper that addressed the issue of adolescent use of inhalants as means of getting “high”. Be advised that inhalants can range from butane (as was reported in the newspaper article) all the way to common household products. All are dangerously used to give kids a “rush” or a “high”...a short term feeling of euphoria.

This feeling however, come with a high price. Inhalants cause a loss of oxygen to the brain. This can result in a drop in blood pressure that then causes the heart to overwork as a compensation. In some cases, this can result in death, particularly if an individual has other health issues. In any case, the use of inhalants can be lethal.

Warning signs of typical inhalant use may include nausea, headache, coughs, rashes around the mouth and nose areas, as well as strong chemical smell on personal belongings. Other signs such as changes in attitude and interests, excessive weight loss, or a lack of concentration may also denote possible use of inhalants or any other drug.

NON-SMOKING POLICY

Effective September 1, 1992, “tobacco use”, except as provided for as a “classroom demonstration”, is prohibited in all school buildings, on school grounds 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.

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 advancement, 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 of condition of an individual’s educational benefits; or
2. submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive employment 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 Brunswick student having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if the student is uncomfortable with confronting the harasser, the student is encouraged to speak confidentially with a faculty member. If the harassment cannot be resolved, the faculty member should advise the student of the options which are available under the AFFIRMATIVE ACTION POLICY OF THE BRUNSWICK SCHOOL BOARD including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, Maine Human Rights Commission, and or the United States Office of Civil Rights.

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.

WEAPONS IN SCHOOL

Possession or use of a weapon in a school building is prohibited. If a student is found to be in possession of a weapon or if the student uses a weapon on school premises at any time or at any school-sponsored activity, the student is subject to administrative action which may include suspension, expulsion, or legal action.

1. A weapon is any article used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, artificial knuckles, knives, chains, clubs, throwing stars, and air guns. A weapon is also any article designed for other purposes which is used in a fashion to inflict bodily harm and/or intimidate other persons. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors, and sprays.

HAZING

Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or group or group of students enrolled in a public school.” It is the policy of the Brunswick School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the school, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the Brunswick School Department who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with the Brunswick School Department which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action-or lack of action-on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the school board. The ruling of the school board, with respect to the provisions of this policy, shall be final

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.

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.

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.

The Brunswick School Department is very concerned. Working in conjunction with the police department, the fire department, and health officials, we have solicited and compiled information related to the topic.

Simply call the school and ask. We ask that you share the information with family, friends and neighbors. All Brunswick schools are now incorporating the information as part of the awareness programs, orientation programs, and in the text of each student/teacher handbook. We hope our pro-action can help prevent a tragedy.

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and renew the student's education records with 45 days of the day Brunswick School Department receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Brunswick School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Brunswick School Department decides not to amend the record as requested by the parent or eligible student, the Brunswick School department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Brunswick School Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Brunswick School Department may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. Directory information includes the student’s name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, most recent previous educational institution attended by the student, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Please note that when a health or safety emergency exists, schools may share relevant information about students involved in the emergency with appropriate parties—that is, those whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Brunswick School Department to comply with the requirements of FERPA. The name and address of the office that administer FERPS is:

The Family Educational Rights and Privacy Act Office (FERPA)
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The Brunswick School Department maintains a more extensive policy on education records. That policy can be obtained by contacting the school principal.

Upon request, records can be copied for parents/guardians at a charge of .25 per page.

Talent Development Program

The Brunswick School Department is responsible for identifying up to 5% of its students as Gifted and for providing appropriate services to these students. The Brunswick Talent Development Program meets this requirement through a variety of services which are available to both identified and non-identified students.

What does Gifted mean?

The word gifted stirs up many different feelings and images for parents and teachers of young people. Historically, gifted has meant a measured IQ greater than 130-132, which includes about 3% of the general population. Over the past 30 years, this definition has been shown to have significant limitations primarily because of the types of people who are excluded. A more useful definition of giftedness looks at a broader set of characteristics, which means that students based on two general definitions of giftedness.

Academically Gifted students are those who may begin the school year already knowing most of what they will be taught. They may also be those who are able to learn new material at significantly faster rates than their peers. In addition, these students have a tendency to ask more sophisticated questions and to have more complex thought processes than is typical of their age.

Identification of academically gifted students is based on a variety of information sources including teacher observations, parent referrals, standardized test scores, and special education screening. This usually takes place each spring in preparation for the coming school year.

Services for academically gifted students are as individualized as possible. The Talent Development Program teacher works with the regular classroom teacher to modify assignments and expectations for these students and to provide more complex work as appropriate. Occasionally, students are pulled out of the regular classroom for special instruction.

Meeting the needs of all students: In Brunswick, we strive to use a variety of Differentiated Instruction strategies to ensure that all of our students make maximum progress. Non-identified students frequently receive attention or instruction from the Talent Development Teacher as a part of the day to day activities in the classroom, and teachers often include non-identified students in advanced activities.

Creatively Gifted students are those who can generate surprising or unusual ideas and solutions to problems. These students often have intense interest in specific topics, and they spend far more energy pursuing these interests than their peers.

Identification of creatively gifted students is based on a variety of information sources including teacher referrals, parent referrals, student referrals, and special education screening. This type of giftedness tends to be present in students of above average, but not necessarily superior, ability. It often only emerges in certain circumstances and at certain times. Therefore, identification is ongoing, since some students (and adults, too) only begin to demonstrate these traits after having a particular new experience.

Services for creatively gifted students are intended to help these students develop their talents and independent learning skills. They occur in three types. These activities frequently include non-identified students.

Type I activities

~ experiences that may ignite any student's creative giftedness

Type II lessons teach students

~ skills needed to independently pursue particular areas of interest

~ creative thinking skills

~ critical thinking skills

~ independent learning skills

Type III projects

- ~ These are student driven investigations that result in real products or services for real audiences. They are only carried out by individuals or small groups with strong motivation and demonstrated independence.

If you would like to refer your child for identification in the Talent Development Program, you may find forms at each school office. You may contact the Talent Development Program via phone through any school office, or via e-mail at pstevens@brunswick.k12.me.us

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.

ANNUAL 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 situation, 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 not 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 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, David Brunette, at 319-1904 or by logging onto the school department's website (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

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 with out 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.

IMMUNIZATION REQUIREMENTS

<u>Doses</u>	<u>Immunization</u>
5	DTaP (4 th dose given after 4 th birthday)
4	Polio vaccines (3 if 3 rd dose given after 4 th birthday)
2	MMR (first dose on or after first birthday)
1	Varicella (chickenpox)* (Students under age 13 need only one dose, age 13 and over require two doses given 4– 8 weeks apart)

**Proof of immunity for chickenpox can be shown in 1 of 3 ways*

1. A note or health record from your doctor showing your child has had chickenpox
2. A valid Immunization Record showing your child has had the chickenpox vaccine
3. Results of a blood test that shows your child is immune to chickenpox

Any child who does not meet these requirements within 90 days of registration may not attend school. You must bring documentation of immunization dates to the school office by the start of school or present one of the following:

- A physician's written statement that immunization is medically inadvisable

OR

- A written statement each year stating an opposition to immunization because of a sincere religious, moral, philosophical or personal reason.

Student Name: _____

Date: _____

ParentGuardian Signature: _____

COMMUNICABLE DISEASE CHART

Disease and Incubation Period	Symptoms	Exclusions
Chicken 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	General feeling of illness, nasal discharge, sore throat	Not required but recommended
Conjunctivitis(Pink eye) 24-72 hours	Redness of eye, discharge of pus	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 physician
Whooping Cough 7-21 days	Cough at first followed by “whoop”	Three weeks after onset of “whoop”