

FIRST READ – MAY 2017

## HOMework POLICY

~~The Brunswick School Board recognizes that homework is an important extension of the school experience because it fosters academic achievement and good study habits. As part of the school curriculum, appropriate assignments may be required. These assignments may increase progressively from grade to grade in both complexity and time requirement.~~

Homework should be the independent practice of an effectively taught skill and should be given with a purpose that is clearly understood by both teacher and student and fosters academic achievement, strong, independent habits of work, and positive school-family relations. Assignments should be differentiated based on student ability.

Homework should be viewed as one of the many outside learning experiences along with other enrichment opportunities that are highly valued in our community. It is important to help students to find a balance of academics, home life and extra-curricular activities. Therefore the following guidelines are suggested:

<u>Grades 1-2</u>	<u>No more than 60 minutes per week on average</u>
<u>Grades 3-4</u>	<u>180</u>
<u>Grade 5</u>	<u>240</u>
<u>Grades 6-8</u>	<u>No more than 480</u>
<u>Grades 9-12</u>	<u>No more than 900</u>

*Adopted: 12/13/88*

*Revised: 5/2017*

## First Read for Rescinding

### HOMEWORK POLICY “ADMINISTRATIVE GUIDELINES”

#### REASONS FOR HOMEWORK

- To complete work started in class
- To expand and/or enrich regular classwork
- To build interest in reading and learning
- To make up work missed due to absence
- To serve as an advanced organizer for the next day’s class
- To provide an opportunity to pursue special interest or ability areas
- To increase learning time
- To establish independent study skills

#### GUIDELINES FOR TEACHERS

- Homework should be the independent practice on an effectively taught skill
- Homework should be given with a purpose that is understood by both teacher and student
- It is important that homework be within the student’s capability
- Students should have readily available to them all books and materials required to complete the assigned work
- Homework assignments are not be given as busy work or for disciplinary reasons
- Homework requires a system of accountability

The following suggested guidelines are made for the purpose of providing a standard of expectation at grade levels and are designated as averages. Assignments should be adjusted accordingly based upon student and class ability.

Kindergarten 1 - 2 outside assignments per week

Grades 1 and 2 30 – 60 minutes weekly

Grades 3 and 4 120 – 180 minutes weekly

Grade 5 240 minutes weekly

Grades 6, 7 and 8 240 – 480 minutes weekly

Grades 9 – 12 600 – 900 minutes weekly

Adopted: 12/13/88

**First Read for Rescinding**

**PHYSICAL EXAMINATION OF STUDENTS**

**I. KINDERGARTEN, JUNIOR HIGH, SENIOR HIGH**

In order to plan for student health needs, it is recommended that every child entering Kindergarten, and upon entering Junior High School, and upon entering Senior High School, present written evidence of having had a physical by a physician within the previous twelve (12) months.

- II. Every child entering the Brunswick schools for the first time is recommended to present evidence of having had a physical examination upon entering Kindergarten, Junior High School, and Senior High School.

**III. FINANCIAL HARDSHIP**

In the event that the above recommendations place an unreasonable financial burden on the child's family, the Superintendent or designee may determine that the School Physician should perform the examination.

*Adopted:*

*Revised:*

*Revised:*

*Revised:*

*Related Materials/Procedures:*

*Statutory Reference:*

*5/23/78 5/1/79 11/27/79*

*2/11/98*

*Physician's Statement of Fitness Form Application for Exemption from Physical*

*Examination Waiver of Responsibility Form*

*20-A:7203*

**First Read for Affirming**

**IMMUNIZATION OF STUDENTS**

All students who enroll in Brunswick schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against diseases identified by the State Department of Education. This should be done at the time of registration. A student who does not present a certificate of immunization shall be considered non-immunized.

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

1. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during his/her school career; or
2. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
3. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

*Legal Reference: Cross Reference:*

*Adopted: Revised:*

*20-A MRSA §6352-6359 Ch. 126, Me. Dept. of Ed. Rules JLCC-Communicable/Infectious Diseases  
JRA-Student Educational Records  
5/23/78*

*7/14/81 9/15/87 2/11/98 6/11/03*

Reviewed: 5/2017

**First and Second Read for Rescinding**

**SUBSTITUTE TEACHERS - PROCEDURES**

1. Application:

1. A minimum of two years of college is required to serve as a substitute teacher in the Brunswick School Department.
2. Each substitute must apply by completing the application for substitute teaching available in the Office of the Superintendent of Schools.
3. All information requested on the application must be provided.

2. Approved Substitute List:

1. A list of all approved substitutes will be maintained by the Superintendent's office and will be issued to all Principals prior to the opening of school each school year.

C. Orientation/In-Service for Substitutes:

1. It is the responsibility of each Principal to see that substitutes are oriented to their buildings. They will work with the Assistant Superintendent and the Director of Special Education to develop desirable common orientation/in-service activities.

4. Monitoring of Substitute Performance:

1. Each principal shall establish a method for obtaining information/feedback on the effectiveness of substitutes employed in that building.
2. Should the Principal conclude that a substitute is unsuitable for use in his/her building, that information will be sent to the attention of the Superintendent of Schools as soon as possible.

5. Compensation Guidelines:

1. Day-to-day Non-consecutive Substitutes: \$75.00
2. Long-Term Substitutes

(a) After 10 consecutive days in the same teaching position:

1. \$100 per day if the substitute holds a valid Maine Teaching Certificate for the position held.

*Adopted: Revised Revised: Revised: Revised: Effective:*

8/27/87 8/14/96 8/19/97 11/10/99 2/4/04 9/1/04

2. \$95.00 per day if not certified for the position but holds a degree.
3. \$85.00 per day if non-degree holding, non-certified.

2. (b) After 20 consecutive days in the same teaching position:

The substitute will be paid at the rate of \$140.00 per day.

3. (c) Waivers of Compensation Guidelines:

1. In the event that it is necessary to employ a substitute teacher, the Superintendent reserves the right to waive the consecutive day provisions and employ the substitute teacher at the rates set in this section.

1. In making a decision on this waiver, the Superintendent shall consider:
  1. (1) The length of time the substitute will be needed.
  2. (2) The amount of responsibility assumed.
  3. (3) The qualifications of the substitute in relation to the assignment.
2. When a teacher is going to be absent for an extended period of time, a long-term substitute should be employed to provide consistency.

The criteria used to select a long-term substitute should be the same as used to select a regular teacher. Unless the long-term substitute is certified to teach at the level assigned, the substitute may serve no more than sixty (60) days in that position in any school year.

*Adopted: Revised Revised: Revised: Revised: Effective:*

*8/27/87 8/14/96 8/19/97 11/10/99 2/4/04 9/1/04*

FIRST READ – MAY 2017

SUBSTITUTE TEACHERS

The Brunswick School Board shall establish a rate of compensation for substitute teachers employed by the Brunswick School Department, consistent with the provisions of Maine Law.

A. Application:

1. A minimum of two years of college, or equivalent experience, as determined by the superintendent or designee, is required to serve as a substitute teacher in the Brunswick School Department.
2. Each substitute must apply by completing the application for substitute teaching available in the Office of the Superintendent of Schools.
3. All information requested on the application must be provided.

B. Approved Substitute List:

1. A list of all approved substitutes will be maintained by the Superintendent's office and will be issued to all Principals prior to the opening of school each school year.

C. Orientation/In-Service for Substitutes:

1. It is the responsibility of each Principal to see that substitutes are oriented to their buildings. They will work with the Assistant Superintendent and the Director of Special Education to develop desirable common orientation/in-service activities.

D. Monitoring of Substitute Performance:

1. Each principal shall establish a method for obtaining information/feedback on the effectiveness of substitutes employed in that building.
2. Should the Principal conclude that a substitute is unsuitable for use in his/her building, that information will be sent to the attention of the Superintendent of Schools as soon as possible.

E. When a teacher is going to be absent for an extended period of time, a long-term substitute should be employed to provide consistency. The criteria used to select a long-term substitute should be the same as used to select a regular teacher. Unless the long-term substitute is certified to teach at the level assigned, the substitute may serve no more than sixty (60) days in that position in any school year.

*Adopted: 8/14/96*

*Statutory Reference: 20-A Section 13402*

**FIRST AND SECOND READ – MAY 2017**

**GRADUATION REQUIREMENTS**

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal. The Brunswick School Board has adopted a proficiency-based system of learning consistent with Maine law and the Brunswick School Department 21st Century Learning Expectations, which means that after July 1, 2020, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Maine Learning Results.

To be awarded a high school diploma from the Brunswick School Department, students graduating in the Class of 2021 and beyond must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Brunswick School Board. Students graduating in the Classes of 2015-2020 must meet the credit and other graduation requirements specified in this policy.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook. The Board has approved the following schedule of requirements for graduation, which includes minimum requirements specified by the State of Maine. This policy shall be reviewed on a yearly basis, or more often if necessary, to be revised as needed.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

**Diploma Requirements for Students Graduating in the Classes of 2017, 2018, 2019, and 2020:**

The following minimum requirements represent a basic program through which a student may earn a diploma from Brunswick High School: (21½ credits required)

English 4 credits

Mathematics 3 credits

Science 2 credits (1 Science course must be a laboratory course)

Social Studies 3 credits



Physical Education 1 credit  
Health .5 credit  
Fine Arts 1 credit  
Electives 7 credits

In addition to the 21½ credits, each student must meet computer proficiency standards as established by the school. Students must also complete a community service requirement for graduation as outlined in FILE IKF-R. Maine Studies is required of all students who have not completed this state requirement.

All students at Brunswick High School are eligible to receive special recognition for academic achievement. To attain honor roll status, a student must be enrolled in a minimum of five classes and pass each class with a grade of 80% or better. In addition, graduating seniors may be recognized by their class rank based upon a weighted grade point average calculated after seven semesters.

#### MINIMUM COURSE REQUIREMENTS

All students must be enrolled in a minimum of five courses or their equivalent, exclusive of physical education. Students are strongly encouraged to carry five (6) full credit courses or their equivalent. The Principal may waive this requirement when in his/her judgment extenuating circumstances warrant such a waiver.

#### ALTERNATIVE AND SPECIAL EDUCATION PROGRAMS

Students placed in Alternative and Special Education programs shall be required to meet the basic requirements of this Policy. However, the means of attainment of the requirements shall be in accordance with an Individualized Alternative Educational Plan or Individualized Educational Plan. The Principal of the school shall be responsible for the development of procedures and guidelines which assure that Alternative Education and Special Education programs meet State requirements.

#### INCOMING TRANSFER STUDENTS

The Principal shall establish specific, written procedures for the review of transcripts for students who transfer to Brunswick High School after grade 9. It is the intent of the Board that transfer students meet all requirements of this policy. After review of the transcript, however, the Principal may waive certain requirements for transfer students if he/she deems it is in the best interest of the student to do so. In such cases, a course load consistent with that of the student's peers will be designed.

#### **Diploma Requirements for Students Graduating in the Class of 2021 and Beyond:**

In accordance with Maine law and the Brunswick School Department proficiency-based system of learning, after July 1, 2020, the awarding of a diploma from Brunswick High School will be contingent on the demonstration of proficiency in the content areas of

Maine's system of Learning results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results. The student must also fulfill any other requirements specified in this policy. Students who anticipate graduating in the Classes of 2021 and beyond must meet the following requirements in order to be awarded a high school diploma:

1. Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each priority standard within the content areas.
  - English Language Arts
  - Mathematics
  - Science and Technology
  - Social Studies
  - Health Education and Physical Education
  - Visual and Performing Arts
  - World Languages
  - Career and Education Development (embedded in the other content areas)
2. Demonstrate proficiency in the Guiding Principles of the Learning Results which are embedded within the course offerings and alternative pathways.
  - Clear and effective communicator;
  - Self-directed and lifelong learner;
  - Creative and analytical problem solver;
  - Responsible and involved citizen; and an
  - Integrative and informed thinker.
3. All students, regardless of pathway, will be required to complete a minimum of 30 hours of approved community service hours as outlined in FILE: IKF-R prior to graduation.
4. All students must be enrolled in a minimum of six courses or their equivalent. The Principal may waive this requirement when in his/her judgment extenuating circumstances warrant such a waiver.

#### **Multiple Pathways to the Awarding of a Proficiency-Based Diploma:**

The Brunswick School Departments high school educational program is designed to enable students to satisfy graduation requirements in four years through a combination of a sequence of courses, learning experiences or integrated equivalents providing

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opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross- content Guiding Principles of the Learning Results.

Beginning with the class of 2021, a student may earn a diploma from Brunswick High School within a four year period by following a traditional pathway, demonstrating proficiency by earning (21.5) credits or by demonstrating proficiency in the content areas through any combination of multiple pathways.

A. For example, students following a traditional (21.5) credit pathway may engage in the following course of studies:

<i>Area of Study</i>	<i>Requirements</i>
<i>English/Language Arts</i>	<i>Earn 4 credits thereby demonstrating proficiency in the English/Language Arts standards.</i>
<i>Social Studies</i>	<i>Earn 3 credits thereby demonstrating proficiency in the Social Studies standards. (ASK DOE)</i>
<i>Mathematics</i>	<i>Earn 3 credits thereby demonstrating proficiency in the Mathematics standards.</i>
<i>Science / Technology</i>	<i>Earn 2 credits in Science, one of which must be a laboratory course, and 1 additional credit in either Science or Technology, thereby demonstrating proficiency in the Science standards.</i>
<i>Physical Education</i>	<i>Earn 1 credit thereby demonstrating proficiency in Physical Education standards.</i>
<i>World Language</i>	<i>Demonstrate proficiency in World Language priority standards, *this requirement will apply beginning with the graduating class of 2025.</i>
<i>Visual and Performing Arts</i>	<i>Earn 1 credit thereby demonstrating proficiency in Visual and Performing Arts standards.</i>
<i>Health</i>	<i>Earn .5 credits thereby demonstrating proficiency in the Health standards.</i>

<i>Electives</i>	<i>Earn 6 credits thereby demonstrating proficiency in the interdisciplinary standards and expectations of the courses selected</i>
<i>Educational Experiences</i>	<i>Students will be required to engage in educational activities related to English Language Arts, <del>Social Studies</del>, Mathematics, <u>Science and Technology</u> during every year in which they are in high school.</i>

Students following the traditional pathway are expected to be enrolled in the equivalent of at least six full year courses in each of their high school years, not inclusive of Physical Education, and must engage courses or learning experiences that integrate career and education development into other content areas of the Learning Results.

B. Students may also demonstrate proficiency in the content areas through multiple additional pathways, including but not limited to any combination of:

- Traditional coursework as outlined in A above
- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Community service
- Exchange programs
- Independent study
- Alternative education/“At Risk” programming
- Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit’s own course offerings. In order to pursue one or more of the multiple/alternative pathways, a student must have a Personal Learning Plan detailing how the pathway will provide exposure to the content standards of the Learning Results and how the student will demonstrate proficiency in meeting the standards. The Personal Learning Plan must be approved by the Department Chair and at least one teacher of the content area for which the student is seeking credit, and the student’s guidance counselor. All appeals shall be directed to the school Principal, and his or her decision shall be considered final.

**Additional Considerations Applicable to the Awarding of a Brunswick High School Diploma beginning with the class of 2021:**

#### A. Students Receiving Special Education Services

Students who achieve proficiency in the content standards of the Learning Results and Guiding Principles, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.

#### B. Transfer Students

For students who transfer to Brunswick High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the High School Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

#### C. Home-schooled Students

For home-schooled students wishing to receive a diploma from Brunswick High School, The Brunswick High School Principal shall determine the value of the student's prior educational experience toward meeting graduation credit requirements, and in accordance with Brunswick Policy IHBG.

#### D. Delayed Awarding of Diplomas

A student who leaves Brunswick High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma.

#### E. Early Awarding of Diplomas

A student who has met the State's and the Brunswick School Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

F. All students at Brunswick High School are eligible to receive special recognition for academic achievement. To attain honor roll status, a student must be enrolled in a minimum of 6 classes and pass each class with a grade of 80% or better. In addition, graduating seniors may be recognized by their class rank based upon a weighted grade point average calculated after seven semesters.

#### G. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students

eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

*Legal Reference: 20-A M.R.S.A. § 4722 Ch. 127 § 7 (Me. Dept. of Ed. Rule)*

*Cross Reference: FILE IKF-R; FILE IHBG*

*Procedures for Incoming Transfer Students*

*Procedure for Alternative and Special Education Students High School course description booklet*

*Adopted: 3/21/78*

*Revised: 12/8/81; 7/16/85; 5/12/99; 8/9/00; 6/14/06; 9/11/13; 4/8/15*

*Revised: 2/8/17*

*Revised: 5/2017*

**FIRST READ – RECOMMEND RESCIND – MAY 2017**

**GRADING/ASSESSMENT SYSTEMS**

The Brunswick School Board, in support of the State Board of Education policy relating to the evaluation of student performance, expresses its commitment to the goal of adopting a comprehensive plan of educational goals, objectives, performance standards, and an evaluation system that is responsive to the system's learning expectations. The Board further commits itself to provide the assistance necessary to achieve this goal within the resources available.

*Adopted:*

*7/14/81*

*Related Materials/Procedures: State Board of Education Policy Relating to the  
Evaluation of Student Performance Adopted  
June 14, 1978*

**FIRST READ – RECOMMEND RESCINDING – MAY 2017**

**STUDENT HEALTH SERVICES AND REQUIREMENTS**

A school physician will be appointed annually by the School Board upon the recommendation of the Superintendent of Schools to serve as required by statute. The duties of the school physician are as follows:

- A. To examine, diagnose and make recommendations for care of all children properly referred. He/she shall provide treatment only in case of emergency;
- B. Examine properly referred children who return to school without a statement of fitness as required by Policy JLCC;
- C. Provide consultation to staff in areas of policy formation, services, health education and other health related issues;
- D. Participate in the health screening program directly and/or supervise the health screening done by others;
- E. Participate in in-service training and classroom instruction of students as requested and/or negotiated by the Superintendent.

*Adopted:* 5/23/78  
*Revised:* 7/17/84  
*Reviewed:* 4/7/97  
*Statutory Reference:* 20-A:6402-A



**First Read Recommending to Rescind**

**IMMUNIZATION OF STUDENTS**

Students entering the Brunswick School Department must meet the following State of Maine vaccination requirements. The goal of these requirements is to help protect your child and all children attending school against disease. Please visit with your own healthcare professional to ensure that your child's vaccinations are up-to-date.

If your child does not have a health record that shows he or she has had chickenpox, he or she will be required to have the varicella (chickenpox) vaccine. As parent or legal guardian, if you have sincere religious or philosophical beliefs for not immunizing your child, you must state so in writing and in a letter to the school. If there are health reasons for not having your child immunized, you need to give the school a letter from your child's healthcare provider explaining the medical reason.

State law now requires a show of proof of immunity for chickenpox as follows:

School Year 2003/2004 2004/2005 2005/2006 2006/2007 2007/2008

Grade

K and 1

K, 1, 2, and 9

K, 1, 2, 3, 6, 9, and 10

K, 1, 2, 3, 4, 6, 7, 9, 10, and 11 K-12

Any student who does not have a waiver of immunization due to either medical or religious or philosophical beliefs must be excluded from school if there is an outbreak of a disease for which the student is not immunized. In the event that any outbreak of disease exists, the school nurse will notify the building principal of any student(s) not appropriately immunized. The building principal will inform the Superintendent or his/her designee who will take action to exclude from school any and all students not properly meeting the State of Maine's immunization requirement during any outbreak of disease.

*Revised: 6/11/03*

**First Read Recommend to Rescind**

**Sample parent letter requesting immunization records.**

Date

School Letterhead

Dear Parent/Guardian:

A review of the Student Health Record of

(Student Name)

has found that there is no record of or the record is incomplete for the following

immunizations that are required by Maine State Law for enrollment in school.

DPT/DtaP/DT/Td (diphtheria, pertussis, tetanus)

MMR (measles, mumps, rubella)

OPV or IPV (Polio) Chickenpox (Varicella)

. Please bring, send or fax a

1. If the student's physician believes the immunizations are medically inadvisable, a written statement to that effect signed by the physician must be given to the school each year.
2. If you have a religious or philosophical objection to immunizations, you must write a statement indicating your objections and provide it to the school each year.

Students who have a waiver of immunization either for medical or religious or philosophical reasons will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

These records must be received by  
copy of the immunization record to the school by this date. Maine State Law allows for a one-time 90-day period from the time of school registration and allows for 21 days to transfer health records for a student enrolling in a new school. Following this time period, the superintendent is required by state law to exclude from school and school activities, any student who is not adequately immunized. An exclusion notice will be sent to you.

There are two exceptions.

Adopted: 6/11/03

First Draft Recommend to Rescind

**IMMUNIZATION EXEMPTION FORM**

Brunswick School Department  
46 Federal Street, Brunswick, Maine 04011

(Student name)

and date of birth

I am requesting a waiver for the following immunizations: All required immunizations:

Specific Immunizations: DTAP I/OPV MMR

As a parent/guardian of in grade

I understand that in the case of an outbreak of the specific disease for which my child is not protected, my child will be kept out of school and school activities. The length of time my child will be kept out of school may vary from a week to over a month depending on the disease and length of the outbreak. I also understand that if my child is kept out of school, the school is not required to provide off-site classes or tutoring. The school may make reasonable accommodations to assist my child in keeping up with class work.

**Medical Exemption** (Physician to complete A or B, date and sign)

1. The following immunizations are harmful to this child's health
2. I observed this child while he/she experienced the following illness(es) and a vaccine designed to protect against the disease(s) is not necessary

Date Physician's Signature

Parents or Guardians seeking exemption on the basis of sincere religious or philosophical belief should provide a written statement below:

**SINCERE RELIGIOUS OR PHILOSOPHICAL BELIEF**

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Date Signature of Parent or Guardian

**First Read for Rescind**

**IMMUNIZATION REQUIREMENTS DOSES IMMUNIZATION**

Brunswick School Department  
46 Federal Street, Brunswick, Maine 04011

5 DTaP (4 doses if 4th dose given after 4th birthday)

4 Polio vaccines (3 doses if 3rd dose given after 4th birthday) 2 MMR (1st dose on or after 1st birthday)

Chickenpox (proof of immunity can be shown in one of three 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
- • A written statement each year stating an opposition to immunization because of a sincere religious, moral, philosophical or personal reason

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Student Name:

Parent/Guardian Name (please print): Parent/Guardian Signature:

Immunization Record attached Immunization Record NOT attached

Date:



**First Read for Rescinding  
PROMOTION POLICY**

**Elementary Grades K-5:**

At the elementary level (K-5), promotion will be subject to recommendation from individual teachers based upon student achievement in the curriculum, also utilizing student performance on State and Local Assessments to provide evidence of growth.

**Brunswick Junior High School:**

Specifically for those students attending Brunswick Junior High School, promotion will be subject to students achieving a passing grade for the year in at least 4 of 5 core subjects (English, Mathematics, Science, Social Studies and Health), or an IEP team determines that a student has made satisfactory progress on an Individualized Education Plan.

**Brunswick High School:**

For those students attending Brunswick High School, the Board accepts the criteria previously established by the High School that appropriately leads to the awarding of a Brunswick High School Diploma.

**Students with Disabilities:**

No student with a disability shall be excluded from promotion solely on individual performance in the curriculum. In these circumstances, promotion of students with disabilities shall be subject to IEP and/or ADA Section 504 team consideration based upon appropriately designed accommodations, goals and programming.

*Adopted: 9/9/09*

FIRST READ

CLASS RANKINGS/GRADE POINT AVERAGES

The Brunswick School Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school students. ~~to inform students, parents, and others of their relative academic placement among their peers under similar circumstances.~~ Students final, graduating, GPA will be used to select a valedictorian and salutatorian and, beginning with the graduating class of 2021 to award honors of Cum Laude, Magna Cum Laude and Summa Cum Laude for each graduating class. Procedures will be developed by BHS administration to determine GPA requirements for those designated honors.  
~~Procedures will be developed for adjusting grade point averages for AP and Honors courses for the purpose of assignment of rank in class only.~~

Adopted: 8/11/99

## FIRST READ

**PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS**

It is the Board's intent to provide sequential instructional programming that provides equitable opportunity for students to acquire the knowledge and skills that will enable them to meet the content standards of the system of Learning Results at each grade level. The Board recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development, and that individual students may be more proficient in some content areas of the Learning Results than in others. Students may also differ in their progress toward achieving the cross-curricular skills identified in the *Guiding Principles* of the Learning Results.

While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. **Decisions concerning promotion, retention, or acceleration of a student** should be consistent with the best educational interest of that student.

## A. Criteria

The following criteria will be used in making decisions concerning promotion, retention and acceleration.

1. Achievement of the content standards of the Learning Results as demonstrated through classroom assessments, portfolios, performances, exhibitions, projects, or other evidence of proficiency.
2. Achievement of cross-curricular skills associated with the *Guiding Principles* of the Learning Results.
3. Participation and success in remedial programs, tutoring, summer school, and/or alternative pathways;
4. Potential benefit from repetition of a grade or learning experiences;
5. Potential benefit from acceleration to another grade, or partial acceleration in one or more content areas;
6. Attendance;
7. Social and emotional maturity;
8. Health;
9. Age in relation to grade placement;
10. Program options;



11. Student concerns; and

12. Parental concerns.

**B. Promotion**

To qualify for promotion, all students must demonstrate satisfactory progress toward proficiency in the content standards, meet attendance standards, make satisfactory progress on an individualized education plan (IEP), and/or satisfactory progress on a “Response to Intervention” plan as developed by the school with parent input.

1. In grades k-8, promotion will be subject to recommendation from teachers based upon student progress toward proficiency in the content standards, also utilizing student performance on a variety of assessments.

2. High School Grade level Assignment will be based on the number of credits earned or courses/learning experiences successfully completed prior to the beginning of the school year.

3. No student with a disability shall be excluded from promotion solely on individual performance in the curriculum. The IEP team and/or ADA Section 504 team shall determine how, with appropriately designed accommodations, goals, and programming, a student will demonstrate satisfactory progress toward proficiency.

**C. Retention**

Parents should be notified as early as possible in the event that retention is being considered. Parents will be informed of possible remediation options available to students such as tutoring, online/Internet-based resources, after-school programs, and summer school. Whenever possible, decisions concerning retention should be made through a conference involving parents, the student’s teacher, the building principal, and, as appropriate, the guidance counselor, other professional staff, and/or consultants. Advancement to the next grade may be made conditional on successful remediation or demonstrated proficiency within a specified period of time.

The principal shall be responsible for making the final decision regarding retention. A parent who is dissatisfied with the principal’s decision may appeal to the Superintendent. The Superintendent’s decision shall be final.

**D. Acceleration**

Decisions regarding acceleration shall be made by a team, including the principal, the student’s teacher(s), the Talent Development teacher, and other professional staff or consultants, as appropriate. A parent who is

dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final.

E. Transfer Students

For students who transfer into the school system from another state or educational program not required to meet the content standards of the system of Learning Results, the principal will determine the value of the student's prior educational experience for the purpose of grade placement or the fulfillment of credits.

Legal Reference: Ch. 127 (Me. Dept. of Ed. Rule)

Cross Reference: IK – Student Achievement  
IKAB – Report Cards/Progress Reports  
IKF – Graduation Requirements  
ILA – Student Assessment/Local Assessment System

**FIRST READ**

**STUDENT WELLNESS**

The Brunswick School Board recognizes that student wellness is a major contributing factor to a students' readiness to learn. Student wellness depends on good nutrition and both physical and psychological well being. The Board is committed to providing a school environment that supports student wellness through healthy food choices, nutrition education, and regular physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity and other related chronic conditions.

**Nutrition Standards**

Brunswick School Department ensures, through its Student Nutrition policy and regulations (FILE: EF and EF-R) that meals provided by its Food Service Program meet or exceed the nutrition standards established by federal regulations.

**Nutrition Assurance**

Guidelines for reimbursable school meals are no less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and the National School Lunch Act.

**Nutrition Education**

Nutrition education will be integrated into the instructional program through the health education curriculum as aligned with the content standards of Maine's system of Learning Results. Nutrition education should focus on skills students need to adopt and maintain healthy eating behaviors. Students should receive consistent nutrition messages throughout the schools, including classrooms, cafeteria, and school-home communications.

**Physical Activity**

Brunswick School Department strives to provide all students developmentally appropriate opportunities for physical activity through physical education classes, recess periods for elementary school students and extracurricular activities (clubs, intramural and interscholastic athletics). School programs are intended to build and maintain physical fitness and to promote healthy lifestyles. The schools should encourage parents to support their

children's participation in physical activities, including available before- and after-school programs.

#### Other School-Based Wellness Activities

The schools, with prior approval of the Superintendent or designee, may implement other appropriate programs that support consistent wellness messages and promote good nutrition and physical activity.

For Board policy, regulations or guidelines for refreshments served at parties or celebrations during the school day see FILE: EF and EF-R, Student Nutrition policy and regulations.

The Brunswick School Department encourages staff and students to initiate programs for learning about and engaging in healthy lifestyle practices.

#### Appointment and Role of the Wellness Committee

The Board shall appoint a districtwide Wellness Committee comprised of at least one of each of the following:

- Board member
- School administrator
- Food Services Director
- Student representative
- Parent representative
- Community representative
- School nurse
- Teacher
- Guidance counselor
- Other staff, as designated by the Board
- Other persons, as designated by the Board

#### Implementation and Monitoring

The Superintendent or designee shall be responsible for the implementation of the wellness policy, for monitoring efforts to meet the intent of this policy, and for having the Wellness Committee update the Board as needed.

Reports may include, but are not limited to:

- The status of the school environment regarding student wellness issues
- Evaluation of the school food service program and compliance with nutrition guidelines

- A summary of wellness programs and activities in the schools
  - Wellness Committee Goals shall be given to the Board by the end of September of each school year. Progress on goals shall be reported to the Board at the June meeting.
  - Minutes of each Wellness meeting will be posted on the School Website within one week of the meeting.
- Feedback from students, parents, staff, school administrators and/or the Wellness Committee
- Recommendations for policy, program, or curriculum revisions

The Wellness Committee shall serve as an advisory committee regarding student wellness issues and will be responsible for making recommendations related to the wellness policy, wellness goals, administrative or school regulations and practices, or raising awareness of student health issues.

#### A. Wellness Goals

The Board, as overseer of public education, acknowledges its important role in improving the health of its students. The Board establishes the following goals to guide programming decisions made in our schools:

#### B. Nutrition Education Goals

1. Nutrition education should focus on the skills students need to adopt and maintain healthy eating behaviors.
2. Nutrition should be integrated into other subjects as appropriate to complement, not replace, the health education program.
3. Consistent nutrition messages should be disseminated throughout the school system in the classrooms, the cafeterias, and the school-home communications.
4. Food services staff should be provided appropriate professional development.

#### C. Physical Activity Goals

1. The physical education program should provide students with the knowledge and the skills needed to be physically fit and take part in healthful physical activity on a regular basis.

2. Students should be expected to strive to develop motor skills that will enable them to apply those skills to enhance their coordination and physical performance.
3. Students should be expected to demonstrate responsible personal and social behaviors in physical activity settings.
4. Brunswick schools should provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness.
5. Brunswick schools should provide opportunities for physical activity through a variety of before-and/or after-school programs including, but not limited to, intramural sports, interscholastic activities and physical activity clubs.
6. Physical education staff and other staff involved in the delivery of such programs should be provided with appropriate professional development.

#### D. Goals for Other School-Based Activities

1. Brunswick schools should encourage maximum participation in school meal programs.
2. Brunswick schools should encourage parents and students to take advantage of developmentally appropriate community-based after-school programs that emphasize physical activity.
3. Brunswick schools should promote efforts to provide opportunities for students to engage in age-appropriate activities in both school and community settings.
4. School physical activity facilities should be made available after school hours for student, parent, and community use to encourage participation in physical activity.
5. Everyone participating in the school environment, including school administrators, staff, and students are encouraged to serve as role models in practicing healthy behaviors in the school environment.
6. Student organizations are encouraged to engage in fundraising projects that are supportive of student wellness.

*Legal reference: 42 U.S.C. §1751*

*Cross-references: FILES EF, EF-R, Student Nutrition Policy and Regulations*

*FILE: ADC, Tobacco Free Schools*

*FILE: JICH, Drug, Tobacco and Alcohol Use by Students*

*Adopted: 8/9/06*

**FILE: JL**

## FIRST READ

### STUDENT NUTRITION POLICY FOR FOOD SERVICES

The Brunswick School Board, as overseer of public education, acknowledges its important role in improving the health of its students. The Board believes that good nutrition strongly influences a child's development, health status, well being and potential for learning. Because children spend a significant portion of time in school, the schools are in a key position to engage children in healthy eating and to reinforce the value of nutritional foods and beverages.

The Brunswick School Board supports the health of children by promoting and providing healthy food and beverage choices. By facilitating learning through the support and promotion of good nutrition, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

Establishing a school-wide nutrition policy that encourages all members of the school community to help create an environment that supports healthy eating habits is one step toward improving the health of students. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

To enable the health and well-being of all students, the Board will:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days, always being mindful of cost factors.
2. Encourage and promote health for students by supporting the implementation of nutritionally adequate, educationally and financially sound school food and nutrition programs.
3. Ensure the integrity of the school meal program by prohibiting food sales to students that are in direct competition, as defined by school participation in the National Lunch and Breakfast programs.
4. In the event of sales or free distribution of food and beverages to students during school or at school-sponsored events, promote the practice of good nutrition by encouraging that those items contain nutritional value, as defined in federal dietary guidelines.
5. Equip students with the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff, parent(s) and booster groups are encouraged to model healthy habits as a valuable part of student education, particularly for classroom celebrations and use of rewards and incentives.

Adopted: 7/13/05



## STUDENT NUTRITION POLICY REGULATIONS

The Brunswick School Board supports the health of children by promoting and providing healthy food and beverage choices. By facilitating learning through the support and promotion of good nutrition, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

### A. School Nutrition Programs

Food and beverages offered for sale to students by the Brunswick School Department's Food Services as part of the National School Lunch ("Hot Lunch") or School Breakfast Program must meet, but may exceed, federal and state regulations. Schools participating in these state and/or federally subsidized food or nutrition programs (e.g. school lunch, breakfast and milk programs) are expected to meet the legal requirements for participation in such programs and offer free or reduced price meals to eligible students. Among the requirements are that federally subsidized school nutrition programs offered in participating schools serve meals that meet minimum nutritional standards as prescribed by law.

### B. A La Carte Items

A la carte items refer to food and beverages offered for sale to students alongside of or instead of the subsidized "hot lunch" or breakfast by the Brunswick School Department's Food Services in schools that participate in the National School Lunch or School Breakfast Program.

1. A la carte items sold to students must meet or may exceed minimum nutritional value as defined by federal regulations which require that food sold shall have at least one of eight nutrients: protein, vitamin A, Vitamin C, niacin, thiamin, riboflavin, calcium and iron in excess of 5% of the U.S. Recommended Dietary Allowances per 100 calories.
2. No candy or soda shall be sold as an a la carte item at any Brunswick school.

### C. Schools That Do Not Participate in the National School Lunch Program

In schools where food and beverages may not be offered for sale to students by the Brunswick School Department's Food Services as part of the School Nutrition Programs, the Director of Food Services shall use the goals outlined in the Student Nutrition Policy (File: EF), shall refer to applicable standards set out by federal regulation of School Nutrition Programs, and shall use informed, professional judgment when selecting items to be offered for sale to students.

#### D. Competitive Food and Beverages

Competitive food and beverages refer to those offered for sale on school grounds to students during the school day by school organizations other than the Brunswick School Department's Food Services Department. Examples include, but are not limited to, food and beverages sold through vending machines, fundraisers and school stores. Any sale of competitive foods during the school day must be reviewed and approved by the school principal and the director of food services. Following is a description of food sale procedures:

##### 1. Vending Machines

In all schools, only products that meet or exceed the 5% minimum nutritional value rule (see paragraph B.1.) and water shall be sold to students in any school vending machine at any time of the day or evening. Vending machines, other than those maintained by the School Nutrition Program, may not be available to students during the day. Vending machines shall not offer candy or soda for sale to students in any Brunswick school.

##### 2. Food for Fundraisers: School Staff and Student Organizations

Fundraisers that are organized by school staff or student organizations must take into consideration the following when selling food during the school day.

##### a) Candy and soda are not allowed for fundraising except as follows:

At the high school level, one student organization per month may sell candy during the school day. These sales are not allowed in the school cafeteria. The school administration will devise the schedule of such requests.

##### b) Whenever food and beverages are sold to raise funds for the school, organizers are encouraged to follow guidelines supplied by the Director of Food Services

##### 3. ~~Classroom Celebrations~~

~~Although classroom celebrations are exempt, they are important opportunities for our students to learn and practice good nutrition. Teachers and parents who contribute to classroom celebrations are in a position to assist the School Department in promoting and providing healthy food and beverage choices. The Director of Food Services will provide teachers with guidelines to help in this effort.~~

#### E. Food for Fundraisers: Student Organizations, Parent Groups and Booster Clubs

The sales must occur when student organizations, parent groups and/or booster clubs sell food, after school or during non-school days. They are encouraged, but not required, to sell only products that meet or exceed the 5% minimum nutritional value rule. (See paragraph B.1.)

## FIRST READ – MAY 2017

F. Food as Reward or Incentive

Food and beverages should not be used as reward or incentive. School principals will be responsible for providing list of acceptable student rewards at the beginning of each academic year.

G. Classroom Celebrations and School Events

Classroom celebrations can be important opportunities for classroom bonding and social development and can also be an opportunity to model healthy eating. If food or beverages are served to students at events during the school day, including whole-school events, group and advisory meetings, and classroom celebrations, they must comply with the list of approved snacks and beverages.

School principals, working with the Director of Food Services, will be responsible for providing teachers with this list of approved foods and beverages. Teachers may need to further refine this list, with input from the School Nurse, depending on the health needs and allergies of their students.

The use of non-food items for classroom celebrations and school events is encouraged. School principals, with the assistance of the wellness committee, will be responsible for providing teachers with lists of non-food celebration ideas. Teachers are encouraged to share these ideas with classroom parents.

All outside food sent in for use by multiple students must comply with the approved list. If there are students with allergies in the classroom, the food must be approved by the school nurse at least one week in advance to protect student health. Food not approved by the school nurse will be returned home with the child.

Families should only provide food and beverage items for their own student's personal consumption, unless it is part of a classroom celebration or school event coordinated by teacher or staff member.

Food used as part of a specific classroom unit, for example, the study of a world culture, are exempt from these regulations, but must be approved by the school nurse one week in advance.

Food items brought from home for a student's personal consumption, and food used in specialized education settings are exempt.

*Adopted: 7/13/05*