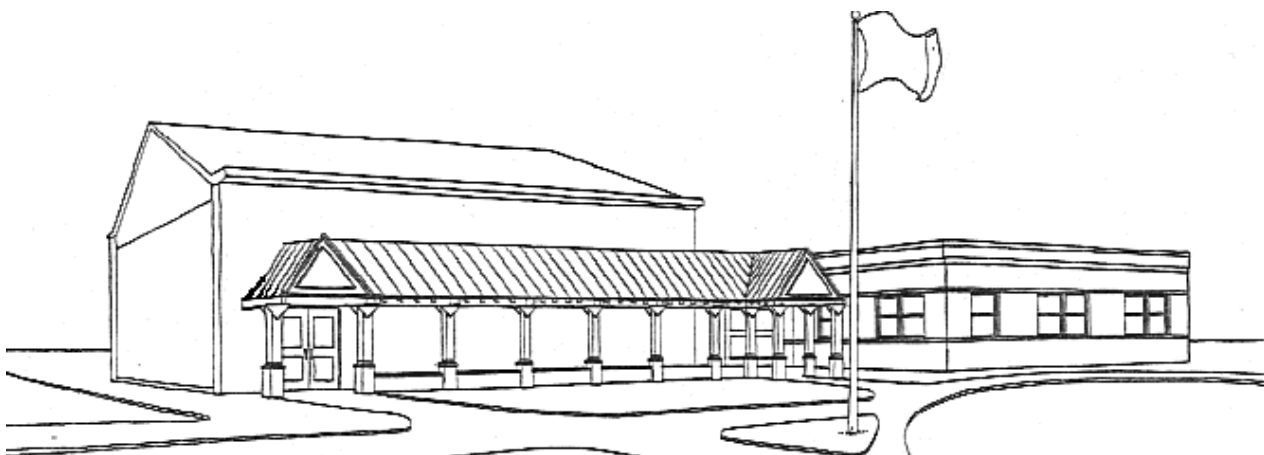


Academy Hill and Cushing Schools Mission Statement



The entire staff of the Wilton schools recognizes our commitment to the nurturing and cultivating of the whole child's development: intellectual, creative, physical, social, and emotional. We believe that all students are valuable human beings with their own learning styles and potentials, and we dedicate ourselves to providing the best possible environment for individual growth and development. Realizing that students need to be prepared to deal with life's challenges, we acknowledge our responsibility to broaden academic skills and provide experiences, which will foster responsible decision-making. We also believe that to provide maximum learning experiences for all students, the involvement and support of the entire community are required.



HANDBOOK PURPOSE

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for AHS and Cushing to operate safely and efficient, you and your student (s) need to be familiar with and abide by the expectations, procedures, and rules that are outlined in this handbook. This student handbook summarizes district policy and contains general guidelines and information.

MT. BLUE RSU MISSION/VISION

COMMUNITY

OUR STUDENTS

Students are confident, resilient, critical thinkers who have the life skills necessary for success. Students are appreciated for their differences and are supported on their educational path.

OUR STAFF

Staff are a dedicated and passionate group of individuals who are supported by the community and each other. Staff are highly skilled and well equipped to support learning and use best practices.

OUR DISTRICT

The district prioritizes communication, building relationships, engaging community, and sharing resources that enrich learning in and out of the classroom. The district promotes strong partnerships with families as they are critical to student success.

CULTURE

OUR LEARNING ENVIRONMENT

All students, staff, and families feel safe, welcome, and included in our schools. We listen to our students, staff and families, provide resources to help them thrive, and support multiple pathways for learning.

OUR PHYSICAL ENVIRONMENT

District facilities maximize student learning by investing in modern, comfortable, flexible spaces that support innovation. Students and staff are supported by scheduling that fosters learning, greater access to community learning spaces, and equitable access to technology.

CURRICULUM

OUR INSTRUCTION

Students are engaged in meaningful, hands-on, challenging learning experiences. Staff encourages each student to actively engage in their education and guide them to be successful members of their communities.

OUR CONTENT

The district designs and delivers a varied and comprehensive curriculum which is crafted to develop skills to communicate effectively, collaborate successfully, think creatively, and apply knowledge gained to new situations.

BELIEFS ABOUT STUDENT LEARNING: To achieve the purpose of the Mt. Blue RSU 9 Vision and Mission, the instructional resources and support services of the district will be allocated across the curriculum to enable students to demonstrate: Clear and accurate speaking, writing, and interpersonal communication skills; the ability to apply core concepts and principles of math, science, social studies and the allied arts to what they will encounter throughout their lives; the knowledge of behaviors which develop and maintain a healthy lifestyle; the ability to manage information from a variety of technological/media sources and apply that information to solve problems they will encounter in life situations; and, the knowledge of opportunities made possible by this initial educational experience.

RECOMMENDED INSTRUCTIONAL TECHNIQUES: In order to accomplish the student's learning, all teachers will use a variety of techniques which: Provide for both cooperative and individual learning; utilize teaching approaches which may include lecture, hands-on, demonstrations, inquiry based instruction and discussion; provide a sequenced program leading to specific skills development; provide a disciplined environment conducive to learning; utilize community resources; require high expectations for students; and, encourage sharing and teaming with other teachers.

ACCOUNTABILITY: Education in Mt. Blue RSU 9 is a shared responsibility. The certified staff, support staff, administrators, the School Board, parents/guardians and members of the community will accept the responsibility for providing positive educational experiences in a safe and caring environment. Students will be expected to take full advantage of those opportunities.

GENERAL INFORMATION

ARRIVAL

School begins at **9:00** on **Mondays, Tuesdays, Thursdays and Fridays**. Those students not using Mt. Blue RSU transportation should arrive at school starting at **8:30 a.m.** There is no adult supervision prior to this.

Cushing: Pre-K students will go directly to their classrooms.
Kindergarten students will go directly to their classrooms.
First grade students will go directly to their classroom.

*Students who are eating breakfast will then go to the cafeteria.

Academy Hill School: Students who eat breakfast can go directly to the cafeteria.
Students who do not can go directly to the gym.



*There will be **LATE ARRIVAL WEDNESDAYS** this year. School will begin at **10:00**. Parents if needed, can drop their students off at 8:30. There will be supervision in the gym. All other students will arrive at 9:30 and follow the same procedures as above. This is for both schools.

*Academy Hill students brought to school by parents/guardians will be dropped off and picked up in the back of the school by the cafeteria. During pick up please make sure you get out of your vehicles and walk to the cafeteria doors so we can identify you and release your student/s to you.

*Academy Hill buses will drop off and pick up students in the front of the school.

DISMISSAL

Cushing

Pick-ups will be dismissed at **3:12**. Parents/guardians need to line up and wait on the white lines outside under the covered area. Your child will be released to you there. Kindergarten students will be released from the cafeteria through the front door. Pre-K students will be released from the front hallway through the front door. First graders will be released from their classrooms through the front door. Buses will be dismissed at **3:12**.

AHS

Walkers/bikers will be dismissed at **3:05**. They should leave the school grounds promptly as there is no adult supervision. Student pick-ups by parents/guardians will begin at **3:10**. They will be released from the cafeteria. Parents will come to the door at the Cafeteria and pick up their child.

BIKES

Bikes must be parked immediately upon arriving at school and bikes, scooters, and skateboards must be WALKED on and off the schoolyard. Because of the amount of bus and other traffic at opening and closing times it is important that these rules are followed. **Maine Law** requires that anyone under the age of 16 operating a bicycle, or riding in a bicycle seat or trailer must wear a properly fitting helmet. Again, because of the congestion and traffic, riding bicycles, scooters, and skateboards by Cushing School youngsters is discouraged.



SCHOOL LUNCH AND BREAKFAST PROGRAMS

***At this time breakfast and lunch will be free to all students for the 2025-26 school year.**

MONEY



There are many times during the year that you need to send money to school (examples: lunch money, book orders, school pictures). It is recommended that money be put in an envelope with the child's name and the intended use of the money written on the outside.

TELEPHONE USE

Students are **not** permitted to use the school phone **except** in an emergency. However, calls may be placed for a student depending on the situation.

Students are not allowed to have cell phones on their person during school hours. Cell phones, if brought to school must remain in the student's locker during the school day (arrival until dismissal). The principal will keep improperly used cell phones in his office until parents are able to pick them up. We understand parents' desire to be in contact with their children, but calls during the school day should be directed through the office. This will limit disruptions to the educational process. Thank you in advance for your cooperation.

SCHOOL PICTURES

From time to time during school activities, school staff may photograph a child or a group of children. The principal's approval is required. The principal may wish to secure written parental approval, if in the opinion of the principal, the parents might have reasonable grounds to object. Efforts will be made to insure that no child is excluded from an educational opportunity because of photographic activity in the classroom. **If a parent objects to having their child's picture taken, it is the parent's responsibility to notify the school.** The Principal will work with the parents and teacher to make accommodations, if necessary.

VISITATION

We welcome you to visit our school! Please follow these steps if you wish to visit your child's classroom or to meet with his/her classroom teacher:

Please arrange your visit ahead of time with the classroom teacher so that your visit will not interfere with any activities requiring special concentration such as a test.

On the day of your visit or appointment to meet with the teacher, please stop at the office first to sign in and get a visitor's name tag.

Please wear your name tag while you are in the building. Wearing the name tag lets the adults and students know that you are a "safe" visitor.

While in the building do your best to allow learning to go on as usual.

It is preferred that you do not bring younger children or pets with you unless it has been arranged ahead of time with the principal.

Make sure you do not interact with other students unless you are working with a teacher doing an activity.

Students are not allowed to bring visitors to school.

LATE ARRIVAL/EARLY DISMISSAL DURING THE SCHOOL DAY

Parents are requested to make doctor or dentist appointments outside of school times whenever possible.

Please have your child arrive on time for school as much as possible. If your child is arriving late please ring at the main entrance door. The secretary will admit your child and bring you the clipboard.

In the event you need to have your child dismissed early, call the office ahead of time.

SCHOOL CANCELATIONS OR DISTRICT AFTER SCHOOL PROGRAMS CANCELATIONS

ALL school cancelations and district after school programs cancelations will come from the district office. You will receive a text, phone message or e-mail or all depending on the mode of notification you have asked to receive information by. If for some reason you do not receive the notification please contact the school your child is attending.

SCHOOL SECURITY

ALL doors are locked during the school day. Video cameras and a doorbell system are in use. You will notice that the doorbell is on the left hand side of the entrance to Academy Hill School and on the right hand side at Cushing School. The doorbell will ring in the office and the staff will be able to communicate through the speaker system with anyone on the other side of the door as well as to see who is wanting to enter. The right hand doors at Academy Hill School and Cushing School will be the ones that will be unlocked remotely by the office staff. All visitors must report through the front door and go to the office.

STUDENT'S APPEARANCE/APPROPRIATE DRESS

In an effort to maintain a positive, wholesome, educational environment, we have the following expectations regarding appropriate student dress:

- Students are expected to be neat and clean at all times.
- Clothing that advertises cigarettes, beer, etc. is not allowed.
- Muscle shirts, halters, spaghetti straps are not allowed. Sleeveless shirts are allowed. Shoulders need to be covered, but arms do not.
- Shirts may not be low cut or have slits in the front. They need to be long enough so that when sitting down or when arms are raised the back or belly do not show.
- Skirts and shorts must come down as far as the mid-thigh or to the tip of the child's fingertips when arms are down at sides.
- Wallet chains and heavy chains as necklaces are considered dangerous and therefore are not allowed
- Hats may be worn but only outside. They are to be worn properly and not backwards or sideways.
- Any type of attire/accessories, which in the judgment of the administration is unsafe, promotes illegal activity, is offensive or is in opposition to generally accepted school norms, is unacceptable.

If it is determined that a student is wearing something inappropriate, he/she will be asked either to cover it or remove it, depending on the situation. If necessary parents will be called to provide an article of clothing that is more appropriate.

DRESSING FOR THE WEATHER

All children are expected to go outside for school recess except in rainy or very cold weather. Appropriate clothing for the changing seasons is recommended. We have some coats available for children who need them. Please ask in the office about a coat. There are also some hats and mittens available. Please label all outdoor wear with your child's name.

ATTENDANCE

The Wilton Elementary School Staff believes that if students are to be successful at school, regular attendance is very important. We understand that sometimes a child must be absent due to illness or family emergencies. However, please plan family vacations when school is not in session. **In order to insure that all children arrive safely at school and to verify that you are aware of your child's absence, we ask that you do the following if your child is absent:**

1. **Please call the office at 645-4488 (AHS) or 645-2442 (Cushing) on the day of the absence.**
2. If we do not receive a call, the school will try to call the parents at home or at work by 10:00 A.M.
3. Upon return to school after an absence, a student must bring a note from the parent stating the reason for the absence or please call the office.
4. Please let us know by 10:00 A.M. if you would like to have homework sent home with another student or picked up at the end of the school day.

According to Maine state law, excused absences include illness, medical appointments that cannot be scheduled outside of school hours, family emergencies, family plans that have received prior approval from the school, and religious holidays. Unexcused absences include shopping trips and other plans that have not received approval. Please try to make doctor and dental appointments for after-school hours.

*If a student misses 2 days the teacher will contact the parent/guardian. If a student misses 3 - 5 days the teacher or principal will contact the parent or guardian to see if we can assist in any way or if there is an issue we need to be aware of. At 7 days an attendance letter will be sent home and contact will be made by the principal. If the student continues to miss school a home visit by our truant officer may be conducted, a Health and Welfare visit from Wilton PD, the Assistant District Attorney or DHHS may be notified.

Compulsory Attendance: The age of compulsory attendance has been dropped from 7 to 6. All students must attend school or be homeschooled if they are 6 years old. 5 year olds who have been enrolled are required to attend. What does this mean to you? If a student is enrolled for kindergarten and is 5 years old, they must come to school regularly like everyone else. If a parent doesn't want a child to be identified as truant, they could just un-enroll him/her with no penalty until they are 6 years old.

Truancy: A student is truant if the student is enrolled in a public day school, is at least 5 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

*It is important that your student completes the work on the days they are not in school and returns it the next day. This is how we know that they did work and will be counted as present for that day. If they do not do the work, unless you let us know they were sick they will be counted for as absent.

Chronic Absence: This counts all absences: excused, unexcused, and suspensions. It emphasizes the academic impact of missed days of school.

It is very important that your child attends school. Missing school has a great impact on your child both academically and socially.

Excusable Absences: A person's absence is excused when the absence is for the following reasons.

1. Personal health, including the person's physical, mental and behavioral health.
2. An appointment with a health professional that must be made during the regular school day and the absence has prior approval.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for a personal or educational purpose that has prior approval.

TARDINESS

Students arriving later than 9:00 A.M (M/Tues./Th./F) and 10:00 (Wed.) will be tardy and must check in the office upon arrival. If children are to be late for school, a note of explanation is required. Chronic tardiness will be addressed by administration.

ABSENCE/TARDINESS/EARLY DISMISSAL NOTES

These notes serve two (2) purposes. First, they fulfill the requirements of this policy concerning valid excuses for approvable absences. Second, they are a double check for you and the school that your child is where he/she is supposed to be when he/she is supposed to be there.

Absence / Tardy / Early Dismissal notes must include the specific reason the child missed school, the dates of absence, and the parent's signature.

A sample note follows:

Sept. 9, 2025

Dear Mrs. Jones,
John Doe was not in school on Thursday and Friday,
September 3rd and 4th, because he had a cold.

Sincerely, Jane Doe

Parents are urged to assist the school in developing the good habits of punctuality, self-discipline, and responsibility.

CHANGE OF ADDRESS OR PHONE NUMBER

It is imperative that the school has your correct mailing address, street address, and phone number. **If you move or change your phone number, please inform the school so we may reach you quickly in case of an emergency.** Phone numbers and other personal information are not given out from the school office and, if notified, special care will be taken with unlisted numbers.

The school principal needs to be notified if students move outside RSU 9 or if guardianship arrangements change.

If you move outside of RSU 9 area of attendance you **must get a Superintendent's Agreement** for your child to continue to attend our school. This must be completed yearly.

If you move outside the school's area of attendance but are still within the district you must get a **Principal's Agreement** for your child to attend their current school.

If you change day care providers, you must also provide the school with the new name, address and phone number for transportation and safety reasons.

HELPFUL HINTS

To aid you and your child in reaching his/her academic goals, here are some suggestions that may be helpful:

- 1.) Be sure that your child is physically fit for school.
- 2.) It is important that your child starts off the day with a good breakfast. One is available at school.
- 3.) Have your child wear suitable clothing for all kinds of weather and activities – boots on rainy days, warm clothing and mittens for cold days, play wear for PE.
- 4.) Encourage your child to bring home papers and to tell you about them. Be careful to encourage efforts – confidence is important especially when beginning something new.
- 5.) LISTEN. If you notice a change in attitude (frustration, nervousness), call the school and arrange a conference to discuss it.
- 6.) Encourage your child to take pride in his/her work.
- 7.) Reading will improve reading. Guide your child to form good habits of daily reading, even if it is 10 minutes per night. This can include oral or silent reading and listening to you.
- 8.) Children of this age need a good night's sleep, fresh air and physical exercise.
- 9.) Schoolwork deserves HIGH PRIORITY.
- 10.) Finally, if you have questions or concerns about ANY aspect of your school's operation, PLEASE feel free to call the school and talk with your child's teacher or the principal.

Our success with your child depends on your cooperation and support!

SCHOOL AND PERSONAL PROPERTY

LOCKERS, DESKS, AND BACKPACKS

Lockers (AHS) and desks are provided for the convenience of the students for storing coats and other personal property. Students should be aware that lockers remain the property of RSU 9 and may be examined by staff members at any time for any reason. Therefore, students should not expect that items stored in their lockers would be kept private. Staff may search backpacks, desks, and other storage articles if there is reason to believe they may contain illegal materials.

PERSONAL PROPERTY

Mt. Blue RSU 9 does not carry insurance on student's personal property. All items carried onto school buses or into school buildings by students (i.e. toys, game boys, "show-and-tell" treasures, etc.) remain the responsibility of the student. The school will not be responsible for the loss or damage of student property; therefore, we discourage children from bringing such items to school unless the item is part of a specific classroom project.

Cell phones must be turned off and put away for the entire day. Parents may reach students during recess, through the office. Cell phones used during the day will be held in the office for a parent to pick up.

LOST AND FOUND

Numerous unclaimed items of clothing accumulate in the school office. Space needs prohibit us from storing these articles throughout the year. Please be advised that all unclaimed "Lost & Found" articles will be donated to a

charitable organization for distribution. Parents are encouraged to check the Lost & Found buckets in the hallways each month for any items their children may have lost.

If an item comes to Lost & Found with a name/name tag on it, we will return it to its owner. Please be sure that jackets, sweaters, hats, boots, book bags, backpacks, etc. are clearly labeled with your child's full name.

BOOKS

ANY LOSS OR DAMAGE TO THESE BOOKS SHOULD BE REPORTED TO THE OFFICE AT ONCE.

iPads

iPads will be provided for our students use. **There will no longer be 1 to 1 except in 5th grade.**

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times. Prohibited Conduct Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following: •Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students; •Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship; •For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance. •Sexual banter, allusions, jokes or innuendos with students; •Asking a student to keep a secret; •Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students; •Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; File: GBEBB

•Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner; •"Friending" students on social networking sites (outside of any school-approved activity); and •Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means. Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate: •Being alone with individual students out of public view; •Driving students home or to other locations; •Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member); •Visiting a student at home or in another location, unless on official school business known to the parent; •Exchanging personal gifts (beyond the customary student-teacher gifts); and/or •Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy. B. Reporting Violations Students and/or their parents/guardians are strongly encouraged to notify the Principal

[or other appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy. File: GBEBB

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy. C. Disciplinary Action: Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement. D. Policy to be Included in Handbooks [or disseminated by other means] This policy shall be included in all employee, student and volunteer handbooks. Cross Reference: ACAA Student/Employee Harassment Policy JLF Reporting Child Abuse and Neglect Adopted: June 10, 2003 Reviewed: May 4, 2009 Revised: February 9, 2010 File: GBEBB

[GBEBB: Staff Conduct with Students \(Link\)](#)



BULLYING PREVENTION

We recognize the right of each student to perform in a comfortable and safe atmosphere, which is free of intimidation, ridicule, hostility and disrespect. Hazing, harassment or bullying of any type will not be tolerated.

BULLYING DEFINITION

Bullying is most commonly defined as intentional and repeated imposing of emotional or physical discomfort or harm. This may include physical contact, verbal assault, making obscene gestures or facial expressions, taunting, starting rumors, and/or intentionally excluding a student from a group or activity. Bullying implies an imbalance in power or strength in which one child is victimized by another or others. This imbalance of power could be an older student to a younger student, a "typical" student to a student with disabilities etc.

School Rules Against Bullying

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We recognize the importance of including students who are easily left out.
4. When we know someone is being bullied we will notify an adult at our school.



Goals of bullying Prevention Program

1. To reduce bullying behaviors among school children.
2. To achieve better peer relations at school.
3. To create an awareness of bullying behaviors and strategies to cope with and prevent these behaviors.

Bullying Prevention Program for Students:

1. Individual: Students who exhibit bullying behaviors will meet individually with an adult and experience specific consequences. (Depending on severity, consequences will range from a conversation with a teacher, guidance counselor, or principal to suspension.) Students who are being bullied will receive support.
2. Classroom: Teachers and the guidance counselor will conduct bullying prevention activities as appropriate.
3. School: Students and school staff will work together to promote a positive school environment. Several bullying prevention activities will take place throughout the school year.

CONFLICT vs. BULLYING – WHAT IS THE DIFFERENCE?

CONFLICT

- *Disagreement or argument in which both sides express their views.
- *Equal power between those involved.
- *Generally stop and change behavior when they realize it is hurting someone.

BULLYING

- *Goal is to hurt, harm or humiliate.
- *Person bullying has more power.
- *Continue behavior when they realize it is hurting someone.

As a final note, it is our intent to assure that all children are safe in our schools and to make sure bullying and other hurtful behavior is dealt with in a consistent, firm and fair manner. We hope and encourage parents to partner with us in this effort. Frequently we are not aware of the effect this type of behavior has on its victims. If your child confides his/her victimization with you, **PLEASE** pass that information on to his/her teacher, the school counselor or to the principal as soon as possible. If we are unaware of it we cannot assist your child.

ANTI-BULLYING BOARD POLICY

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior. Bullying, including "cyberbullying," is not acceptable conduct in Mt. Blue Regional School District (RSU #9) and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools. Definition of Bullying "Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law: Bullying "Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that: A. Has, or a reasonable person would expect it to have the effect of: 1. Physically harming a student or damaging a student's property; or 2. Placing a student in reasonable fear of physical harm or damage to his/her property; B. Interferes with the rights of a student by: 1. Creating an intimidating or hostile educational environment for the student; or

File: JICK2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or C. Is based on: a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual

orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above. Examples of Bullying: Examples of conduct that may constitute bullying include, but are not limited to: 1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor; 2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion; 3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures; 4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing; 5. Blackmail, extortion, demands for protection money, or involuntary loans or donations; 6. Blocking access to school property or facilities; 7. Stealing or hiding books, backpacks, or other possessions; 8. Stalking; and 9. Physical contact or injury to another person or his/her property. Cyberbullying "Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

File: JICK Examples of Cyberbullying Examples of conduct that may constitute cyberbullying include, but are not limited to: 1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application; 2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target; 3. Impersonating or representing another student through use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls; 4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and 5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students. Retaliation "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith. Application of Policy This policy applies to bullying that: A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying." Consequences for Policy Violations Students Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

File: JICK The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties. School Employees and Others Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties. Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds. Staff Training Mt. Blue Regional School District (RSU #9) will provide professional development and staff training in bullying prevention and response. Delegation of Responsibility The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level. The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy. Dissemination of Policy This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

File: JICKLegal Reference:20-A M.R.S.A. § 1001(15), 6554Cross Reference:AC -Nondiscrimination, Equal OpportunityACAA-R -Harassment and Sexual Harassment of StudentsACAD -HazingADF -School District Commitment to Learning Results JI -Student Rights and ResponsibilitiesJIC -Student Code of ConductJICC -Student Conduct on BusesJICIA -Weapons, Violence and School SafetyJK -Student DisciplineJKD -Suspension of StudentsAdopted:July 18, 2006Reviewed:November 17, 2009Revised

JICK: Bullying and Cyberbullying Prevention in Schools (Link)

HAZING

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times."Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. The behavior may be physical (e.g., hitting), verbal (e.g., threats), or psychological e.g., intimidation)."Act of intimidation" include extortion; menacing; direct or indirect threats of violence; incidents of violence; bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person; and property damage or theft.No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students organizations, shall plan, encourage, or engage in injurious hazing activities.Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.Administrators, faculty members, students, and all other employees who fail to abide by 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 this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.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 full Board of Directors. The ruling of the Board of Directors, with respect to the provisions of this policy, shall be final.This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.Legal Reference: TITLE 20-A MRSA SEC. 6553 (2)Cross Reference: ACAA - Student/Employee harassment PolicyJICI - Weapons in SchoolAdopted:March 14, 1995Revised: December 14, 1999Revised: December 11, 2001Reviewed: November 5, 2001Reviewed: January 29, 2009

ACAD: Hazing (Link)

STUDENT BEHAVIOR AND DISCIPLINE

One of the most important goals for our community is the direct teaching and development of self-discipline. AHS and Cushing School community members are expected to show respect for themselves, each other, and property. They are expected to accept responsibility for their action, reflect on the problem, and do whatever is needed to make amends. Parents will be notified early in the process to gain support and assistance in correcting the

inappropriate behavior. Staff will address behavior conflicts when they occur. When children break the rules of their school community, logical consequences will follow. Logical consequences are those that are directly related to the inappropriate behavior. (Some inappropriate behaviors are addressed by district policies, which are printed in the student handbook) The recommended logical consequences for inappropriate behavior are based on the responsive classroom model and may include:

1. Have student "fix it" make amend
2. Loss of privileges
3. Time outs in classroom (teacher imposed) or in the office
4. Call parent (teacher or administrator)
5. Bus slips
6. Loss of bus privilege
7. In-school suspension
8. Meet with parents
9. Talk with counselor/Social Worker
10. Clean up/repair damage
11. Behavior plan
12. Daily report home
13. Go back and do over
14. Time out with another teacher (teacher's buddy teacher)
15. Talk it out
16. Time out in resource room for student with an IEP
17. Reflection sheet
18. Formal home suspension

[JKD-R Student Suspension Regulation \(Link\)](#)

Please reference the above Board Policy concerning student suspensions from school.

As always we encourage you to talk with your child's teacher when a question or concern arises.

TOBACCO

Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. In order to promote the health and safety of all students and school employees, optimal learning conditions, and the cleanliness of all facilities, the Mt Blue Regional School District School Board, hereinafter referred to as the "Board," prohibits the use of all tobacco products in school buildings, facilities, and on school buses during school-sponsored events. The policy will reflect and emphasize the hazards of tobacco use; assure compliance with state and federal laws; protect the health and safety of all students, employees and the general public; and role model a non-tobacco use environment by adults. Use of Tobacco Products on School Property Tobacco is a leading killer and leading cause of preventable deaths in Maine. To support and Omodel a healthy lifestyle for our students the Board adopts the following tobacco-free policy; -The Mt Blue Regional School District buildings and property shall be tobacco-free 24 hours a day, 365 days a year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school. -Maine law prohibits possession or use of tobacco products by anyone less than 18 years of age. -Possession or use of tobacco products by students on district property or in school owned vehicles and at school-sponsored functions is prohibited. -Sale or distribution of tobacco products by anyone is prohibited at all times on the school campus. -The use of tobacco products by all school employees on school property or in school vehicles, bus stops and at school-sponsored functions is prohibited.-The use of tobacco products by all

visitors on school property is prohibited. This includes non-school hours and all functions sponsored by the school or by others, including any lessees or invitees, and athletics, on or off school property. File: GBED

-Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing that advertises tobacco products. Sample School Policy Communication of Policy This policy will be printed in both employee and student handbooks and adult education booklets on a yearly basis. Tobacco-free school signs will be posted in highly visible places both inside and outside all school buildings including the Central Office. Signs will be posted at all entrances of school buildings, school playgrounds and athletic fields. The maintenance staff will be responsible for maintaining signage. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide. An announcement of the tobacco-free school policy will be made at all school events, including but not limited to athletics and drama. Age-appropriate tobacco prevention education will be incorporated into the Mt Blue Regional School District's K-12 comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the school policy. Adopted: August 13, 1985 Revised: October 23, 1990 Revised: January 8, 1991 Revised: July 23, 1991 Revised: April 1995 Revised: June 8, 1999 Reviewed: January 22, 2002 Revised: February 10, 2004 Revised: June 10, 2008 Revised: April 6, 2010 Replaces: JICG, GBED, GBED-R, ADC File: GBED

[JICG: Student Tobacco Use \(Link\)](#)

PARENT RIGHT TO REQUEST QUALIFICATIONS OF STUDENT'S TEACHERS

All teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a teacher who does not meet the new federal definition of "Highly Qualified" teaches a child for four consecutive weeks. Parents have the right to request information on the quality of their child's teacher.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment. Parents have the right to request information on the qualifications of their child's teacher.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their position. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to ensure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those who do not meet the federal standard will be able to do so by engaging in additional professional development or by passing a test.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher are available on request. Please contact the Director of Curriculum at (207) 778-6571 if you have any questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law. ESSA replaces the No Child Left Behind Act (NCLB). In accordance with ESSA, school districts who receive Title I funds to support students' academic success are required to notify families they have the right to request, and receive in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(I) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(II) Whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information stated above, parents of students in schools that receive funds under this part may request—

(I) Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and

(II) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 207-645-4488/2442.

School Compact's

Cushing School Student-Parent-Teacher-Principal Compact

The Principal Pledge

I understand the importance of the school experience to every student and my position as Principal and role model. It is the school's responsibility to provide a high quality curriculum and instruction. Therefore, I agree to carry out the following responsibilities to the best of my ability.

*I will create a welcoming, safe, and respectful learning environment for students and parents.

*I will communicate to students and parents the school's mission and goals.

*I will treat all students and parents fairly.

*I will act as the instructional leader by supporting teachers in their classrooms.

Principal Signature

The Teacher Pledge

I understand the importance of the school experience to every student and my position as teacher and role model. Therefore, I agree to carry out the following responsibility to the best of my ability:

*I will provide a high-quality curriculum and instruction.

*I will explain the school's homework, discipline and attendance policies.

*I will explain my expectations, instructional goals, and evaluation system to students and parents.

*I will provide motivating and interesting learning experiences in my classroom.

*I will strive to meet the individual needs of each student.

*I will provide homework for students that reinforce concepts and skills taught at school.

*I will provide necessary assistance to parents so that they can help with homework.

*I will provide a safe, respectful, and positive classroom environment.

*I will be accessible to parents and maintain on-going communication with parents through annual conferences, reports on student progress, opportunities to volunteer and participate in and observe educational programs.

Teacher Signature

The Parent Pledge

I realize that my child's school years are very important; my participation in my child's education will help create success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

*I will provide a quiet study time and place at home, and encourage my child in all school endeavors.

*I will attend parent conferences and other school functions.

*I will talk with my child about school activities regularly.

*I will make sure that my child gets an adequate night's sleep and has a healthy diet.

*I will support the school's discipline and attendance policies.

*It is my responsibility to support my child's learning.

- *I will maintain communication with my child's teacher whenever I have a concern and at annual conferences, and through opportunities to volunteer in the classroom and observe/participate in the educational program.
- *I will make sure that my child arrives to school on time everyday unless they are ill or have an appointment.

Parent Signature

The Student Pledge

I realize that my education is important. I understand my parents, teachers, and principal want to help me succeed. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- *I will complete my work on time.
- *I will follow the Cougar Code to be respectful, responsible, Kind and safe.
- *I will ask or seek help from my teacher when needed.
- *I will talk to my parents about what I am learning in school.
- *I will take all forms of communication home to my parents.

Student Signature

Academy Hill School Student-Parent-Teacher-Principal Compact

The Principal Pledge

I understand the importance of the school experience to every student and my position as Principal and role model. It is the school's responsibility to provide a high quality curriculum and instruction. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- *I will create a welcoming, safe, and respectful learning environment for students and parents.
- *I will communicate to students and parents the school's mission and goals.
- *I will treat all students and parents fairly.
- *I will act as the instructional leader by supporting teachers in their classrooms.

Principal Signature

The Teacher Pledge

I understand the importance of the school experience to every student and my position as teacher and role model. Therefore, I agree to carry out the following responsibility to the best of my ability:

- *I will provide a high-quality curriculum and instruction.
- *I will explain the school's homework, discipline and attendance policies.
- *I will explain my expectations, instructional goals, and evaluation system to students and parents.
- *I will provide motivating and interesting learning experiences in my classroom.
- *I will strive to meet the individual needs of each student.
- *I will provide homework for students that reinforce concepts and skills taught at school.
- *I will provide necessary assistance to parents so that they can help with homework.
- *I will provide a safe, respectful, and positive classroom environment.
- *I will be accessible to parents and maintain on-going communication with parents through annual conferences, reports on student progress, opportunities to volunteer and participate in and observe educational programs.

Teacher Signature

The Parent Pledge

I realize that my child's school years are very important; my participation in my child's education will help create success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- *I will provide a quiet study time and place at home, and encourage my child in all school endeavors.
- *I will attend parent conferences and other school functions.
- *I will talk with my child about school activities regularly.
- *I will make sure that my child gets an adequate night's sleep and has a healthy diet.
- *I will support the school's discipline and attendance policies.
- *It is my responsibility to support my child's learning.
- *I will maintain communication with my child's teacher whenever I have a concern and at annual conferences, and through opportunities to volunteer in the classroom and observe/participate in the educational program.
- *I will make sure that my child arrives to school on time everyday unless they are ill or have an appointment.

Parent Signature

The Student Pledge

I realize that my education is important. I understand my parents, teachers, and principal want to help me succeed. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- *I will complete my work on time.
- *I will follow the Eagle Code to be respectful, responsible, Kind and safe.
- *I will ask or seek help from my teacher when needed.
- *I will talk to my parents about what I am learning in school.
- *I will take all forms of communication home to my parents.

Student Signature

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Both Wilton schools have adopted and put into place a school-wide approach to behavior called PBIS (Positive Behavior Interventions and Supports.). Research has shown that schools using this framework have fewer discipline issues and a happier, more productive learning environment. Using this productive system, core values have been agreed to, students are taught what appropriate behaviors look like in all settings. Students are rewarded for appropriate behaviors that coincide with the core values. Because of the differences in ages at both schools, each school's program looks a bit different.

To help us promote the program and build pride in our school's positive behavior, The **Gerald D. Cushing School** has adopted a school mascot, the "**COUGAR CUB**". Cougar Cub's are respectful, responsible, safe and kind. These are our three core values. Posters of Cougar Cub Expectations are posted around the building as reminders. Displays of respectful, responsible and safe behavior are recognized with "**Proud Cougar Cub**" tickets, which children add to the school jar in the office. In addition, students have their hands stamped with a "**Cougar Cub Paw**". When the jar is filled with tickets, a school-wide reward is earned. This could be an extra recess or another special activity.

We encourage you to review the Cougar Cub Expectations with your child. At GD Cushing School, we are dedicated to providing a safe and positive learning environment for all students and we value your continued dedication and support. Together we can make a difference.

At **AHS** the eagle is our mascot. The core values at this school are: Be Respectful, Be Responsible, Safe and Be Kind. Students at this school will also earn tickets for appropriate behavior. Once a jar is full the school will earn a reward. We encourage you to summarize/review our core values and behavioral expectations with your child. We are looking forward to an even more productive learning environment that we have had in the past. Posters of the Eagle Code are posted throughout the school.

HEALTH AND WELLNESS



Health Office Services

Our goal is to support the health and well-being of all students so they can succeed in the classroom. Please take a moment to review the following important health policies and procedures for the school year.

- First aid and emergency care for illness or injury during school hours
- Administration of medications
- Management of chronic health conditions
- Vision and hearing screenings
- Health education and wellness promotion

Ambulance Service

In the event of a serious student injury at school, the principal or their designee will determine the appropriate course of action. Typically, parent contact is made first, contingent on the injury's severity. It is important for parents/guardians to keep contact information current in PowerSchool. However, for the student's safety and welfare, the school reserves the right to contact the local ambulance service when deemed necessary.

Health, Wellness and Medication

Out of consideration for the welfare of other children and your own child's comfort, please do not send a child to school if they have any of the following symptoms or are feeling unwell enough that participating in regular daily activities will be difficult:

- **Cough:** frequent or severe coughing that disrupts their ability to participate in class or may spread illness to others, please consider keeping them home until symptoms improve.
- **Highly Contagious disease (chicken pox, measles, mumps etc):** please speak with your child's doctor and school nurse for guidelines about return to school
- **Fever (100.4°F or higher):** may return when fever-free for 24 hours **without** fever reducing medications.
- **Rash:** rash that has blisters, is draining, is painful, looks like bruises, and/or has a fever with the rash.
- **Diarrhea** (2-3 loose/watery stools in a half day): may return when free of diarrhea for 24 hours
- **Vomiting:** may return when vomiting has stopped for 24 hours
- **Strep Throat:** may return once child has been on antibiotics for 12 hours
- **Eye infection** (conjunctivitis or pink eye): may attend school; speak w/nurse to determine if child is able to keep hands away from eyes and/or they have excessive drainage from eye(s).
- **Impetigo:** return to school once a child has been on medication for 24 hours. Lesions (spots) should not be open and/or draining and should be covered. Students should be able to refrain from touching lesions.
- **Hand Foot and Mouth:** Able to return to school when fever free for 24 hours without medication.
- **Flu, or other respiratory infection** that inhibit your child's ability to take part in usual daily activities: please keep your child home until fever-free for 24 hours **without** fever-reducing medication and other symptoms have subsided *and* as recommended by their primary care provider
- ***See [Communicable Diseases Quick Guide for Schools and Child-Care Centers in Maine](#) for more information

Annual Health Screenings

Each year our district school nurses perform state mandated health screens. For any reason if you do NOT want your child to be screened, please contact your school nurse. Students will be screened as follows, per [POLICY JLCA](#):

PRE-K: Distance vision and hearing.

K: Distance vision and hearing

1st: Distance, near vision and hearing

3rd: Distance, near vision and hearing

5th: Distance vision and hearing

7th: Distance vision

9th: Distance vision

Parent Responsibility Regarding Medication

It is the parents' responsibility for informing the school in writing of any change in the child's health or medication. Responsibility for seeing a physician on a regular basis and following a physician's instructions rest with the parent.

- Prescription and over-the-counter medications require a completed **Medication Authorization Form** signed by a parent/guardian and an order from the healthcare provider.
- All medications must be brought to the health office in their original container by an adult, unless it is an emergency medication, such as an inhaler, Epi-Pen, Glucagon, or seizure medication.
- Students are not allowed to carry medications unless approved by the nurse.

Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question. The school may refuse requests for the administration of medication during the school day. A copy of this [POLICY JLCD](#) and any required forms will be provided to parents and physicians upon request.

Immunization of Students

Per [POLICY JLCB](#) All students who enroll in Mt. Blue R.S.D. #9 are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, meningitis, mumps, and rubella, and varicella (chicken pox).

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

- 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 class, whichever date is earlier. This option is available only once to each student during his/her school career in Maine; or
- The parents/guardians provide a physician's written statement each year that immunizations against one or more diseases may be medically inadvisable (as defined by law/regulation); or

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

Special Health Needs

If your child has severe allergies, asthma, diabetes, or another medical condition requiring special accommodations, please contact the school nurse.

If your student has **seizures, asthma, or a severe allergy**, they must have an Emergency Action Plan on file from their doctor, and this needs to be updated yearly. In addition, a medication permission form will need to be signed by the parent/guardian if they have any type of emergency medication (such as Epipen, rescue inhaler, glucagon, or seizure medication). If your doctor wants your student to keep their emergency medication with them at all times, this should be written in the Emergency Action Plan. Otherwise, the medication will be stored in the Health Office.

Injury and Emergency Contact

- If your child is injured at school, we will provide first aid and contact you if further care is needed.
- In case of a medical emergency, we will call 911 and notify the parent/guardian immediately.

Your child's health and safety are our top priorities. If you have any questions or concerns, please don't hesitate to contact the health office at your child's school. Thank you for your support in keeping our students healthy!

BOOKS

ANY LOSS OR DAMAGE TO THESE BOOKS SHOULD BE REPORTED TO THE OFFICE AT ONCE.

WILTON PARENTS, TEACHERS, & FRIENDS

The Wilton PTF is an important Parent-Teacher group that works to provide educational opportunities for students that aren't provided through traditional school funding. We need more parents, grandparents, and community members to help us in our endeavors and welcome you to join us. If you would like to join please contact either school.

GUIDANCE/SOCIAL WORKER

A comprehensive program exists to meet the developmental needs of students. Through a variety of activities and services carried out by a counselor, social worker and classroom teachers, the Comprehensive Guidance Program seeks to address the appropriate developmental needs of all students. These include personal, social, educational, and cultural issues. Components of the program include activities to promote positive self-worth, problem solving skills, decision-making abilities, future planning and goal setting, and emotional/social growth.

Individual counseling is a one-to-one interaction between a counselor/social worker and student to work on a problem or concern. Our school counselor/social worker serve as referral agents to help students and their families receive assistance from other programs and services in the school system and from agencies and private therapists outside the school. Contact your school counselor/social worker if you are seeking more information concerning long-term services available in our area.

We consider parents a vital part of a child's education, so please contact your counselor/social worker to discuss concerns about your child.

LIBRARIES

Mt. Blue provides school level libraries to ensure that students are effective users of ideas and information, to acquire literacy skills with the ability to locate, analyze, evaluate and communicate. Classes have regularly scheduled visits for instruction, story time, and an opportunity to select books to take home.

When a book becomes overdue, a notice will be sent home with the child. Parents may be asked to pay for lost or damaged books.

Any parent (grandparent, aunt, uncle, friend, etc.) who would like to volunteer time and energy in the library should contact the school librarian.

MUSIC

Mt. Blue RSU provides a variety of music programs. They include whole class, small group, and individual instruction. A schedule of building and district concerts provide a chance for students to showcase their skills to the public.

Vocal music is available weekly to all students K – 5. In Grade 3, students are introduced to stringed instruments with a half-year introductory program. Students may choose to continue strings instruction if they provide the instrument.

In Grade 5 students may receive instruction on a self-provided band instrument. If your child wishes to pursue music instruction and does not have the necessary instrument, contact the music instructor, as sometimes there are scholarship instruments available.

PHYSICAL EDUCATION

Physical Education is a required subject for all students. Each student must participate in all activities unless s/he has a medical excuse signed by a physician. These excuses should be cleared through the office then given to the physical education teacher.

K – 2 students participate one period a week while grades 3–5 meet for two periods. Your child's teacher will tell you which days are scheduled for your child.

Students are expected to bring sneakers and to wear clothing suitable for participation in physical activity.

SECTION 504

Handicapping conditions, other than academic, are served under Section 504. Any student needing special accommodations, such as for a broken leg, may be eligible for help. Parents should contact the principal for help.

***Please let us know of any disability concerns you may have regarding your child that you think needs to be addressed.**

ACADEMIC INTERVENTION PROGRAM – TITLE 1A

The Title IA Program is a federally funded program. In Mt. Blue RSU the program offers academic assistance in reading, language arts, and mathematics for all students. Certified teachers, who work closely with the classroom teacher, will provide the academic assistance. This assistance may occur in the classroom during the lesson or as a

pullout program in the Title I teacher's classroom. The Title I teacher may assist all students who may benefit at a given time in the school year. If your child is pulled from class for extra help, you will be notified. In class help may be simply a child working through a specific math problem as opposed to longer - term assistance.

Eligibility for the Title I program is determined primarily by individual and/or classroom assessments. Family income or socio-economic status is not criteria for inclusion in this program!

Reading Recovery is an early intervention program designed to provide initial reading success for first grade students. The goal of the program is to enable the lowest 10% of grade one students to learn independent reading strategies that will ensure continued reading growth. Participation in the program is determined by individual assessment and teacher recommendation.

Both Academy Hill and Cushing Schools have school-wide Title I programs.

EXTENDED YEAR PROGRAM

Mt. Blue RSU runs an Extended Year Program for students in grades 3-12 who is not meeting either state or local standards. Students will be referred to the program by their teachers according to their performance in the classroom and/or on RSU 9 common assessments.

Participation in the Extended Year Program is voluntary. We must remember, however, that all students must meet standards for promotion and ultimately graduation. The Extended Year Program is an opportunity for any student needing additional time and teaching to avail them of a tutorial based program.

Parents are encouraged to have their children participate, if recommended by the classroom teacher. Mt. Blue RSU has created a research -based program that offers students an additional six weeks of learning time each summer. Parents will be informed about student performance with progress reports and/or report cards. The intent of this program is to support students and help them reach the level of proficiency needed in our standards-based learning environment

VOLUNTEER PROGRAM

Our children are our most important resource. All of us share a common purpose - educating and preparing them to become the citizens of tomorrow. Volunteers are playing an increasingly vital role as members of the educational team. Volunteers, under the direction of a teacher, can help many of our children. You must go through the volunteer district process to become a volunteer.

Parents, retirees, business and professional people, and college and high school students are all needed as school volunteers. You may choose the type of service. If you cannot volunteer an hour or two a week on a regularly scheduled basis, you may choose to be listed in a Community Resource Guide as an occasional volunteer talking with students about your career, hobbies, or travels. Forms are available on the district web site to fill out if you desire to be a volunteer. They need to be filled out each year. This also includes being a chaperon for school field trips. For more information you may contact either school.

PARENT-TEACHER CONFERENCES

Each year, usually early in November up until Thanksgiving Break, the school holds formal parent-teacher conferences to discuss the student's first progress report. You will be notified of the appointment process. Additional celebrations of student work may be scheduled later in the year.



From time to time, other than the annual conference day, there is a need to discuss a student's progress. If you desire to have a conference at a time other than during the scheduled conference time, simply contact the teacher directly or call the school. These conferences are held before or after school and appointments must be made in advance. Please do not attempt to confer with teachers during school hours.

STUDENT RECORDS

A student's cumulative record is available for parental inspection through the principal. Parents must sign a request form indicating what records they want to examine. Records may not be removed from the office area.

FIRE DRILLS



Periodically, students and teachers must evacuate the building in a matter of seconds. State fire regulations require ten (10) fire drills each year. Early in the school year teachers will instruct the students on the evacuation procedures for the different classrooms and other spaces in the building. Parents should discuss the importance of these drills for the students' safety. In the case of an emergency drill, all students, guests, and other personnel will exit according to predetermined posted exit routes.

LOCK DOWN DRILLS

Unfortunately, because of recent events, we need to practice lock down drills in case of any emergency when someone unwanted on our campus and poses a threat to our student and staff. We will practice these drills periodically.

HOLD IN PLACE

The purpose of Hold in Place is to keep staff and students out of the hallways for the possible examples mentioned below. This allows for staff, administrators, or outside services to attend to whatever the issue is without interference or delay.

EXAMPLES FOR "HOLD IN PLACE" MAY BE:

- * Medical emergency in the building.
- * Mechanical issues, such as a burst pipe.
- * Large spill.
- * Supporting a student who is in crisis.
- * ETC.....

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for other purposes, 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 services. These

effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

[EBCC: Bomb Threats \(Link\)](#)

In the event of a fire, bomb, severe weather, or other physical threat to the school, students may be moved to a predetermined location. Parents will be notified by police or school officials how students will be returned home or picked up by parents.

SCHOOL INSURANCE

There are a number of activities in the schools of Mt. Blue RSU that subject students to a possibility of injury. They range from play at recess time to activities in the shops and laboratories. Although every effort is made to supervise activities, the possibility of an accident is very real.

Accident reports are routinely submitted on all reported accidents that occur at school. A copy of the report is sent to the parents. If you have any questions about an accident report, please call the school. Mt. Blue RSU does not buy insurance policies for students, but policy information for parents to purchase it is available at the school office.

HOMEWORK

Aside from the subject matter we teach each student, the study skills children learn are basic to a good educational program. Homework is an important study skill. But like other skills, it must be learned in an appropriate developmental sequence and have purpose. All homework assignments shall be for sound educational purposes. Homework properly designed, carefully planned, and geared to the development of individual students, meets a real need and has a definite place in the educational program.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as reading worthwhile books and the preparation of research papers.

Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Parents are encouraged to contact their child's teacher(s) with any questions or concerns over homework assignments.

HOMEWORK HINTS FOR PARENTS

1. Establish a regular time and place for daily study.
2. Ask to see the child's assignments. Initial the assignment when you are assured that it is complete.
3. Establish a practice of putting completed work and library books in back packs at night in preparation for morning pick-up.
4. Insist and help your child be organized.
5. When you hear a child say, "I don't know how to do this..." insist that he find the exact word which gives the direction: draw, circle, add...
6. Know the day of your child's spelling test. Review with him/her the night before.
7. When reading a child's written work, such as stories and poems, try to be supportive. Comments like these work well:

"I follow your story on your first page but I'm confused with this section."

"Can you write more description here?"

K-5 REPORTING/GRADING RUBRIC

Progress reports will be sent home with students on a quarterly basis. Progress reports will be based on standards and learning targets. A full report card will be sent home at the end of the year. Please contact your student's teacher with specific questions regarding your student's progress. Please see the information below for the marking of the standards and learning Targets.

Exceeds (E): The student is exceeding the grade-level standard or expectation.

Meets (M): The student is meeting the grade-level standard or expectation.

Partially Meets (PM): The student is working towards meeting the grade level-grade standard or expectation.

Not Met (NM): The student is not currently meeting the grade level Standard

ALL GRADES NOTES

Should a student excel and achieve mastery of a curriculum standard or standards before other students, the student will be provided with enrichment activities related to the curriculum standard or standards, and/ or be provided the opportunity to move to the next curriculum or academic level.

Should a student not achieve proficiency of a curriculum standard or standards, the student may participate in one or all of the following:

- Summer school
- Repeat the educational experience (this could mean repeating a lesson, series of lessons, a course, or the entire year's instruction depending on the student's progress, ability, and/or attitude)
- Title I services

If a student does not achieve proficiency of a curriculum standard or standards, and does not participate in any or all of the above remediation activities, he/she could be retained.

Parent's support is crucial in helping their child achieve mastery of all curriculum standards.

If parents do not agree with the evaluation of their child, they may consult with the child's teacher and school principal.

MT. BLUE RSU 9 TRANSPORTATION

BASIC RESPONSIBILITIES FOR PARENTS

- Cooperate with school authorities and bus drivers in promoting safe, efficient service.
- Insure your child's cooperation with the bus drivers and others responsible for student transportation.
- Instruct your child in safe walking and bus riding practices.
- Have your child at the bus stop 5 minutes before pick-up time.

BUS STOP BEHAVIOR

- All students will be ready in the morning at the usual time for the bus to arrive at their home or at the "School Bus Stop". The bus cannot wait for those who are late.
- Do not stand in the roadway while waiting for the bus.

BASIC RULES FOR STUDENTS

- The driver is in full charge of the bus and the students. Students should obey the driver promptly.
- For safety reasons the driver may assign seats in the bus and students will use the assigned seats.
- When the bus is in motion, do not stand, extend your arms out of the windows, or move about.
- The student must pay for damage done to the seats or other equipment.
- Remember, good conduct is the first rule of safe behavior. There is nothing wrong with quiet, clean conversation, but it should never be loud and boisterous. All talking should stop when the bus approaches a railroad crossing, so the driver can listen for trains.
- Always treat your fellow students with courtesy.
- When arriving at your destination, remain seated until the bus stops. If you cross the road, do so in front of the bus after the driver has signaled you that it is safe to cross.
- No student will leave the bus without the driver's consent except at home and at school.
- Good bus conduct does not permit the throwing of hats or books, eating, or doing written homework on the bus. These acts are a distraction to the driver and dangerous to the students.
- Students will help in keeping the bus clean. Do not throw paper or other refuse on the floor. Use the trashcan provided.
- Always address your bus driver courteously.
- Students may be suspended off of the bus for particular behaviors and/or continuous violations of bus safety and rules.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board recognizes Mt. Blue RSU's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with student's interests in privacy, the Board supports the use of video cameras, which also record audio, on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities.

"GOING-HOME-NOTES" (BUS NOTES)

Please make sure they are brought to the office or giving to the teacher. If there are any question the office or teacher may contact you.

SUBSTANCE ABUSE

THE USE OF ILLICIT DRUGS AND/OR THE UNLAWFUL POSSESSION OR USE OF ALCOHOL IS WRONG AND HARMFUL. THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND OR ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY SCHOOL ACTIVITY IS PROHIBITED.

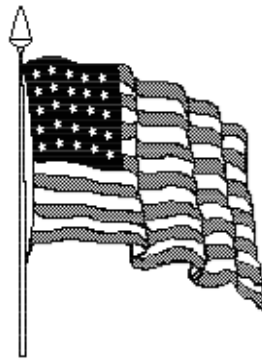
The preceding statement is required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Mt. Blue RSU 9 has developed clear policies describing the standards of behavior and disciplinary procedures as they relate to illicit drugs and alcohol. In abbreviated form, the elementary procedures call for verification of the offense; meetings with the parents, guidance counselor, and administrator; support groups; parental participation in an educational program; and, if the problem continues, referral to the Department of Human Services Child Protection Division. These policies are available in detail for review by parents (and students). They are located in the policy manuals, which can be found in any Principal's office. Compliance with these policies are mandatory.

FLAG SALUTE

It is the policy of Mt. Blue RSU 9 that each school day should begin with appropriate activities that should include, but not be limited too, a salute to the United States Flag.

(Note: Mt. Blue RSU recognizes that individual students may not participate in a flag salute, and it is the District's policy to recognize the individual rights of these students.)



Here are links to other important

[JICBA: Students Debts and Obligations](#)

[JIH: Questioning and Searches of Students](#)

[ADAA: School System Commitment to Standards for Ethical and Responsible Behavior](#)

[JRA-R: Student Educational Records Regulation](#)

[IJNDB: Student Technology, Internet Use and Internet Safety](#)