

Cascade Brook School Handbook

2025 - 2026



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Farmington, Maine
Tel: 207-778-4821

Website: <https://www.mtblersd.org/cascade-brook>

COMMUNITY | CULTURE | CURRICULUM

*Working together to provide high-quality educational opportunities for **all**.*

<https://www.mtblersd.org/>

R2S1

Respectful, Responsible & Safe

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Dear Cascade Brook Staff, Students and Families,

A big welcome back to our returning students, parents, and staff at Cascade Brook School! We're also thrilled to extend a special welcome to all new members of our Cascade Brook family.

This handbook is here to provide helpful information for everyone. We encourage you to read it thoroughly, and please don't hesitate to reach out if you have any questions or concerns.

Thank you for taking the time to go through this handbook. I truly believe we're in for a very positive year for all of us!

Sincerely,

Nichole Goodspeed,
Principal

CBS Vision

The parents, teachers, and students at Cascade Brook School believe that we are COLLECTIVELY responsible for creating a learning environment, which is safe, supportive and intellectually challenging.

Our Vision for ourselves as learners requires that we act with intelligent and moral integrity, compassion, and personal responsiveness

RSU 9 VISION

COMMUNITY | CULTURE | CURRICULUM: Working together to provide high-quality educational opportunities for all

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 encourage 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.

Staff 2025-2026

Office

Dr. Goodspeed, Principal
Mrs. Childs, Secretary
Mrs. Farrington, Secretary/Duty Monitor
Mrs. Strickland, Nurse
Mrs. Taranko, School Counselor

Classroom Teachers

3rd gr.

Mr. McAllister
Ms. Graham
Mrs. Haines
Ms. Burns
Ms. Pennington

4th gr.

Ms. Post
Ms. Marshall
Ms. Archard
Mrs. Fleury
Ms. Fontaine

5th gr.

Ms. Brown
Mrs. Davis
Mrs. Nelson
Ms. Wilson
Mrs. Rondinone

Special Education

Mr. Perry
Mrs. Guppy
Mrs. Crockett
Mrs. Merrill
Ms. H. Cote

Specials

Ms. Stevens, PE
Ms. Libby, Music
Mrs. French, Library
Ms. Barrows, Art
Mr. Simmons, Orchestra

Title1/Diff. Curriculum

Mrs. Reynolds, Math
Mrs. Jamison, GATE
Mrs. Cote, Math Intervention
Mrs. Ladd, ELA Coord.
Mrs. Hatch, ELA Intervention

Educational Technicians

Mrs. Frederic
Mrs. Lesko
Mrs. Vanier
Ms. Scott
Ms. Nye
Mrs. Winchester
Mrs. Schleier

Social Workers/Mental Health Clinician

Mrs. Jacques, Special Education
Mrs. Fournier, General Ed.

Custodians

Mr. Barden
Ms. Wells
Ms. Mullen
Mrs. Richards
Mr. Davis
Mr. Waltham

Kitchen

Mrs. Butterfield

Communications with Staff

Cascade Brook School's telephone number is 778-4821. Office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. If you wish to talk directly with your child's teacher, please call between those hours and leave a message with the secretary. In cases of emergency or urgency, every effort will be made for you to speak promptly with appropriate parties.

Notes to teachers or the office should include: date, child's full name, teacher's name, a brief message, and the parent/guardian's signature.

Daily School wide schedule

8:50 -9:00 a.m. Arrival for All Students
9:00 a.m. School Starts -10:00 a.m. (LAW)
11:40 - 12:47 p.m. Lunch/Recess
3:10 p.m. Walkers/Parent Pick Up
3:12 p.m. Bus Dismissal

Early Dismissal (ERD) /Late Arrival (LAW)

On selected days the RSU #9 Schools will close early to provide time for teachers to investigate and practice ways to improve instruction, create common goals, and develop a community of learners. **Dismissal time is 12:30 p.m.**

Every Wednesday (LAW), school starts at **10:00 a.m.**

No LAW 8/28/25, 9/18/25 last week of school in June 2025

District Calendar

Go to Mt. Blue Regional School District Website @ <https://www.mtbluersd.org/>

Breakfast and Lunch

All Students in RSU9 will receive free breakfast and lunch this year. Free and reduced price lunch applications are sent out at the beginning of each school year and are available any time during the school year upon request.

Progress Reports and Report Cards

Cascade Brook School will be reporting progress on grade level standards quarterly. Progress reports will go home to parents three times a year and a report card will go home to parents at the end of the year.

Exceeds (E) The student consistently and independently demonstrates understanding beyond the benchmark or demonstrates a higher level of thinking.

Meets (M) The student consistently and/or independently demonstrates an understanding of the benchmark.

Partially Meets (PM) The student demonstrates a partial understanding of the benchmark and may need additional support.

Working (W) Instruction on the standard has not been assessed yet.

Not Met (NM) The student is not yet demonstrating an understanding of the benchmark after additional support.

ATTENDANCE POLICY (JH-R)

Elementary Schools Students are expected to attend school regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Excused Absences as described by Maine State Law are the following:

- a. Personal illness
- b. Medical appointments that cannot be made outside the regular school day
- c. Family Emergency
- d. Observing recognized religious holidays
- e. *Planned absence for personal or educational purposes that has been approved by the school
- f. Homelessness
- g. Unplanned hospitalization
- h. Placement in foster care or youth development center

*Parents may request permission for excused absences in advance by submitting the request (Green Slip) in writing to the office. Any request must be approved by the administration. Students may obtain green slips in the main office and submit completed forms a week prior to the trip.

Planned absences for other reasons can be excused with approval of the principal. In general, the school discourages extended absences for vacation trips and the like because of the possible negative effect on the child's academic program. Requests for approval of a planned absence for vacation trips, etc. must be made in writing five days before the absence. Absences that are approved by the parent but not the school will be classified as unexcused. All other absences will be excused at the discretion of the principal.

Attendance is reviewed daily. If a student is absent without parent notification it is considered unexcused and someone from the school will contact the parent via phone call. When the student has seven total unexcused absences or five consecutive unexcused absences, the principal will contact parents to set up a plan to address absences. If a student has seven unexcused absences they are considered truant.

Tardiness is defined as being late for school. It is the responsibility of the parents to see that a child is on time each day. Students are expected to attend school regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Parents should send a note in writing or in email to school for each instance of tardiness/absences.

Notes should include the following:

<https://files.aptuitivcdn.com/yeQ4XpK43n-1155/docs/district/board-of-directors/policy-manual/section-j/JH-R-Student-Absences-and-Excuses-Regulation.pdf>

Example of note:

September 9, 2025

Dear Mrs. Jones,

*John Doe was not in school on Thursday and Friday,
September 5th and 6th, because he had a cold.*

*Sincerely,
Jane Doe*

Before School Arrival

Parent/guardian Responsibility per the Maine DOE: Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Any person showing symptoms must report their symptoms to the school and not be present at school.

- Parents/guardians should screen their children for illness before sending them to school and should not send their children to school if they are ill. The following questions are recommended for screening:
- Does your child feel sick with any symptoms
- Within the past 24 hours has your child had a fever (100.4 and above) or used any fever reducing medicine?

Parent Drop Off Location -Turn Around

- Please remember to use the Turn Around when dropping off or picking up your child at school.
- The turn around is located at the side of the building behind the gym.
- By using the Turn Around, you provide your child a safe walking route to the front door.
 - Please do not park in the Turn Around. If parents want to park they need to use one of the designated parking spaces in the parking lot next to the Turn Around.
- Please do not park on the side of the road or block parked cars in the parking lot . The road is quite narrow and it is difficult for buses to pass in and out of the school.

Parent Drop Off Procedures-Morning

- Parents may drop off their children from 8:50 - 9:00 a.m. at the Turn Around.
- Students must exit the car onto the sidewalk, not the middle of the circle drive.
- Students will go directly inside to breakfast or morning recess.
- Parents/guardians may walk their child to the main door.
- Parents wishing to enter the building will need to check in with a staff person at the door and then go to the main office entrance.
- Cars may carefully pass a parked car - please look for students.

Dismissal -Afternoon

Pick Ups -

- Parents please remember to use the Turn Around when picking up your child at school.
- Parents will go to the cafeteria patio door (#8) to pick up their children
- Students will wait for directions from the staff member before going with their parents
- Parents will remain in their cars and wait for their child to come to the car.
- If you want to park please use one of the designated parking spaces in the parking lot next to the Turn Around.
- Parents please be aware of students using the crosswalk and buses entering and exiting the road.

Walkers-

- Students will use the main entrance and follow the sidewalk to the cross walk.
- Students will follow directions from staff person to use the crosswalk to the sidewalk
- Students must stay on the sidewalk.

Bus Transportation -

- Students will be required to have regular bus pickup and stops.

Student Dismissals During the School Day

If parents need to pick up their child during school day, please follow these procedures:

- Parents must notify (i.e. written note or phone call) the school before picking up their child unless there's an emergency.
- By notifying the school, we can have your child ready and signed out in the office. This will make your pick up

time much quicker.

- Students will wait by the office for their parents.
- Parents will use the sign out sheet in the office.

Before School Arrival

Parent/Guardian Responsibility:

- Before leaving for school, **parents/caregivers must self-check their children for symptoms of illness.**
- If your child has any symptoms or has had a **fever (100.4°F or above) or used fever-reducing medicine within the past 24 hours**, they **must not come to school**. Please report their symptoms to the school.

Parent Drop-Off and Pick-Up Procedures

Location:

- All parent drop-offs and pick-ups should use the **"Turn Around" area, which is located on the side of the building behind the gym**. This ensures a safe walking route for your child to the front door.

Parking:

- **Do not park in the Turn Around.** If you need to park, use one of the **designated parking spaces in the parking lot** next to the Turn Around.
- **Do not park on the side of the road or block parked cars** in the lot, as this can obstruct buses.

Morning Drop-Off (8:50 AM - 9:00 AM):

- Students should **exit the car directly onto the sidewalk**, not in the middle of the circle drive.
- Students will go directly inside for breakfast or morning recess.
- Parents/guardians may walk their child to the main door.
- If parents wish to enter the building, they must **check in with a staff person at the door** and then proceed to the main office.
- Cars may carefully pass a parked car, but **please watch for students**.

Afternoon Pick-Up:

- Parents should use the Turn Around for pick-ups.
- **Go to the cafeteria patio door (#8)** to pick up your child.
- Students will wait for staff directions before going with their parents.
- **Parents should remain in their cars** and wait for their child to come to the car.
- Be aware of students using the crosswalk and buses entering and exiting the road.

Dismissal Procedures

Walkers/Parent Pickups:

- Students will exit through the **main entrance** and follow the sidewalk.
- They will follow staff directions to use the **crosswalk** to the sidewalk and **must stay on the sidewalk**.

Bus Transportation:

- Students will adhere to **regular bus pickup and stops**.

Student Dismissals During the School Day

- If you need to pick up your child during the school day, you **must notify the school in advance** (via a written note or phone call), unless it's an emergency.
- This notification allows the school to have your child ready and signed out, making your pick-up quicker.
- Students will wait by the office for their parents.
- Parents will use the **sign-out sheet in the office**.

Parent Visits During the School Day

- For safety reasons, all visitors (including parents) must make an appointment to visit teachers. Walk-Ins are discouraged.
- Parents may contact their child's teacher to make an appointment.
- If parents need to drop off items (i.e. instrument, lunch, sneakers etc.) for their child, we ask that parents call the school office to notify the secretaries. The office will not call to notify the students their instruments have been dropped off.
- Please make sure the items are labeled with your child's name and teacher's name.

Keeping Your Contact Information Current

It's **essential** that the school always has your most up-to-date **mailing address, street address, and phone number**. If you move or change your phone number, please notify the school right away so they can reach you quickly in case of an emergency. Your personal information, including phone numbers, is kept confidential and won't be given out by the office. If you have an unlisted number, special care will be taken to ensure its privacy.

Additionally, you need to inform the school principal if:

- Your child moves **outside RSU #9**.
- There are no **changes in guardianship arrangements**.
- You change **daycare providers** (you must provide the new name, address, and phone number for transportation and safety reasons).

Student Transfers

If your family is moving or your child will be attending a different school, please **notify the principal's office at least one week in advance**. This gives the school time to prepare the necessary records for the transfer. Cumulative records will be mailed directly to the new school upon their request to ensure confidentiality and safekeeping; **records cannot be hand-delivered**.

For **new students** arriving after the academic year has started, they will be placed in their assigned classroom on the **following day**. This allows the office, teacher, and classmates time to prepare a welcoming environment.

Class Placement

Each spring, the school creates classes for the upcoming year using various data, including **parent surveys, teacher surveys, and assessment results**. The goal is to create diverse classes that provide the best possible educational environment for all students. **Parent requests for specific teachers will not be considered** by the principal.

Making Up Missed Work & Behavior Expectations

Making Up Missed Work: After any absence, students are required to make up missed work. Students can get extra help by accessing after-school extended day services (21st Century) or the homework club.

School-wide Behavior Expectations: All students are expected to act appropriately in all areas of the school, demonstrating the values of being **Responsible, Respectful, and Safe (R2S1)**. The school uses a **three-tiered behavior system**:

- **Tier I (Small Block):** Teaches all students the school-wide expectations for respectful, responsible, and safe behavior in all areas.
- **Tier II (Big Block):** Focuses on re-teaching school-wide expectations through small group interventions and strategies.
- **Tier III (Community Connect):** Provides individualized re-teaching of school-wide expectations (e.g., through behavior plans, mental health support).

BARR (Building Assets Reducing Risks): This is a school-wide program designed to foster connections with all students to support their academic and emotional success. Staff using BARR receive training and support from a BARR coach. Students will participate in weekly U-time lessons to aid their academic and social development.

Behavior Incident Referrals (BIRs): If students struggle to follow the school-wide expectations (R2S1), they may receive a **Behavior Incident Referral (BIR)**. A BIR is a way for the school to document inappropriate behaviors and the staff responses to them. A BIR includes specific information about the incident

Student Demographic Information:

Name, Grade, Teacher, Date and Location of incident

Definitions of Behaviors:

Minor Behavior

Inappropriate Language--student uses language not directed at an individual (e.g. suck, crap, shut up, etc.)

Disrespect to students--students not following good manners (e.g. being rude, dismissive messages to adults, not using please and thank you), single event of put downs, gossip (e.g. name calling)

Disrespect to staff--students not following good manners toward staff

Physical Contact--Student engages in non-serious but inappropriate physical contact.

Disruption--student displays behavior that interferes with the flow of the classroom (e.g. talking, moving around, making noise)

Material/Equipment Misuse-- not using material properly, no property damage

Major Behavior

Abusive Language--student uses language directed at a person, use of swear words and/or offensive words

Lying/Cheating--student delivers message that is untrue and/or deliberately violates rules

Physical Aggression--student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.)

Defiance/Disrespect--student engages in refusal to follow directions, talks back and/or delivers socially rude interactions

Harassment--The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. District policy prohibits acts of harassment based upon race, color, sex, religion, age, national origin, or handicap (see district policy)

Technology Violation--student engages in inappropriate (see district policy) use of cell phones, music/video player, camera and/or computer.

Property Damage (Vandalism)-- student participates in an activity that results in destruction or disfigurement of property (see district policy)

Forgery/Plagiarism---something that is falsely made or copied, the practice of taking someone else's work or ideas and passing them off as one's own

Theft--student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission

Teacher (Staff) Response

Conference with students--teachers meet with students to discuss expected behavior

Re-teaching of expectations--student practices expected school wide behavior with staff member

Loss of privilege--student loses weekly enrichment privilege; football, use of computer, etc.

Parent contact/signature--teacher/staff contacts parent

Administrative Decision

Conference with students -- student meets with the principal

Restorative Practices – works with staff to review responsibility for behavior and plan for making things better

Parent Contact--principal contacts parents regarding behavior

Guidance Referral- student is referred to the school counselor for consultation

Tier II - staff on Tier II team review the academic and behavioral data of students to provide an assistance plan of interventions. Social Worker consultation

Out of School Suspension--consequence for referral results day(s) out of school (see policy JKDA-R)

Other Action Taken - Principal reviews the ODR.

Conflict vs. Bullying

Conflict

vs

Bullying

Equal power in relationship

Both children upset

Feel remorse

Want to solve problem and restore relationship

Happens occasionally

Usually not emotionally damaging

Imbalance of power

Victim upset, bully is not

Bully has no remorse

Bully does not see need for resolution

Is ongoing

Can be serious emotional or physical threat

Use of Playground Equipment

Playground Expectations

In order to provide a safe and friendly playing environment for all children please follow these guidelines:

- Respect the staff members who are outside on duty.
- Stay in the playground area (mowed grass, fenced in area).
- Line up quickly when the whistle is blown. All students will come in the front doors.
- Bring soft playing balls (e.g. tennis balls, kick balls.)
- Leave snow on the ground.
- Leave all baseball bats and lacrosse sticks at home.
- Stay on the ground, no climbing snow banks that you cannot see over.

Climbing Wall

- One student at a time on each panel
- Horizontal (across) climbing only
- You must stay on the same side (no climbing over the top)
- Never use structure when wet

Climbing Structures

- Use the correct grip; use both hands.
- Be careful climbing down, and watch out for those climbing up.
- Avoid having too many people using the structure at one time, especially the horizontal ladders and bars.
- Standing on horizontal bars is not allowed.
- Start at the same end of the structure and move in the same direction.
- Stay well behind the person in front and watch out for swinging feet.
- Never use structure when it is wet.
- Speed contests or trying to cover too large a distance in one move are not allowed. * Drop from the bars with knees slightly bent and land on both feet.
- Avoid gymnastics moves (hip circles, hanging upside down by knees, etc.) * One at a time on the fire poles.
- Avoid standing under another student climbing or sliding down a fire pole.
- Avoid pushing or pulling on students using structures.

Gazebo

- Use benches to sit (climbing or standing on walls no permitted)
- Walk to the Gazebo

Swings/Tire Swing

- Sit in the center of the swing; never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off. Never jump from a moving swing.
- Walkway around a moving swing - not too close to the front or back.
- Never push anyone else in the swings or allow others to push you.
- Have only one person in one swing at a time.
- Never swing empty swings or twist swing chains.
- Never throw swings on top of bar

Sliding Hill

- Proper clothing must be worn to slide on the sliding hill,(i.e., snow pants, jacket, Boots, gloves, hat)
- Jumps are dangerous - do not build them.
- Use the marked path to go up the hill.
- Standing or kneeling on the sled while going down the hill is more dangerous than sitting or lying down
- It is dangerous to start down the hill while others are still in your path. Please wait your turn and look before you slide.
- There will be no sliding in the morning. We cannot supervise the hill at this time.

*The principal of Cascade Brook School reserves the right to make changes in these regulations whenever it is in the best interest of the school property and the safety of students.

Textbooks

Any loss or damage to these books should be reported to the office at once. It is the responsibility of the student to cover books issued to him/her with either book covers or heavy paper.

Personal Property

- RSU #9 does not insure students' personal property.
- Students are solely responsible for all items they bring onto school buses or into school buildings (e.g., toys, radios, "show-and-tell" items).
- The school is not responsible for any loss or damage to student property.
- Therefore, students are discouraged from bringing personal items to school unless they are part of a

specific classroom project.

- Prohibited items include: cell phones, SMART watches used as phones, remote control vehicles, inline skates, and skateboards.

Lost and Found

- Please encourage your children to keep track of their personal belongings.
- Lost items are placed on a table in the front lobby area, in front of the trophy case.
- Unclaimed items left on the lost and found table will be given away before vacations.

Money Brought to School

- When sending money to school (e.g., for lunch, book orders, school pictures), please place it in an envelope.
- Clearly write your child's name, teacher's name, and the intended use of the money on the outside of the envelope.
- Students are discouraged from bringing loose change or undesignated money.

Electronic Devices

Students are permitted to use the school phone with adult permission. Cell phones or non-school issued (personal) electronic devices (smart watches, tablets) must be turned off during the school day. (See policy JICJ-R

<https://files.aptuitivcdn.com/yeQ4XpK43n-1155/docs/district/board-of-directors/policy-manual/section-j/JJCJ-R-JFCK-R-STUDENT-USE-OF-PERSONAL-ELECTRONIC-DEVICES-AT-SCHOOL-School-Rules.docx.pdf>

Clothing and Appearance

While RSU #9 does not enforce a formal dress code, students are **encouraged to wear clothing suitable for school** that does not hinder their ability to learn or create disruptions in the classroom. Parents are asked to use good judgment in helping students select appropriate attire. For safety and maintenance reasons, the following items are NOT appropriate for school:

- Cleats and shoes with metal soles.
- Halter tops and mid-drift shirts.
- Pants, shorts, and skirts must be appropriate in length and coverage.
- Pants and shirts that show undergarments.
- Clothing with words, symbols, or designs depicting:
 - Illegal substances
 - Alcohol
 - Tobacco
 - Illegal or indecent activity
 - Profanity

Outerwear and Footwear for Weather:

- Outerwear and footwear must be appropriate for the weather, as children are expected to play outdoors during recess.
- During inclement weather, parents are encouraged to send a pair of light shoes to be left at school for indoor wear, instead of heavy boots.

- Jackets or other appropriate outerwear should be worn outside.

School Responses for Inappropriate Clothing:

- Students wearing inappropriate or inadequate clothing will be sent to the office.
- The school will call home for a change of clothing, or students will be provided with clothing to change into at school.

Student Pictures

- School staff may occasionally photograph individual students or groups during school activities, with the principal's approval.
- Parents must complete the form in PowerSchool to either permit or not permit the school to publish their child's picture. This form is titled "Agreement to Publish Information on Mt. Blue Regional District and Individual Websites."

Vandalism and Damage to School Property

- School buildings and equipment are costly for taxpayers to construct, purchase, and maintain.
- Maine State Law (Chapter 513,3772) holds students (or their parents) financially responsible for damage to school property. The law states that if a minor damages or aids in damaging any school property, the administrative unit may recover double the damage from their parent or guardian in a civil action.
- Civil action will only be pursued if students or parents fail to make appropriate restitution by repairing or replacing the damaged school property.

Homework

Homework is considered an important study skill and a fundamental part of a good educational program. It is designed to be developmentally appropriate and serve a specific purpose.

Purposes of Homework:

- To help students become more self-reliant and learn to work independently.
- To improve skills that have been taught.
- To complete specific projects, such as reading worthwhile books or preparing research papers.
- To allow parents to become familiar with the school program and their child's educational progress.

Parental Involvement:

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

Homework Hints for Parents:

- Establish a regular time and place for daily study.
- Ask to see your child's assignments. Initial the assignment once you are assured it is complete and of acceptable quality.
- Develop a routine of putting completed work and library books in backpacks the night before to prepare for morning pickup.
- Insist and help your child be organized.
- If your child says, "I don't know how to do this...", insist they identify the exact word that gives the

direction (e.g., draw, circle, add).

- Know the day of your child's spelling test and review with them the night before.
- When reading your child's written work (e.g., stories, poems), try to be supportive with comments like:
 - "I follow your story on your first page, but I'm confused with this section."
 - "Can you write more description here?"

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!

School Insurance

There are a number of activities in the schools of RSU #9 that subjects 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. RSU #9 does not buy insurance policies for students, but policy information for parents to purchase is available at the school office.

Emergencies

In the event of a fire, bomb, 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 as to how students will be returned home or picked up by parents.

Safety Drills

State regulations (MDOE and RSU 9 policy) mandate 12 safety drills annually, including fire, lockdown, lock-in, and hold-in-place exercises. Early in the school year, teachers will instruct students on **evacuation** procedures for all areas. Parents should emphasize the importance of these drills for student safety. During an emergency drill, all occupants must exit via posted routes.

Flag Salute

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

(Note: RSU #9 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.)

Parent-Teacher Conferences

We hold formal parent-teacher conferences each November to discuss your student's first progress report. We'll notify you of specific dates in October. Additional student work celebrations may occur later in the year. Should you need to discuss your student's progress outside of the scheduled conference time, please contact the teacher directly or call the school to arrange an appointment before or after school hours.

Recommendations About Assessments

Assessments should align with subject area standards. The final determination of mastery will be based on a collection of both qualitative and quantitative evidence. A combination of the following assessment tools will provide evidence that supports teacher decisions: student self-assessments, formative and summative tests, written and oral assignments, projects, products, and student performance. Teachers will use more than one assessment to check for mastery. Teachers will "spiral" items on tests throughout the year.

RSU #9 TRANSPORTATION PROGRAM

Basic Responsibilities for Parents

- Cooperate with school authorities and bus drivers in promoting safe, efficient service.
- Ensure 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 pickup 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.

- Expectations for students

- The driver is in full charge of the bus and the students. Students should obey the driver promptly and cheerfully.
- 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.
- Damage done to the seats or other equipment must be paid for by the student.
- 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 students 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. These acts can be a distraction to the driver and/or 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 with respect.

Individual Education Plan

Some students need specialized academic support due to disabilities. An Individualized Education Program (IEP) Team determines this need and develops a tailored program. The IEP Team includes teachers, parents, school administrators, and the student, along with other relevant individuals. If you believe a student may need an IEP, you can initiate the process by contacting the principal or the Special Education Office.

Section 504

Students requiring special accommodations due to temporary or permanent conditions impacting their access to education, such as a broken leg, may be eligible for support under Section 504 of the Rehabilitation Act. Parents should contact the school nurse, school office, or teachers for assistance.

Civil Rights Team

Our Civil Rights Team is open to all students in all grades. These students meet monthly after school to discuss ways they can support and promote respectful and accepting behavior for all students. Some activities include writing and performing skits, creating informational bulletin boards and posters at school, and serving as role models for other students.

Academic Intervention – TITLE I, MTSS

The Title IA, ESEA Program is a federally funded program of remedial education, CBS has a school wide program offering academic assistance in reading, mathematics, and language arts. Certified teachers work closely with the classroom teachers to develop plans based on student needs and provide this assistance.

PBIS Tier I Team

Our Positive Behavior Interventions and Supports (PBIS) teams, composed of school and community professionals, foster a positive school environment. By proactively reviewing behavior data, we ensure our school promotes Responsible, Respectful, and Safe behavior, making it a great place for every student to learn and grow.

"Caught in the Act (CIA)" Program: When staff observe students being responsible, respectful, or

safe, they'll fill out a "Caught in the Act" (CIA) card. These cards are placed in a box, and daily, the school counselor randomly draws three cards. Selected students will receive a prize, have their names announced by the principal, and their CIAs will be displayed in the hallway.

Enrichment: Students are rewarded for appropriate behavior with a periodically scheduled "Enrichment" activity time. These activities vary and can include walking, hiking, drawing, extra-recess, sliding, laptops, and more.

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.

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. Volunteer forms must be completed if you would like to volunteer. Forms are available on the Mt. Blue Regional School District Website:

<https://www.mtbluersd.org/departments/volunteer-in-rsu-9-schools>

Extended Year Program

RSU #9 offers a voluntary Extended Year Program (EYP) during the summer for students in grades 3-12 who are not meeting state or local academic standards. Teachers refer students based on classroom performance and/or assessment scores.

Differentiated Curriculum

The Differentiated Curriculum Program serves academically advanced students. While some direct small-group services are provided, we primarily aim to support gifted and talented students within their regular classrooms using methods like independent study, advanced skills, and customized curricula. To identify students for small groups, we adhere to state guidelines, targeting 2-5% of the student population. Criteria include high standardized test scores (NWEA, MTYA, CoGAT, etc.). For younger students, the program is more inclusive, accounting for developmental differences and limited data. Classroom teacher recommendations and input from program staff are also considered annually.

School Counseling/Guidance/Mental Health Clinician

We offer a comprehensive program to help students grow and develop. This program includes activities that build positive self-worth, problem-solving skills, decision-making abilities, future planning, goal setting, and emotional and social growth. Our School Counselor and Mental Health Clinician are key to delivering these services. They provide individual (as needed) and group counseling, offer consultation services, and coordinate various programs. We also integrate guidance activities directly into our school's curriculum. You'll find our school counselor working with students in various settings: in the classroom, in small groups, and individually. Our Mental Health Clinician collaborates with students, families, and staff to create a positive school learning environment. Both professionals are active members of our BARR and PBIS teams.

Specials

Library

RSU #9 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. All classes have a weekly library special for instruction 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 and the complete district volunteer form.

Music

RSU #9 provides a variety of music programs. They include the 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.

In Grade 3 students are introduced to stringed instruments with a half-year introductory program. In Grade 4, students may choose to continue string instruction. In Grade 5 students may receive instruction in band and/or orchestra. If your child wishes to pursue music instruction and does not have the necessary instrument, contact the band or orchestra teacher. Students in grade 5 may also participate in weekly chorus class.

Physical Education

Physical Education is a mandatory part of our curriculum for all students. Active participation in all PE activities is expected, unless a student presents a physician-signed medical excuse. These excuses must first be cleared through the school office before being given to the physical education teacher. Our 3rd, 4th, and 5th-grade students have PE twice a week. Your child's classroom teacher will inform you of their scheduled PE days. To ensure full and safe participation, students are required to wear sneakers and appropriate athletic clothing on their PE days.

Art

Art class will take place once a week for all students. This regular session provides a consistent opportunity for children to engage with visual arts, develop their creative expression, and learn about various art forms. We believe this weekly experience is a valuable part of their educational journey.

Alcohol and Drugs

Students in 3rd, 4th, and 5th grade, who are determined to be distributing, in possession of, or using illegal drugs are subject to a course of action which may include counseling, contact with legal authorities, and possible suspension. A specific detailed procedure is included in the RSU #9 policy notebook located on the Mt. Blue Regional School District Website: <https://www.mtbluersd.org/>.

Weapons on School Grounds

Possession or use of a weapon on school grounds, in school buildings, or on school buses is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school, or at any school sponsored activity, is subject to administrative and legal action.

Affirmative Action

A. It is the policy of Mt. Blue Regional School District #9 to ensure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, age, handicap, or religion in accordance with all federal and state legislation relative to discrimination.

B. Inquiries can be made to Katie Duschense, Affirmative Action/Title IX Coordinator, Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Affirmative Action/Title IX guidelines and may be obtained from the coordinator.

Title 1 Parent Compact

The Cascade Brook School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

The district's curriculum committees, composed of teachers and administrators representative of grades K-12, meet frequently to ensure fidelity and to plan appropriate professional support. Where instructional programs are purchased to facilitate delivery of instruction, the district participates in consultation/training from the publisher and/or select district staff perform in the role of coach to teachers. The district provides support for teachers in primary grades to participate in Literacy training as well as support for Literacy interventionists at the primary levels in training and continuing professional development.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Typically, those conferences will be held in November. Teachers will contact parents to schedule a face to face or virtual meeting at school. In the event that a common face to face meeting time cannot be determined, teachers may offer a phone conference.

Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports at least at the midpoint and end of each grading period (trimester or quarter). Teachers may also contact parents via email, phone, or mail more frequently to provide updates on progress. Communication will also take place via Bright Alert, Facebook, SeeSaw and Google classroom.

Provide parents reasonable access to staff.

Staff will be available for consultation with parents at the start of each school day and at the end of each school day. Staff names, roles, and contact information are printed in the school handbook that is sent to parents at the start of the school year. The district and school websites also offer contact information. Additionally, parents and teachers may schedule a time convenient for both to meet. Staff will be present during Open House and scheduled conference times.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

At the beginning of each school year the district office will provide an online application for each family to register for volunteering. Responses are catalogued and provided to teachers. As events or field trips are scheduled, teachers notify parents of the need for volunteers.

Parent Responsibilities

We, as parents, will support our children's learning to the best of our ability in the following ways:

Monitoring attendance.

Making sure that homework is completed.

Monitoring the amount of television their children watch.

Volunteering in my child's classroom.

Participating, as appropriate, in decisions relating to my children's education.

Promoting positive use of my child's extracurricular time.

Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Serving, to the extent possible, on policy advisory groups, parent teacher organizations and volunteering at school.

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

Do homework and ask for help when needed.

Read at least 15 minutes every day outside of school time.

Give parents or adults at home all notices and information from school.

Work to achieve proficiency in academic and HOM standards.

The Cascade Brook School will:

Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.

Hold an annual meeting to inform parents of the school's participation in Title I, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I will encourage them to attend.

Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

Provide to parents of participating children information in a timely manner about Title I that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

Provide to each parent an individual student report about the performance of their child on the State assessment in at least math and reading.

Policies & Regulations - Can be found on Mt. Blue Regional School District [Website](#)

Bomb Threats (EBCC)

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 some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. Please check district website for specific policy

Anti-Bullying (JICK)

The Board believes that bullying, including cyberbullying, is detrimental to student wellbeing 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 Prohibited

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: JICK 2. 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, putdowns, 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.

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 email, text messages, instant messages (IM), or phone calls; 4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email 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 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.

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: JICK Legal Reference: 20-A M.R.S.A. § 1001(15), 6554 Cross Reference: AC - Nondiscrimination, Equal Opportunity ACAA-R - Harassment and Sexual Harassment of Students ACAD - Hazing ADF - School District Commitment to Learning Results JI - Student Rights and Responsibilities JIC - Student Code of Conduct JICC - Student Conduct on Buses JICIA - Weapons, Violence and School Safety JK - Student Discipline JKD - Suspension of Students Adopted: July 18, 2006 Reviewed: November 17, 2009

Tobacco-Free School Policy (GBED)

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 model 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.
- 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

School Disturbances

20-A MRSA #6804 says "A person who enters the property of a public or private school or another place of instruction during or out of school hours, while the teacher or student is present, and willfully interrupts or disturbs the teacher or student by loud speaking, rude or indecent behavior, signs or gestures, or engages in hostile, aggressive or threatening behavior towards a student, teacher, administrator or other staff member, or willfully interrupts a school by prowling about the buildings, making noises, throwing missiles at the schoolhouse or disturbing the school, commits a civil offense and shall forfeit not less than \$200 nor more than \$500.

Hazing (ACAD)

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" includes 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 student 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

Revised: December 11, 2001

Visitors To The Schools During School Hours (KI)

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. Upon arrival at the school, all visitors shall immediately report to the main office to sign in and receive a temporary badge to be worn for the duration of the visit.
- C. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as she/he considers necessary.
- D. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- E. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.
- F. Persons entering the school building without authorization from school officials and who fail to report to the main office upon arriving on campus or entering the building are considered "unauthorized persons" and will be requested to report to the office immediately to sign in.

School staff shall then report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons who refuse to follow protocol shall be directed to leave the premises immediately.

G. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools. Date: March 8, 1988

Adm. Mtg. Review L.A.R., Supt. Reviewed: February 1995 Reviewed: June 4, 2002 Reviewed: January 19, 2010 Revised: March 26, 2013 Revised: December 11, 2018

Immunization of Students (JCLB)

These are the vaccines needed for all students in the State of Maine to be considered up to date. These requirements are the law. Students will not be allowed to attend the first day of the 2019-2020 school year without proof of the vaccines or a signed exemption. • # of Doses Immunizations Required

5 DPT (4 if the 4th dose is given after the 4th birthday)

1 Tdap Booster for all students entering 7th grade (NEW 2017)

4 Polio (OPV or IPV, 3 if 3rd dose was given after the 4th birthday)

2 MMR (Measles, Mumps, Rubella)

1 Varicella/Chicken Pox (or proof of immunity/history of disease)

1 Meningococcal (MCV vaccine) for all students entering 7th grade (new 2018)

2 Meningococcal (MCV vaccine) for all students entering 12th grade (new 2018) *** One

1 MCV needed if first done is given after the age of 16

Each immunization entry must include:

- Vaccine type, date administered and the name of the provider
- Often the nurses can access immunization records from the Maine Immunization Registry also known as IMMPACT
- Parents must supply the needed information if the registry records are incomplete or not available
- You can ask your child's healthcare provider to fax immunization records to the Health Office:
207-778-3564

Vaccines are FREE for children in Maine. Contact your health care provider's office. What if you want your child to be excluded from the immunization requirement?

- A parent may request an exemption from any or all of the required immunizations based on medical reasons or sincere religious or philosophical beliefs
- Students who are not fully immunized may need to be excluded from school if there is an outbreak of disease. This will be done according to recommendations by the Maine Centers for Disease Control (Maine CDC)
- A written parent request for immunization exemption must be completed each school year. You can download a copy of the immunization request form below.

What if you have questions?

- Contact your child's health care provider
- Contact your child's school nurse

<https://files.aptuitivcdn.com/yeQ4XpK43n-1155/docs/district/board-of-directors/policy-manual/section-j/JLCB-Immunization-of-Students-.docx.pdf>

The Family Educational Rights and Privacy Act (FERPA) -JAR-E

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Please see link for specific policy regulations

<https://files.aptuitivcdn.com/yeQ4XpK43n-1155/docs/district/board-of-directors/policy-manual/section-j/JRA-E-FERPA-Notice.docx.pdf>

Student/Employee Harassment Policy

RSU #9 recognizes the right of each student/employee to perform in an atmosphere, which is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, RSU #9 students/employees should not engage in any form of harassment. Harassment is abuse based upon race,

color, sex, religion, age, national origin or handicap. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under State and Federal laws. Examples of prohibited harassment are:

1. Unwelcome sexual advances, gestures, comments or contact,
2. Threats, which imply physical abuse or are inappropriate to an educational setting, 3. Offensive jokes,
4. Ridicule, slurs, derogatory action or remarks,
5. Basing decisions on practice of submission to harassment, and
6. Gang and gang-like behavior.

Students/employees should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student/employee feels uncomfortable with confronting the harasser, the student/employee is encouraged to inform the Affirmative Action Coordinator at the earliest opportunity. Students/employees, who believe that they are victims of harassment, should report such occurrences to the Affirmative Action Coordinator. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to the person: Title IX civil action; Human Rights Commission complaint; formal request for discipline by the RSU #9 Superintendent and/or School Directors; or by filing an employee complaint under Title VII to the Directors of the United States Office of Civil Rights, Region 1, John McCormack POCH, Room 222, Boston, MA, 02109.

Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each workplace in the unit. Education and training shall take place as required by law for each new employee.

Staff Conduct With Students (GBEBB)

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 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 students to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendoes with students;
- Asking a students to keep a secret;
- Confiding in a student about your personal, family, and/or work issues.
- 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:
- 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 student 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.

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.

Policy to be Included in Handbooks and/or distributed by other means

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.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violation 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.

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

Student Educational Records Administrative Procedures (JRA-R)

These procedures have been adopted to implement federal and state legislation establishing guidelines governing the manner in which student records are maintained and supervised. The purpose of the legislation is to ensure students and parents of a student access to their official records, to guarantee that these records are used only for legitimate educational purposes, and to ensure that the records are not released without the written permission of the student or parent of the student except as permitted by law. These procedures do not contain all the information contained in the federal or state legislation, but do adopt and incorporate such laws.

Questioning And Searches Of Students (JIH)

The Mt. Blue Regional School District seeks to maintain a safe and orderly environment in the schools. School

administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures. Please go to the following link for specific information regarding JIH

Student Computer And Internet Use And Internet Safety (IJNDB)

Mt. Blue Regional School District (RSU #9) computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with Mt. Blue Regional School District (RSU #9)'s policies and rules concerning computer and Internet use are mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and Mt. Blue Regional School District (RSU #9)'s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action. Mt. Blue Regional School District (RSU #9) computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

Internet Safety

Mt. Blue Regional School District (RSU #9) uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Mt. Blue Regional School District (RSU #9) takes precautions to supervise and monitor student use of the Internet, parents should be aware that the Mt. Blue Regional School District (RSU #9) cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. In the interest of student Internet safety, Mt. Blue Regional School District (RSU #9) also educates students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating age-appropriate Internet safety training and "digital citizenship" into the curriculum and for documentation of Internet safety training. I

Implementation Of Policy And "Acceptable Use" Rules

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying "acceptable use" rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern Internet access and day-to-day management, security and operations of the school unit's computer and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent. For Specific Internet Use and Rules Policy IJNDB_R

School System Commitment To Standards For Ethical and Responsible Behavior (ADAA) The School Board believes that promoting ethical and responsible behavior is an essential part of the school unit's educational mission. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding

Principles of the Maine Learning Results. Please visit our district website for more specific information on this policy

Student Debts and Obligations (JICBA)

Students are responsible for taking proper care of all property used by them and/or distributed to them by the school. This includes but is not limited to textbooks, uniforms, athletic equipment, lab equipment, computer and applied technology equipment, and other school property. Teachers and school staff will keep records of property issued to students during each semester, athletic season or school year. Students must return school property, in satisfactory condition, when requested by school personnel to do so. Returned property cannot be accounted for unless it is returned to the proper staff member to be checked off. Students are responsible for settling all debts to the school no later than the end of the semester of the course or athletic season in question. Debts may include but are not limited to library fines, school cafeteria charges, technology fees, any fees required as a prerequisite to a participation in a particular course, and debts owed due to the loss, damage or destruction of school property. There is more information regarding this policy at the following website link

Parent Involvement with Title I (KBF-R)

For the purpose of strengthening the title IA program, Title IA administrators and staff must comply with the following provisions:

- A. Parents will be notified promptly that their child has been selected for Title IA services and the reasons for the decisions;
- B. Specific instructional objectives for their child will be discussed with the parent; C. Parents will receive regular reports on their child's progress;
- D. Parents will receive training, materials, and suggestions to help them promote the education of their children at home;
- E. Parents' suggestions in the planning, development, and operation of the program will be solicited;
- F. Parents' recommendations will be responded to in a timely manner;
- G. Volunteer or paid participation by parents in school activities will be encouraged; and H. Parent coordinators will be designated, and parent advisory councils will be established as deemed appropriate.

The end of the year report to the shall include to what extent these provisions were accomplished.

Mt. Blue Regional School District (RSU #9)

CONCUSSION INFORMATION SHEET

Your signature that you've read in the student handbook includes agreement with the concussion policy.A

concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches

- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems, or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetful)
- Repeating the same question/comment
- Amnesia

Signs observed by teammates, parents or coaches include:

- Appears dazed
 - Vacant facial expression
 - Confused about assignment
 - Forgetful
 - Unsure of surroundings
 - Moves clumsily or displays in coordination
 - Answers questions slowly
 - Shows behavior or personality changes
 - Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
 - Any change in typical behavior or personality
 - Loses consciousness
 - Slurred speech

RSU #9 Phone Directory

DISTRICT OFFICES

Superintendent of Schools: 207-778-6571

Special Education: 207-778-6571

Transportation/Maintenance: 207- 778-4307

Adult Education-207-778-3460

Food Services -207-778-9720

Technology Services -207-778-3561

RSU #9 SCHOOLS

Mt. Blue High School: 207- 778-3561

Foster Regional Applied Technology Center: 207- 778-3562

Mt. Blue Middle School: 207-778-3511

Academy Hill School: 207- 645-4488

Cape Cod Hill School, New Sharon: 207-778-3031

Gerald D. Cushing School: 207-645-2442

W. G. Mallett School, Farmington: 207-778-3529

By signing this paper, you acknowledge that you have read and understand the following:

- The student behavior policies and procedures (discipline procedures, anti-bullying policy, conflict resolution, hazing, harassment, suspension regulations, etc.)
- Information regarding board policies (i.e. FERPA, Medications, Immunizations, Student Records Procedures.)
- Information regarding RSU #9 school programs, school procedures (i.e. grading, attendance, PBIS etc.)
- Any and all other information regarding Cascade Brook School and RSU #9 procedures.

Parent's Signature

Date

Student's Name

Teacher