

# W. G. Mallett School



## **Student / Parent Handbook 2022 - 2023**

116 Middle St.  
Farmington, Me. 04938

Phone #207-778-3529  
Fax #207-778-5823

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# **W.G. MALLETT HISTORY**

## **Wilbert Grant Mallett**

(April 10, 1867 – January 12, 1942)

Wilbert G. Mallett was the son of Isaac and Mary Purrington Mallett from Topsham, Maine. Mr. Mallett graduated from the Farmington State Normal School in 1886 and Bowdoin College in 1891. While at Bowdoin he also served as part-time principal of Topsham High School. In 1893 he married Ella J. Longfellow, a fellow FSNS classmate. They had three children: Emery (George Washington University), Richard (Yale) and Anne (New England Conservatory of Music). The Mallett family lived in the brick octagonal-shaped home on Perham Street in Farmington.

After graduating from Bowdoin College, Mr. Mallett returned to Farmington to substitute teach in the science program at the Farmington State Normal School. Later he became Principal Purrington's First Assistant in administration of the school. He was appointed Principal of the Farmington State Normal School (FSNS) in 1909 and served until 1940. During his tenure the school became a college, enrollment doubled, and many new buildings were constructed. Mr. Mallett also served as Superintendent of Farmington Schools, part owner and editor of the Farmington Chronicle, trustee of the Franklin County Savings Bank and the Farmington Public Library, one of the first presidents of the Maine Teacher's Association, member and deacon of the Old South Congregationalist Church, one of the founders of the Farmington Rotary Club, County Chairman of the American Red Cross, and volunteer observer for the United States Weather Service.

Mr. Mallett was remembered as Farmington's Leading Citizen, as a person of generosity, dignity, wit, deep interest in people and a strong commitment to public service.

### **School Colors**

Blue & Gold

## Vision Statement

*We commit ourselves to create a safe, nurturing, and success oriented environment that includes students, teachers, parents, and community; where all actively expand and develop their potential, self-worth, and knowledge – in order to become a community of enthusiastic, lifelong learners.*

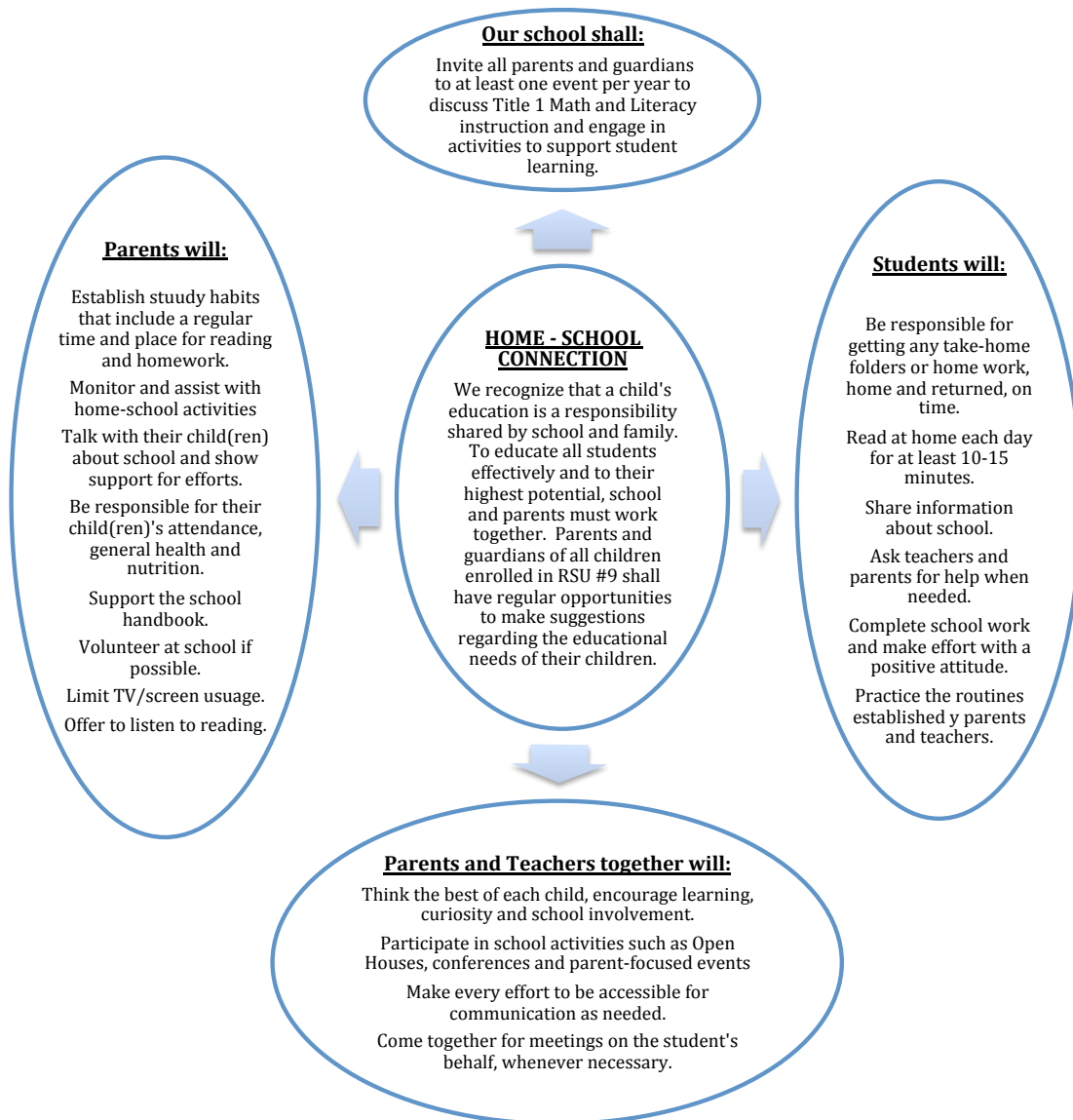
### **Mt. Blue Regional School District #9 Mission/Vision Statement**

Mt. Blue R.S.D. #9 is committed to providing a safe, nurturing, and accepting environment where students can explore and develop their creative and intellectual abilities. We shall educate students, promote self-esteem, and encourage them to achieve their maximum potential.

Students will demonstrate the ability to solve problems and to be self-directed life-long learners. As productive members of society students will demonstrate recognition and acceptance of individual differences, and demonstrate compassion and ethical judgment.

Adopted: April 14, 1998

## W. G. Mallett Home - School, Title 1 Compact



## Daily Schedule

8:40	Breakfast
8:40-8:50	Students enter the building to go to classes.
8:50	All students should be in classrooms. They will now be considered tardy.
9:00	Instruction begins

	<u>LUNCH</u>	<u>RECESS</u>
11:00 – 12:00	Grade K	Grade K
12:00 – 12:30	Grade 1	Grade 2
12:30 – 1:00	Grade 2	Grade 1

3:12	Dismissal – Students pick ups and walkers
3:17	Dismissal - Early buses
3:22	Dismissal – First call buses
3:27	Dismissal – Late call buses

## Communicating With School Staff

W.G. Mallett School's telephone number is 778-3529. Office hours are between 8:00 a.m. and 3:30 p.m. If you wish to talk directly with your child's teacher, please call between 3:12 p.m. – 3:42 p.m. when teachers are available to come to the phone. You may choose to email your child's teacher, if this is more convenient for you. After office hours, an answering machine will be activated for you to leave a message that will be acted upon the following morning.

Unless a situation is urgent, the staff would be grateful if parents would confer with them other than at lunch/recess. This is a busy time for teachers, as it is used to organize materials for the afternoon, collaborate with peers, supervise playground and lunchroom activities, and meet with students.

Phone calls to the principal may be forwarded any time between 8:00 a.m. through 3:30 p.m. In cases of emergency or urgency, every effort will be made to speak with the appropriate parties promptly.

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

## Parent Drop Off/Pick Up

**Parents dropping off their children may drop their children off between 8:40 a.m – 8:50 a.m. Please do not drop off earlier.**

**Parents picking up their children wait outside by the cafeteria doors for the regular dismissal time of 3:12.**

Parents delivering or picking up children should park in the drop off/pick up zone that is to the left side of the parking lot. Signs are posted to clarify this area. Parents should not try to park in the circular drive that is directly in front of the school. This area is for buses only.

**\*\*Parents picking their child up prior to the regular dismissal time of 3:12 should send a note with their child and use the outdoor intercom to announce their arrival. Your child will be dismissed and will meet you in the vestibule. This will facilitate orderliness and safety.\*\***

**When exiting the school driveway on Quebec St. be sure to come to a complete stop before entering the roadway. During pickup/dismissal times the parking area can become congested, please use caution and patience as you enter.**



## Lunch Card Procedure

**Through 2022/2023 school year breakfast and lunch are free to all students at W.G. Mallett School, no money is needed.**

Prices:

*other:*            milk    45    adult breakfast: 2.25            adult lunch    5.00

**Please note: Children should come directly into the building when they arrive at school to take care of all breakfast/lunch business they need for the week. After taking care of the breakfast/lunch business they should have a seat in the cafeteria for breakfast or sit and wait for dismissal.**

**Free and reduced lunch applications are sent out at the beginning of the school year and are available upon request at any time. Funding for many federal and state instructional programs is based upon the number of free and reduced participants in a school system. Therefore, parents are strongly encouraged to complete the applications even if they don't feel they are eligible. Whenever a family's financial situation changes we encourage parents to resubmit this application.**

## Money Brought To School

There are many times during the year when children bring money to school (i.e. book orders, school pictures, etc.). It is recommended that money be put in an envelope with the child's name, teacher's name, and the intended use of the money written on the outside.



## **BELIEFS ABOUT STUDENT LEARNING:**

To achieve the purpose of the Mt. Blue R.S.D. #9 Mission, the instructional resources and support services of the district will be allocated across the curriculum to enable students to demonstrate:

Clear and accurate speaking, writing, and interpersonal communication skills; the ability to apply core concepts and principles of math, the science, social studies and the allied arts to what they will encounter throughout their lives; the knowledge of behaviors which develop and maintain a healthy lifestyle; the ability to manage information from a variety of technological/media sources and apply that information to solve problems they will encounter in life situations; and, the knowledge of opportunities made possible by this initial educational experience.

**RECOMMENDED INSTRUCTIONAL TECHNIQUES:** In order to accomplish the student's learning, all teachers will use a variety of techniques which:

Provide for both cooperative and individual learning; utilize teaching approaches which may include teacher-directed instruction, hands-on demonstrations, inquiry based instruction and discussion; provide a sequenced program leading to specific skills development; provide a disciplined environment conducive to learning; utilize community resources; require high expectations for students; and, encourage sharing and teaming with other teachers.

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

Certified personnel will: establish high expectations for students; be knowledgeable and current in content and methodology; prepare and facilitate lessons consistent with the district's learning outcomes; utilize a variety of methods/resources to improve instruction and meet individual needs; and maintain confidentiality and professionalism.

Support personnel will: be cooperative and supportive of the system; interact positively with students, staff, and parents; maintain an environment that is safe and healthy; and, maintain confidentiality and professionalism.

Administrators' will: provide leadership and support to encourage educational excellence; supervise instruction, student activities and budget information; utilize a variety of resources/services to enhance learning; and, maintain confidentiality and professionalism.

Board of Directors will: ensure implementation of this Mission Statement; establish policies that support quality education; recommend sufficient financial resources to implement district goals; support district personnel to promote educational excellence; be educationally and politically informed; and maintain confidentiality and professionalism.

Parents/Guardians will: support faculty and administration in establishing a school atmosphere conducive to learning; provide a foundation for life long learning; and take an active and continuing role in their children's education.

Communities of Mt. Blue R.S.D. #9 will: provide adequate resources, facilities and support to ensure an education for all students; encourage and support new ideas in education; and, allocate sufficient financial resources to implement district goals.

Students will: be active participants in the achievement of outcomes developed by the district; demonstrate a high level of competency in problem solving, social, technical and academic skills in the district's educational program; help maintain a safe and caring environment; view education as a life long process; and, be responsible citizens in a global society.

## **Walkers/Bikers**

Students walking or riding a bike to school are urged to use common sense, walk/ride safely, and walk on the sidewalks. Bikes must be walked on and off school grounds and parked immediately

upon arrival. It is against the law to ride double on a bicycle. Improper use of bicycles will result in suspension of riding privileges.

Maine law requires that anyone under the age of 16 operating a bicycle, or riding in a bicycle seat or trailer **must** wear a properly fitting bicycle helmet. A bicycle helmet reduces the risk of head injury by as much as 85% if you are in a bicycle crash.

## Early Release Days

Five Early Release days for students have been planned for the school year. They are listed on the Mt. Blue R.S.D #9 School Calendar and a copy is available at the school or on the Mt. Blue R.S.D. web site: [mtbluersd.org](http://mtbluersd.org). Grades PreK-2 students will be dismissed from school at 12:30 on Early Release days.

Early Release days provide educators with time to work on refining curricula, expanding instructional strategies, and collaborating on school improvement. These efforts are critical in helping foster the best possible learning environments for all students.

## Student Pictures

From time to time during school activities, school staff may photograph a child or a group of children. Efforts will be made to insure that no child is excluded from an educational opportunity because of photographic activity in the classroom. **If a parent objects to having his/her child's picture taken, it is the parent's responsibility to notify the school.** The Principal will work with the parents and teacher to make accommodations, if necessary.

## School Closing Information

In case of questionable weather, information on delayed openings, early dismissals, or school closings is sent to your phone number that is on PowerSchool by our automated phone system. This information is also broadcast on WKTJ Radio, 99.3 FM. Parents may also tune in to the "Storm Center" on WCSH Channel 6 TV between the hours of 6:00 a.m. and 7:00 a.m. to listen for school closing information.

**Please remember that the automated phone system only works if we have your most current number.**

## Individual Student Plan for Emergency Dismissal

Parents/Guardians are asked to create a plan for their child to follow in the event that the W. G. Mallett School has to dismiss students early due to weather conditions or some other emergency situation such as loss of electrical power, water or sewer service, etc.

In many emergency situations phone service may be limited to emergency communication only. Plus our school building has a limited number of lines and the system is dependent upon electrical power. Therefore, **your plan should not require anyone to call you or anyone else.**

Plans may be as simple as:

"Frank Snow will come home on the bus."

"My son, Harold Snow, will walk to his grandmother's house at 325 Perham Street, Farmington.  
Grandmother: Francine Snow

Or: "Tammy Snow will take bus number 52 to her aunt's home on 3445 Quacker Road, Industry,  
Aunt: Crystal Snow"

Forms for supplying your Emergency Dismissal Plans will be available on the Mt. Blue R.S.D web site. Your plan can be updated at anytime. Just request a new form from the school office or go to the web site.

## **Change of Address/Phone Number/Guardianship**

It is imperative that the school has your correct and current mailing address, residential address, and phone number. **If you move or change your phone number, please inform the school so that we may reach you quickly in case of an emergency.** You can be assured that phone numbers and other personal information are kept strictly confidential within our office files. The school principal needs to be notified if students move outside of Mt. Blue R.S.D. # 9 or if guardianship arrangements change.

URGENT: Parent Phone Accessibility

- We must have the most current parent contact number.
- Please be sure your mailbox is set up and that you return calls to the school a.s.a.p., if you have been called.
- When the above items are not in place, we will call emergency contacts as needed.

## **Student Transfers In/Out**

It sometimes becomes necessary for a family to move during the school year. If you are moving out of district, please notify the principal's office at least one week in advance. This notification will give us time to prepare the necessary records for transfer. Cumulative records will be mailed to the receiving school as soon as their written request has been forwarded to us. In order to assure confidentiality and safekeeping, student records cannot be hand-delivered to any receiving school.

Students who transfer into Mallett after the academic year has already begun will be placed in their assigned classroom within 48 hours, excluding holidays and weekends. This gives the office, the teacher, and classmate's adequate time to make welcoming preparations for the student's first day at Mallett.

## **Attendance Policy (JH-R)**

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

Absences as described in this policy are to be used for the following purposes:

- Personal illness.**
- Professional appointments that cannot be made outside the regular school day.**
- Serious personal or family problems.**
- Recognized religious holidays.**

Planned absences for other reasons can be excused with prior approval of the principal. 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.

**In alignment with Maine compulsory attendance law (20-A MRSA § 5001-A) A student is truant when enrolled in a public day school, is at least 5 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.**

Every school day matters, and every child matters. For the consistency of your child's program, her/his classroom program, and the school, we ask parents to recognize and honor the importance of these 175 days.

When students are absent and the office does not have prior knowledge of the student's absence, the school secretaries will call the home to insure student safety.

### **Unexcused Absences**

An absence will be considered unexcused until a valid excuse is received. The third unexcused absence may require a parental conference with the principal and the assistant superintendent. A fourth may require a conference with the Board of Directors, and a fifth unexcused absence may result in a charge of habitual truancy against the parent and/or child.

### **Tardiness**

Tardiness is defined as "being late for school". It is the responsibility of each parent to see that a child appears at school on time each day. Repeated tardiness will result in action taken by the school. The parent should send a note to school for each instance of tardiness. **A student arriving after 8:50 a.m. will be marked tardy.**

### **Absence/Tardiness Notes**

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

Absence notes must include the specific reason a child missed school, the dates of absence, and the parent's signature. A tardiness note should contain similar information. An absence or tardiness note must accompany a student upon her/his return to school.

Research has shown us that high absenteeism significantly increases the likelihood of dropping out of school. Habits of strong attendance begin as soon as children begin school. Parents play a critical role in establishing great attendance habits in children. If a child is truant, the school must follow a set of procedures determined by the Maine compulsory attendance law (20-A MRSA §5001-A)

#### **Sample absence note:**

September 15, 2008

My son, John Doe, was not in school on Monday and Tuesday, September 13<sup>th</sup> and 14<sup>th</sup> because he was ill with a cold.

Sincerely,  
Ms. Jane Doe

### **Requests to Stay Indoors During Recess**

All students are expected to go out for recess if in attendance. Occasionally, after a long illness or an injury, special arrangements can be made for a child to stay inside at recess times. Generally, however, if a child is well enough to be in school he/she should be able to go out to recess.

### **School Insurance**

**Mt. Blue R.S.D. #9 does not carry accident insurance on students.** Parents must take responsibility for purchasing Student Accident Insurance for their child. If you do not have an insurance carrier, insurance brochures are available by contacting the school Office. Mt. Blue R.S.D. #9 also does not carry insurance on students' personal property. All items carried onto school buses or into school buildings by students (i.e.. toys, radios, "show-and-tell" treasures, etc.) remain the responsibility of the student.

### **Personal Property**

We ask that children not bring in expensive toys/electronics. **The school will not be responsible for loss or damage of students' personal property.** This includes but is not limited to trading cards (ex. **Pokemon, sports cards**, etc...) and any electronic device (ex. **Gameboys, iPods, ipads**, etc...). Therefore, we ask that children not bring such items to school unless the item is part of a specific classroom project.

## **Ambulance Service**

Occasionally, a student may be seriously injured while at school. The principal or her designee will make a judgment as to what steps should be taken. Depending on the nature of the injury, parent contact is usually made first (this is why updated emergency information is crucial). However, when deemed necessary for the safety and welfare of the student, the school reserves the right to act for the parent and will contact the local ambulance service.

## **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 s/he has any of the following symptoms:

- Rash not evaluated by a physician
- Diarrhea
- Fever
- Green or yellow discharge from the nose, accompanied by a cough
- Conjunctivitis (pink eye) in its acute phase

We must send home any child who exhibits any of these symptoms.

Each year our district school nurses perform state mandated health screens. For any reason you do NOT want your child to be screened, please contact your school nurse. Students will be screened as follows:

- PRE-K: DISTANCE VISION AND HEARING, HEIGHT AND WEIGHT
- K: DISTANCE VISION AND HEARING.
- 1st: DISTANCE, NEAR AND MUSCLE BALANCE-VISION AND HEARING
- 3rd: DISTANCE, NEAR AND MUSCLE BALANCE-VISION AND HEARING
- 5th: DISTANCE VISION AND HEARING.
- 7th: DISTANCE VISION
- 9th: DISTANCE VISION

## **Parent Responsibility**

Parents should assume 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 rests with the parent.

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 and any required forms will be provided to parents and physicians upon request.

## **Immunization of Students**

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, 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 classes, whichever date is earlier. This option is available only once to each student during his/her school career; or
- ◆ The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- ◆ The parents/guardians grant written consent for their child to be immunized by a public health official, physician, nurse, or other authorized person employed by or acting as an agent of the school system.

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.

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

Legal Reference: 20-A M.R.S.A. Sections 6352-6359  
Chapter 126 (ME Dept. of Ed. Rules)

Cross Reference: JLCC-Communicable Infectious Diseases  
JRA-Student Educational Records

Adopted: June 8, 1999  
Reviewed: June 4, 2002

# Communicable Diseases-Chart

<b>Disease</b>	<b>Incubation Period</b>	<b>Symptoms</b>	<b>Exclusion Patient</b>	<b>From School Contact</b>
Chickenpox	2-3 weeks	Fever, mild feeling of illness, skin eruption in crops	Exclusion for 7 days after onset of rash	No exclusion
Common Cold	12-72 hours	General feeling of ill, nasal discharge, sore throat	Exclusion not required, but recommended	No exclusion
Conjunctivitis	24-72 hours	Redness of eye, Discharge of pus	Exclusion during acute phase	No exclusion
Diphtheria	2-5 days	Fever, sore throat, gray membrane in nose or throat	Exclusion until released by physician	Exclusion until released by local health officer
Enterobiasis (pinworm)	3-6 weeks	Itching of perianal area, insomnia, restlessness, irritability, dysuria	Exclusion until treated	No exclusion
Gastroenteritis	2-48 hours	Nausea, vomiting, diarrhea	Exclusion until released by physician	No exclusion
German Measles	14-21 days	Rash, general feeling of illness, fever	Exclusion until recovery, isolate from pregnant women	No exclusion
Hepatitis, Infectious	10-40 days	Fever, nausea, abdominal discomfort-later jaundice anorexia	Exclusion until released by a physician	No exclusion
Impetigo, Contagious	2-5 days sometimes	Red Spots or pustules often with discharge and scabs	Exclusion until lesions healed	No exclusion
Influenza	24-72 hours	Fever, chills, respiratory symptoms	Exclusion until recovery	No exclusion
Measles	10-14 days	Fever, respiratory symptoms, later followed by rash	Exclusion until recovery	No exclusion
Meningitis	2-10 days	Intense headache, fever, stiff neck, nausea	Exclusion until released by physician	No exclusion
Pediculosis (lice)	Eggs of lice hatch in one week, mature in about two weeks	Nits and lice in hair, maybe lice in clothes	Exclusion until proper measures have been taken, in accordance with State requirement	No exclusion, frequent examination of household
Mumps	12-26 days	Sudden onset of fever, swelling and soreness in front of ears	Exclusion for one week from onset of disease or until swelling has subsided	No exclusion
Poliomyelitis	3-21 days	Stiffness of neck and backache, fever, and sometimes muscle weakness	Exclusion until released by physician	No exclusion
Ringworm	10-14 days	Scaly patches in hair, ring-shaped patches on skin	Exclusion until released by physician	No exclusion
Scabies	Several days to weeks	Severely itching rash, especially between fingers and around wrist	Exclusion until released by physician	No exclusion
Scarlet Fever	2-5 days	Sore throat, fever, sometimes with rash	Exclusion until released by physician	No exclusion
Whooping cough	7-21 days	Cough, at first, followed later by "whoop"	Exclusion for 3 weeks after onset of whoop	No exclusion

## At Home Health Screening Tool for Students

Parents/Guardians/: Please review this screening tool **before** school **every morning** for students. This tool is for your reference only, **do not** send it to school.

If your child is experiencing any of the below-listed symptoms, keep your child home from school and contact your medical provider for further instructions.

Is your child experiencing any of the following symptoms?

<input type="checkbox"/> Feeling unwell <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Fever-like symptoms such as body aches, body chills and/or sweating <input type="checkbox"/> Temperature over 100.4 degrees F or 38.0 degrees C <input type="checkbox"/> Muscle Pain	<input type="checkbox"/> Headache <input type="checkbox"/> Chills or repeated shaking from chills <input type="checkbox"/> Runny nose/congestion <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting <input type="checkbox"/> Diarrhea
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**\*\*If any of the above-listed symptoms are sudden or severe, seek immediate medical attention.\*\***

Please indicate yes or no next to the following statements:	Ye s	No
Has your child taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above-listed symptoms?		
Has your child been tested for COVID-19 in the last 2 weeks?		
Has your child student had close contact* with someone with a <u>confirmed</u> diagnosis of COVID-19 in the past 14 days?		
Has your child had close contact* with someone with a <u>suspected</u> diagnosis of COVID-19 in the past 14 days?		
Has your child traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus.		

\*What counts as close contact?

- Your child was within 6 feet of someone who has COVID-19 for at least 15 minutes (mask or no mask)
- Someone in your home is sick with COVID-19
- Your child had direct physical contact with the sick person (touched, hugged, or kissed them)
- Your child shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on your child

**If you answered yes to any of the above questions, keep your child home from school. Contact your medical provider for further instructions.**



## Parent Involvement

We want you to be an active part of your child's education at our school! Research shows that parents are vital to a child's success. Though schools have changed in many ways since most parents attended, we need you more than ever (grandparents too)! Please get to know your child's teachers and assist or volunteer if there are ways you can do that. Feel free to reach out.

## Parent Teacher Association

**The mission of the Mallett School PTA is to promote the welfare of youth in school, home, and in the community.**

The Mallett PTA is the most active parent-teacher organization in the district. We are part of the Maine PTA and the National PTA, and so, according to our by-laws, our objectives are the following:

- a. To promote the welfare of children and youth in home, school community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical mental social and spiritual education.

The 2022-2023 PTA Officers:

Open, President	
Open, Vice-President	
Tina Renaud, Treasurer	(207) 632-2169
Anita Stevens, Secretary	(207)779-7994

These officers may change after the first PTA meeting in September 2022.

## Extended Year Program

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

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

Parents are encouraged to have their children participate, if recommended by the classroom teacher. Mt. Blue R.S.D. #9 has created a program that offers students an additional six weeks of learning time each summer. Parents will be informed about student performance with progress reports and/or report cards. The intent of this program is to support students and help them reach the level of proficiency needed in our standards-based learning environment.

## Parent-Teacher Conferences

Each year, in mid November, formal parent-teacher conferences are held to discuss student progress reports. You will be notified during October of the appointment process. These conferences may occur by Zoom if deemed necessary by the school district.

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

## **Report Cards**

There will be four progress reports sent home approximately every ten weeks. See the school calendar for dates marked "Progress Reports Distributed". Parents are asked to sign the envelope and return the envelope to the teacher.

## **Student Records**

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

# **Mt. Blue R.S.D. #9 Mastery and Grading Policy**

## **OUR MASTERY DEFINITION**

**The mastery of standards in Mt. Blue R.S.D. # 9 shows what a student has accomplished. Mastery is the point in a student's learning at which there are clear, observable, and consistent demonstrations of the subject area standards. A student mastering a standard can recall and apply this knowledge over time with minimal review and in varied circumstances.**

## **K - 2 Reporting / Grading Rubric**

### **Progress Report**

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

## **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.

## **Notes For All Grades**

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

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

- ◆ After school tutorial sessions after Grade 2 and/or summer school, available after completion of Grade K.
- ◆ Repeat the educational experience (this could mean repeating a lesson, series of lessons, a course, or the entire year's instruction depending on the student's progress, ability, and/or attitude)

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

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

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

## Visits To School

Visitors are always welcome at the Mallett School. In order to avoid interruption of the instructional program and to promote the safety of students and staff, visitors are asked to adhere to the following visitor guidelines.

- A. A visitor is any person on school grounds or in school buildings who is not an employee of the school system.
- B. All visitors will enter the building through the main entrance only. All other entrances will be locked for security.
- C. All visitors, during school hours, shall report to the school office upon arrival, sign the Visitor Log and state the reason for the visit.
- D. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Attain permission, via discussion with administrator. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- E. Students are not allowed to bring visitors to school.

## Helpful Hints

To aid you in helping your child reach his/her goals, here are some suggestions that may be helpful.

1. Be sure that your child is physically fit for school.
2. It is most important that your child starts off the day with a good breakfast, which is available at school.
3. Have your child wear suitable clothing for all kinds of weather- raincoat for rainy days, warm clothing and mittens for cold days.
4. Check the amount of spending money your child may have and the nature of the purchases.
5. Make sure tissues are carried each day and stress the importance of using them.
6. Encourage your child to bring home papers and tell you about them. Be careful not to discourage efforts. Building confidence is important.
7. Listen. If you notice a change in attitude (frustration, nervous behavior), call the school and arrange for a conference.
8. Good penmanship and neat work is important. Letters should be well formed and legible. Encourage your child to take pride in her/his work.
9. Reading will improve reading. Guide your child into forming good habits of evening reading, even if it is only twenty minutes per night.
10. Be aware of the amount of time your child watches television and the quality of the programs.
11. Children of this age need a good night's rest.
12. Scholastic work deserves a **High Priority**.

## Playground/Bus Line Release Forms

Student safety is and always has been a primary concern for all schools. At Mallett, the issue of student personal safety is complicated at the end of the day when over 350 students assemble for their bus ride home. Duty teachers are expected to make sure that the adult picking up a child has the proper authority to do so.

An adult who is picking up a child from the playground or bus line will need to obtain a Playground/Bus Line Release Form from the office. This signed form will validate the adult's identity

and authority to pick up a child. The adult will then present the authorized form to the playground or bus line duty teacher prior to picking up a child. We appreciate your cooperation in this matter.

## Early Dismissal of a Student

Early dismissal arrangements must be made through the office. Please send a note in advance and report to the office when you come for your child. Children will be released only to their parents unless the parent has authorized the school to release their child to another responsible person.

## Homework

Study skills are basic to any good educational program. Homework is an important study skill. But like other skills we teach, it must be learned in an appropriate developmental sequence and have purpose.

We encourage regular home assignments for all children, even the youngest, as it is important to recognize that learning needs to be ongoing. Learning does not stop when one leaves the school building. Your child's teacher will inform you of the homework schedule and the kinds of assignments to expect.

### Homework Hints for Parents

1. Establish a routine time and place for nightly schoolwork.
2. Ask to see your child's assignments as soon as they arrive home or you get home from work. Initial the assignment when you are assured that it is complete and the quality is acceptable.
3. Support and assist your child in being organized.
4. When you hear your child say, "I don't know how to do this..." insist that they try to read the directions to find the exact word that gives the direction (e.g. Draw, Circle, Add...)
5. When reading a child's written work, such as stories and poems, try to be supportive.
6. When your child is confused you can arrange to phone a classroom "buddy" for help.
7. Discuss any difficulties as soon as notified, with your child's teacher.

## Clothing

While Mt. Blue R.S.D.#9 does not have a formal dress code, the school does discourage some apparel. Slip-on or smooth surfaced footwear and high heels are very dangerous on stairs and on the playground and should not be worn to school. Articles of clothing with inappropriate or suggestive language and/or advertising alcoholic beverages, illegal drugs, or tobacco products are not permitted in school. In general, parents are asked to use good judgment in choosing or guiding the student's choice of wearing apparel to be sure it is appropriate for school.

Outerwear and footwear must be appropriate for weather conditions that day as students are all expected to play outdoors during recess. We encourage parents to send a pair of light shoes or sneakers to be left at school. These can be worn in the classroom instead of heavy boots. **Students need to bring sneakers with non-marking soles for physical education class.**

### Consequences

Students wearing inappropriate or inadequate clothing will be sent to the office.

If possible, the problem will be taken care of at school.

If not possible, the school will call home for a change of clothing or the student will be sent home.

## Lost and Found

Numerous unclaimed items of clothing accumulate in the school office. Space needs prohibit us from storing these articles throughout the year. Please be advised that periodically all unclaimed "Lost & Found" articles will be either donated to a charitable organization for distribution or thrown away. Parents are encouraged to check the Lost & Found in the hallway each month for any items their children may have lost. If an

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

## **Pets At School**

**Goal:** To maximize air quality and to limit exposure to animals that may cause allergic reactions to individuals with inhalant and/or contact allergies or asthma.

**Criteria:** All animals either visiting or resident (those that are kept in a classroom) must be approved by the building principal.

**Requirements:**

Resident animals:

- ◆ Limited to those known not to cause reactions (e.g. goldfish, tropical fish).
- ◆ Container must be cleaned regularly.

Visiting animals:

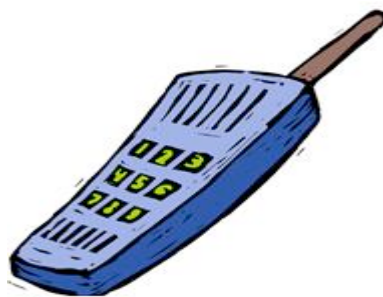
Special attention must be applied by the teacher to assure that there are no known students who are allergic to the particular visiting animal(s).

- ◆ Children may not hold or handle animals, but they may touch them if closely supervised by the teacher or animal's owner.
- ◆ Animals must be up to date with their immunizations.
- ◆ Animals brought inside the school must be contained and/or restrained. All other animals will be observed outside.

Adopted: April 23, 2002  
Policy: IMG

## **School Phone/Electronic Devices**

**Students are not permitted to use the school phones except in cases of an emergency. Cellphones or any electronic device (ex. Ipod, DSL games. Gameboys, any gaming device) is not permitted for any student.**



## **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. At the elementary level, toy weapons or facsimiles are not allowed.

## **Student Behavior**

### **Learning Rights**

- ◆ **The right to learn.**
- ◆ **The right to have your things safe and turned into the office if lost.**
- ◆ **The right to be and feel safe at all times- playground, hallways, bathrooms, lunchroom, classroom, bus line, and bus.**
- ◆ **The right to have it quiet in the hallways and in other areas so everyone can learn.**
- ◆ **The right to a clean and safe hallway, classroom, playground, and school.**
- ◆ **The right to ask questions and to be listened to by others.**
- ◆ **The right to be included and respected.**

### **Student Behavior/School Wide Expectations**

The W.G. Mallett School Staff uses Positive Behavior Interventions and Supports to teach students appropriate behavior, acknowledging them when they get it right and supporting them when they don't. The focus is being proactive about student behavior, rather than simply reacting to misbehavior. The goal at W.G. Mallett School is to set up an environment where students are:

**Be Safe  
Try Your Best  
Always Respectful  
Responsible  
Show Kindness**

Students are taught what the STARS qualities look like in the different settings of the school building (being responsible looks different in the hallway than in the cafeteria).

Additionally, "Kelso's Choices" is a proactive system of behavioral support that is taught through Guidance instruction in the Kindergarten and 1<sup>st</sup> grade classrooms. This system helps teach students coping skills and strategies to navigate difficult situations with peers.

### **Acknowledgement System**

All staff look for and acknowledge students who are engaging in appropriate behavior. Students who engage in positive behavior are acknowledged for their efforts through praise, STAR student awards, extra recess time, positive phone calls home, year end celebration and other ways as appropriate.

### **Responding to Inappropriate Behavior**

The W.G. Mallett School Staff uses a progressive response system for the non-classroom areas (playground, hallway, bus lines, lunchroom, etc). When a student does not follow the behavioral expectations for an area, the following steps will be taken:

- 1) The student will be prompted and reminded of expectations. Re-teaching of expectation will occur if needed. The student will be praised for making a more acceptable choice.
- 2) If the misbehavior continues or is of a more serious nature initially, the student may be restricted from participating in the activity for a brief period of time. The observing teacher will complete a conduct notice describing the infraction. One copy of the notice will go home (in

the student's bag and/or by mail), one copy will go to the classroom teacher, a copy will be forwarded to the principal for review and discipline information will be entered into the school database. If multiple referrals for the same or similar problem behavior occur within a 1-month time period, the child may be considered for additional skill instruction.

- 3) If a student continues to receive conduct referrals or when the behavior is of a more severe nature, he or she will be referred to the principal. The principal, or the designee, will assess the behavior and the consequences. This natural consequence may include: verbal warning, re-teaching of expectations, loss of privileges, in school suspension, out of school suspension, referral to social skills group, behavioral evaluation. A student who has been physically aggressive/hurt someone will call from the office to inform his or her parent/guardian.
- 4) Mallett School will periodically review, reteach and practice expectations as a school.
- 5) Parents are encouraged to ask for clarification if needed.

### **Mallett PBIS Committee Program for Students:**

1. **Individual:** Students who experience negative, harmful behaviors and /or exhibit these behaviors will meet individually with an adult and experience specific consequences.
2. **Classroom:** Students will engage in periodic class meetings focusing on defining strategies for dealing with inappropriate behavior and creating better friendships, and much more.
3. **School:** Students and school staff will work together to promote a positive school environment free from negative behaviors.

### **Goals of the Mallett PBIS Committee Program:**

1. To reduce and eliminate existing bullying and negative behaviors among school children
2. To teach and promote the development of new positive behaviors
3. To achieve better peer relations at school
4. To improve the school climate
5. To create an awareness of bullying behaviors and strategies to cope with and prevent these behaviors.

## **Evacuations**

In the event of a fire, bomb threat, or other emergency situation at the school, students may be moved to a predetermined location. Depending on the situation, students may be held in that location until police, the fire chief and/or school officials, has cleared the situation and then moved back to the school or sent home. In the event of a real evacuation to another building, RSU 9 would activate the Power Announce System as a method to alert parents.

**Lock-out-** may occur if the school is put on alert to possible nearby danger. This means that the school would be temporarily off limits to visitors, deliveries, etc. until the police cleared the area of any possible threat.

**Lock down-** when classrooms are locked, kept quiet, and students are ushered into the most secure spots possible, for the duration of a threat. These drills are practiced with great effort made not to alarm students in the process.

## **Flag Salute**

It is the policy of Mt. Blue R.S.D. #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: Mt. Blue R.S.D. No. 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 RIGHT TO REQUEST QUALIFICATIONS OF STUDENT'S TEACHERS:**

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

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

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

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

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

## **Mt. Blue R.S.D. #9 School Programs**

### **Differentiated Curriculum – 778-9810**

The Differentiated Curriculum Program is a component, which serves students who excel, or have the potential to excel, beyond their age peers in the regular school program. Some direct services are provided to students in small groups. However, the goal of the program is to meet the needs of the gifted and talented students within the regular class environment whenever possible through independent study, advanced skills, compacts, or other curricular adjustments.

Criteria for inclusion in a small group depend on a number of things. We are bound by state guidelines to work with 2% -5 % of the students; we review records for students who receive above a certain score on the most recent standardized test, which the student has taken. In the primary grades, the program's scope is more inclusive, keeping in mind the varying developmental rates of young students and the lack of assessment data. At all grade levels classroom teacher recommendations for inclusion in the program are also considered. If a program person has worked with a student, s/he also gives input. Following this process, each student is considered every year.

### **Guidance**

A comprehensive program exists to meet the developmental needs of students. Through a variety of activities and services carried out by counselors, this program seeks to address the appropriate developmental needs of all students.

These include personal, social, educational, and cultural issues. Components of the program include activities to promote positive self-worth, problem solving skills, decision-making abilities, future planning and goal setting, and emotional/ social growth. Guidance counselors and other professionals who may provide individual and group counseling services, consultation services,



and coordination programs carry out the guidance program activities. It also includes activities, which are an integral part of the school's various curricula. It is recognized that guidance cannot exist alone but must be an integral and accepted part of the school district's total educational program. The Maine Learning Results require the issues around career preparation and health is included in our academic program. The school counselors are responsible for some of these.

School counselors try to help all student get the very most of their school experience. The counselors work with students in the classroom, in small groups, and individually. Remember, there doesn't have to be a problem to meet with the school counselor. Helping a youngster meet his/her full potential must be a combined effort of the school and home.

If you have any questions concerning the guidance program, contact the guidance counselor, your child's teacher, and/or the principal. Parents are welcome to examine the Mt. Blue R.S.D. #9 Comprehensive Guidance Plan and any of the curriculum materials.

## **Libraries**

Mt. Blue R.S.D. #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. Classes have regularly scheduled visits for instruction, story time, and an opportunity to select books to take home.

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

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

## **Music**

Mt. Blue R.S.D. #9 provides a variety of music programs. They include whole class, small group, and individual instruction. A schedule of building and district concerts provide a chance for student to showcase their skills to the public.

Vocal music is available weekly to all students K – 2.

## **Physical Education**

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

**K – 2 students participate one period a week. Your child's teacher will tell you which days are scheduled for your child.**

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

## **Volunteer Program**

Thank you for taking an interest in volunteering in Mt. Blue Regional School District. We know that your time is precious, and appreciate you wanting to spend yours volunteering for our students.

We welcome parent, grandparent, guardian, University of Maine at Farmington student, and community volunteers from the towns we serve (Chesterville, Farmington, Industry, New Sharon, New Vineyard, Starks, Temple, Vienna, Weld, and Wilton) and partner with through the Foster Career and Technical Education Center.

- Volunteers play an integral part in the day-to-day activities in the schools of Mt. Blue Regional School District.
- Volunteers enhance all aspects of the educational process by providing student enrichment, individual educational assistance, and relieving teachers of some non-instructional tasks.
- Volunteers stimulate community interest and support through direct and positive participation in our classrooms.

Please visit our website: [mtbluersd.org](http://mtbluersd.org), look for Volunteers in our schools under the Departments Tab and follow the directions there if you would like to volunteer in our building.

## **Mt. Blue R.S.D. #9 Transportation Program**

### **Basic Responsibilities For Parents**

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

### **Bus Stop Behavior**

1. 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.
2. Do not stand in the roadway while waiting for the bus.

### **Basic Rules For Students**

1. The driver is in full charge of the bus and the students. Students should obey the driver promptly and cheerfully.
2. For safety reasons the driver may assign seats in the bus and students will use the assigned seats.
3. When the bus is in motion, do not stand, extend your arms out of the windows, or move about.
4. Damage done to the seats or other equipment must be paid for by the student.
5. 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.
6. Always treat your fellow students with courtesy.
7. 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.
8. No students will leave the bus without the driver's consent except at home and at school.
9. Good bus conduct does not permit the throwing of hats or books, eating, or doing written homework on the bus. These acts are a distraction to the driver and dangerous to the students.
10. Students will help in keeping the bus clean. Do not throw paper or other refuse on the floor. Use the trashcan provided.
11. Always address your bus driver courteously.

## **BUS NOTES**

### **Please contact the Bus Garage at (207) 778-4307 in case of an emergency.**

The school has an obligation to be reasonably sure that every child is going where the parent wants him/her to go. Because of this obligation, we must ask that you send a note telling us where you want your child to go, if other than his/her regular place (i.e. home, babysitter, grandparents, etc.).

We also insist that plans to stay over at a friend's home be made in advance, and the school phones will not be available to students for this purpose. Of course, if emergencies arise, parents can call the school to make special arrangements.

The note must include the date, the child's full name, a clear destination, and the parent's signature. If the child is riding a bus, the bus number or driver's name is also helpful.

Sample Note:

September 15, 2004

Please let Danielle Smith get off the bus at Mary Jones' house today.

Signed,  
Sally Smith

If the destination you give us is not an authorized stop, the driver has been instructed to let the student off at the nearest and safest authorized stop.

Please do not send notes requesting that your child "can ride Bus #21 every Thursday" or that "Johnny can ride to his grandparent's whenever he wishes." We cannot accept blanket notes of this type! If you make a long-range change in arrangements (i.e. change of sitters, children staying with grandparents for a few weeks, etc.), adjustments in transportation can be made through the Principal and the Transportation Department.

### **Video/Audio Cameras on Transportation Vehicles**

File: EEAEF

The Board recognizes Mt. Blue R.S.D. 9's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with student's interests in privacy, the Board supports the use of video/audio cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities.

When the resulting video/audio tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the tape of their child. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative regulations, and established school practices.

Notice of use of video/audio cameras for disciplinary purpose in school transportation vehicles will be provided to all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video/audio observation may take place will be posted in each transportation vehicle.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record; being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video/audio recordings, Mt. Blue R.S.D. 9 will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of regulations regarding review of video/audio recordings made on school transportation vehicles. Such regulations will provide for procedures for review when significant violations of the student conduct code occur. Regulations will also address the retention of video/audio tapes, the security of video/audio cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and necessary follow-up.

Adopted: March 14, 1995  
Reviewed: January 22, 2002  
Revised: July 18, 2006

### **Mt. Blue Regional School District (RSU #9) CONCUSSION INFORMATION SHEET**

Your signature that you've read 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

## **Mt. Blue Regional School District (RSU #9) CONCUSSION INFORMATION SHEET**

### **What can happen if my child keeps on participating with a concussion or returns to soon?**

Students with the signs and symptoms of concussion should be removed from activity immediately. Continuing activity with the signs and symptoms of concussion leaves the young student especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the student suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student safety.

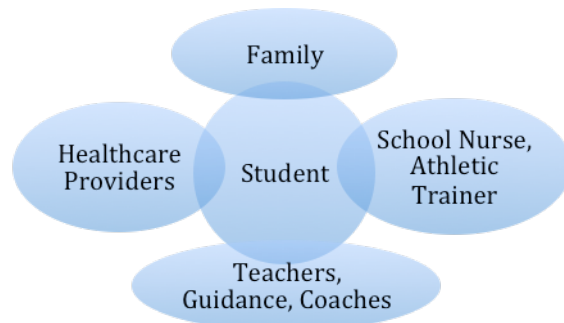
### **If you think your child has suffered a concussion**

Any student even suspected of suffering a concussion should be removed from the activity immediately. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours. Mt. Blue Regional School District (RSU #9) requires the consistent and uniform implementation of well-established return to activity concussion guidelines that have been recommended for several years and reflected in Board policy:

- Any student suspected of having sustained a concussion or other head injury during a school-sponsored activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately . . .
- No student will be permitted to return to the activity or to participate in any other school-sponsored activity on the day of the suspected concussion.
- Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

You should also inform your child's school if you think that your child may have a concussion. Remember it's better to miss one activity than miss the whole season. And when in doubt, the student sits out.

A team of people is the best way to help students with concussions.



For current and up-to-date information on concussions go to: <http://www.cdc.gov/Concussion>

# **REQUIRED POLICIES**

## **Policy/Topic**

File EBCC

### **BOMB THREATS**

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

#### A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

#### B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.

3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s

required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

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

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

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

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the



meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

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

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

It is the intent of the Board of Directors, if school must be dismissed, to have students make up instructional time missed due to bomb threats. Time missed will be made up at the end of the school year.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921  
17-A M.R.S.A. § 210  
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References: JKD – Suspension and Expulsion of Students  
JKD-R – Student Suspension and Expulsion Regulation  
JKDA-R – Student Suspension Regulation  
JICI – Weapons, Violence and School Safety  
Student Code of Conduct  
Crisis Response Plan

Adopted: October 8, 1996  
Revised: February 29, 2000  
Revised: November 26, 2002  
Reviewed: March 31, 2009

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## Staff Conduct with Students

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

### **A. Prohibited Conduct**

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;

- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- “Friending” students on social networking sites (outside of any school-approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member’s home (unless the student’s parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

#### **B. Reporting Violations**

Students and/or their parents/guardians are strongly encouraged to notify the Principal [**or other appropriate administrator**] if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

**C. Disciplinary Action**

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

**D. Policy to be Included in Handbooks [or disseminated by other means]**

This policy shall be included in all employee, student and volunteer handbooks.

*Cross Reference:*

ACAA	Student/Employee Harassment Policy
JLF	Reporting Child Abuse and Neglect

Adopted: June 10, 2003  
Reviewed: May 4, 2009  
Revised: February 9, 2010

## **HAZING**

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

"Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. The behavior may be physical (e.g., hitting), verbal (e.g., threats), or psychological (e.g., intimidation).

"Act of intimidation" include extortion; menacing; direct or indirect threats of violence; incidents of violence; bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person; and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

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

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

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

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

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

**Legal Reference:** TITLE 20-A MRSA SEC. 6553 (2)

**Cross Reference:** ACAA - Student/Employee harassment Policy  
JICI - Weapons in School

**Adopted:** March 14, 1995

Revised: December 14, 1999

Revised: December 11, 2001

Reviewed: November 5, 2001

Reviewed: January 29, 2009

# Tobacco-Free School Policy

File: 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 the 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 all other activities not associated with, or sponsored by, the school.
- Maine law prohibits possession and use of tobacco products by anyone less than 21 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 all school publications. This includes clothing that advertises tobacco products.

## 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 19, 2004  
Revised: June 10, 2008  
Revised: April 6, 2010

Replaces: JICG, GBED, GBED-R, ADC



## ANTI-BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

### **Bullying 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

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, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

**Cyberbullying**

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

## **Examples of Cyberbullying**

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

## **Retaliation**

"Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

## **Application of Policy**

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

## **Consequences for Policy Violations**

### **Students**

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

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  
Revised:

**Please click on the following links for the following Topics**

[JICBA: Students Debts and Obligations](#)

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

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

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

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

**Please return to Your Child's Teacher  
VERIFICATION OF RECEIPT**

**W.G. Mallett School**

**I have received the Mallett School Handbook. I understand that it is my responsibility to read and discuss this handbook with my child.**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Grade/Teacher:** \_\_\_\_\_