

SeDoMoCha Elementary School
SeDoMoCha Middle School
Student/ Parent/ Guardian Handbook
2016-2017



SeDoMoCha Elementary School (SES)
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Affirmative Action Policy

It is the policy of RSU 68 and SeDoMoCha to ensure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, sexual orientation, marital status, age, handicap, or religion in accordance with all federal and state laws and regulations relative to discrimination. Sexual harassment is recognized as a form of sexual discrimination.

Asbestos Hazard Emergency Response Act (AHERA)

RSU 68 is in compliance with all Asbestos Hazard Emergency Response Act (AHERA) regulations. Copies of these regulations are available in the main office of our schools upon request. The current status of our schools is also in the folder, which states locations and conditions of these materials. The folders and information they contain may be viewed in the offices only and may not be removed from the schools.

Athletic Eligibility

The athletic eligibility procedure for SMS is structured upon a belief that the athletic activity should promote and develop positive student habits and a sense of achievement for participants. It is our belief that this can be an incentive rather than a punishment: we want our policy to encourage student involvement and the feeling of responsibility toward both academic and extra-curricular activities.

1. Students who do not maintain a 73 or above will be placed on probation and will have a period of one week to show improvement in the area of deficit. Academic eligibility will be determined based upon weekly checkpoints during each quarter. Students who are declared ineligible by virtue of having a failing grade will be on academic probation. The administration reserves the right to declare a student ineligible if it is in the best interest of the student's academic success.
2. During the academic probation, the student will work with his/her teachers and parents to develop a plan to improve his/her grades.
3. After one week, if the student is passing all subjects he/she will be eligible to participate in all athletic activities. If at the end of one week the student is still not passing all subjects, he/she will be granted a second week and a third week (if necessary) to attain eligibility. If after the third week the student remains ineligible, they will be declared ineligible for the remainder of the season.
4. A student on academic probation will be attending after school academic support or will be attending practices and games, but will not participate in practices, games, or events during academic probation.
5. Students must have a physical in order to participate in the sports program. **Students will need a physical every two years from the date of their last physical.** Students who need physicals are encouraged to schedule them through their family doctor's office during the summer.

6. Students must follow Board policy and administrative guidelines, which are provided, to them at the beginning of each activity.

*Exceptions to this policy will be made at the discretion of the principal, based on any extenuating circumstances that might arise. This includes the substance abuse policy.

Attendance/Dismissal/Tardy Procedures

Students are expected to be in school except for the following reasons, which are excusable by law:

- Illness
- Appointments
- Religious holidays
- Emergency family situations
- Approved planned absences for personal or educational reasons.

Students who have been absent from school must present a signed note with the reason for absence from a parent/guardian to the office upon returning to school (a doctor's note may be required.) Parents/guardians are asked to call the school if their child is absent. The school will call parents/guardians when students are absent from school. Students who will be out due to a planned absence should notify the office and teachers one week prior to leaving. Students are responsible for making up missed work within a reasonable amount of time for any absence. Work may be requested for students who are absent for two or more consecutive days. Parents/guardians are encouraged to contact teachers when a student accumulates more than five (5) days of absence during any one trimester.

Students are asked to be on time for each school day. Tardiness creates a disruption in the educational process. Tardy students are expected to be signed into the office by a parent/guardian, explaining the tardiness as legitimate. Regular unexcused tardiness may lead to disciplinary action. Truancy (excessive unexcused absence) violates state and local laws and is a serious offense. This situation will be brought to the Superintendent's attention.

If it is necessary for students to leave school early, they must have written permission to do so from a parent/guardian and be signed out in the office.

Students must be present during the day in order to attend any after-school or evening event such as athletic contests, concerts, or dances. Students must be in school by 11:30 a.m. on the day of the event in order to participate. Exceptions include: 1) appointments scheduled by parent/guardian 2) other circumstances with principal approval.

Assemblies

Students may have the opportunity to attend several assemblies throughout the year. Students are expected to behave appropriately during assemblies.

Bomb Threats

No student shall make, or communicate by any means, verbal or nonverbal, a threat that a bomb has been, or will be, placed on school property. Administration will hand down severe penalties to a student engaging in this type of action. Administration will notify law enforcement of any bomb threat. Parents will be responsible for the expense to the school.

Bullying

Bullying is defined as any physical act or gesture or any verbally, written, or electronically communicated expression that intends to physically harm a student, damage a student's property, place a student in reasonable fear, or substantially disrupt the instructional program; is so severe, persistent, or pervasive that it creates an intimidating, hostile, educational environment for the student who is bullied. (Policy: JICK)

Building Use

Public organizations may submit requests to use the school's facilities to host events. The appropriate paperwork may be obtained in the middle school main office. In certain circumstances, a nominal fee may be charged, and for larger events where a custodial presence is required, organizations will be required to pay for custodial support. The final decision regarding building use will be made at the discretion of the Superintendent of Schools.

Bus Safety

All students should behave responsibly and safely while riding on the school bus. Misbehavior on the bus is a serious distraction to the bus driver and could result in an accident. Any student who chooses to disrupt or interfere with the physical safety of others may have bus-riding privileges revoked. **If privileges are revoked, students are not able to ride a bus for sports, field trips, etc. until a meeting is held with Jenny Chase or Malcolm Weymouth and the superintendent of schools.**

Rowell's Transportation Director: Jenny Chase
 Email Address: Jenny@sedomocha.org
 Phone Number: (207) 564-3434

Charleston Transportation Director: Malcolm Weymouth
 Phone Number: (207) 285-3169

Community Services

The following agencies provide services in the RSU 68 area:

Womancare: Domestic violence, violence in dating relationships	564-8165
Care and Comfort	564-0200
Mayo Regional Hospital Substance Abuse Services: Substance abuse treatment and education for adolescents and adults	564-8401
Community Health and Counseling Services: Mental health services for children, adults and families	564-8175
Penquis C.A.P.: Women's health services and a wide range of other services for area families	564-7116
WING's for Families and Children: Case management and coordination services for families	1-800-823-2988
Acadia Hospital: Inpatient and outpatient mental health services	1-800-640-1211
Rape Response Services: Services for victims of sexual assault	973-3651
Maine Department of Human Services: Child Protective Services	1-800-452-1999
Pine Tree Hospice: Assistance with grief and loss for children, families and adults	564-4346

Computers

Student Computer and Internet Use and “Cyber Safety” (Policy: IJNDB)

RSU 68’s computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with the school unit’s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student’s computer privileges will be altered. The building principal’s decision may be appealed to the Superintendent.

Violations of this policy and RSU 68’s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 68’s computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

“Cyber Safety”

RSU 68 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although RSU 68 takes precautions to supervise student use of the Internet, parents should be aware that RSU 68 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety (“cyber safety”), RSU 68 also educates students about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyber bullying awareness and response.

The Superintendent is responsible for implementing this policy and the accompanying “acceptable use” rules and for documenting student Internet safety training. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit’s computer system.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Student Computer and Internet Use Rules (Policy: IJNDB-R)

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or other appropriate administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. *See Board policy/procedure EGAD – Copyright Compliance.*
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. **Use for Non-School-Related Purposes** – Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

D. Student Security

A Student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU 68 offers a laptop protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents who choose not to participate in the protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.**
4. If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately. If laptop is stolen, a report should be made to the local police and Technology Coordinator immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Parental Acknowledgement Required

Students and their parent/guardian must sign and return the Computer/Internet Access Acknowledgement form before students can use any school computers. (Policy: IJNDB-E)

Daily Time Schedule

7:40 a.m. Drop-off Begins

8:00 a.m. School Begins (Students arriving after this time are considered tardy).

11:00 a.m. – 12:40 p.m. Lunch/Recess Sessions

2:40 p.m. Dismissal Begins

Students walking and riding with parents may arrive at school after 7:40 a.m. Students must report directly to breakfast or to the playground. **For safety reasons, our school will not release children to anyone other than parents or legal guardians unless written permission is received. Unfortunately, due to safety reasons, we are no longer able to accept changes in students' dismissal arrangements over the phone. If your child needs alternate changes he/she must bring in your note to the office immediately upon arriving to school that morning.** Students being picked up will be dismissed at 2:40 p.m. Students who take the bus home will begin boarding the buses at 2:45 p.m. Walkers will be dismissed at 2:50 p.m. Students are to leave the grounds at that time.

Dances/Socials (5th – 8th grade only)

Periodically, the school will sponsor dances and other age appropriate social events for students. These events are considered a privilege. Parents/guardians, as always, have final say as to whether an activity is appropriate for a particular student. Dances will be held from 7:00 p.m. to 9:00 p.m. Students will remain in the cafeteria/gym area and will not be allowed to leave the building without signing out. Parents are asked to have transportation available promptly at 9:00 p.m. for pickup. Students should understand that all rules are in effect at school functions the same as they are during the regular school day.

- A social/dance contract will need to be completed and signed by both a parent/guardian and the student in order for students to participate in socials and dances. This contract will be sent home at the beginning of the school year and will be kept on file in the office.
- Students will conduct themselves in an orderly manner at all times.
- Students who leave the building will not be allowed back into the dance.
- School dress code and behavior expectations apply to all dances/socials.
- If a student is absent from school on the day of the scheduled dance, he/she may not attend without permission from the principal.
- All dances and social events are for SMS students only.
- Students who have had an in-school or out-of-school suspension during the period leading up to a dance will not be eligible to attend.
- Students who demonstrate appropriate behavior in school from one dance/social to the next will be allowed to attend regardless of prior suspensions.
- Students that are homeschooled within our district are welcome to attend dances and socials. The principal must receive notification a week prior to the event. Families will be asked to complete an emergency sheet and sign a dance contract. Families will also receive a copy of our handbook and will need to sign and return the last page of the handbook.

Dental Health (Grades K-5 only)

A dental health program is offered for all students K-5. The program includes education in dental hygiene and the use of fluoride varnish for those students with parental permission. Permission forms are sent home with students at the beginning of the school year.

Detention (5th-8th grade only)

Students may be required to remain after school for detention. Twenty-four hours notice will be given for students, unless other arrangements have been made with parents. Pupils kept after school will be supervised. Detentions will be served on Tuesdays and Thursdays.

Discipline Procedures

To maintain an appropriate learning environment where everyone feels safe, certain rules must be followed. Students who choose not to follow the rules will face consequences for their actions. These guidelines are not set in stone as administration reserves the right to look at each instance individually and to use other disciplinary actions when deemed appropriate. **Please refer to the SOAR Behavior Guidelines for Students for discipline procedures.**

Removal from Class

Students who are disrupting the classroom environment may be sent to the office. This action is not taken lightly, because one student will not be allowed to interfere with the classroom experiences of others. The general procedure for handling classroom issues is as follows:

1. The teacher will address negative behaviors by reiterating his/her expectations and why the behavior is not acceptable.
2. For the second offense, the teacher will again address the behavior. If necessary, a classroom detention will be assigned. A follow-up call home will also be made.

3. For the third offense, the students will receive an Office Referral.
4. All subsequent offenses will earn the student an Office Referral.
5. Subsequent office referrals may result in an in-school or out-of-school suspension. These actions are to be handled by the administration.

Dress/Clothing Guidelines

The responsibility for the dress and appearance of students shall rest with individual students and parents/guardians. Student dress and appearance shall be neat and shall not interfere with the safety, order, and effectiveness of the educational process. Examples of unacceptable attire include, but are not limited to, clothing that: promotes alcohol, tobacco, or drugs; contains a message that is obscene, vulgar or indecent; or presents a safety hazard within the classroom. Immodest or revealing clothing can distract from the educational process. Tank tops need to have a 3-inch shoulder sleeve and not be low cut in the front or below the arms. No underclothing is to be visible. Shirts must cover below the belly button. Ripped, torn, and/or distressed clothing is not permitted. Pants/skirts/shorts with holes will not be permitted. Skirts and shorts must be long enough to pass the “fingertip test”; that is when the student is standing up, the article of clothing is clearly lower than where the fingers rest. Spandex may not be worn under skirts and shorts to extend length. Leggings and yoga pants must be worn with shirts that pass the “fingertip test.” Bandanas, hairnets, hats, caps or any other types of head coverings are not to be worn in the building. Pajamas or any clothing not designed for outdoor wear are not permitted at school. Appropriate dress will be determined at the sole discretion of administrators. Age and maturity level will be taken into account and the students who violate this policy may be subject to disciplinary action.

Drug/Alcohol/Tobacco Policy

Since the use of chemical substances (including tobacco and alcohol) is dangerous to students, the use, possession or sale of such substances at school or at any school activity is strictly forbidden. Any student found in possession of tobacco, drugs, drug paraphernalia, and/or alcohol or found to have used tobacco, drugs, or alcohol prior to arriving at school, during the school day, or at any school function will be suspended from school for up to ten (10) days at the discretion of the principal. In addition, participation in any school-sponsored club, extra curricular activity, or team, will result in suspension for the remainder of the season or grading period, whichever is greater. If a law is broken, the appropriate authorities will be notified. In all instances, parents/guardians will be informed. (Policies: ADC, ADC-R)

Electronic Devices

Electronic devices such as personal stereos, CD players, cell phones, video games, etc., can be distracting to the learning process; they also lead to problems when lost, damaged or stolen. Devices will be stored in lockers/cubbies/backpacks during the school day. Such devices will be taken from students if used during school hours and may be picked up in the office at the end of the school day. The school is not responsible for damaged or stolen items.

Emergency Information

Parents need to supply the school with emergency numbers, after-school arrangements, and hospital/doctor preferences. Parents are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment. This information is of critical importance when we need to contact parents/guardians regarding their child due to injury, sickness, or educational progress. SeDoMoCha utilizes an automated calling system to contact parents and employees in the event of weather-related cancellations and other important announcements via a phone call or **text message**. If a broadcasted message is not received correctly, press 1 to replay the message from the beginning. You will also notice that the Caller ID phone number for our calls is [877-565-8456](tel:877-565-8456). You can replay the last broadcasted message by dialing [877-565-8456](tel:877-565-8456) from the phone on which you received the automated call. Cancellation announcements are also available on our homepage (sedomocha.org) and on the following television stations: WLBZ 2, WABI 5, WVII 7.

Extra Curricular Activities (5th-8th grade only)

Students will have the opportunity to attend many school events before or after normal school hours. Acceptable school behavior is required while attending any school-sponsored event. A variety of extra curricular activities are offered each year, including academic, cultural, and sports activities.

Extra Curricular Activities

Academic Clubs	Cheering	Football*	Student Council
Band	Civil Rights Team	Jazz Band	Track and Field
Baseball*	Cross Country	Lego Robotics	Wrestling
Basketball*	Drama	Soccer*	
Builders Club	Field Hockey*	Softball*	

Fifth-graders are **not** eligible for sports marked with an *.

Field Trip Information

During the course of the year, teachers may plan trips to enrich the academic program. For trips involving travel by bus, parents will be notified about any particular information involving lunches, costs, and departure and arrival times. The teacher(s) may request volunteer chaperones. Per school board policy IJOA-R, parents will be informed of field trips that take place within the regular school day. Parents will be informed of the trip details. Parent permission is required if the field trip will occur before or after the regular school day or if private vehicles need to be used. **Please note: If your child’s bus-riding privileges have been revoked, your child will not be able to ride a bus to the field trip until a meeting is held with Jenny Chase or Malcolm Weymouth and the superintendent of schools.**

Firearms and Weapons:

Students have the right to attend school in a safe environment. Weapons such as firearms, knives, and switchblades may never be brought on the school property. Objects, including those not designed as weapons (such as bats, belts, school supplies, etc.), may not be used to inflict or threaten bodily harm or intimidate, coerce, or harass. (Policy JICIA, 20-A M.R.S.A. 1001 (9A) 6552, 7-A M.R.S.A. 2.9; 12 A Gun-Free School Zone Act of 1997)

Grading System

Grades K-4

Score	Equivalent
100 + Exceeds	Proficient with Distinction
95-100 P+ 85-94 P 80-84 P-	Proficient
70-79	Partially Proficient
69 or below	Substantially Below Proficient

Grades 5-8

Score	Equivalent
95-100	Superior understanding of standards
84-94	Proficient understanding of standards
73-83	Basic understanding of standards
60-72	Unsatisfactory understanding of standards
50-59	No understanding of standards

Points	Academic Initiative
4	Proficient with distinction
3	Proficient
2	Partially proficient
1	Substantially below proficient

At SES, there are three ranking periods called trimesters. At the mid-point of each trimester, a mid-term report will be sent home outlining each student's progress in all subject areas. These mid-term reports are to be signed and sent back to school as such communication between home and school is vital to each student's success. Rank cards are issued to students three times during the school year: November, March, and June.

At SMS, there are four ranking periods called quarters. At the mid-point of each quarter, a mid-term report will be sent home outlining each student's progress in all subject areas. These mid-term reports are to be signed and sent back to school as such communication between home and school is vital to each student's success. Rank cards are issued to students four times during the school year: November, January, April, and June.

Guidance (Grades K-4 only)

The elementary guidance program is designed to support students in all aspects of life through working together with the student and his or her teachers and parents. Some of our guidance services include: classroom guidance lessons, small-targeted groups, conflict resolution, brief individual counseling, and connecting families with community resources. Our guidance counselor is available to help with any academic, behavioral, emotional, developmental, or other concerns. Parents who would like information or who wish to speak with the counselor about their child should feel free to contact the counselor at 564-6535 to arrange an appointment.

Guidance (5th-8th grade only)

SeDoMoCha Middle School has a guidance counselor who works with students, parents and teachers in an effort to promote self-awareness and self-fulfillment in the lives of students. Students in grades five and six take part in weekly guidance classes. The counselor meets with individual students and/or groups about:

- Personal concerns
- Interpreting test results
- Academic concerns
- Peer relations
- Choosing appropriate courses of study
- Transitioning to high school

Students who wish to see the counselor may ask for an appointment. Parents who would like information or who wish to speak with the counselor about their child should feel free to contact the counselor at 564-6535 to arrange an appointment.

Harassment Policy

SeDoMoCha policy recognizes the right of each employee and student to a working and learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based on race, color, sexual orientation, religion, age, national origin, or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment include:

1. unwelcome sexual advances, gestures, comments, or contact,
2. threats,
3. offensive jokes,
4. ridicule, slurs, derogatory actions or remarks,
5. basing employment decision or academic decisions affecting students on practices of submission to harassment.

Health/Medicine

Immunizations: Maine State Immunization law requires that all students in grades K-12 be immunized against Diphtheria, Pertussis, Tetanus (DPT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR) and Varicella. A parent may sign a waiver of immunizations based on a medical, religious or philosophical reason. This waiver must be signed and dated every year. In the event of an outbreak of a communicable disease any student who is not fully immunized will be excluded from school for such time as determined by the Maine Center for Disease Control.

Medications: No medication may be transported on the bus by a student. All medications must be delivered to the school nurse by a parent or guardian and the proper medication forms completed. (Exceptions: please see Inhalers, Epi-pens and Glucagon section below)

Non-prescription medications/short-term prescriptions (10 days or less): must be brought to the RN by a parent/guardian in the original container indicating the name of the student, medication, dosage and instructions. No medication will be given to the student until the RN has verified the medication and a parental consent form is signed.

Prescription Medications: that need to be administered during school hours must be brought to the RN in the current prescription container that indicates the student's name, doctor's name, medication, dosage and administration instructions. A parental and MD form must be completed before the medication will be administered during school hours. Upon request, your pharmacist will provide you with a second labeled medication bottle for school.

Inhalers, Epi-pens, Glucagon: The student may transport these emergency medications with them on the bus **ONLY** after the school nurse has been notified and the proper forms completed by the parent. The bus company responsible for transporting the student must be notified that the student will be carrying emergency medication on the bus. The parent is responsible for notifying the bus company.

Health Screenings: The school nurse conducts the following screenings during the school year. A parent or guardian may decline screenings on their child by submitting a signed and dated letter indicating their philosophical or religious reason and by submitting the letter to the school nurse to be placed in the student's permanent health record.

Vision and Hearing Screenings: K, 1, 3, 5 and 7th grade. Results will be reported to the parent/guardian only if an MD referral/follow-up is recommended.

Highly Qualified Teacher (HQT)

RSU 68 provides this information to fulfill our obligations under the "Parents Right to Know" requirements of the federal No Child Left Behind Act (NCLB). Under these requirements, teachers must meet general qualifications, as well as, the specific requirements of the subject they are teaching. This means we will inform parents whenever a teacher who does not meet the new federal definition of "Highly Qualified" teaches a child for four consecutive weeks. 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. We believe that a caring, competent, and qualified teacher for

every child is the most important ingredient in education reforms, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's certification requirements. 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. 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 teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have a deadline established.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact your child's principal 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.

Homework

Homework will be assigned to students at the discretion of the classroom teacher. Educational goals, number of courses carried, and curriculum chosen will account for varying amounts of time being spent on homework by different students.

Pre-K, Grade K, Grade 1	Generally speaking, very little homework will be assigned to students. (Policy: IKB)
Grade 2	Up to 20 minutes in total
Grade 3	Up to 30 minutes in total
Grade 4	Up to 40 minutes in total
Grade 5	Up to 50 minutes in total
Grade 6	Up to 60 minutes in total
Grade 7	Up to 75 minutes in total
Grade 8	Up to 90 minutes in total

Students are expected to complete all homework assignments on time. Homework is a very important part of the learning process and reinforces class work. Individual teachers will address consequences for late homework.

Honor Roll (5th-8th grade only)

Students whose academic performance meets the following criteria will be eligible for "honor roll" status:

✍ High Honors: GPA of 95.0 or above cumulative average for overall achievement in enrolled classes. No overall achievement in any individual content area class below 95.

✍ Honors: GPA of 84.0-94.0 cumulative average for overall achievement in enrolled classes. No overall achievement in any individual content area class below 84.

*Averages are not rounded up. Averages must fall within the above in order to receive honors or high honors recognition.

*Classes held five days per week have more weight within a student's cumulative average than a class held one time per week.

Insurance

School insurance is available to all students. A packet will be available for each student during the first week of school in the fall. The purchase of this program is optional. Completed insurance forms are returned to the insurance carrier who supplies the school with a list of insured. The school does not pay medical bills of children who are injured in an accident at school.

Legal Custody

Today, schools are becoming increasingly concerned about cases involving the question of legal custody. According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act." **Parents who have sole custody rights must file a copy of the court order with the school. Without this order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office.**

Library

We encourage students to use the library as a resource center. Our library educational technician is available to assist students in finding reference material. Teachers may send students to the library to do individual work or students may be part of a class accompanied by a teacher. K-4 students will receive library skills instruction as a part of their school experience.

Lockers and Personal Belongings (5th-8th grade only)

Lockers are issued to students at the beginning of the year. Lockers are the sole property of RSU 68 and may randomly be searched at any time. Students wishing to put a padlock on their locker may purchase the lock from school at a cost of \$8.00. These locks are all keyed alike, should school personnel need to open the locker for any reason. The locks become the property of the student. Students are responsible for keeping their lockers clean both inside and out. All personal belongings should be labeled with the student's name. Jackets, coats, and book bags are to be stored in the locker during the day. Students should use time at the beginning of school and midday to get books and materials needed for classes.

Lost and Found

Students should turn in all found items to the main office. The lost and found boxes are located by the double doors of the cafeteria, outside of the elementary office, and on the second floor of the building. All unclaimed items will be donated to charity on a regular basis.

Lunch

SeDoMoCha offers a class "A" food service program. At the beginning of each year, parents may apply for free or reduced rates. The federal government establishes income guidelines for eligibility. All parents are asked to complete the eligibility form as the applications affect our federal and state funding. If at any time during the school year a family feels it is eligible for free or reduced-price lunches, an application may be submitted to the school. Each family who applies will be notified as to whether or not it qualifies. If the application is rejected, the family may appeal the decision.

Lunches are purchased on the first day of the week in the cafeteria. If necessary, the food service personnel will contact the parent/guardian regarding overdue lunch money, to communicate our policy, or to clear up any misunderstandings. Students need to inform their advisors if they are ordering lunch on a daily basis so that the food service department has an accurate count for lunch preparation. Lunch prices for the 2015-2016 school year are \$1.75 for a full price and \$.40 reduced rate. Beverages may be purchased separately for snack times: white milk - \$.35, chocolate milk or juice - \$.50. Breakfast is free for all students. SeDoMoCha also offers an "a la carte" lunch where students may purchase a variety of items. All prices are subject to change, pending any changes in Federal guidelines. Students who prefer may bring their lunch from home. All students will be required to remain at the school during lunchtime.

Messages

To keep classroom interruptions to a minimum, the secretary will only relay personal emergency messages during class time. Messages can be left with the office staff or phone calls and emails may be sent directly to the student's teacher.

Moving or Transferring

Parents/guardians are asked to notify the school if the student will be moving in order for records to be processed and forwarded to the student's new school.

Newsletters

Parents/guardians can expect bi-weekly newsletters from the schools to help keep them informed of current events. These are posted on the school website. Parents will also be given the option of receiving an electronic copy of the newsletter.

Parent Rights

1. Parents have the right to examine all relevant records pertaining to the identification evaluation and educational placement of their child.
2. If the child is a state ward, an individual may be assigned to act as a surrogate parent in order to protect the rights of the child.
3. Parents shall receive written notice of any proposed change or initiation of identification evaluation or educational placement of their child before that change is initiated.
4. Parents have the right to appeal any proposal relating to the identification, evaluation or educational placement of their child.
5. Parents have the right to a due process hearing before an impartial hearing official; obtain and present an independent educational evaluation; be represented by legal counsel; examine all records pertaining to placement at least 24 hours in advance of the hearing; present medical, psychological, and educational testimony, and to cross examine witnesses; to receive a verbatim record of the hearing; to receive a written decision within 30 days of the hearing, and to appeal that decision through the courts. The child has the right to remain in his educational setting pending hearing and appeal.

Parent/Student/Teacher Conferences

Conferences are scheduled for the fall and spring of each year and are designed to bring the parent/guardian and student together to share strategies and plan for each student's education. Parents who would like to meet with teachers or teams of teachers are welcome to call at any time during the school year to schedule an appointment.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques used include monitoring, sanitation, pest exclusion, proper food storage, pest removal and, as a last resort, pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. Notification need not be given for pesticide applications recognized by law to pose little or no risk, but if higher risk pesticides must be used any time during the year, notices will be posted a minimum of two working days before and 48 hours after the pesticide application. The school also keeps records of prior pesticide applications and information about the pesticides used (CMR 01-026 Chapter 27) and they are available at the school for review.

Pets

As a general rule, students should not bring pets to school. In fairness to everyone involved (especially the animals), pets are best left at home. Service animals are permitted. (Policy: IMG)

Physical Education Attire

Clothing for physical education classes should be non-restrictive. Shorts, sweatpants, t-shirts, jerseys, or sweatshirts are suggested. Sneakers and socks are mandatory. **Clothing worn to school cannot be worn during physical education class. (5th-8th only)**

Physical Restraint and Seclusion

RSU 68 has established a policy for the use of physical restraint and seclusion as required by Maine statute. See policy JKAA: Use of Physical Restraint and Seclusion.

School Cancellation/Delay

If it is necessary to cancel or delay school, announcements will be made before 6:00 a.m. SeDoMoCha utilizes an automated calling/text message system to contact parents and employees in the event of weather-related cancellations and other important announcements. If a broadcasted message is not received correctly, press 1 to replay the message from the beginning. You will also notice that the Caller ID phone number for our calls is [877-565-8456](tel:877-565-8456). You can replay the last broadcasted message by dialing [877-565-8456](tel:877-565-8456) from the phone on which you received the automated call. Cancellation announcements are also available on our homepage (sedomocha.org) and on the following television stations: WLBZ 2, WABI 5, WVII 7.

SSO

The SSO is an educational group of parents and teachers who seek to support home, school, and community on behalf of our students. Our SSO meets on the second Wednesday of each month at 6:30 P.M. at SeDoMoCha Elementary School. Free childcare is provided. Watch the school newsletter for notices about upcoming meetings and scheduled events. We are always looking for people who want to become more involved in our schools. Please contact any of the SSO officers for ways that you can become involved. (President: Patty Nutter; Secretary: Theresa Makowski; and Treasurer: Shannen Rhoda) **The important thing to remember is: Involved parents DO make a difference.**

Student and Education Records and Information Rights

The Family Educational Rights and Privacy Act (FERPA)

Provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost determined by policy.

Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure

Disclosure of Records

RSU 68 must obtain a parent/eligible student's written consent before Disclosure of personally identifiable information in education records except in circumstances as permitted.

1. Directory Information – RSU 68 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want RSU 68 to disclose directory information must notify the Superintendent in writing by October 1st or within thirty days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education – Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the RSU 68 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU 68 to disclose this information must notify the Superintendent in writing by October 1st or within thirty days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests – Education records may be disclosed to school officials with a “Legitimate Educational Interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units – As required by Maine law, RSU 68 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals – Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

The office that administers FERPA is located at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Student Services

Special Education Programs:

Special Education services and related services are available to any student who has been identified as a person with a handicapping condition by an Individualized Education Plan (IEP) Meeting. IEP's are developed to address the student's individual educational needs. Other support services such as speech therapy, occupational/physical therapies, counseling, and services for students with vision and hearing impairments are also available for these identified students.

Migrant Education services are educational services beyond the regular classroom program. This service is available to students whose parents are classified as migrant.

Title I services are educational services beyond the regular classroom instruction in the areas of math and reading. This program supplements the regular program and is available to those who qualify under Title I guidelines. Complete policies regarding Title I are on file in the office.

504 Plans are for students who do not qualify for special education services, yet have a physical or developmental disability that falls under federal legislation for a 504 plan. School administration will follow up and work with parents to set up and implement these plans if a student has a qualifying condition.

Gifted and Talented Program Gifted and talented coordinators will work with teachers and parents to assess if students qualify for this program and then work with the school staff and administration to create learning experiences.

Homeless Support

Substitutes

From time to time, it may be necessary for students to have a substitute teacher. It is important to remember that students are expected to be courteous, to be cooperative, and to behave. **Substitute teachers are given a substitute handbook to abide by when working for the district.**

Telephone (5th-8th grade only)

The telephone in the office is to be used by students for emergency reasons only. Teachers may allow students to use the classroom phone with supervision only if they feel it is necessary. Students should not ask to use the phone for a reason such as getting permission to go to a friend's house as these arrangements should be made prior to school hours.

Textbooks

School materials, equipment, and books are essential sources for ideas, information and knowledge. School materials issued to a student become that student's responsibility. Textbooks should be treated with care and respect. Some teachers require them to be covered at all times. Students may be asked to pay a replacement fee if books are lost or badly damaged.

Visitors and Volunteers

We welcome visitors to our schools. Persons who wish to visit during school hours should make advance arrangements through the classroom teacher and the office. All visitors and volunteers should sign in to the office when entering/leaving the building. **Upon entering the building, visitors/volunteers need to go to their specific destination.** Parents and others who wish to volunteer are encouraged to do so. We are very thankful for all the hard work that our volunteers do and highly encourage participation in this effort. All volunteers will be asked to complete a volunteer application. Visitors and volunteers will be asked to read and sign a confidentiality agreement in accordance with state and federal laws. Further information about visiting the schools can be found on the RSU 68 website under Policy: KI.

*Please Note: All school board policies are accessible via the RSU 68 website at www.sedomocha.org.