

**Mildred L. Day School
RSU 21
Policy Book 2010 ~ 2011**



RSU 21 School Board of Directors

Name	Town Represented	Term Exp.
Jack Reetz	Arundel	2012
Leia Lowery	Arundel	2011
Dan Pleva	Arundel	2013
Timothy Hussey	Kennebunk	2012
TBD	Kennebunk	2012
Arthur LeBlanc, III	Kennebunk	2011
Kevin Knight	Kennebunk	2011
Frank Drigotas	Kennebunk	2013
Matthew Fadiman	Kennebunk	2013
Maureen King	Kennebunkport	2011
Robert Domine	Kennebunkport	2012
Norman M. Archer	Kennebunkport	2013
David Pepin	Student Rep	
Emily Junker	Student Rep	

RSU 21 Board Policies

The RSU 21 School Board of Directors and the Administrative Team have developed a comprehensive menu of policies, which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our web site. You may access these policies by going to <http://www.rsu21.net>. Once there, click on the "Policy Book" link under the heading "School Board". If you would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your child's school or the RSU 21 central office, and we will provide a copy for you.

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. The District reserves the right to correct any errors, inaccuracies or omissions and to change or update information at any time without prior notice. In the case of any inconsistency between the handbook or website and RSU 21 Board Policy, the Board Policy will govern. "Policy Codes" have been added next to many headings. Use these codes to reference certain policies on the RSU 21 Website. Click on "Policy Book" and use the code given in handbook to find more information on that specific topic.



Maine Regional School Unit 21
Schools of Arundel, Kennebunk, and Kennebunkport

"Preparing responsible, contributing citizens in a global society."

Andrew R. Dolloff, Superintendent of Schools
James W. Barnes, Business Administrator

Dr. Patrick M. Manuel, Assistant Superintendent
Susan M. Mulsow, Director of Special Services

Mildred L. Day School
600 Limerick Road
Arundel, ME 04046
207-284-4677

Dr. Kevin P. Crowley
Principal
Kcrowley@RSU21.net

Dear Mildred L. Day School Families,

Welcome to the 2010 – 2011 school year!

The past few years have brought us all face to face with economic and social turmoil. Through all of the hardships, our job of providing our children with a world-class education has never been more critical. To that end we are committed to providing each child with an effective and vibrant school experience. The cornerstone of this effective school can be summarized by the words of Earnest Boyer who believed "connections" were a key element in education. Our effective school will connect people to create *community*. We will connect the curriculum, within and across the grade levels, to achieve *coherence*. We will connect our classrooms with resource from inside and outside of the district to enrich the *climate*. Finally, we will connect learning to life in our attempt to help grow *character*.

This parent handbook is a small step toward building strong connections. It has been designed to provide you with information to facilitate your understanding of the policies and procedures affecting the school day of all children. Should you have any questions about the handbook, please do not hesitate to contact me.

My goal is to work with you to promote a positive community-school partnership that will serve the best interest of each child at the Mildred L. Day School.

Kind regards,

Kevin P. Crowley



87 FLETCHER STREET, KENNEBUNK, MAINE 04043
Phone: 207.985.1100 * Fax: 207.985.1104 * <http://www.rsu21.net>

Mildred L. Day School Staff

Kevin Crowley, Principal

Secretary

Mary Lou Havey

Staff Directory

Kindergarten

Laurie Aportria

Carol Frisbie

First Grade

Cathy Bansmer

Bev Lowell

Second Grade

Diane Rittershaus

Ann Saunders

Third Grade

Melissa Ducas

Doreen Labbe

Fourth Grade

Deb Burrows

Josette Knox

Fifth Grade

Ken Daggett

Claire Duguay

Allied Arts

Victoria Cherry ~ Music

Audrey Grumbling ~ Art

Rachel Lawler ~ Spanish

Tony Michaud ~ Music

Sandra Sharood ~ Band

Jon Woodcock ~ Phys. Ed.

TBD ~ Library

Technology Ed Technician

Jessica Uher

Title I

Melissa Ouellette

Title I Ed Technicians

James Carpenter

Jayne McGuire

Kitchen Staff

Deb Katon

Priscilla Williams

Custodial Staff

Bato Lapointe

Terry Roberts

Nurse

Susan Coon

Special Education

Lisa D'Orso ~ Teacher

Adrianna Pizzo ~ Teacher

Demetria Hearn ~ Speech & Language

Eileen Pastorelli ~ Physical Therapist

TBD ~ Occupational Therapist

Donna Benjamin ~ Psychologist

Special Education Ed Technicians

Ellen Beauregard

Nancy Danylik

LouAnn Hunnewell

Joanne Jones

Debbie Stewart

Clarissa Yohman

English-Language Learners

Melissa Ouellette

Response to Intervention

Martha Goebel

Julia Gottlieb

Maria Martemucci

Gifted and Talented

Val Glynn

Guidance

Patricia Frost

Mildred L. Day School

RSU 21 Vision and Mission Statements

Our Vision is to extend respect and excellence for all learners.

Our Mission is to prepare all learners with the academic knowledge and personal skills needed to be responsible, contributing citizens in a global society. The individual school's role is to nourish potential and guide each student toward specific learning results, while respecting individual abilities.

RSU 21 District Goals

Students will demonstrate a mastery of academic skills and embrace an ongoing commitment to lifelong learning.

RSU 21 will provide strong programs, resources, and facilities to effectively and efficiently help students realize their individual strengths, interests and capabilities.

School cultures will promote student-centered learning, ethical and responsible behavior, good communication, and respectful environments for students, staff and the community.

Mildred L. Day School:

- Takes pride in our school and have high expectations in creating a warm and positive learning environment.
- Is a place where everyone uses teamwork, behaves responsibly, is considerate and kind, and interacts with warmth, humor, and honesty.
- Is a place where we encourage and value everyone as an individual.
- Is a place where we respect others, our environment, and ourselves by being courteous, caring, and trustworthy.
- Is a place where all learners take pride in their work, use study skills, solve problems, think creatively, and communicate effectively.

Mildred L. Day School's Belief Statements

High Performing Students

Students attain and demonstrate mastery of skills as evidenced by high achievement on standardized and performance-based assessments, successful completion of state, and local learning results and an ongoing commitment to maximize their learning potential.

High Performing Students:

- Maximize their individual potential;
- Are interested and involved in the learning process.
- Are motivated and take risks.
- Are inquisitive.
- Are self-starters who are creative thinkers and problem solvers.
- Collaborate with others and communicate their learning in a variety of ways;
- Are members of a learning community;
- Are kind, considerate, respectful, helpful, appreciative, express empathy and are accepting of other types of learners and viewpoints.

RSU 21 is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference. This environment ensures that students will develop as ethical, responsible and involved citizens. For more information on this and other policies please refer to the District's online Policy Book - Policy Code: JICDA.

High Performing Staff

Professional staff effectively addresses the intellectual, social, emotional and physical needs of students and themselves.

High Performing Staff:

- Exemplify qualities expected of High Performing Students.
- Use a variety of instructional techniques to maximize students' potentials.
- Research, implement and engage others in current best practices.
- Participate in training opportunities and access resources.
- Cooperate, collaborate and communicate.
- Take opportunities to re-energize and renew themselves personally and professionally.
- Model leadership and support and maintain the positive culture of the school.

Strong Educational Programs

Students and staff share the responsibility for attaining the Maine Learning Results.

Strong Educational Programs:

- Address the needs of the whole child.
- Meet the needs of all children by offering a variety of programs and programming options.
- Provide a research-based, comprehensive, sequential curriculum that is clearly articulated and implemented district wide.
- Have supportive resources and facilities.
- Provide instruction that is guided by a clear plan of assessment;
- Have clearly defined goals for the future.

Supportive Cultures

School cultures value and embody respect through collaboration, good communication, and a sense of belonging.

Supportive Cultures:

- Provide a nurturing and responsive environment so that students and staff can maximize their learning potentials.
- Ensure that every person feels connected, protected, respected, and valued.
- Recognize and celebrate successes;
- Have a common ideology and communicate expectations consistently.
- Provide the resources, training, and facilities to support our Strong Educational Programs.
- Foster positive interactions with warmth and humor.
- Involve the diverse resources within the community.

ACCEPTABLE USE POLICY - STUDENT COMPUTER AND INTERNET USE RULES

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. 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. RSU 21'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.
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 or 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/procures 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 21 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance 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 building principal immediately. If a laptop is stolen, a report should be made to the local police and the building principal 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 will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computers by Students

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The student, his/her parent, a sponsoring teacher, the building administrator and the Technology Director must sign the form. There must be an educational basis for any request.
2. The Technology Director will determine whether a student's privately-owned computer meets the school unit's network requirements.

3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer and Internet Use

Reviewed: 01/25/2010

Parents are encouraged to contact the building principal if they have concerns about their child accessing information online.

Student Information

Attendance Information Policy Code: JEA

Daily Schedule Information

8:20 – 8:30 Children arrive at school
8:30 Classes begin
3:00 Students are dismissed to buses

Students should arrive between 8:20 and 8:30 and proceed directly to their classrooms upon arrival.

If there is any change in your child's schedule, including changes in transportation or early pick-up, parents must inform the child's teacher in writing. Only the people

listed on the student's emergency information form will be permitted to sign your child out of school unless you specify otherwise in the note to the teacher. In the event of an emergency situation, please inform the office by phone no later than 2:30 p.m. This will assist us in a smooth dismissal for all students.

Attendance

Regular and punctual school attendance is essential to a child's educational success. Children are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a religious holiday; a family emergency; or a planned absence for a personal or educational purpose which has been approved in advance by the school. Parents or Guardians are expected to contact the school office if their child will be tardy or absent.

Early Release Wednesdays

8:30 a.m. – 12:00 p.m.

Please refer to the district calendar and school notices for details about early release days.

Tardiness

A student who arrives after 8:30 a.m. is considered "Tardy" for attendance records. A student who is tardy must be signed in at the office by a parent/guardian on the Student Sign In/Out Log. The student will be given a tardy slip completed by office personnel before going to class.

Leaving School Early

A student who is dismissed before 3:00 p.m. is considered "early dismissal" for attendance records. Parents/guardians must report to the office to sign out students and wait until student is called to the office. A student will only be called to the office once the parent/guardian has arrived and has signed out the child. PLEASE DO NOT GO TO THE CLASSROOM TO PICK UP YOUR CHILD.

End of the Day Pick-up

To pick up your child at the end of the day, please arrive at the back parking lot no later than 3:00pm; the children will be waiting for you with adult supervision in the back.

Dismissal to Buses

Students are dismissed to buses at 3:00. Adults walk students to the buses as a group.

Family Vacations

ML Day understands that families sometimes choose to take vacation while school is in session. The trip is often beneficial for family togetherness and the experiences can be of educational value. However, we ask that you contact the teacher in writing prior to your child's absence. A written record can help the teacher and student prepare for a child's absence. If parents wish to take work along on vacation, the following is recommended: keeping spelling work; memorizing math facts; and enrichment reading.

School Cancellations/Delays

"No school" or "delayed school" announcements will be announced via the AlertNow System. Announcements are also aired on all local radio stations and channels 6, 8, and 13 on television. Occasionally, it is necessary to delay the opening of school due to inclement weather. In such cases, there will be a two-hour delay. If snow starts to fall heavily or if there is severe inclement weather (i.e., icing of the roads) after your child is in school, please check the web site and these stations as school may be dismissed early.

Student Transfers

A student transferring to RSU 21 from another district must be accompanied by a parent/guardian and registered in the school where the child will attend. A birth certificate and immunization records are required at the time of registration. Parents of children leaving the system should notify the school office so that a transfer of records can be sent to the new school.

Birthdays

ML Day encourages children to celebrate their birthdays at school and parents are welcome to send cupcakes or other treats. It is advisable to check with the teacher regarding food allergies of children in a given class. The distribution of party invitations in school is discouraged.

Bullying Prevention – Policy Code: JICK

It is the intent of the RSU 21 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental 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 and witness such behavior.

Stan Davis, author of *Schools Where Everyone Belongs*, offers the following concepts as the basis for his work in best practices in bullying prevention:

Respect young peoples' autonomy. We can't make them change. We can increase the cost of their existing behavior by following through consistently with consequences. We can build supportive relationships so they want to be contributing members of the school. We can recognize their positive actions. They will choose their behavior; we can help them see they have a choice and help them find the best choices for themselves.

Maintain young peoples' sense of belonging. When we welcome youth to school each day; when we build mentoring relationships; when consequences are seen as being earned instead of being given in anger or rejection; when we avoid taking

their misbehavior personally; and when we maintain positive feeling tone in the discipline process, young people are more likely to take responsibility for negative behaviors and to change.

Teach cause and effect thinking and promote conscience development. We help young people see the connections between what they do and what happens to them through using predictable, transparent, consistent discipline approaches. We can use praise to help them connect their positive behavior with positive outcomes. We can help them discover the positive and negative effects of their actions on others through observation and reflection. We can use questions instead of statements whenever possible so young people learn to think about their own goals and about their behavior.

© Stan Davis, <http://www.stopbullyingnow.com> , 2005 based on *Schools Where Everyone Belongs*, Research Press

ML Day has developed a rubric that is taught to all students each year and reinforced through practice and application.

BEHAVIOR RUBRIC PAGE 1

Behavior	First Time	Second Time	Third Time	Fourth Time
Teasing name-calling insulting hurting other's feelings	Handled by staff member involved	Handled by staff member involved.	Supervising staff member involved Submits the Behavior Report Form to teacher and Principal prior to the end of the day. Classroom teacher calls parent.	Supervising staff member involved completes the Quick Report Form and student is sent to the Principal immediately-call office. Supervising staff member involved submits the Behavior Report Form to teacher and Principal prior to the end of the day. Principal calls parent.
Systematic exclusion excluding persuading others to exclude starting rumors	Handled by staff member involved.	Handled by staff member involved.	Supervising staff member involved submits the Behavior Report Form to teacher and Principal prior to the end of the day. Classroom teacher calls parent.	Supervising staff Member involved completes the Quick Report Form, calls office, and student is sent to the Principal immediately. Supervising staff member involved submits the Behavior Report Form to teacher and Principal prior to the end of day. Principal calls parent.
Hitting pushing slapping grabbing	"You hit, you sit." 5 minutes	"You hit, you sit." 10 minutes	<u>Inside/Outside Recess-</u> sit for the rest of recess line up with class Behavior Report Form given to teacher and Principal prior to the end of the day. Teacher calls parent <u>Other time during the</u> <u>school day-</u> go to buddy teacher for <u>STOP & THINK</u> Behavior Report Form given to teacher and Principal prior to the end of the day. Teacher calls parent.	Supervising staff Member involved completes the Quick Report Form, calls office, and student is sent to the Principal immediately. Supervising staff member involved submits the Behavior Report Form to teacher and Principal prior to the end of day Principal calls parent.

BEHAVIOR RUBRIC PAGE 2

Behavior	First Time	Second Time	Third Time	Fourth Time
Severe hitting punching choking kicking biting spitting similar behaviors	Student is sent to Principal with the Quick Report Form immediately. Call office.	Student is sent to Principal with the Quick Report form immediately. Call office.	Student is sent to Principal with Quick Report Form immediately. Call office.	Student is sent to Principal with Quick Report Form immediately. Call office.
Threats of Violence	Check to see if there is an IEP.	Principal calls parent (K-1). Student calls parent (2-3).	Behavior Report Form is completed by supervising staff member and given to teacher and Principal prior to the end of the day.	Behavior Report Form is completed by supervising staff member and given to teacher and Principal prior to the end of the day.
Harassment racial ethnic sexual other	Principal calls parent (K-1). Student calls parent (2-3). Behavior Report Form is completed by supervising staff member and given to teacher and Principal prior to the end of the day. Think About It Form is done with the Principal.	Behavior Report Form is completed by supervising staff member and given to teacher and Principal prior to the end of the day. Think About It Form is done with the Principal. Meeting will be scheduled with teacher, parents, school counselor or social worker, and Principal.	Principal's discretion	Principal's discretion

Clothing at School

Clothing during Cold Months

Children have a daily recess and should be dressed appropriately for the weather. In winter months this includes warm pants, snow pants, winter coat, hat, mittens, and boots. Please mark these items of clothing with your child's first and last names.

Clothing for Physical Education Classes and Recess

On the day your child has physical education class, make sure comfortable pants, shirt and athletic, rubber soled non-marking shoes are worn by your child. Slip-ons, flip-flops, Crocks and open backed shoes are not recommended as they often come off during physical activity and outdoor play. Children may not wear "Heelys" to school.

Extra Clothing

Occasionally children get wet from puddles on the playground, spilling beverages or not making it to the bathroom in time. Please send in one set of extra clothing and include pants, shirt, underwear, and socks. Place the items in a bag and mark the bag with your child's first and last names. ML Day also accepts donations of gently used, clean clothing that is kept on hand for emergencies.

Labels on Clothing

Parents are requested to mark clothing, boots, gym apparel, and lunch boxes with the child's name. A "Lost and Found" area is located near the office. Items not claimed are periodically sent to a charitable organization.

Emergency Information

Early in the school year, each child's address, parents'/guardians' home and work phone numbers, and doctor's name are requested. ML Day also requires the name and telephone number of two people to be contacted in the event the parents/guardian cannot be reached. Any change in this information should be reported to the school office immediately. We cannot stress strongly enough the importance of this information and the need for it to stay current. Please include an e-mail address and/or cell phone numbers if you have them.

Evacuation and Emergency Drills – Policy Code: JICIA-R

We are deeply committed to protecting the health and safety of our students. Mildred L. Day School has emergency response plans and procedures in place that address a wide variety of potential issues. Throughout the year, teachers work with the students to establish and practice evacuation and emergency procedures to ensure the safety and well being of the students while they are in school. Children are familiarized with the procedures and practices are conducted on an ongoing basis throughout the year.

State law requires that everybody in the school must exit the building during an evacuation drill. Visitors and volunteers must report to a designated gathering area by following teacher or administrator directions.

Food Service at Mildred L. Day School - Policy Code: EFD

RSU 21 participates in the food program sponsored by the United States Department of Agriculture and the State Department of Educational and Cultural Services. The federal assistance under these programs allows us to provide some meals for free or at reduced price, which is dependent on family income. The regulations of the National School Nutrition Program will be used in administering our participation in the program.

ML Day offers a choice of healthy meals each school day. Students may buy breakfast and lunch for a nominal fee each day. Students who qualify can receive free or a reduced price breakfast and lunch. All meals served meet nutrition standards established by the U.S. Department of Agriculture. Money for school lunch can be sent in with your child in a clearly marked envelope or by going to www.mynutrikids.com and paying on-line. This is a wonderful way to keep track of your child's school nutrition account. The Food Service page on the RSU 21 Website has further information and any future forms you may need.

Nursing Services at Mildred L. Day School

A Registered Nurse, certified as a School Nurse by the Maine Department of Education, provides health services. The following is a summary of health services provided to students.

Illnesses and Injuries: The nurse assesses and provides care to students who are not feeling well or who are injured. Consultation is made with parent as needed. Common student complaints are headache, dental pain from dental appliances, stomachache, sore throat, muscle aches, joint discomfort, rashes, minor lacerations and abrasions. In an emergency situation, Arundel EMS is contacted to transport the student to the hospital.

Illness Guidelines for Parents: Regular attendance at school is essential to learning success; however, there are times when a student should be at home for personal benefit as well as the well being of students and staff. A child should not attend school if any of the following symptoms are exhibited.

Fever: a temperature within the last 24 hours equal to or greater than 100° F or 38° C.

Vomiting: one or more episodes of vomiting within the last 24 hours.

Diarrhea: watery, foul smelling, runny stools within the last 12 hours.

Nasal discharge, sore throat, earache: accompanied by a fever or behavioral change.

Pinkeye/conjunctivitis: when accompanied by drainage. The student may return to school after visiting the doctor and receiving one dose of medication.

Rash: an unexpected rash especially if accompanied by a fever or change in behavior. The student may return to school after seeing the doctor and the physician has determined the rash is not communicable.

Bacterial infections: such as strep throat or impetigo. The student may return to school 24 hours after the beginning of antibiotic treatment.

Immunizations: The nurse assesses written documentation from doctors to assure that each and every student is fully immunized. The immunizations required by Maine School Immunization Law, Maine Department of Education Chapter 126, "Immunization Requirements for School Children" are listed below.

- 5 doses of Diphtheria, Pertussis, Tetanus vaccines, called DPT
- 4 doses of Polio vaccine, called OPV or IPV
- 2 doses of Measles, Mumps, Rubella vaccines, called MMR
- 1 dose of Varicella vaccine or verification from doctor that child has had Varicella disease/chickenpox.

Medication Administration Policy: Please refer to the medication administration policy on the RSU 21 website.

Physical Examination by Child's Doctor: A complete physical examination is required for entry into kindergarten. Documentation of the examination should be given to the school before or on the first day of school. The nurse will review the physical

examination for health issues.

Health Screenings: The nurse screens students for vision and hearing problems in grades K-5. If a problem is identified, a written report is sent to parents/guardians. A follow-up visit with an optometrist or ophthalmologist for an eye/vision problem or an audiologist and/or primary doctor for a hearing problem will be requested.

Outdoor Recess

Physical Boundaries

Children need to play on designated areas and stay within boundaries. Children are not allowed in wooded area or on grassy areas near classrooms. Areas allowed are:

- Playground
- Blacktop/basketball area
- Playing field (unless too wet, muddy: maintenance to notify)

Safe and Appropriate Games and Toys

- Use **only** school supplied equipment. (i.e. balls, sand toys, jump ropes, etc.)

Non-contact Games

- Duck, Duck, Goose
- Mother May I?
- Red Light, Green Light
- Sand Play
- Sidewalk Chalk

Activities not permitted

- Trading cards of any kind
- Hockey Sticks
- Batons
- Regulation footballs, baseballs and softballs
- Snow balls
- Electronic Games/gadgets
- Radios, Walkie-talkies, Hand-Held game systems (such as Nintendo DS), Cell Phones, I-Pods, CD/MP3 Players, Remote Control Cars

Wind Chill Factor

Outside recess is to be determined by the administrator or by the Team Leaders. Typically, outdoor recess will be canceled if the outside temperature is at or below 20 degrees, with wind chill.

Emergency Drills During Recess

Line up by class on blacktop area. All staff reports to the primary evacuation site.

Personal Belongings – Policy Code: JIH-R / JICJ

Students may NOT be in possession of a cellular telephone, pager/beeper, or other electronic communications device unless it is determined to be essential for the student's health or safety by the principal.

ML Day teachers reserve the right to use their discretion in requesting that children refrain from bringing toys or other items from home to school or keep such belongings in backpacks during the school day.

Transportation – Policy Code: EEAEC / EEAEC-R

Any student violating discipline/safety rules while riding on an RSU 21 transportation vehicle is subject to a corrective action process. The *Transportation Rubric for Corrective Action* provides the levels of behavior and corrective actions for each offense. The Rubric for Corrective action can be viewed online in the district's Policy Book.

Any Bus Conduct Report will result in a meeting of the Transportation Director, the building administrator and the student. Parents/guardians will be notified of such reports. Corrective Action will be taken as necessary.

Respect Your Riding Privileges. Follow These Rules

1. Create a safe environment. Disruption causes distraction.
2. Bus Drivers may assign seats when necessary to assure passenger safety.
3. Be courteous and cooperate with each driver. Always use appropriate language.
4. For your safety, keep all of your body parts inside the bus.
5. Stay in your seat and sit appropriately to assure student safety.
6. No eating or drinking on the bus.
7. Be careful and protect the bus from damages.
8. Leave the bus in better condition than you found it.
9. It is against the law to use tobacco and alcohol products.
10. Written permission is necessary to get off the bus at a different stop.
11. Treat all students with respect and dignity.

School Information Academic Services

Allied Arts

The Allied Arts program includes Art, Computer Lab, Library, Music, Physical Education, and Spanish. All students at Mildred L. Day School attend these classes weekly. The student's performance in some classes is noted in the report card sent home to parents. Additional information about these classes can be found on the school website by following the teacher and subject links.

Art

Elements of art are explored through various media – drawing, painting, printmaking, clay, plaster, paper sculptures, architectural structures, etc.

Computer/Technology

Children learn to use computers by integrating technology skills within their classroom curricula. There is a district-wide technology skills continuum, K-12, to facilitate the progression of skills.

The Acceptable Use of Technology Policy is included on the district web site or may be obtained from the School Office.

Music

Students are taught the fundamentals of rhythm, reading music, playing various instruments, and music appreciation.

Physical Education

The primary goal of the Physical Education program is to give students the knowledge and skills to optimize their physical abilities.

Library

The Mildred L. Day School Library contains an assortment of books that appeal to a variety of children's interests. Encouraging students to use the library for research and borrowing books for personal reading on an ongoing basis are the emphasis of the library at Mildred L. Day School. Lost or ruined books are the responsibility of the borrower. Volunteers are very much welcome and appreciated.

Spanish

Spanish instruction for K-5 students takes place twice weekly. Children learn culture and basic vocabulary through conversation, songs and hands-on activities.

Child Find Notice – Policy Code: IHBAC

RSU 21 seeks to ensure that all school-age students within its jurisdiction are identified, located and evaluated for special education and supportive services. Those students may include state wards, state agency clients, students who have been suspended or expelled, students attending private schools and home schools, institutional residents, highly mobile students with disabilities, and students who are

suspected of being disabled and in need of special education and supportive services, even though they are advancing from grade to grade. Identification of students with disabilities and programming for such students occurs after an appropriate evaluation and an IEP meeting to determine eligibility.

Parents, relatives, physicians, and other persons who are aware of a child who may require special education and supportive services are asked to contact the Director of Special Services.

English-Language Learners (ELL)

ELL is a program designed for students who have a Primary Home Language other than English and who may need assistance in understanding and speaking the English language. The program provides the opportunity for individual and/or small group instruction to become proficient in listening, reading, writing and reading English. ELL staff works collaboratively with the classroom teachers and school specialists to ensure the academic, social and emotional well being of our English language learners as they become adjusted to a new country, language, and culture and/or school environment. The native language and culture of each student is affirmed and celebrated.

Gifted and Talented Education Services (GATES)

This is a comprehensive K-12 program of formal and informal services provided to effectively nurture the learning needs of highly capable children. The program complies with the state- mandated requirements for gifted programs.

The GATES Program at the Primary Level emphasizes services that support classroom teachers in modifying the regular curriculum in order to challenge and differentiate instruction for more developmentally and academically advanced students. The GATES teacher provides classroom teachers with consulting services, resources and materials, and classroom-based, purposeful activities.

Student Assistance Teams (SAT) - Policy Code: JLDDB

The SAT is comprised of ML Day teachers and support staff and meets regularly to discuss students' needs. With the consent of parents, teachers refer students to the SAT to seek ideas and techniques that may help children successfully achieve and develop skills.

Special Education – Policy Code: IH

An Individualized Educational Plan (I.E.P.) process has been established for the purpose of making evaluative studies of children with special learning needs. Recommendations from the I.E.P. are developed with parent and classroom teacher participation. If you believe your child has a disability and is in need of special educational services, please contact the Director of Special Services.

Title 1 – Policy Code: KBF

The Title 1 Program offers appropriate students extra support with their reading and

math skills. This program uses a variety of materials to teach skills and to promote reading as a pleasurable experience. It is designed to meet the need for a variety of academic experiences. The Title 1 Program is not designed to replace classroom instruction. Therefore, all students will receive reading and/or math instruction in the classroom as well as in the Title 1 program. Individually tailored programs are designed for each child and pre-and-post testing is always done for validity.

Activities

Permission Slips

Written permission is required for field trips. When a child is planning to participate in an activity after school other than his/her usual routine, written confirmation of this is required (such as going to a friend's, to the public library, or on a different bus). All permission slips must be dated and signed by a parent or guardian. PLEASE NOTE: Phone calls will only be accepted in case of emergencies.

School Activities

School activities are announced by flyers sent electronically or in hard copy. Ask your child about the event or contact the teacher to learn about your child's participation. ML Day understands that attending every event is not always possible, so occasionally, staff videotapes activities and events. Check with your child's teacher on the availability of a video recording.

Communication with Home

Accident Insurance - Policy Code: JLA

Accident insurance is available to all children at the beginning of the school year. The cost of insurance varies and financial assistance is available to families for whom cost would be a burden.

Communication

The partnership between home and school is critical to the success of every student. We encourage dialogue among parents and faculty and suggest that parents bring concerns or questions to the respective teacher or the principal as soon as they arise. All staff members are available by phone before or after school hours: 284-4677, or e-mail. To contact a ML Day employee by e-mail, use the first initial and last name @ rsu21.net; for example, to reach the Principal, Kevin Crowley, kcrowley@rsu21.net

K- Grade 5 Due Process Discipline Procedure (adapted from KHS) - Policy Code: JK-R

At the kindergarten through grade 5 levels, a parent may use the following procedure to appeal a disciplinary decision. The purpose of this procedure is to arrive at an equitable and fair solution to discipline problems at the lowest possible level. Each appeal must be made in writing within five school days after the disciplinary decision is made. If no appeal is made within the specified timeframe, the matter shall be deemed to be settled. Any disciplinary decision shall remain in effect while the appeal is being processed, provided that the person at the next highest appeal level has the discretion to suspend or modify the discipline pending a decision.

Level 1: The Supervisor/Instructor: The supervisor/instructor of each activity shall render those decisions that he/she deems necessary for the good of the students and the student body. If the supervisor/instructor is someone other than the classroom teacher, than the teacher shall be informed, and consulted, if necessary. All decisions shall be made in accordance with the building disciplinary process and the policies of the Board of School Directors. Parents may appeal a disciplinary decision made by a supervisor/instructor, in writing, to Level 2, within five school days of the decision.

Level 2: The Principal/Designee: Upon receipt of a written appeal from a level 1 decision, the Principal or designee shall review that decision as soon as possible for the purpose of resolving the appeal. The level 2 decision shall be rendered in writing within five school days of the receipt of the appeal. A parent may appeal the decision of the Principal/designee within five school days of the decision.

Level 3: The Superintendent: Upon receipt of a written appeal from a level 2 decision, the Superintendent or designee shall review that decision as soon as possible for the purpose of resolving the appeal. The level 3 decision shall be

rendered in writing within five school days of the receipt of the appeal.

Equal Educational Opportunity – Policy Code: GA/AC

RSU 21 is committed to a policy of providing equal educational opportunities for all students commensurate with their needs, ability, and their diverse cultural backgrounds without regard to race, religion, sex, marital status, color, national origin, age, or disability. RSU 21 assures that it will comply with all federal and state laws, rules, and regulations, which exist regarding civil and human rights.

Incidents, inquiries or concerns should be forwarded immediately to The Affirmative Action Coordinator for RSU 21, 87 Fletcher Street, Kennebunk, ME 04043, 985-1100.

Homework – Policy Code: IKB

The homework policy for RSU 21 and for Mildred L. Day School is a broad-based framework, which allows each teacher, or team of teachers, to make deliberately sound educational decisions based on both student needs and the needs of the curriculum. In order that this be possible; and that assigned homework be related to the aims and goals of the school, the policy is deliberately non-specific, setting no exact time limits or definite amounts for any grades, kindergarten through grade five. The purpose of homework is specified to meet two needs – first, to provide additional practice for lessons taught in school and, secondly, to serve to motivate students to explore further in areas of interest. Reading, either independently or with a parent, is encouraged at all grade levels, and required at most.

Arundel PTA

The Arundel is a non-profit organization dedicated to supporting the education of all children at Mildred L. Day. Parents and staff from Mildred L. Day school are invited to join this worthy organization and become involved to whatever extent is possible. The Arundel PTA sponsors programs of interest for parents and also funds special assemblies and events for students to help enrich the curriculum.

Kindergarten Registration

Children who are five years of age on or before October 15th are eligible to be registered for kindergarten. ML Day requires a copy of the child's birth certificate and his/her health records to complete the registration process, which typically occurs in January each year.

Kindergarten Screening – Policy Code: IHBAC

The screening takes place in the spring. The results aid in making appropriate kindergarten placements and provide information valuable to the classroom teacher about the child's individual strengths, learning styles and possible areas of need. The screening is done in accordance with policy for Child Find. Should a parent have questions about the screening process or results, please contact the

principal.

No Smoking / No Chemical Abuse / No Weapons on School Premises – Policy
Code(s): ADC, JICH, JICIA

RSU 21 recognizes the need to provide a safe learning environment for all students and a safe working environment for all employees. Therefore, effective July 1, 1994, tobacco use in any form was prohibited in all school buildings, buses and on school grounds at any time by the RSU 21 Board of School Directors.

In order to ensure the highest possible standards of learning, as well as the safety, health, and well-being of students, the School Board endorses a chemical abuse policy which will aid students to abstain from the use of drugs, alcohol and tobacco products. The policy will also provide for early intervention when use is detected, corrective disciplinary sanctions when necessary, and aftercare support as appropriate. Compliance with the school unit's standards of conduct related to chemical abuse is mandatory.

In order to promote a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, at any school-sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools.

Parent/Guardian Conferences – Policy Code: GCMC

Regular conferences are scheduled for all grades. Information regarding progress reports and parent conferences will be sent to parents/guardians prior to each conference period.

Parents/guardians are encouraged to attend school activities, maintain communication with the school, and aim for one hundred percent participation at parent/guardian teacher conferences. Additional conferences may be held whenever the teacher or parent/guardian thinks it would be helpful. The conference period is an effective means to interpret and understand student progress.

Procedures for Parental Review of Curricular/Instructional Materials or Activities –
Policy Code: IJJA

Parents who wish to review instructional materials currently used by the District, or being considered for use, should direct their request in writing to the building Principal. Parents may take one copy of printed textbooks, printed supplementary books and printed subject matter materials from the school premises for not more than forty-eight (48) hours. If sufficient copies are not available for all who request them, the parent's name will be put on a waiting list in the order that the requests for review are received. Parents will be notified as the

copies become available.

Parents may review all other instructional materials, including films, only on school premises. State- required and local standardized tests, whether or not they yet have been administered, and all teacher-made tests that have not yet been administered, must remain confidential, and thus may not be reviewed.

Drop Off and Parking

Parents who wish to drop off their children at school must drive around to the back parking lot. Do not leave your car unattended in the drop off area. Should you wish to accompany your child into school, park in the parking lot and sign in at the main office. Please park in designated parking areas only. Parking is NEVER ALLOWED IN THE BUS CIRCLE. Also, the parking spaces marked "HANDICAP PARKING" are for those individuals who have Handicap plates or tags.

Student Placement – Policy Code: IKE

The process of student placement in classes and/or programs is determined by a combination of educational needs, teacher recommendations and parent input. The placement process takes at least eight weeks to complete. All aspects of the education setting are considered for each individual child in an effort to create compatible and heterogeneous groups of children. A more in-depth explanation is sent home to parents in the spring of each year.

Title 1 and Special Education programs are available to help children in need. Specialists also act as resource people for the classroom teachers. Please feel free to contact the people representing these valuable services, or the classroom teacher, should you have either recommendations or questions.

Student Records – Policy Code: JRAA; JRA-E1

All permanent student records are maintained at the office. These records are kept on a highly confidential basis and are made available to professional staff when needed to evaluate information for educational purposes. Parents/guardians may make an appointment to review their child's records at any time by calling the school counselor or principal.

RSU 21 is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. RSU 21 will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in RSU 21, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Visitors and Volunteers – Policy Code: IJOC

For safety reasons, all visitors and volunteers MUST sign in at the office and receive an

ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office. Volunteers are required to complete a volunteer form and submit to the main office prior to beginning a volunteer activity. Field trip chaperones must sign in with the classroom teacher and receive nametags for the day from the teacher.

Volunteer Program – Policy Code: IJOC

Volunteers are an invaluable part of our schools. ML Day is privileged to have so many wonderful people helping in our classrooms, library, art room and nurse's office. While you cannot be thanked enough, it is important to remind everyone of the students' right to confidentiality. Students and parents/guardians have the right to expect that what happens in school will not be shared outside of the school. As a volunteer, it is important for you to remember that if you see or hear anything that you have questions about, the classroom teacher and/or the principal are the appropriate people with whom to speak.

Volunteers are required to complete and submit a Volunteer Form before they serve. Forms are available in the Main Office.

Affirmative Action – Policy Code: AC

RSU 21 endorses a program of Affirmative Action. This program will address itself to the problem of discrimination in the areas of age, race, religion, national origin, handicap and sex. The program is a commitment to:

- Ensure equitable employment policies and promotions within the RSU 21 schools.
- Remedy the effects of any past discrimination in employment.
- Achieve a higher level of awareness on the part of all employees of discrimination and the effects of discrimination.
- Equalize opportunities for participation in all school related activities, and
- Provide a curriculum which will be non-discriminatory and which will increase student awareness of discrimination.

An individual and/or individuals, who believe they have been discriminated against, shall follow the procedures for resolution as indicated in the District's Affirmative Action Plan. A copy may be obtained at the RSU 21 Central Office or at one of the schools. Incidents, inquiries or concerns regarding sexual harassment should be forwarded immediately to Kevin Crowley, 600 Limerick Road, Arundel, Maine 04046

RSU 21 Board Policies

The RSU 21 School Board of Directors and the Administrative Team have developed a comprehensive menu of policies, which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our web site. You may access these policies by going to <http://www.rsu21.net>. Once there, click on the "Policy Book" link under the heading "School Board". If you

would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your child's school or the RSU 21 central office, and we will provide a copy for you.

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current.

The District reserves the right to correct any errors, inaccuracies or omissions and to change or update information at any time without prior notice. In the case of any inconsistency between the handbook or website and RSU 21 Board Policy, the Board Policy will govern.

School and District Advisory Committees – Policy Code: BDF

The goal of the Board of School Directors to institute an advisory program will allow the schools' communities to help review and define quality education and to review the measures of the success or failure of the local educational system. It provides another opportunity for the Board to reach out to the communities and another opportunity for the communities to provide input and feedback on the educational system. The school advisory program will be designed to strengthen and improve each local school through team recommendations, and the district advisory program will strengthen and improve the district through recommendations to the district for overall improvements. An effective program will focus on asking the right questions and reporting the recommendations to the right audiences. If you are interested in serving on one of these committees please contact the school's Principal for more information.

