

2011-2012 SEA ROAD SCHOOL STUDENT AND PARENT HANDBOOK

RSU 21

Sea Road School
29 Sea Road
Kennebunk, Maine 04043

Stephen D. Marquis

Principal
(207)985-1105

Dear Parents/Guardians and Students:

On behalf of the Sea Road School Faculty and Staff, I welcome you and your family to Sea Road School. We are delighted that you are a part of our school family. The 2011-2012 school year will offer us many opportunities to provide quality learning experiences for each student. Students and staff will embark on numerous adventures as a learning community which foster curiosity, respect, responsibility, honesty, courage, and compassion.

"Dedicated to Excellence and Equity for All Citizens," the school welcomed its first students in the fall of 1990. In the twenty one years since this historic event, "Our mission to challenge and support all learners to acquire the academic knowledge and personal skills needed to be responsible, contributing citizens in a global society" continues to be at the heart of educational decision making. We believe our school's mission and goals are crucial to the social, emotional, and intellectual growth of each child who attends our school.

The Sea Road School staff and I look forward to providing your children with stimulating and challenging educational opportunities throughout the school year. We are a community of learners; we will provide a safe, nurturing environment, which supports and encourages the intellectual and social development of our students. We believe the responsibility for learning is shared by students, teachers and parents. Together we will continue to build a school of excellence through continuous school improvement.

Collectively, we will chart a course for a wonderful adventure in life long learning. We will continue the legacy started over twenty years ago shaped by enriching opportunities, and defined one adventure at a time.

Sincerely,

Stephen D. Marquis

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.

SEA ROAD SCHOOL IMPORTANT PHONE NUMBERS

Sea Road School Office	207-985-1105
Fax	207-985-4274
RSU 21 Central Office	207-985-1100
RSU 21 Special Education Office	207- 985-3960
RSU 21 Bus Barn	207-985-2622
Other Schools:	
Kennebunk High School	207-985-1110
Kennebunk Middle School	207-467-8004
Consolidated School	207-967-2121
Kennebunk Elementary School	207-985-4402 or 207-985-3383
Mildred L. Day	207-284-4677
Other Departments:	
Kennebunk Parks and Recreation:	207-985-6890 ext 1335
Kennebunk Town Manager:	207-985-2102
Kennebunk Police:	207-985-6121
Kennebunk Fire:	207-985-7113
Kennebunk Library:	207-985-2173

2011-2012 FACULTY AND STAFF

Office

Mr. Marquis, Principal
Mrs. Kain, Nurse
Mrs. West, Secretary

Fourth Grade Teachers

Mrs. Bayha
Mrs. Case
Mrs. Souza
Mrs. Sullivan

Fifth Grade Teachers

Mrs. Bragdon
Mrs. Campbell
Mrs. McCarthy
Mr. Steere
Mrs. Thompson

Multi Level

Mrs. Kimball
Mrs. Zerbinopoulos

Specialist

Mrs. Bauld, Library Ed. Technician
Mrs. Cherry, Music Teacher
Ms. Lawler, Spanish Teacher
PE Teacher, TBD

Support Staff

Mrs. Bielecki, Title I Educational Technician
Mrs. Burrows, Kitchen Manager
Mrs. Jackson, Food Service
Mrs. Nutting, Educational Technician
Mr. Parks, Day Custodian
Mr. Tufts, Night Custodian
Mrs. Whitehouse, Educational Technician
Mrs. York, Educational Technician

Special Education Staff

Mr. Berry, Speech Pathologist
Mrs. Campanella, Special Education Teacher
Mrs. Corbett, Special Education Technician
Mrs. Elkington, Special Education Teacher
Mrs. Foley, Special Education Teacher
Ms. Fortier-Oosterman, Guidance/SW
Mrs. Hafford, Special Education Technician
Mrs. Hand, Special Education Technician
Mrs. Harris, Psychological Examiner
Mrs. Morse, Special Education Technician

Mrs. Macedo, Computer Educational Technician
Mrs. Nein, Art Art Teacher
Mrs. Sharood, Band Director

SEA ROAD SCHOOL: MISSION STATEMENT

Sea Road is a structured and positive environment that is striving to achieve academic excellence. Our educational program addresses itself to the whole child, challenging the student intellectually, physically and creatively. We believe that by providing a balanced program of academic excellence, physical well-being, creativity, and mutual caring, we address the needs of the developing child. At Sea Road School our greatest educational resources are our staff, our parents, our community members, and the capabilities our students bring with them to school. We believe that by working together we create an atmosphere that encourages trust, respect, and the appreciation of diversity. In an effort to continually meet the changing needs of our students, Sea Road School commits to an ongoing assessment of our philosophy and programs. Within this framework we aim to prepare all learners with the academic knowledge and personal skills needed to be responsible, contributing citizens in a global society.

DISTRICT MISSION

The Mission of RSU 21 is to prepare all learners with the academic knowledge and personal skills needed to be responsible, contributing citizens in a global society.

FIVE-YEAR DISTRICT GOALS

- GOAL Students will demonstrate a mastery of academic skills and embrace a commitment to life long learning.
- GOAL The RSU 21 will provide strong programs, resources and facilities to effectively and efficiently help students realize their individual strengths, interests and capabilities.
- GOAL School cultures will promote student-centered learning, ethical and responsible behavior, good communication, and respectful environment for students, staff and community.

SEA ROAD SCHOOL'S BELIEF STATEMENT

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 potentials;
- are interested and involved in the learning process, are motivated, take risks, are inquisitive, are self-starters, 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 address 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.

New England Association of Schools & Colleges, Inc. (NEASC), is the nation's oldest regional accrediting association whose mission is the establishment and maintenance of high standards for all levels of education, from pre-K to the doctoral level. The honor signifies that our school meets the Seven Standards for accreditation set up by this highly regarded organization. SRS is proud to have this accreditation.

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.

STUDENT INFORMATION

Attendance Information Policy Code: J

Daily Schedule

- 7:55 – 8:10 Children arrive at school
- 8:15 Classes begin
- 2:45 Students dismissal to buses begins.

Supervising of students begins at 7:55 a.m. Students should arrive between 7:55 and 8:15. 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/school office in writing. Only the individuals 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 2:00 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

8:15 a.m. – 12:00 p.m.

Please note that the first Wednesday of each month is an early release day and children are dismissed at 12:00 p.m.

Tardiness

A student who arrives after 8:15 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 2:45 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.

Teacher/ Parent Contact before school

Teachers may request to visit with parents or guardians before school. This is done by appointment only. After 8:00AM no parents or visitors will be allowed down to the classroom wing without a prior scheduled appointment, unless it is an emergency. In all cases this will be done only with the principal's permission.

End of the Day Pick-up

To pick up your child at the end of the day, please arrive at the school and park by the curb right outside the school between 2:40 and 2:45 All students who are being picked up will be dismissed to the front of the building where a staff member will direct them to your vehicle. Please remain in your vehicle until your child arrives and is cleared by the supervisor to go with you.

Dismissal to Buses

Students are dismissed to buses at 2:45. When the buses arrive the students are called to leave their classroom and travel to the bus area. There two staff members will help them get on the correct bus. The dismissal begins with walkers and then the bus students are called down. Dismissal will be done in two shifts in order of the arrival of the buses.

Family Vacations

Sea Road School 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 a journal of experiences, memorizing math facts; and enrichment reading.

School Cancellations/Delays

"No school" or "delayed school" announcements will be posted on the RSU 21 website at www.rsu21.net. 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, the only early will release will be at the middle and high schools so the buses for the elementary school can run as close the designated times as possible.

Student Transfers

A student transferring coming into 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 this time. Parents of children leaving the system should notify the school office so that a transfer of records can be made to the new school.

Birthdays

Classroom parties are held occasionally and are given only in coordination and with prior approval from the classroom teacher. We have many children who have serious allergies and for everyone's safety we will require teacher approval of all snacks. If a Holiday Party is planned, the teacher may send home a request through the Room Rep. for donations of food or supplies. Healthy foods for class parties are appreciated and encouraged by our School Nutrition Committee. In fairness to all children, we request that Birthday Party invitations for outside-school birthday parties not be distributed at school. Children are encouraged to bring in nutritious snacks daily. No soda or glass containers please for snacks or in the lunch boxes.

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. Sea Road School 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.

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 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

Sea Road School has developed a rubric which is reviewed with all students each year and reinforced through practice and application during the course of the school year.

SEA ROAD SCHOOL Expected Behavior: Be Respectful of Self and Others BEHAVIOR RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
HURTFUL WORDS: -name calling -insulting -hurting feelings -swearing -lying to adult	- Handled by staff member present - Report to classroom teacher - Consequence to be assigned. - Classroom teacher tracks incident.	- Handled by staff member present - Report to classroom teacher & team leader. - Classroom teacher calls home & assigns consequence. - Classroom teacher tracks incident	- Handled by staff present -Report to teacher - Teacher reports to TL - Principal Contacted - Principal calls home - Parent meeting held. - Consequences assigned. - Principal tracks incident
SYSTEMATIC EXCLUSION: -excluding consistently -persuade others to exclude -start rumors	- Handled by staff member present - Report to classroom teacher - Consequence to be assigned. - Classroom teacher tracks incident.	- Handled by staff member present - Report to classroom teacher & team leader. - Classroom teacher calls home & assigns consequence. - Classroom teacher tracks incident	- Handled by staff present -Reports to teacher - Teacher reports to TL - Principal Contacted - Principal calls home - Parent meeting held. - Consequences assigned. - Principal tracks incident
MILD PHYSICAL AGGRESSION -pushing/tripping -slapping/grabbing -stealing -damaging school property	- Handled by staff member present - Report to classroom teacher - Consequence to be assigned. - Classroom teacher tracks incident.	- Handled by staff member present - Report to classroom teacher & team leader. - Classroom teacher calls home & assigns consequence. - Classroom teacher tracks incident	- Handled by staff present - Report to teacher - Teacher reports to TL - Principal Contacted - Principal calls home - Parent meeting held. - Consequences assigned. - Principal tracks incident

SEVERE PHYS. AGGRESSION -punching -choking -kicking -biting -spitting -hitting/other	CONSIDER IMPLEMENTATION OF DISTRICT POLICY- SAT Mandatory. CONTACT PRINCIPAL ASAP	IMMEDIATELY IMPLEMENT DISTRICT POLICY- CONTACT PRINCIPAL ASAP.	
THREATS OF VIOLENCE (SELF OR OTHERS) OR HARASSMENT (RACIAL, ETHNIC, SEXUAL, OTHER)	IMMEDIATELY IMPLEMENT DISTRICT POLICY- CONTACT PRINCIPAL ASAP		

NOTE: Any additional actions which require specific responses per District Policy and/or Maine State or Federal Law will be handled according to protocol. Consequences may be more stringent depending on severity of actual behavior.

Clothing at School

Students are encouraged to come to school well groomed and in appropriate attire. Any form of dress which is considered contrary to good hygiene or which is disruptive to the learning environment will not be permitted. Students should wear or bring sneakers on their gym days. Tie or Velcro closure sneakers stay on during gym class better than slip-on shoes. Children should also dress comfortably in order to fully participate. Girls should wear pants or shorts for gym. **The following are not allowed at anytime:** tops with thin or spaghetti straps, shorts or skirts that are above fingertip length, bare midriffs, underwear showing, pajamas, slippers, flip-flops, bare feet, athletic cleats, any clothing or accessories that promote the use of tobacco, alcohol, drugs, violence or any other illegal activity. Children should dress appropriately for the winter months and inclement days (e.g., boots, mittens, hats, and snow pants), as they go outside for recess almost daily. We urge parents to label ALL removable clothing. If an item is missing, parents and students are encouraged to check for lost items in the Lost-&-Found area in the cafeteria. Many quality items are never claimed and are directed to charity yearly.

Clothing for Physical Education Classes

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 and open backed shoes are not recommended as they often come off during physical activity. Children may not wear "Heelys" to school.

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. Every year we donate literally thousands of dollars worth of clothing to charity. All of these clothes have been "abandoned" by our students. Please label everything and we will get it back to you.

Emergency Information

Early in the school year, each child's address, parents'/guardians' home and work phone numbers, and doctor's name are requested. Sea Road School 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. Sea Road School has developed emergency response plans and procedures 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 Sea Road 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 free or at reduced price, dependent on family income. The regulations of the National School Nutrition Program will be used in administering our participation in the program. Sea Road School 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 online. 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 Sea Road School

A Registered Nurse, certified as a School Nurse by the Maine Department of Education, provides health services on a part-time basis. The nurse is on duty most days from 8:15 am till 2:45 pm. 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, stomach ache, sore throat, muscle aches, joint discomfort, rashes, minor lacerations and abrasions. In an emergency situation, Kennebunk 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 RSU21 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, 1 and 3. 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.

Outside Recess

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 after taking into account the wind chill factor.

Emergency Drills During Recess: Line up by class on playground and adults lead children to bus circle. All staff should be notified of fire drills.

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.

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.

Academic Services

Allied Arts

The Allied Arts program includes Art, Computer Lab, Library, Music and Physical Education. All students at Sea Road School attend these classes once a week. The student's performance in these classes is noted in the report card sent home to parents. Additional information about these classes can be found on the school website at <http://es.rsu21.net/Staff> 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.

Band

Band is an exciting opportunity for all students who want to explore learning an instrument and perform with a group. Band lessons are grouped with like instruments and meet once per week for 30 minutes. There is also a large band rehearsal once per week for 50 minutes. We have a great time as we learn to read music and play together. In addition to musical understanding, students gain lifelong tools for success, self discipline, high standards and hard work. It is very exciting to watch and listen as the beginners go from making their first sounds to performing whole band arrangements by the end of the first year.

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.

Library

The Sea Road School library contains an assortment of books that appeal to a variety of children's interests. Library use is emphasized at Sea Road School by encouraging students to use the library for research and borrowing books for personal reading on an ongoing basis. Lost or ruined books are the responsibility of the borrower. Volunteers are very much welcome and appreciated.

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 optimize their physical abilities.

Spanish

Spanish instruction for grades 4 and 5 students takes place twice weekly. Children learn culture and basic vocabulary through conversation, songs and hands-on activities.

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.

Acceptable Use

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.

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.

Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

Prohibited Uses

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

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.

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.

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.

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.

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.

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.

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.

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.

Unauthorized Access to Blogs/Social Networking Sites, Etc. –Students may not access blogs, social networking sites, etc. to which student access is prohibited.

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.

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.

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.

Additional Rules for Laptops Issued to Students

Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

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.

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.

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.

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.

Unauthorized Access to Blogs/Social Networking Sites, Etc. –Students may not access blogs, social networking sites, etc. to which student access is prohibited.

Additional Rules for Use of Privately-Owned Computers by Students

1. 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.
2. 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.
3. If a laptop is lost or stolen, this must be reported to the building principal immediately.
4. 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.

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

Child Find Notice – Policy Code: IHBAC

RSA 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 at 985-3960.

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 teachers work 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, culture and/or school environment. The native language and culture of each student is affirmed and celebrated.

Gifted and Talented Education Services (GATES)

GATES is a comprehensive K-12 program of formal and informal services provided to effectively nurture the learning needs of those highly able children who differ markedly in their cognitive and affective functions. GATES complies with the state-mandated requirements for gifted programs. The mission of the GATES program is to identify and meet the academic and emotional needs of gifted children. The GATES staff designs and provides opportunities that address both academic and social-emotional needs through acceleration, enrichment and guidance. The g/t staff continues to work hard to offer strong programs based on current research and trends in gifted education.

TAP: is a rigorous, accelerated visual program that challenges and motivates artistically able students. The program is designed for highly motivated art students who truly love the visual arts and are serious about their artwork. The goal of the identification process is to find talented students who have demonstrated sustained interest and commitment to the visual arts, as well as a flair for creative work. We are looking for the highly motivated student who produces art at a high level in comparison to age peers. The program is not intended for the casual student.

Math Team: The SRS Math Team participates in Southern Maine Math League competitions held at the Portland Expo with approximately 25 other fifth grade teams four times a year. Up to 25 students may participate and practices are held once a week. The Math league does put restrictions on the number of players who may compete, therefore not all those who participate in the practices will get the opportunity to compete. We will put forth the top students based on practice work. The picking of the team will be the sole responsibility of the GT teacher. The Math Team is for fifth grade students only. An opportunity does exist for all fifth grade students to try out for the team and participate in practices.

Student Assistance Teams (SAT) - Policy Code: JLDBB

The SAT is comprised of Sea Road 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 or handicaps. All children are screened and some are given extensive diagnoses. 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 at 985-3960.

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 are 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 always announced by flyers sent home with the children. Ask your child about the event or contact the teacher to learn about your child's participation. Sea Road School understands that attending every event is not always possible, so occasionally, activities and events are videotaped by staff. Check with your child's teacher on the availability of a video recording. Students who are attending after-school activities (at school) are dismissed with bus students. They go directly to the activity instead of going outside to the buses. Their afterschool activity teachers (Stretch Beyond, Parks & Recreation, and Scouts) will greet them and take attendance in the gym or other designated room. Students may not stay at school unattended if an activity is not starting by 3:00 PM.

Stretch Beyond/Healthy Kids Club

Stretch Beyond is an after school program offered to Sea Road students in grades 4-5. The program runs from 3:00-4:00 p.m., Monday through Thursday. There are five 6-8 week sessions offered during the school year. Healthy Kids Club is part of the Stretch Beyond program and is offered to any student at SEA ROAD from 3:00-5:30 p.m., Monday through Friday. More information about these programs is available on the school district website and by calling 985-6800. All activities are located at the Kennebunk Elementary School.

Jazz Band

Jazz band is an extra-curricular after school program offered by our band teacher for fifth grade students only in both Sea Road School and Consolidated School. The Jazz Band will meet one afternoon per week. There will be three sessions offered during the year and each will last for 10 weeks. The Jazz Band will perform at the end of the year concert and possibly other venues. Information about the Jazz Band will be sent home at the start of the school year. There is a participation fee for this program.

Environmental Affairs Club

The Environmental Affairs club is an extra-curricular program offered by our one of our staff for fourth and fifth grade students at Sea Road School. The Environmental Affairs Club will meet one afternoon per week. There will be three sessions offered during the year and each will last for 10 weeks. Information about the Environmental Affairs Club will be sent home at the start of the school year. There is a participation fee for this program.

Communication with Home

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: 985-1105, or e-mail. To contact a Sea Road School employee by e-mail, use the first initial and last name @ rsu21.net; for example, to reach the principal, Stephen Marquis, smarquis@rsu21.net.

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

At the kindergarten through grade 5 level, 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 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 Sea Road 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 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.

Homework Guidelines: The RSU 21 Public School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Due to the differences in age levels, learning styles, and modes of instruction in the elementary and secondary schools, homework expectations will necessarily differ.

Homework and Respective Responsibilities

Teachers

1. Assign homework that is meaningful and useful.
2. Allow time for students' questions to clarify directions.
3. Respond to each assignment by a grade and/or a comment within a reasonable length of time.
4. Provide opportunities for both short-term and long-term assignments.
5. Monitor long-term assignments in order to avoid last-minute student efforts.
6. Limit assigning homework over school vacations.
7. Inform parents of their role in supervising homework.
8. Communicate with pupil and parent when problems concerning homework arise.

Students

1. Record the directions for homework in an assignment notebook.
2. Make sure the directions are clearly understood.
3. Maintain an appropriate study environment.
4. Accept responsibility for completing assignments and keeping materials in order.
5. Hand in neat, accurate, and meaningful products on time.
6. Budget time properly for long-term assignments.

Parents

1. Provide suitable place for study.
2. Establish a consistent study time.
3. Check student assignment notebook.
4. Oversee long-term assignments and assist student in learning to budget time accordingly.

5. Encourage student to accept responsibility for completing homework assignments.
6. Assist with, but do not do, the work.
7. Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

Time Allotment Guidelines:

Homework will be assigned on a regular basis Monday through Thursday nights. Some weekend work may be necessary when preparing for long term assignments.

GRADE LEVEL TIME ALLOTMENT

Fourth Grade 30 to 60 minutes

Fifth Grade 45 to 60 minutes

SEA ROAD SCHOOL PTA

The KEPTA is a non-profit organization dedicated to supporting the education of all children in RSU 21 elementary schools. Parents and staff from Sea Road and Kennebunk Elementary Schools are invited to join this worthy organization and become involved to whatever extent is possible. The KEPTA sponsors programs of interest for parents and also fund special assemblies and events for students to help enrich the curriculum. Please link to the KEPTA website from the RSU 21 website for more information.

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: JJA

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' 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.

Parking

Please park in designated parking areas only. Parking is NEVER ALLOWED IN THE BUS CIRCLE. If you are in the process of dropping off or picking up your child, you may stop in front of the school by the curb,

however, you MUST stay with you vehicle. We ask that you pull all the way up to the stop light so others may get in line behind your vehicle.

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 at Sea Road School 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.

Student Records – Policy Code: JRAA

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.

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. Sea Road School 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

The RSU 21 schools endorse 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 Sara Zito, 87 Fletcher Street, Kennebunk, Maine 04043

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.

ANNUAL NOTICE OF STUDENT 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 or 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 or eligible students may obtain copies of education records at a cost of 10¢ per page.

Amendment of Records

Parents or 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 or building administrator decides not to amend the record as requested, the parent and/or eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent or eligible student's written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

The School Department 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 or eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) 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 School Department 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 the School Department to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interest

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

Under Maine law, the School Department sends student education records, 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), to a school unit to which a student applies for transfer.

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 of building administrator.

Parents or 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: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202 Amended: 02/25/08