

**MSAD # 11**  
**Pre-K - 5**  
**PARENT, STUDENT, AND STAFF HANDBOOK**  
**2008-2009**



**GARDINER - Laura E. Richards School**  
**PITTSTON - Pittston Consolidated School**  
**RANDOLPH - Teresa C. Hamlin School**  
**SOUTH GARDINER - River View School**  
**WEST GARDINER - Helen Thompson School**

# MAINE SCHOOL ADMINISTRATIVE DISTRICT #11

## SUPERINTENDENT'S OFFICE

Paul Knowles, Superintendent	582-5346
Howard Tuttle, Director of Curriculum	582-5346
Margaret Long, Director of Special Services	582-7366
Millie Gould, Director of Food Services	582-5346
Jon Stonier, Director of Operations	582-5346
Sam O'Connor, Ass't Director of Transportation	582-6663

## ADMINISTRATORS

Lynn Izzy, Teresa C. Hamlin School	582-4252
Shelly Simpson, Pittston Consolidated School	582-6268
Karen Moody, Laura E. Richards School	582-3612
Judith Morin, River View School	582-3402
Donna McGibney, Helen Thompson School	724-3930

## BOARD OF DIRECTORS

Dick Rogers (WG), Chair	582-4111
Steve Hunnewell (WG), Vice Chair	582-0625
Eric Jermyn (G)	582-1623
Candice Avery (R)	582-6558
Becky Fles (G)	582-9606
Heather Dunn (G)	582-4973
Marc Cone (G)	582-7296
Sarah Ricker (P)	737-4463
Robert Brown (G)	582-7671
Ginger Shaw (P)	582-4072
Tyler Trott (R)	582-8041
Richard Heath (G)	582-8007

Communication is very important to us in MSAD #11. There is an established process for addressing questions and concerns. *If you have questions or concerns, it is best to address them first at the school level, directly with the teacher; then, if necessary, with the building principal.* If the issue, question or concern is still unresolved, it will be forwarded to the Superintendent. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

Check out our individual schools on our web pages.



**WELCOME TO OUR ELEMENTARY SCHOOLS!**

**Web Page Address: [www.msad11.org](http://www.msad11.org)**

We believe that a positive learning experience is vital for children to have a successful beginning to their lifelong learning. We further believe that education is a shared responsibility between home and school working as a team. Our staff invites you to join us in this important effort. Your involvement is both welcome and necessary. Please remember: "If any statement in this handbook conflicts with any Board policy, Board policy takes precedence."

### **MSAD #11 MISSION STATEMENT**

We support Maine's Guiding Principles as a learning foundation for life. Our mission is to provide a safe environment that encourages all members of our community to become:

- Clear & Effective Communicators
- Self-Directed & Lifelong Learning
- Creative & Practical Problem Solvers
- Responsible & Involved Citizens
- Collaborative & Quality Workers
- Integrative & Informed Thinkers

## TABLE OF CONTENTS

Important phone #'s within the district	2
Website address & Mission statement	3
Table of Contents	4
Administration of Medication to students	5
Affirmative Action Information	5
Animals in Schools	6
Attendance	6
Birthdays	6
Breakfast & Lunch Program	6
Bus Riders	7
Bus Safety & Rules	7
Consequences for Breaking Bus Rules	7-8
Dismissal from School	8
Drug and Alcohol Use by Students	8
Elementary School Goals and Objectives	8
Field Trips	9
Fire Drills	9
Formal Testing	9
Health Issues	9
Library	9
Lockers	10
"No School" Announcements	10
Photographs & Videos	10
Recess	10
Smoking by Students	10
Student Absences and Excuses	10
Student Discipline	11
Student Discrimination & Harassment Procedures	12
Student Dress	13
Student Education Records and Information	13
Student Support Services	14
Guidance	14
Individual Education Program	14
Section 504	15
Student Assistance Team (SAT)	15
Title I	15
Super Kids in MSAD # 11	15
Truancy	15
Visitors	16
Weapons, Violence & School Safety	16
MSAD Code of Conduct	17
School Day Schedule	17

## **ADMINISTRATION OF MEDICATION TO STUDENTS (File: JLCD)**

Although the MSAD #11 Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

Parents are urged to schedule administration of medication outside of school hours. When a student must take medication at school, the parent must complete a medication permission form.

Prescription medication brought to school must be clearly labeled with student's name, name of medication, dosage, time to be given, name of doctor and date when prescribed in its pharmacy labeled container.

Nonprescription medication will be given only with a note from your child's doctor stating the directions and the container must be labeled with the same information as prescription medication. If medication is not labeled as specified, it will not be administered by school personnel.

## **AFFIRMATIVE ACTION INFORMATION**

The MSAD #11 School Department has committed itself to an Affirmative Action Plan which insures that all of its educational programs, employment policies and practices will be nondiscriminatory on the basis of race, gender, color national origin, religion, marital status, age, sexual orientation or disability, and recognizes its obligations to comply with the provisions of all existing Federal and State legislation as it relates to discrimination.

Inquiries may be addressed to:

Diann Bailey, Title IX Affirmative Action Coordinator  
Adult Education Office (582-3774)  
Juan Lavallo-Rivera  
Special Education Department (582-7366)

Questions concerning the application of nondiscrimination policies may also be referred to the:  
U.S. Department of Education Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
Phone (617) 289-0111

The following information is provided to keep all members of the community informed relative to nondiscrimination policy:

- Affirmative Action is a program designed in compliance with the U.S. Civil Rights Act of 1964 and its Educational Amendments. Its purpose is to make sure that all parts of the

Civil Rights Act are being observed in federally funded programs.

- Title IX prohibits discrimination on the basis of gender.
- Title VI prohibits discrimination on the basis of race, color, national origin, religion, marital status, and handicap.
- Section 504 specifically prohibits discrimination on the basis of handicapping condition.
- Title VII incorporates all of the aforementioned amendments in the work place.

Discrimination covers all issues which relate to prejudice, racism and harassment toward the above-named groups.

For further information please feel contact the appropriate coordinators. File: ACAA-Reg.

### **ANIMALS IN SCHOOLS (FILE: IMG)**

Permission is to be obtained from the Administrator **before** animals are brought to the school facility. For the safety of all, animals must have proof of current vaccinations.

### **ATTENDANCE**

State law requires that a child must reach the age of five on or before October 15th to be eligible for kindergarten and that all children between the ages of seven and seventeen shall attend school. Religious holidays, illness, and family emergencies are excused absences. Please call the school before 9:00 AM if your child will be absent. For safety, we will call the homes of absent students if their parents have not contacted the school. If you are unable to contact the school, your child should bring a note explaining the reason for the absence on the day of their return.

### **BIRTHDAYS**

Birthdays are important and significant in the lives of most children. Parents and students who wish to bring treats for the entire class may do so. Please contact the classroom teacher in advance, checking for students who may have food allergies. Invitations to outside of school birthday parties which do not include the whole class are not to be distributed at school.

### **BREAKFAST AND LUNCH**

Our schools offer both a breakfast and lunch program. Students may receive a "pre-pay" envelope at the beginning of the school year. To make a prepayment, please complete and return the envelope with your payment to the Cafeteria Manager at your school. Checks should be made out to MSAD #11 Food Service Program. Menus and prices are sent home monthly, posted on the district web page, and printed in the local newspaper.

Free and reduced lunch applications need to be completed and returned to school **each year**. All students from one household can be put on the same application form. Please make sure to list what school they attend in the district. For more information or for an application please call your child's school or Mildred Gould at 582-5346.

Applications can be sent back to school or mailed Mildred at:  
MSAD #11, Food Service Program  
150 Highland Avenue  
Gardiner, ME 04345

### **BUS RIDERS (File: EEAA)**

MSAD # 11 students are expected to ride the bus to which they are assigned. Parents/guardians may request temporary changes in transportation arrangements. Such requests must be submitted in advance to the building principal. Approval is subject to available bus seating. MSAD # 11 bus drivers shall not permit any person other than a pupil, teacher, school official, mechanic or police or patrol officer to ride in his/her bus without written consent from the Superintendent's Office, School Principal or the Director of Operations.

### **BUS SAFETY AND RULES**

Transportation is a student privilege and safety is our main concern. All children shall act in a manner that will not jeopardize the safety of others, nor shall they distract the bus driver from his/her duties. For everyone's safety, bus drivers must be in complete control of the bus at all times; therefore, the following bus rules shall be strictly enforced:

1. Passengers will take a seat and remain seated, and the aisle kept clear until bus stops.
2. Passengers will not throw any article in or out of the bus and will not hang any body part out of a window.
3. Passengers will not disturb other passengers in any manner such as pushing, slapping, grabbing, etc. Rude language and obscene gestures are not acceptable.
4. Passengers will respond promptly and courteously to the driver's requests.
5. Passengers shall not disturb or talk to the bus driver except in an emergency.
6. After leaving the bus, passengers shall go to the front of the bus and wait until the bus driver makes eye contact and signals them to cross the road. No passenger will cross in back of the bus at any time.
7. The Director of Operations will assign bus stops. Students are to be at the bus stop 5 minutes prior to pick up.

**Note:** In order to help provide a safe environment for students on school provided transportation, the school board supports the use of video equipment on district vehicles. Cameras may be used to monitor student behavior. If a video becomes the basis for disciplinary action, the parents of the student will be given the opportunity to observe the resulting video.

### **CONSEQUENCES FOR BREAKING BUS RULES**

When a grade K-3 student does not comply with these rules, she or he will receive a verbal warning and may be assigned a seat, with the parent notified. Further failure to comply may result in suspension from all buses for a period of time, which is determined by the violation. For grades 4-12, similar action will occur, but, based on the violation, suspension from the bus

may be immediate. The Director of Operations or designee will discuss the violation with the student(s), record the incident and notify the parents/guardian in writing and by telephone, if possible. Parents must provide transportation to and from school for the suspended student. The Director of Operations maintains contact with the building administrator.

### **DISMISSAL FROM SCHOOL**

No child is permitted to leave school before the regular dismissal time unless ill or upon written request from the parent/guardian. If someone other than a person named on your child's emergency card is to pick up your child, please send a note. A child will not be released to someone who does not have your permission.

The school office should be notified if you desire to change your child's regular route home. Please send a signed note. Without notification, we will send your child home in the usual way. For safety, your child must also show the note to the bus driver.

### **DRUG AND ALCOHOL USE BY STUDENTS (File: JICH)**

MSAD #11 promotes a policy of non-utilization of mood and mind altering substances which adversely affects the physical, mental and emotional health of students. The Board is committed to keeping students chemically free and to supporting state laws which strictly forbid the sale or distribution of alcohol and other drugs to minors.

Student health problems are primarily the responsibility of parents or guardians. However, the school and community share that responsibility because chemical health problems often affect the learning and development of the student. Latest revision: December 6, 2007



### **MSAD #11 ELEMENTARY SCHOOL GOALS AND OBJECTIVES**

We will continue to focus on improving student achievement in the following areas:

Literacy: Guided Reading and Writing Instruction

Math: Developing mathematical thinkers in the varied areas of math

Science: Physical, Life and Earth Science Instruction

Social Studies: Our community, our state, our nation, our world

Allied Arts: Art, Music, and Physical Education

## **FIELD TRIPS**

Field trips are a valuable educational experience. To insure that all students take part, parents are asked to complete a permission form for each field trip. Any student for whom permission is not obtained shall participate in appropriate alternative activities within the school, during normal school hours. Parents are invited to chaperone when the trip is out of district. Parents attending field trips are asked not to bring siblings. All arrangements for chaperones are made by the classroom teacher.

## **FIRE DRILLS (File: EBCB)**

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, PK-12, are required to hold two fire drills during the first two weeks of schools. Elementary schools will hold 8 other fire drills throughout the year. (See policy on website for full statement.)

## **FORMAL TESTING**

The District assesses and collects data regarding student performance in the following areas: English/ Language Arts, Mathematics, Social Studies, and Science.

In addition, students in Grades 3-5 take the Maine Educational Assessment (MEA) as mandated by the Maine Educational Act and NCLB (No Child Left Behind) legislation.

## **HEALTH ISSUES**

**Please do not send your child to school if she or he is ill.**

It is important that you can be contacted in case of an emergency. Please keep the office updated with your phone number, place of work, and contact people. If it is determined that an injury requires more attention or continued observation, the school nurse and parent will be contacted. If your child becomes ill at school, you will be called, and your child will be dismissed.

If a child has symptoms of a contagious disease, such as measles or chicken pox, she or he will be excluded from school until the child has recovered. Other diseases requiring a doctor's recommendation are conjunctivitis, skin rashes, impetigo, ring worm, and other conditions which might be contagious.

Lice can be a problem wherever people are together in large groups. It can occur even on the cleanest of heads. If your child is found to have lice, you will be called. After treatment, the school nurse or designee will check a child's head upon her or his return to school. If live lice are found, the parent will be contacted to request additional treatment.

## **LIBRARY**

Every student is allowed to sign out one book at a time. When the book is returned, it may be renewed or the student may select a new one. Students and parents are responsible for the

books signed out. If a book is lost or badly damaged, a bill will be issued for the price of replacing the book.

### LOCKERS

Some elementary schools have lockers. The use of a locker is a privilege granted by the school and remains under the control, custody, and supervision of the school. Use of personal locks is not permitted. Items of personal or sentimental value should not be stored in lockers. Some school offices offer safekeeping of such articles.

### "NO SCHOOL" ANNOUNCEMENTS

On mornings when storms prevent school from being held, "no school" bulletins will be announced several times on stations WABK, WMME, Channel 6, Channel 8 and Channel 13 and on our district website. The decision to have no school will be made as early as possible. **Please listen for the announcement and do not call the schools, superintendent, principal, or teachers.**

Occasionally, the weather becomes so inclement during the school day that children will be dismissed early. Radio announcements will be made. Parents need to complete an Emergency Dismissal Form and instruct their children on what to do and where to go when school is canceled early.

### PHOTOGRAPHS AND VIDEO

There are times throughout the school year when your child may be photographed or videotaped. Please complete the "Media Use" permission form. These forms will be kept on file in the school office.

### RECESS

Recess is a part of the elementary school program. It is a time for children to develop social and physical skills in a semi-structured setting. Whenever possible, the children go outside for recess. Weather conditions are considered before a decision for outside recess is made. Students should dress appropriately for varying weather conditions. ***All students in school will attend recess unless there is a note from the doctor.***

### SMOKING BY STUDENTS (File: JICG)

The Board of Directors prohibit the use of tobacco in any form in direct proximity to school grounds, at school events and school sanctioned events and on school buses at all times. Also, possession of tobacco products by students under 18 is prohibited. Revised: June 3, 1999

### STUDENT ABSENCES AND EXCUSES (File JH)

Every student is expected to attend school punctually and regularly and to conform to the regulation of the school with respect to attendance and tardiness. No pupil shall be permitted to leave school before the regular time of dismissal unless ill or upon written request from the parent or guardian.

The only legitimate excuses for absences or tardiness shall be:

- A. Illness of the pupil or appointment with a health professional;
- B. Family emergency;
- C. Observance of a recognized religious holiday;
- D. Planned absence for a personal or educational purpose which has been approved; and
- E. Inclement weather rendering the safety of the student questionable going to and from school.

### **STUDENT DISCIPLINE (File: JK)**

One goal of education is to help individuals develop the self-discipline needed to become contributing and responsible members of the community. Achievement of this goal is the shared responsibility of the individual, the family and the school. We both need and want parental support to help maintain appropriate behavior as outlined in the District Code of Conduct. We ask parents to help support our message that violence, harassment and assault are never appropriate or justifiable.

Discipline, the process of teaching individuals to develop and demonstrate responsible decision-making skills, is an integral part of this goal. Discipline is used to develop respect for oneself and the rights of others and to foster responsibility for and acceptance of the consequences of one's behavior. However, discipline should not be used to deprive students of any academic opportunities.

In the school setting, effective discipline assures that each student and staff member has a right to be free from fearful or abusive treatment by others. Behavior that interferes with these rights will not be tolerated. Good discipline also ensures that members of the school community can learn and work without interference in a pleasant, safe and conformable environment.

Teachers have the responsibility to use appropriate behavioral interventions, subject to the approval of the building principal or designee, to foster appropriate discipline and to support the District discipline policy. Physical force shall not be used as punishment. Staff members shall use every resource available to give guidance to their students and may refer only marked cases of discipline for administrative action.

In cases where a student is referred to the building principal for administrative action, the principal, assistant principal or their designee may use the following measures, in any order, including expulsion recommendations, depending on the nature and severity of the violation.

A. BEHAVIORAL INTERVENTION - The principal or designee shall use at his/her discretion suitable strategies to assist the student in understanding the peaceful resolution of conflict and appropriate school behavior.

B. TEMPORARY IN-SCHOOL SUSPENSION - The principal or designee may remove a student from a classroom or school activity (such as lunch recess) where the student

behaved inappropriately.

C. IN-SCHOOL SUSPENSION - The principal or designee may remove a student from a series of classrooms or school activities where the student's behavior was not appropriate.

D. OUT-OF-SCHOOL SUSPENSION - The principal or designee may remove a student from school for a period of time of up to ten (10) school days. On the third out-of-school suspension, a referral will be made to the superintendent for a meeting with the parent(s)/guardian(s), student before re-entering school. All out-of-school suspensions are subject to Policy JKD-Suspension of Students,

E. EXPULSION - Student expulsions will be handled according to board policy JKE -Expulsion of Students

Any student who has received three administrative disciplinary referrals may be referred by the building principal to the Student Assistance Team.

A profile of students with chronic disciplinary histories, written by the principal or designee, will be forwarded to the appropriate administrator/team leader at the time of transfer of the student involved from one school to another. Documentation may identify problems, attempted interventions and changed behavior.

### **STUDENT DISCRIMINATION AND HARASSMENT PROCEDURE**

The following procedure outlines for students the process which will be used for handling complaints alleging discrimination or harassment.

A. A "complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race color, sex, sexual orientation, religion, national origin or disability.

B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability.

**Step One:** Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the administrator. The building administrator will investigate and attempt to resolve the complaint within three working days.

**Step Two:** If the complaint is not resolved satisfactorily or if the complainant wishes to bypass the building administrator, he/she may file a complaint with the district's affirmative action officer. The complaint will be investigated and completed within 21 working days, if practicable.

If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall in consultation with the Superintendent:

1. Determine what disciplinary action should be taken against the person who engaged in discrimination or harassment.
2. Inform the student who made the complaint (and his/her parents/guardians) of the results of the investigation (in accordance with state and federal privacy laws).

If the student's parents/ guardians are dissatisfied with the resolution, an appeal may be made to the School Board within 14 school days of receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or at a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/guardians and his/her representative shall be allowed to be heard. The person against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final.

**Step Three:** A student may at any time, file a complaint with the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050) and or the federal office for Civil Rights, Regional Director, US Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (617-223-9622)

**Considerations:** Each school staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures up to and including expulsion.

The Superintendent or designee may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

Adopted: January 9, 1992 Latest revision: November, 2003 (See website for full statement.)

### **STUDENT DRESS (File: JICA)**

Students are expected to adhere to standards of cleanliness and dress that are compatible with the safe and respectful school learning environment. Any type of headwear is not to be worn in the school building. Clothing must be neat and clean with markings that are not offensive. Dresses and shorts should not be tight or too revealing. (See policy on website for full statement.)

### **STUDENT EDUCATION RECORDS & INFORMATION (File: JRA)**

MSAD #11 has established a policy regarding student records which is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy assures confidentiality

for students and their parents. Only the people involved in your child's education have the right to see your child's school record. Listed below are the most important parts of the policy.

1. Certain facts about students are classified as "directory information". This includes such information as name, address, phone number and age. Directory information may be released to the public unless the parent sends a note to the principal refusing to allow this information to be released. The school department will not release directory information for any commercial purposes.
2. When a student moves to a new school district, MSAD #11 will send all the student's records to the new school.
3. If you wish to inspect your child's records, you should contact your school's office and sign a request form. An appointment will be made for you to view the records when someone is available to help interpret the records for you.
4. If you feel that your child's right to privacy has not been protected, or if you have other concerns about the school's record-keeping procedures, please contact your school principal.

Adopted: April 2, 1987 Revised: November 4, 2004

## **STUDENT SUPPORT SERVICES**

### **GUIDANCE SERVICES**

Each elementary school has the part-time services of a guidance counselor to help students, parents, and teachers develop a positive learning experience. The program consists of a variety of services and activities, including classroom lessons, individual and group counseling, parent and teacher consultation, group guidance, information services and referral services to other programs and services. Referrals can come from students, teachers, parents or school personnel. Out-of-school counseling is offered by various agencies.

### **INDIVIDUALIZED EDUCATION PROGRAMS (File: IHBA)**

If you have a concern that your child may have a disability that is interfering with his or her education, you should discuss your concern with the classroom teacher.

Students with disabilities have an equal opportunity to participate in regular education programs. Creating the least restrictive environment is the goal of the special education program.

With parents' written permission, an evaluation is completed. The evaluations are used to determine whether the student has a disability and/or is eligible for special education services. If eligible, an Individualized Educational Plan (IEP) is developed and includes the student's educational goals and objectives, possible program modifications and support services that will

assist the student.

### **SECTION 504 of the REHABILITATION ACT of 1973**

Section 504/ADA prohibits discrimination against persons with disabilities, including both students and staff members, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a free appropriate public education. These regulations require identification, evaluation, provision of appropriate services and procedural safeguards in every public school in the United States.

### **STUDENT ASSISTANCE TEAM (SAT)**

The MSAD #11 Student Assistance Team (S.A.T.) serves as a resource for teachers, families, and administrators in addressing a variety of student learning and behavioral needs.

### **TITLE I**

Each elementary school has a full-time literacy specialist to oversee the Title I program. The Title I program provides supplemental and remedial help to students in language arts and math. Students qualify based upon assessments, informal testing, and teacher recommendations.

### **SUPER KIDS in MSAD # 11**

#### **Students Understanding Personal Excellence and Responsibility.**

Throughout the year, district elementary schools will focus on nine skills/values:

Responsibility-September

Respect-October

Positive attitude- November

Caring-December

Pursuit of quality-January

Teamwork-February

Effective communicator -March

Problem solving-April

Citizenship-May

### **TRUANCY (File JHB)**

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA 5001-A) and he/she: is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

On an annual basis, each building principal or designee will publish and distribute to students and parents/guardians a handbook which includes the district discipline policy and administrative disciplinary referral procedures as contained in this policy.

Adopted: July 2,1992 Last revised: June 3, 1999

### **VISITORS (File: KI)**

Parents and interested citizens are welcome to visit the public schools during the school day. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

### **WEAPONS, VIOLENCE, AND SCHOOL SAFETY POLICY (File: JICIA)**

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws.

School and staff are required to immediately report incidences of prohibited conduct by students to the building administrator or designee for investigation and appropriate action. (See policy on website for full statement.)



## MSAD #11 CODE OF CONDUCT

As a member of the MSAD #11 community, I have:

<b>A RIGHT:</b>	<b>&amp;</b>	<b>A RESPONSIBILITY:</b>
TO BE SAFE		TO ACT SAFELY AND HELP OTHERS
TO BE RESPECTED		TO TREAT OTHERS WITH KINDNESS
TO BE HEARD		TO LISTEN WITH CONSIDERATION
TO LEARN		TO BE ACCEPTING OF INDIVIDUAL DIFFERENCES KNOWING OTHERS HAVE THE SAME RIGHTS AS I DO

It is important for students to understand that our schools and buses have rules so everyone can learn and play together in a safe environment. Our basic rule? Treat others as you want to be treated!

### SAMPLE: ELEMENTARY SCHOOL DAY SCHEDULE

**8:10**      **Students may arrive at school. Adult supervision begins.**

**8:30**      **Classes begin.**

**8:30 - 3:10**      The days are filled with academics, allied arts (art, music, physical education), lunch and recess and other activities.

(For the safety of our students, all doors, except the main door, are locked during school hours.)

**3:10**      Students are dismissed to a designated adult or to their buses.

***It is important for students to arrive on time each day and remain at school until the end of the school day.***