

# MAINE SCHOOL ADMINISTRATIVE DISTRICT #53

*“COMMITTED TO EXCELLENCE”*

2011-2012  
PARENT HANDBOOK



## **School Administrative District No. 53**

167 School Street, Suite A      Pittsfield, ME 04967

(207) 487-5107

Fax: (207) 487-6310

Burnham

Detroit

Pittsfield

### **Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Dear Parents:

I wish to welcome you and your children to the schools of MSAD #53. There are several changes to the administration. Our new Warsaw Principal is Ms. Kristen Gilbert. She most recently was the Waterville Jr. High School Assistant Principal. Ms. Jody Rich is our new Administrator of Special Services. She comes to us with 10 years of experience as the Administrator of Special Services in SAD #49 Fairfield. Also MCI has a new Dean of Academics. Mr. Jason Judd was selected to fill this role after serving for several years in the academic office as an academic guidance counselor. We also filled a School Health Coordinator position with Mary Ellen Johnston. This is a new position that was made possible with funding through a Dept. of Health and Human Services / Dept. of Education grant. Mrs. Johnston was most recently the School Health Coordinator in Waterville.

The teachers and staff of the district have a proud history of service to our communities and look forward to an exciting year teaching your children and working with you. We have one new teacher Ashley Currier, grade 3. It is our desire to provide each student with the educational program that will best serve their needs. They will be the future leaders of our community, state, nation and our world. Your participation in your child's education is vital to his/her success. Therefore, please be an active member of your child's educational team. Confer with teachers, the principals and the superintendent. Let your views be known. As a team we can insure the greatest opportunities for our children.

A new notification system School Messenger has been set up to provide information to parents via phone, cell phone, email and/or text messaging for "no school", emergency and other school announcements. To sign up to receive these announcements, please see "School Messenger" on the district webpage [www.msad53.org](http://www.msad53.org).

This booklet is intended to assist you with helpful information regarding special programs, pupil records, our transportation policy, federal notifications and the school calendar. If you have any questions, please contact your child's school or the central office for assistance.

Welcome to the 2011-2012 school year.

Sincerely,  
Michael A. Gallagher



## **DISTRICT MISSION**

The mission of MSAD #53 is to provide all students an equal educational opportunity by offering age-appropriate, comprehensive, challenging programs that encourage all participants to maximize their potential and become well-rounded, socially responsible, critical thinkers and lifelong learners. In collaboration with all stakeholders we will strive to create a climate that fosters respect for diverse learning styles in a safe and caring environment in which cooperation and self-esteem are valued.

### **District Vision**

**We envision excellence in education for our community of learners, characterized by:**

- ❖ Students and teachers who are deeply engaged in learning;
- ❖ Authentic, integrated learning experiences;
- ❖ A rigorous and developmentally appropriate curriculum;
- ❖ Deep connections within our community of learners and beyond our schools' walls to the larger community of our towns, state, nation, and world;
- ❖ Creative use of existing resources to their fullest potential

### ***Title IX Affirmative Action Program***

#### ***STATEMENT OF NON-DISCRIMINATION AND NOTIFICATION OF GRIEVANCE PROCEDURES***

It is the policy of School Administrative District #53 not to discriminate either on the basis of handicap as required under Section 504 of the Rehabilitation Act of 1973, or on the basis of gender as required under Title IX of the Education Amendments of 1972, or on the basis of race, age, color, national origin, sex, religion, or mental or physical disability in the admission to, access to, treatment in or employment in its programs or activities. The Coordinator for 504 is Ms. Jody Rich, Administrator of Special Services, 167 School Street, Suite A, Pittsfield, ME 04967, (207) 487-5711. Title IX and discrimination complaints are coordinated by Mr. Michael A. Gallagher, Superintendent of Schools, 167 School Street, Suite A, Pittsfield, ME 04967, (207) 487-5701. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights/ED, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 504, Title IX or nondiscrimination. These may be obtained at the office of the coordinator.

### ***Title I – ESEA Public Law 95-561***

Local Education Agency Complaint Procedure:

MSAD #53 has procedures for resolutions of complaints made by parent councils, teachers or concerned organizations and individuals.

1. Complaint allegations of Title I LEA program violations will be made in writing to the superintendent and school board of MSAD #53. The superintendent shall investigate the allegations through whatever means are most practical, unless the school board determines otherwise. The school board, at its discretion, may determine to hold one or more hearings regarding any allegation as part of an investigation and resolution process.
2. The superintendent will respond to the complaint in writing within 30 days. This shall include any relevant findings of facts and a proposed resolution either through corrective action or denial of the allegations. A copy of the response shall be sent to the Division of Compensatory Education, Maine Department of Education and Cultural Service, along with a copy of the original complaint.
3. When a complaint has not been resolved by the LEA to the satisfaction of complainant, the complainant may appeal to the Division of Compensatory Education. A decision shall be issued by the Division within 60 days of receipt of the complaint. A written report of the findings and recommended resolution will be transmitted to:
  - a. The Superintendent
  - b. The Complainant
  - c. The Local Parent Advisory Council
  - d. The Chief State School Officer
  - e. The Commissioner, U. S. Office of Education

The report shall contain:

- a. Substance of the complaint
- b. Name of investigation and hearings
- c. Statement of disposition (including reasons) and follow-up activities

### ***Special Education Services for Students with Disabilities***

Equal education for students with disabilities is required by state and Federal law. Special services necessary to provide this education are financed by a combination of Federal, state and local funds.

MSAD #53 Special Education Services support the belief that every child is entitled to an appropriate education which will develop strengths and compensate for disabilities. The special services a child receives are determined by individual needs and qualifications.

MSAD #53 has established building Individualized Educational Planning Teams for the purpose of determining the special education needs of students identified by screening or referral. Subsequent to evaluation and/or review of existing data an appropriate education program is developed for any student identified as disabled who requires special education to benefit from general education.

Requests for special services can be initiated by the parents, teacher or student anytime. Referral forms and assistance may be obtained by contacting the school principal or Ms. Jody Rich, Administrator of Special Services at 487-5711.

### **Federal Programming – ESEA**

Federal funding for various types of programming are provided to schools. MSAD #53 currently applies for and receives funding for Title I – reading and math supportive services; Title IIA Class Size Reduction; Title IID funding for technology professional development; Title IV – Safe and Drug Free School; Title V – Enrichment programming; and Title VI – Small and Rural Schools. These programs support district teacher and ed. tech. salaries and stipends, supplies, and professional development.

Additionally, under NCLB there are certain criteria that teachers must meet. This is referred to as “highly qualified” status. It is our obligation to provide you with information about the teacher(s) who are teaching your children. Under these requirements, teachers who teach in a school that provides programming using Federal Government funds from Title I must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we must inform parents whenever a teacher who does not meet the federal definition of “Highly Qualified” teaches a child for four consecutive weeks.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently required to teacher under Maine’s strict certification requirements. Teachers must have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities, and our teachers are evaluated to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of “Highly Qualified”. Those teachers who do not meet this federal standard will be able to do so by passing a test called the Praxis II.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Superintendent of Schools, Michael A. Gallagher, at 487-5107, if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

### ***Services for 504/ESL***

Services through Section 504 or the Rehabilitation Act of 1973.

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities that the average person in the general population can perform (major life activities include but are not limited to activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, concentrating, eating, sleeping, learning and working and major bodily functions);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, MSAD #53 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, h/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact building principals or Ms. Jody Rich, 504 coordinator for the school district, at 487-5711.

### ***Services for Students with Limited English Proficiency***

MSAD #53 assures equal educational opportunity for national origin minority students. Language Acquisition committees convene to assure that students who have been screened and referred for services are offered a nondiscriminatory assessment identification as appropriate, individualized programming, and a reclassification/exit option. For more information on these services contact Ms. Jody Rich, Administrator of Special Services at 478-5711.

## **Annual Notice of Student Education Records**

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.

### **A. Inspection of Records**

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.25 per page.

### **B. Amendment of Records**

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

### **C. Disclosure of Records.**

The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

#### **1. Directory Information**

The School Department designates the following student information as director 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 student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

#### **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 without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

### **3. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a “legitimate educational interest”. A school official has a legitimate education 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 volunteers who are under the direct control of the School Department with regard to education records.

### **4. Health or Safety Emergencies**

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

### **5. Other School Units**

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

### **6. Other Entities/Individuals**

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

#### **D. Complaints Regarding School Department Compliance with FERPA**

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

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

## **Compulsory Attendance and Truancy**

The MSAD #53 School Board expects attendance of persons 7 years of age or older and under 17 years of age in our school system during the time it is in regular session, pursuant to Title 20A, Maine Revised Statutes Annotated, Subchapter I (Attendance). A procedure will be maintained which addresses this policy and defines administrative guidelines for its facilitation, pursuant to Title 20A, Subchapter II (Habitual Truants).

A child is considered habitually truant if he/she has completed grade 6 and has the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year; or is at least seven (7) years of age and has not completed grade 6 and has the

equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year. When the records show that a student's absence pattern gives cause to believe that habitual truancy may exist, the school principal shall follow the procedure outlined in the administrative guidelines on habitual truants, board policy JHB. The procedures set forth the manner by which unexcused absences are recorded, investigated and processed through administrative channels and the Board of Directors. Further information may be obtained from Mr. Gallagher, Superintendent, who serves as the District Attendance Coordinator and Truant Officer. He may be reached at 487-5107.

## **Corporal Punishment**

The Maine Attorney General's Office has advised that corporal punishment is no longer a justifiable means of punishment. However, reasonable physical force may be used to bring a disturbance under control or to remove a student from the disturbance. Each situation must be dealt with in a case by case basis.

## **Emergency Cards**

Every student will be provided with an emergency information sheet on the first day of school. Parents are asked to complete it and have their child return it to their homeroom teacher. It is the parent's responsibility to keep all information current and to provide the school with a telephone number or a message phone number of a person or persons who will be responsible for their child in their absence. Students will be released *only to those whose names you have provided on the emergency cards.*

## **Family Life Curriculum**

MSAD #53 has a Family Life Curriculum grade K-8. It is the parent's responsibility to review the curriculum for their child's current grade before October 1<sup>st</sup> or within thirty days of their child's enrollment in MSAD #53.

The curriculum is available at the Vickery and Warsaw libraries or on the District's website [www.msad53.org](http://www.msad53.org). If parents have specific concerns, they should bring them to their child's teacher for discussion and resolve. There is a specific procedure at this level to handle concerns for all children.

## **Immunizations**

Maine law requires that children in grades K-6 attending school must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, and rubella. New regulations also include varicella (chicken pox shot or proof of disease by physician, date of disease or date of titer.) It is the parent's responsibility to provide to the school proof of immunization. Proof is either a state vaccination record or an immunization record with the physician's name and address, and signature of the physician or his designate. This record will be given to the school when the child

enrolls in MSAD #53. If there is a delay due to a medical condition, a physician's report is required.

Immunizations: Records of immunizations are the responsibility of the parents or guardian. No child shall enter the district without proof of the following:

- 5 DPT** (4 DPT if 4<sup>th</sup> is given after 4<sup>th</sup> birthday)
- 4 Polio** (3 Polio if 3<sup>rd</sup> is given after 4<sup>th</sup> birthday)
- 2 MMR** (Measles, Mumps & Rubella which must be given after the 1<sup>st</sup> birthday)
- 1 varicella** (for chickenpox)

## School Health Procedures

The following procedures have been established for the purpose of maintaining health, reducing absences, and protecting students.

No child should be sent to school if there are any symptoms of illness present. Exclusion from school may/shall result when any of the following conditions are found to exist:

- A. Unclean condition of body or clothing.
- B. Any contagious or infectious disease of the skin, mouth, or eyes, or unidentified rash.
- C. Fever of 100 or higher.
- D. Vomiting.
- E. Open sores or lesions that are not healed and cannot be covered.

A doctor's note for proof of treatment may be required for infectious diseases, to limit the activities of a child, or as proof that the child is actually ill. This includes but is not limited to scabies, impetigo, strep throat, or conjunctivitis. An excuse from the parent is required for all other absences. The principal or school nurse has the authority to request a doctor's note at any time for a child to return to or stay in school or be excused from school. Parents are asked to contact the school of any occurrences of lice in the home, even if the student has not been infected.

In the event that your child needs to take medication during the school day, the following conditions must be met:

- A. All medication must be sent in the *original container* (including prescription) with a cover. Medications sent in plastic bags or envelopes or that have been rebottled will not be accepted. *There will be no exceptions.*
- B. A note asking that the school give the medications, the time of the medication and the dose, if it is a non-prescription medication that has a range dose, is required. *Prescription medication will only be given as the label directs.* If a change is made, a doctor's prescription must be given to the school. A custodial parent may come in personally, rather than sending in a note. A medication sheet will be filled in at that time.

- C. All medications will be discarded after the required period of administration has been met.
- D. For children fifth grade and older, it is the child's responsibility to come to the office when the medication is due and take the correct dose. Under no circumstances will the office personnel call your child to remind him or her of the time.
- E. Only asthmatic children fifth grade and older may carry medication. Asthmatic children grades 2-4 may carry asthmatic medication if approved by the child's physician and coordinated by the school nurse.
- F. Except for asthmatic and in some cases anaphylactic medication that is noted on the students "Action Plan" **NO** medication is to be carried by students in school.

*There are no exceptions to the above conditions.*

We will do everything we can to meet your child's medication needs, but we strongly urge you to request, from your doctor, a prescription that does not have to be administered during the school hours. *Antibiotics that are ordered every eight or twelve hours will not be administered by the school.* Other non-emergency medications ordered every eight to twelve hours will be given only if there is a medical reason to give it between the hours of 8:30 A.M. and 3:00 P.M.

*Medications are logged in and out by lay personnel.* Children from grade five through eight are responsible for taking the required doses at the correct time. However, parents should give their children a basic understanding of their medication. This should include:

- A. Its purpose.
- B. The name of the medication.
- C. How much they should take.
- D. When they should take it.
- E. What side effects they should report to an adult.

If it is necessary that an RN administer a medication during school hours (An example would be that an injection is needed) a specific doctor's order and completion of a special form is necessary. Please address any concern about medications to the school nurse at 478-5145.

### **Child Abuse**

Maine law requires that cases of actual or suspected child abuse or neglect be reported to the Department of Health and Human Services by professional persons involved in social service occupations, including principals, teachers and other school officials. All reports are confidential and are subject to release only under strict restrictions described in the law. The Superintendent is responsible for seeing that the information is forwarded to the Department of Health and Human Services.

## **MSAD #53 Procedure on Child Identification**

MSAD #53 child identification procedure includes a unit-wide screening process offered at public expense to eligible students of school age to determine whether they may need referral to a pupil evaluation team and special education.

The child identification procedure also includes, in addition to information sent out regularly to parents in MSAD #53, written notification of MSAD #53's child identification obligations sent on at least an annual basis to the following agencies, entities, and persons:

- Local newspapers;
- Private schools within MSAD #53;
- Homeless shelters within MSAD #53;
- Licensed day care facilities within MSAD #53;
- Parent support groups within MSAD #53;
- Home schooling parents within MSAD #53; and
- State facilities and institutions within MSAD #53 (i.e., jails, mental hospitals, etc.)

That notification requests the assistance of the entity notified in identifying any children who may be in need of special education. MSAD #53 also publishes this notification on at least an annual basis in the local newspaper serving MSAD #53.

### **CHILD FIND NOTICE**

In compliance with Maine Special Education Regulation 7.9, M.S.A.D. #53, Burnham, Detroit and Pittsfield, would like to ensure that all students between the ages of 3 and 20 years (including state wards, state agency clients, students attending private schools, students attending home schools, and institutional residents who reside within our geographic jurisdiction), who may be in need of special education and/or supportive services, are located, identified, and evaluated. If you believe your child is in need of an evaluation or services, please call Ms. Jody Rich, Administrator of Special Services at 487-5711.

### **Video Taping**

It is a practice of MSAD #53 to utilize videotaping or digital imaging in our classrooms and on our website to document students' activities or to assist teachers in their self-assessment of teaching methods and assessment of children. Parents who would like their children excluded from any videotaping should notify the building principal in writing.

### **Audio Taping**

Any student who intends to utilize a tape recorder as a method of maintaining class notes should notify the respective classroom teacher. Teachers within the district coordinate audiotape use to avoid infringing on the privacy of other students.

## **Grade System**

It is the philosophy of the Board of Directors that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek therefore, in its instructional program to make achievement both recognizable and possible for students. It shall emphasize achievement in its process of evaluating student performance. Students must meet the requirements set forth in Chapter 125/127 of the Dept. of Education Rules governing implementation of Maine's Learning Results standards. Policies of the Board of Education have been established that set criteria for student promotion, retention and acceleration as well as other requirements of student performance.

## **School Lunch/Breakfast**

School lunch prices for the 2011-2012 school year will be as follows: Students, full pay \$2.05, reduced lunch \$.40, and student milk \$.35. **Payment for breakfast and/or lunch is expected prior to receipt of the meal.** Breakfast will be served at Manson Park, Vickery and Warsaw Middle schools. Prices are: A free breakfast is available to any student 5-8 who qualifies for a free or reduced price lunch; a free breakfast is available to any students PK-4, whether or not they qualify for free or reduced meals.

## **Grade 1-8 Library**

The Warsaw Middle School Library will serve the Vickery School as well as the Warsaw Middle School students and staff. Please be aware that students will have the opportunity to read and select books at their own developmental level along with books that are above their level. We believe that children should have the opportunity to develop interest in all books. Knowing that the range of books now covers a large span, please speak with your child about what type of books (picture books, non-fiction, fiction, ones they can read, ones you can read to them, etc) you would like them to look for in our expanded library. Grade 1-4 students will have the "lesson" portion of their library time at the Vickery School and will then walk over to Warsaw to sign out their library book.

## **Transportation Policy**

The driver of a school bus is charged with a heavy responsibility for the safety of the children in his care. Their safety and health cannot be foremost in his mind without the cooperation of pupils in keeping order on the bus at all times.

The right of pupils to ride in the school bus is conditioned on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship.

A transportation agreement for students who ride on buses has been established, will be sent home and must be signed by parents.

## **Meeting the Bus**

1. All pupils must be on time.
2. Pupils, when crossing the highway, should walk, not run.
3. Pupils shall not run alongside the bus when it is moving.

## **On the Bus**

### ***Behavior Guidelines and Consequences***

**Actions** (Examples of, but not limited to...)

#### ***Level I Offenses***

1. Excessive noise
2. Excessive horseplay
3. Leaving seat/standing while bus is in motion
4. Riding or attempting to ride unassigned bus
5. Refusing to obey the instructions of the driver

#### ***Level II Offenses***

1. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
2. Hanging out the window
3. Tampering with Bus equipment
4. Open defiance of bus driver's directives
5. Spraying or dispensing aerosols, perfumes/colognes

#### ***Level III Offense***

1. Physical aggression, fighting or threats against any person
2. Throwing /shooting of any object IN OR out of the bus
3. Use of tobacco or any controlled substance
4. Vandalism to the bus
5. Spitting
6. Bullying
7. Holding onto or attempting to hold onto any portion of the exterior of the bus
8. Lighting of matches or lighters
9. Unauthorized entering or leaving bus through emergency door

### **Consequences**

#### **Level I**

- a. First offense – Verbal warning
- b. Second offense – Parent Notification Form & Disciplinary Action Report
- c. Three Disciplinary Action Reports – up to one week suspension from riding the bus

## Level II

- a. First offense – Parent Notification Form & Disciplinary Action Report
- b. Second offense – one week suspension from riding the bus

## Level III

- a. First offense - Suspension of two weeks from the bus - Parent(s) and student will meet with transportation supervisor and school administration. As part of the meeting, further determination of subsequent consequences, should the need arrive, will be discussed. This could include permanent removal of bus privileges.

***\*Note: Consequences for any level offense may be adjusted at the discretion of the School Administration based on severity of behavior.***

Students with multiple suspensions will have a meeting with the transportation supervisor, school administration, and their parents to determine subsequent consequences, which could include permanent removal of bus privileges.

Bus students are not allowed to leave the school grounds once they are at school. Bus students must ride the bus home unless parents have made prior arrangements with the school office. Please send a note with your child should he/she be going to a friend's or relative's home instead of going to his/her regular bus stop. Students must be at their bus stop five minutes before the bus is due to arrive. The bus may not stop if the student is not in sight. Students are asked to load and unload in an orderly manner with no pushing or shoving.

The same expectations of a student in a classroom are extended to the bus. Respect to others, respect to adults, no physical contact and being responsible for one's actions are the keystones of the expectations of students who ride the bus. Students must remember their responsibility to ride the school bus safely. Due to the potential safety issues, it is also expected that students are not to stand or move around on the bus while it is in motion. Drivers have the option of assigning seats to ensure the safety of all students on the bus. Cyr Bus Company (1-800-645-6280 or 257-3257) in coordination with school administration will manage student behavior. Cyr Bus Company will use two "write up" systems. A Parent Notification Form, will be given to the student at the time of the incident, and a Disciplinary Action Report, will be mailed home to more specifically communicate with parents about their child's misbehavior. Cyr Bus Company will attempt to make phone contact with parents within 24 hours of behavior incidents to discuss the misbehavior. Parents will be asked to sign the Parent Notification Form and return it to the bus driver the next day that the student rides the bus. The Disciplinary Action Report will also need to be signed and returned to the bus company either by mail or by giving it directly to the bus driver within 10 days. If Cyr Bus Company does not receive it within 10 days; they will be contacting the parent or guardian by phone to ensure that they are aware of the report and the consequences. Students may receive a consequence from the school in addition to the bus discipline if it is warranted. Copies of all communication to the parents will be sent to the school office so that the administration can support parents, students, and the bus company as necessary. Records of each child's behavior on the bus will be maintained at the Cyr Bus Company office from year to year.

## **IPM (Integrated Pest Management)**

MSAD #53 has, as stipulated by law, an Integrated Pest Management policy and compliant procedures. The policy addresses the control of pests in school facilities and on school grounds and the use of pesticides as part of the control procedure. Pesticides may be applied in school buildings and on school grounds with appropriate notification in accordance with 01-026 CHAPTER 27 - DEPARTMENT OF AGRICULTURE, FOOD & RURAL RESOURCES STANDARDS FOR PESTICIDE APPLICATION AND PUBLIC NOTIFICATION IN SCHOOLS. The district has designated the Superintendent of Schools as the IPM coordinator who coordinates district services relative to pest management. A copy of the district's IPM policy can be reviewed at each of the district's schools or at the Office of the Superintendent.

## **District Emergency Plan**

The district has an Emergency Plan with an established set of protocols to follow in a variety of emergency situations. The plan is, by state law and by board policy, reviewed and approved by the Board of Education annually.

## **School District Policies**

Policy manuals are available for public review at all school offices, the office of the superintendent of school and on the district website. Policies cover the range of issues impacting the school board's governance and operation of the district. Following is the list of current policies specific to the students and student behavior expectations in MSAD #53.

### **Student Policies**

|  |  |
|--|--|
| ACAA Harassment                                | JLF Reporting Child Abuse and Neglect      |
| EBCE Student Dismissal Procedures              | JLCD Administration of Medication Students |
| IHBA Child Identification in Special Education | IKB Homework                               |
| IHBAA SPED Referrals                           | EBCC Bomb Threats                          |
| JFAA Student Residence                         | JLDBA Suicide Prevention                   |
| JHB Compulsory Attendance/Tuancy               | EBCA Crisis Intervention                   |
| JICA Student Dress Code                        | IHBA Individualized Education Programs     |
| JICDA Standards for Student Behavior           | JIH Police Involvement                     |
| JICFA Hazing                                   | KF Weapons Free School                     |
| JICH Student Substance Abuse                   | JICK Bullying                              |
| JIE Pregnant/Married Students                  | JK Time Out Rooms & Therapeutic Restraint  |
| JIH Interrogations, Search & Arrest            | JL Student Wellness                        |
| JIHA Student Storage Facility                  | ACE Disability Harassment                  |
| JJ Student Activities Funds Management         | JK Distribution of Material by Students    |
| JJE Student Fund Raising Activities            | JJH Co-Curricular Out of State Trips       |
| JJG Contests for Students                      | JLCB Immunization                          |
| JKB Detention of Students                      | JLG Education of Homeless Youth            |
| JKD Student Suspension                         |  |

JLA Student Insurance Program  
JLC Health  
JLCCA Attendance-Students Infected with HIV  
JLCE Life Sustaining Emergency Care

JFCA Reintegration of Student Juveniles  
JG Assignment of Students to Classes  
IJNDC Acceptable Use of On-site and  
Electronic Resources/Students remote

These and all board policies are available on line at: [www.msad53.org](http://www.msad53.org), under School Board and Board Reports/School Board Policy Table of Contents