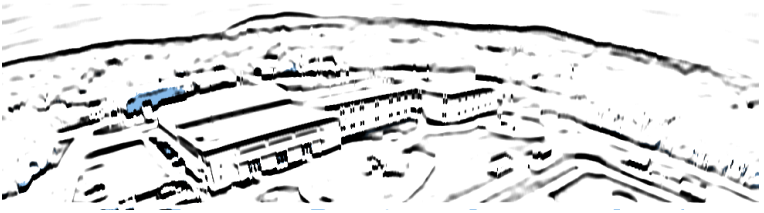
Lincolnville
Central School



Parent/Student Handbook

523 Hope Road, Lincolnville, ME 04849
(207) 763-3366 Phone (207) 763-3455 Fax
http://www.fivetowns.net/lcs

MISSION STATEMENT

Our Mission is to educate, empower, and challenge our students to realize their full potential as individuals and as citizens.

CODE OF CONDUCT

ALL THOSE ASSOCIATED WITH THE LINCOLNVILLE CENTRAL SCHOOL ARE ASKED TO BE:

RESPONSIBLE- A RESPONSIBLE PERSON
ACCEPTS RESPONSIBILITY FOR CHOICES MADE,
FOLLOWS THROUGH WITH COMMITMENTS,
AND INVESTS TIME IN EDUCATION, LIFE, AND COMMUNITY.

HONEST- AN HONEST PERSON
IS TRUTHFUL AT ALL TIMES AND ADMITS WHEN A MISTAKE IS MADE.
.
COMPASSIONATE- A COMPASSIONATE PERSON
TREATS OTHERS WITH FAIRNESS
AND DEMONSTRATES EMPATHY FOR OTHERS.

RESPECTFUL- A RESPECTFUL PERSON
ACCEPTS DIFFERENCES IN OTHERS AND
SHOWS AWARENESS AND CONCERN FOR ONESELF, OTHERS, AND THE ENVIRONMENT.

COURAGEOUS - A COURAGEOUS PERSON
STANDS UP FOR HIS OR HER OWN CONVICTIONS,
ACCEPTS THE CONSEQUENCES OF DECISIONS MADE,
AND DARES TO LET HIS OR HER VOICE BE HEARD EVEN IF IT IS IN THE MINORITY.

SCHOOL COMMITTEE

The Lincolnville Central School Committee meets the first Monday of every month at the Lincolnville Central School. Meetings are televised on local cable channel 99.

School Committee Members are:

Tracee O'Brien, Chair	207-380-2899
Michael Johnson	207-350-0344
Matthew Powers	508-432-9200
Jared Harbaugh	207-763-3194
John Williams	207-470-0953

SCHOOL INFORMATION

Lincolnville Central School
523 Hope Road
Lincolnville ME 04849
Phone: 763-3366 - Fax: 763-3455
Website: http://www.fivetowns.net/lcs

TRANSPORTATION

Northeast Charter & School Bus Company
23 Brodis Road, Lincolnville, ME 04849
(207) 594-9300

SCHOOL STAFF:

Name	**Position**	**Phone #/ext.**
Administration		
Kate Clark	Superintendent	763-3818
Russo, Paul	Principal	763-3366 ext. 104
Bailey, Deborah	SPED Director	763-4716
Staff	(LCS phone)	763-3366
Bemis, Val	Technology	134
Black, Brittany	Sped K-4	135
Blackman, James	Grade 5	202
Bragg, Samantha	Ed Tech	Voice Mail
Burns, Deborah	Grade 2 `	143
Butler, Marian	French	203
Carson, Meg	Speech	Voice Mail
Clark, Lynne	Ed Tech	Voice Mail
Conover, Andrea	Kindergarten	138
Coombs, Coral	Grade 4	200
Cooper, Jackie	Art	126
Cummons, Jane	Grade 2	141

Davis, Jodi	Ed Tech	Voice Mail
DePatsy, Nick	Phys. Ed	108
Edes, Ben	Social Studies	213
Egeland, Emily	K-5 Interventionist	205
Elhajj, Martin	Maintenance	Voice Mail
Emery, Dawn	Grade 6/ G/T	214
Feeney, Jill	Science	218
Grindle, Wendy	SPED Secretary	763-4716
Heintzman, Alicen	Nurse	106
Hurley, Ryan	Sped 5-8	210
Iltis, Susan	Music	124
Kremin, Maureen	Ed Tech	Voice Mail
Lang, Leslie	Ed Tech	Voice Mail
Leavitt, Eliza	Ed Tech	Voice Mail
McWilliams Allison	First Grade	136
Michaud, Sarah	Lang. Arts	212
Milner, Alvin	Maintenance	Voice Mail
Moore, Caroline	MS Math/Science	Voice Mail
Pierce, Marie	Secretary	103
Richards, Elyzabeth	Guidance	110
Spearing, Lindsey	Math	215
Sprague, Torrie	K-2 Literacy	204
Upton, Rose	Kitchen Assistant	121
Loraine, Murray	Librarian	133
Wheaton, Angela	Food Service Director	121
Wiley, Patricia	Ed Tech	Voice Mail

E-Mail: Any staff member in the FiveTown CSD area can be e-mailed by inserting the appropriate name into the following address: *first. last@fivetowns.net*

IMPORTANT COVID-19 Note:

Beginning with the first day of the 2020-2021 school year, for safety reasons, any guidelines contained in the Lincolnville Central 2020-2021 School Year Learning Plan will supersede conflicting information in this handbook.

ASBESTOS PLAN NOTIFICATION: According to state law, schools must notify employees and parents annually that an asbestos management plan is available for inspection and whether any asbestos related activities are planned for the year. There was no asbestos used in the building of the Lincolnville Central School and we have no plans to add asbestos. All documentation can be viewed at the superintendent's office.

Student Privacy: Please notify the school office in writing if you do not want your child's name or image in the local newspaper (this includes village soup online) or the school newsletter (this would include such things as honor roll, student of the month, sports, etc, school yearbook or school videos).

DAILY SCHEDULE

8:20 AM	Student arrival
8:30 AM	Classes begin
11:40 AM - 12:00 PM	K-4 Recess
12:00 PM - 12:20 PM	K-4 Lunch
12:00 PM - 12:20 PM	5-8 Recess
12:20 PM – 12:35 PM	5-8 Lunch
3:00 PM	Dismissal

Any parent wishing to have a child dismissed earlier than the usual dismissal time must notify the teacher and stop in at the school office before leaving the school grounds to sign them out.

ABSENCES

1. Excused absences may include:
2. Personal illness
3. Appointment with health professional
4. Observance of recognized religious holidays when during a school day
5. Emergency family situations
6. Personal or educational purpose (which has been approved ahead of time)

ILLNESS

Good attendance is essential to learning. Following an absence written work can be made up, but class activities are lost. When a child must miss class please help with the following:

1. Please call the school between 7:30-8:30 AM (763-3366) on any day your child will be absent or tardy. Give the child's name, grade and teacher. Otherwise, the principal's office will attempt to contact you to confirm the student's illness.
2. If the student will miss more than one day, parents may arrange to have class work available. It may be picked up after 3:00 PM on the day it is requested.
3. Upon return from absences, all students must bring a written explanation signed by a parent unless phone contact was made on the day(s) of absence.
4. Students are allowed the number of days absent plus one extra day to make up missed work once they return to class. Teachers are available for half an hour after school to assist students.

APPOINTMENTS and TARDINESS

1. Please send a note if your child will miss part of the school day and check out via the office when leaving. The adult transporting students must be on the emergency card and must sign the child out.
2. Students arriving late must check in at the office or they will be marked absent. They must also have a written explanation unless accompanied by a parent or caregiver.

ATTENDANCE AT SCHOOL ON THE DAY OF AN ACTIVITY

1. Students must be at school all day during the day of an activity in order to be eligible to participate, unless the principal excuses the absence.
2. Students who miss school, leave early, or arrive late due to illness may not participate.

Expected Outcomes and Standards Based Reporting

At the Lincolnville Central School as a means to guide teaching and learning we focus on four essential questions:

1. What is it our students need to know?
2. How will we know they have learned it?
3. What do we do when they don't learn it?
4. What do we do when they show up already knowing it?

To help answer this first question, the combined staffs of Hope, Appleton and Lincolnville (HAL, School Union #69) worked cooperatively to identify standards, or what we refer to as Expected Outcomes or "EO's." To develop these EO's our teachers reviewed the adopted Common Core State Standards (CCSS) and applied the following questions:

- ***Endurance*** *- are students expected to retain the skills/knowledge long after the test is completed?*
- ***Leverage*** *- is this skill/knowledge applicable to many academic disciplines?*
- ***Readiness for the Next Level of Learning*** *- is this skill/knowledge preparing the student for success in the next grade/course?*

A complete set of EO's was developed for math and English language arts, and are posted on our website.

Our standards-based grading reports tell us how students are performing on a set of clearly defined learning outcomes. There is no single mark for a course as is traditionally generated by averaging or combining multiple scores across the duration of a class. Unlike many traditional grade reports, our standards-based grading measures students' knowledge of grade-level content by reporting the most recent, consistent level of performance. So, a student might struggle in the beginning of a course with new content, but then learn and demonstrate proficient performance by the end of the course. For example: In traditional grading, the student's performance for the whole quarter would be averaged . Early quiz scores that were low would be averaged together with proficient performance later in the course resulting in a lower grade than current performance indicates.

Our standards-based grading system reports separately on academic tasks and work habits in order to give a more accurate report of student progress in both affective and academic areas. Items such as effort, participation,

timeliness, and cooperation are not considered into measurements of academic performance.

Our assessment program focuses on specific standards and asks whether or not a student is meeting that standard at given points in the school year. It does not average performance over the duration of a course or grading period. A score of 3 is defined as meeting grade level standards and indicates that a student has demonstrated the skills expected for this reporting period or for the next grade level. Scores above 3 indicate that a student has shown the ability to utilize specific skills or knowledge beyond what was intended or taught.

ACCEPTABLE DRESS STANDARDS

The School Committee recognizes responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The School Committee will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Please keep in mind that this policy, as with everything else we do, is part of a valuable learning experience. The day will come when our children will interview for a job, post secondary education, or for other important opportunities. It is important for them to have a concept of acceptable dress. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance. Generally speaking, clothing that reveals too much cleavage, back, chest, feet, stomach, or underwear is not appropriate for a school or place of business, even in a business casual setting.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

A. Articles of clothing promoting tobacco, alcohol or other drugs, may not be worn on school grounds (when school is in session) or at any school function.

B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g. racial/ethnic slurs) are prohibited.

D. Clothing that is destructive of school property is not permitted. (Such as chains, studs or sharp objects.)

E. Hats, bandanas, hoods and visors are not to be worn inside the building during instructional time. Exceptions may be made for kitchen helpers, or for religious or medical reasons.

F. Heavy winter jackets, snow pants, and boots are not to be worn inside the building, unless the building temperature necessitates.

G. Skin-tight shorts of stretch material should not be worn except under acceptable shorts. Shorts are not to be any shorter than mid-thigh (touching fingertips, when arms are held straight at the side).

H. Skirts and dresses should be no shorter than mid-thigh (4 inches above the knee). Skin-tight skirts and dresses should not be worn to school.

I. Clothing that is excessively torn, exposes a bare midriff, bare back or having “spaghetti” or halter straps should not be worn to school. Sleeveless shirts of any kind are inappropriate for boys.

J. Undergarments should not be visible.

K. Pants should not be so loose around the waist that they drag unsafely on the floor.

If grooming habits or dress present health risks or distractions to the educational process the school will take necessary steps to remedy the situation. Staff who find the clothing to be outside of this policy will request that students change or cover the inappropriate clothing. Students who refuse to do so will be sent to the office to call parents to bring in appropriate clothing.

School administrators or teachers may require special clothing for students participating in physical education, certain extracurricular activities or other activities. However, no particular brand will be required.

We appreciate you taking the time to review this with your child. It is embarrassing for all when we need to call home for a change of clothes.

SCREENING

The School Nurse is available from 9:00 AM - 2:00 PM. She oversees the following programs:

1. Vision screening - Grades K, 1, 3, 5 & 7;
2. Hearing screening - Grades K, 1, 3, 5, & 7;
3. Dental screening – Grades K, 1,3,5, & 7.

RECESS

Any child too ill for outside recess is probably too ill to be in school. Teachers will evaluate notes requesting children be kept inside. Please make sure children have the proper clothing for cold or inclement weather.

INSURANCE

School insurance is made available beginning the first day of the school year. Parents have the option of no coverage, school hours only coverage, or 24-hour coverage year-round.

MEDICATION FORM

Medication, either prescription or over the counter, may not be given at school without a written doctor's order. If a physician or dentist prescribes medication for your child that must be given during the school day, please have the doctor complete a medication order. This may be faxed to the school at 763-3455. A parent must bring the medication to the school office or the nurse in its **original pharmacy container**, along with the physician's and parent's written permission. Medication that is not in its original container or not accompanied by the necessary paperwork will not be given.

HOMEWORK

Lincolnville Central School has a policy regarding homework that all teachers and school personnel are responsible for understanding.

Homework includes all school directed educational experiences that are assigned by the teacher. For the most part, homework will be done outside of class time. On the average, homework assignments should not exceed the following frequencies and amounts:

Grade K-2: There is no regular homework. Reading 15-20 minutes, per evening with your child is recommended.
Grade 3: 1/2 - 2 hours per week
Grade 4: 1 - 3 hours per week
Grade 5: 2 1/2 - 4 hours per week
Grade 6: 3 - 5 hours per week
Grades 7-8: 5 - 8 hours per week

Students are expected to complete homework assignments on time and to the best of their ability.

EARLY CLOSING/NO SCHOOL

In the event school is not in session or delayed because of circumstances beyond our control, or inclement weather, notification will be broadcast on:

Radio Stations: PEAK 102.5 & WMCM 103.3
TV Stations: Channel 6 Storm Center, Channel 5
Internet: http://www.fivetowns.net/lcs/, http://camden.villagesoup.com/, and on the LCS Facebook page.
Parents and guardians may also receive telephone and/or text messages from the Principal's Office. It is the responsibility of the parent to be sure that cell and home phone numbers are up to date in the school office in order to be able to receive these messages.

VISITORS

Visitors are always welcome. Please check in at the office upon entering the building. If you plan to be in the building during the regular school day (between 8:30 AM and 3:00 PM), please make sure you have made arrangements first with the principal.

VOLUNTEERS

Volunteers are also a welcome addition and needed throughout the school. Please check with your child's classroom teacher or the principal for available

times. If you are planning on volunteering, please pick up the volunteer form in the office.

SCHOOL DANCES

Dances are for Lincolnville Central School students in grades 6, 7, & 8 and approved guests. Lincolnville students and guests are responsible for adhering to the rules of Lincolnville Central School and reasonable requests made by the chaperones of the dance.

In the event that either a Lincolnville student or their guests are asked to leave, parents will be required to pick them up, and both students will exit at that time.

ATTENDING ACTIVITIES AS GUESTS AT OTHER SCHOOLS

In the event that a Lincolnville Central School student, while attending a school sponsored activity at any School Union 69 or MSAD 28 school as a guest, is involved in an incident that violates school rules, that student shall be subject to the consequences as outlined in the Lincolnville Central School Discipline Policy.

FIELD TRIPS

Educational field trips are an important part of the school program. Parents will receive a field trip permission form that must be signed and returned to the school prior to a child's participation on any trip. At the discretion of the principal and teacher, students who have received repeated detentions or suspensions may be excluded from participation on field trips.

COMPUTER

Before being allowed to use the Internet and/or go on-line, students with assigned MLTI school computers, and their parent/guardians, must agree in writing to follow the Lincolnville Central School's Acceptable Use Policy. (See Appendix III.)

NEWSLETTER

Each week we publish a school newsletter. Parents can sign up to receive the newsletter at: http://www.fivetowns.net/lcs/emailsignup.cfm

CONCERTS

Each year Lincolnville Central School hosts several concerts as well as other events scheduled by the music department. Please look for information about those events in our newsletter.

ANIMALS IN THE SCHOOL

Pets and other animals are not allowed in the building without the permission of the principal.

USE OF SCHOOL FACILITIES

Building use approval forms are available in the office.

ELEMENTARY SCHOOL GUIDANCE AND COUNSELING SERVICES

Goals:

1. To help children develop self esteem;
2. To teach children coping skills to enable them to deal with a variety of situations;
3. To provide crisis intervention when necessary; and
4. To help facilitate a stronger link between home and school.

Services:

1. Individual counseling will be available to help the student make decisions and be aware of alternatives. Parents are always notified and the parent will have the option to use the service or not;
2. Support groups may be organized at any time during the school year to assist students in dealing with issues;
3. Classroom guidance will be available in the following areas: group formation, character development, social education, drug and alcohol awareness, academic achievement, study skills, and career education;
4. Consultation with teachers, parents, administrators and others;
5. Provide classroom materials to teachers when needed; and
6. Referring families to community agencies and services.

Referrals:

1. Student Referral - The student may request services by contacting either the classroom teacher or the guidance counselor;
2. School Personnel Referral - School personnel may request services for a student after observation in the classroom; and
3. Parent Referral - Parents may request services for their child focusing on any concern that affects school progress. This can be either home or school related.

Parents of children being considered for individual counseling services will be contacted prior to the first session. At this time the situation will be explained. Parental input is essential. Sessions will **not** begin without parental knowledge.

Parents of children interested in belonging to a small support group will be contacted to explain the purpose of the group. Parental support is needed for children to be part of a group.

LINCOLNVILLE PARENT TEACHER ORGANIZATION

Any parent/guardian of a child at LCS is automatically a member of our PTO. Meetings are held monthly throughout the school year generally starting at 6:00 PM in the school library. Information about upcoming events, meetings and activities are published weekly in the school newsletter and agenda items and meeting minutes are available for review online by signing up for our list.

LIBRARY

The library is open daily from 8:00 AM to 3:00 PM.
All classes will be given an orientation to the library. Grades K-5 will have instruction in library science weekly.

Books available for loan are checked out for a period of one week to all students. After one week, a book may be renewed for an additional week if not reserved for another student. All students with overdue books lose their privilege to check out books until all overdue materials are returned, renewed, or replacement cost is paid.

FIRE SAFETY

Lincolnville Central School is equipped with smoke detectors, sprinklers, and a central alarm system. Fire drills are conducted throughout the year according to an assigned procedure. Presentations are given by local firemen and teachers on fire safety and emergency response.

LOST AND FOUND

Each year many articles of clothing are found at school and never claimed. A lost and found area is maintained and both parents and students are encouraged to browse through it when anything is missing. Unclaimed clothing or other articles will be donated to a local charity or family in need. It is a **really good idea** to label your children's clothing and other belongings before you send them to school.

LUNCH

The Lincolnville Central School shall take part, as feasible, in the National School Lunch and other food programs which may become available to assure that all children shall have the opportunity to receive proper nourishment. Parents shall be advised that this program is available and eligibility criteria shall be made public.
In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the School Committee,

The School Nutrition Program Director shall be responsible for the day-to-day operations of the nutrition program under the supervision of the Superintendent. The Superintendent/designee shall implement and communicate, as appropriate,
administrative procedures which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Legal Reference: 20-A MRSA § 6601 et seq.

Our school cafeteria meets federal nutrition standards for breakfast and lunch, ensuring that meals are healthy and well balanced. We are always working to offer students healthier and tastier choices. This includes supporting local farms, partnering with 5210 Lets Go, and incorporating produce from our own school garden into the daily menus.

Applications

Forms for free and reduced lunch benefits are sent home on the first day of school.
We encourage any family to apply that needs to, and applications may be submitted at any time during the school year. Once your application is received eligibility status will take effect. Applications and eligibility are strictly confidential.

Pricing
We offer breakfast between 9:20am and 10:10am. Breakfast is $1.50 (no charge for free or reduced), and Lunch is $2.75 (no charge for free or reduced). Milk is $0.40. Parents are encouraged to pay in advance.

Online Meal Tracking
We offer an online system to manage student accounts, www.K12PaymentCenter.com. This is a free service that allows you to view purchases and balances. There is a small fee to make an electronic payment. Payments may also be made directly into a student's account by sending, mailing, or bringing cash or check to the school cafeteria.

- Log on to www.k12paymentcenter.com
- Select Sign Up
- Select State: Maine
- Select District: School Union 69 **DO NOT** select MSAD 28 Five Town CSD
- Enter information
- Select Privacy Policy Term and Conditions located at bottom of page and Click Submit
- Select Green Continue to Home
- Select Manage Students, you will need your child's Powerschool 5 digit ID number and the Last name.

Unpaid Lunch Charge Policy:
To ensure efforts of collecting unpaid lunch balances do not have a negative impact on the students involved no disciplinary action involving the student is to take place. This includes serving an alternate lunch, refusing to serve lunch. As of the last day of school, parents who have more than a $25.00 negative balance will be deemed a delinquent account according to the State of Maine. All delinquent accounts will be filed in small claims court or through a debt collector. All fees incurred to the school during legal process will be added to the debt.

Glass containers may be packed with snacks or lunches, or used for water bottles as long as they are in silicone sleeves.

PARENT - TEACHER CONFERENCES

Parent - teacher conferences are held in the fall and spring as listed on the school calendar. Online signups are done via PTCFast.com. Sign-up information is posted in the newsletter and on our school webpage at: http://www.fivetowns.net/lcs. Parents may request additional conferences with a specific teacher at any time.

STANDARDS OF BEHAVIOR

ALL SCHOOL POLICIES ARE IN EFFECT DURING REGULAR SCHOOL HOURS, AT ALL SCHOOL RELATED FUNCTIONS, AND IN CASES WHERE THEY DIRECTLY AFFECT THE SCHOOL, ITS STUDENTS, AND STAFF.

It is the expectation of the Lincolnville Central School community that all students will behave respectfully at school and during school related functions. All students must act appropriately so that teachers can teach and fellow students may learn. This is clearly in the best interest of all members of the school community. Generally a growth mindset by students will make these rules seem unnecessary. Respect for each other will make a school experience happy and productive.

The following rules offer guidelines of expected school behavior at the Lincolnville Central School. These rules apply to all students.

Classrooms

Students and teachers will develop individual classroom expectations cooperatively. They will be posted in each room. Classroom rules do not replace school policy, but support it.

Hallways

Students will be expected to walk quietly in the hallways, showing respect for others.

Cafeteria

Students will be expected use good table manners and be respectful of others in the lunchroom at all times.

Playground

All students are expected to behave in a responsible manner on the playground. They will stay within playground boundaries at all times. Students may not do the following: throw snow or rub it on others; initiate any dangerous physical contact (pushing, jumping on, etc.); use playground balls or throw objects in a manner that would endanger others; harass, bully, intentionally exclude others from group play, or intimidate others through words or actions.

Students who respond inappropriately to such activity will also be held accountable for their behavior. It is the responsibility of all students to report inappropriate activity directly to the staff member on duty.

Gum

Due to the associated cleaning and maintenance issues, chewing gum is not permitted on school property.

Audio - Video

Portable electronic devices such as iPods, gaming devices etc. should be kept at home.

Cell Phones

Students may bring phones to school, but they must be kept in student lockers during the day. Students may not make calls or send electronic messages or images on their personal phones during the school day without permission from a staff member.

Bicycles

Bicycle traffic will not be permitted on the grounds during school hours. Students who ride bicycles to school will be dismissed after all busses have left the school.

Tardiness

All students are expected to be in their classroom before 8:30 AM for morning announcements.

Leaving School Property

Upon arriving at school, students are not allowed to leave school property without being signed out in the office by an authorized adult who is listed on the student's emergency form.

Respect

Students are expected to show the proper respect to one another and to all staff members.

All students are expected to obey reasonable requests made by any member of the staff.

Theft and/or Destruction of Property

Students shall treat both school property and the property of others with great care. The use of tape, stickers, etc. on any school property is not allowed without permission. Students who damage, destroy, or steal property must pay for damage and will receive appropriate disciplinary action.

Possession of Dangerous Objects

(See Appendix V. Weapons in School Policy.)

Inappropriate Language

Students are not permitted to swear or use vulgar or disrespectful language at any time.

Fighting

Fighting is never appropriate. Any student who physically assaults another student may be immediately suspended from school at the discretion of the principal. Physical retaliation is considered fighting.

Public Displays of Affection

PDA's on school property will be limited to holding hands.

CONSEQUENCES

Students who violate the conduct standards will be subject to consequences that, depending on the severity and frequency of the incident/s, may include a warning, detention, in or out of school suspension, or expulsion from school. Staff members who are in a supervisory role at the time of the incident may assign detention. All disciplinary actions must be reported to the principal at whose discretion additional consequences may be assigned. The principal may assign suspensions of up to ten days. In extreme cases the Lincolnville School Committee may expel a student in accordance with Maine State Law.

DETENTION

A. Students will receive a 24-hour notice before being required to serve a detention. However, after such notice, the student must serve the detention on the next day; students cannot choose the day on which they will serve detentions. No detentions will be served on Fridays. It is the responsibility of each student to notify parents of detention. This may be verified by school officials in writing or via the telephone.

B. Detention will begin at the end of the school day and last for a period of 45 minutes.

C. It is the parent's responsibility to arrange student transportation home after detention.

D. Students who are late for detention will receive another detention.

E. Students who do not bring study or reading materials or who do not sit quietly in detention will be subject to further detentions.

F. Students who fail to serve an assigned detention will be subject to further disciplinary action as determined by the principal.

SCHOOL SUSPENSION

The principal may suspend a student from school when the student's behavior is of a severe nature and disruptive to the functioning of the school. Students may be given in-school or out-of-school suspension at the discretion of the principal. Students on suspension must make up any work or exams missed. Suspended students are not allowed to participate in any regular or extra curricular activities (sports, dances, etc.), or be allowed on school property during the suspension.

TRANSPORTATION

Parents are responsible for the supervision of children until the bus is boarded in the morning. Once the child boards the bus s/he becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to a regular bus stop at the close of the school day.

Bus routes are established to provide transportation to all students located on passable town roads.

Students shall conduct themselves on the bus in a manner consistent with conduct in the classroom and the following bus standards:

1. Have children ready and waiting at the appointed pickup time and place.
2. Call the school if the bus does not arrive within fifteen minutes of pickup time.
3. Make advance arrangements with the school if your child is to be picked up from or returned to a sitter.
4. Send a note to the teacher and bus driver if your child is not returning to the usual location on his/her regular bus for any reason. This is very important.
5. Check with the bus driver if your child needs to take a bulky object to school.

BUS STANDARDS OF BEHAVIOR

The Bus Standards of Behavior apply to all riders.

The right of students to ride in a school bus is conditional on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to process these rules through the principal. Students are expected to ride to and from school on the bus to which they are assigned. In the event alternative arrangements must be made, it is the responsibility of the parents to notify the school and bus driver in writing. Students should not expect to take the bus to a friend's house or use the school bus to transport groups to parties, etc. Buses are unable to accommodate changes in passengers except in emergency situations.

Parents are asked to stress the importance of proper conduct while riding on the bus. Students may be suspended from the privilege of riding the bus when their behavior interferes with the safe, orderly operation of the bus.

<u>Meeting the Bus</u>

1. All students must be on time.
2. Students walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.
3. Students, when crossing the highway, should walk, not run, but only after the driver has signaled that it is safe to do so. They should cross in front of the bus.
4. Students shall not run beside the bus when it is moving.

5. When waiting for a school bus, students must stay off the road.
6. Students must load and unload in an orderly manner.

On the Bus

1. The school bus driver is in complete charge of the bus.
2. Students are expected to behave in a courteous and orderly manner.
3. Students will keep their head, arms, legs, and all objects inside the bus.
4. Students are expected to remain seated facing the front of the bus when the bus is in motion. They may only change seats with the permission of the bus driver.
5. The driver may assign a specific seat to any pupil.
6. All noise will be kept to a minimum and students shall refrain from talking to the driver except in an emergency.
7. Students shall not tamper with the emergency door or any other part of the bus equipment.
8. Students shall not deface the bus. The pupil or his/her parents must pay for damage done to seats or any equipment.
9. Students may only open windows with permission from the bus driver.
10. Students must refrain from making gestures to pedestrians or occupants of other vehicles.
11. Students shall not place objects in the aisle of the bus.
12. Weapons or dangerous objects are never allowed in school or on a school bus.
13. Animals may not be transported on a school bus, nor are they allowed in school.
14. Students will only be delivered to their regular stopping location unless the school and bus driver have been notified, in writing, to allow the pupil to get off the bus at any other stop.

Consequence Procedure

In cases where a child does not use proper conduct on a bus, such instances shall be specified in writing by the driver and reported to the building principal.

The seriousness of the offense and the age level and behavior record of the individual student will be considered by the principal when determining the appropriate consequence in the event a student chooses to disregard the accepted Bus Standards of Behavior.

Students may lose their privilege to ride the bus for violations of the bus standards of behavior.

Before and After School Rules

Students must be in their homeroom by 8:30 AM

After school walkers are to go home when dismissed.

Students may not leave school grounds during school hours. Students participating in school sponsored after school activities cannot leave the grounds when walkers are dismissed, without written parental permission on file and with the principal's permission.

PRIVATE VEHICLES

1. Students should be at school by 8:20 AM in order to be in class for the beginning of the academic day at 8:30 AM. Students who arrive prior to 8:20 may go to the gym or library, which are both supervised by staff each morning.
2. Please use extreme caution when driving on school grounds and remember that it is illegal to pass a school bus with flashing lights ANYWHERE. Parents should use the outside loop for student pick up or drop off.
3. If someone other than a parent will be picking up your child, please notify the office in writing and have that person check into the office to sign the student out.

ACTIVITIES: ATHLETICS AND CO-CURRICULAR

Activities are an integral part of the program. A well-run activities program develops good sportsmanship, team play, lifelong recreational and interpersonal skills, healthy habits, competitive spirit, and team and school loyalty.

Students are eligible to participate in co-curricular and extracurricular programs sponsored, or co-sponsored by the school they attend. No student may participate in programs at another school without an agreement from both schools involved.

Participation will be limited based on spaces available on the host school's team each season. Where available spaces are limited (for example in a sport

with limited playing time), the sending school may be asked to recommend players to the host school. The host school's decisions about the number of spaces available to non-resident students are final. Once an agreement is made between schools each season, enrollment will be completed by the hosting school.

Insurance

Students must have school or private insurance before participating in school sponsored sports.

Physical Examinations

Physical exams from your child's physician are required before entering Kindergarten, Grade 6, and Grade 9. If you do not have the necessary form it can be obtained from your child's physician.

Participation Requirements

1. Participation in extracurricular activities is a privilege that is extended to all eligible students. The goal of the extracurricular activities program is to promote maximum participation of students.

2. Students will not be eligible to participate in extracurricular activities if:
    a. S/he is absent from school due to illness, or for reasons that are defined as unexcused on the day of the activity.
    b. S/he is suspended from school on the day of the activity.

3. Supervising personnel may impose restrictions on participation at their own discretion (i.e., missing games or practices, disciplinary reasons, etc.).

4. Use of tobacco, drugs, inhalants, or alcohol is unacceptable. Students found to be using these substances will be suspended from participation in games and events for up to two weeks for the first offense as determined by the principal, but will be encouraged to participate in practices and/or meetings during that time. Further violations of this policy may result in suspension from participation in games and events for the remainder of the activity and beyond.

5. If the Lincolnville Central School provides an activity, it will not provide funding for a student to participate in the same activity somewhere else.

Appendix I.

LINCOLNVILLE CENTRAL SCHOOL'S PHILOSOPHY

The philosophy of the Lincolnville Central School shall serve as the basis for the educational program in the district. The adoption of programs, the employment, evaluation and improvement of personnel, the allocation of finances and the establishment of priorities shall be based on the philosophy. The district shall conduct a review of the philosophy and its implementation annually.

Lincolnville is a Maine coast community exhibiting considerable diversity in the backgrounds, experiences and characteristics of its residents. Their public school shall reflect the highest traditions and aspirations of the community. It shall be available to all residents of school age in the community.

We believe, therefore, that in addition to a strong program in the basic academic areas required of all students, our school should provide, within the limits of their financial resources, a reasonable variety and choice of programs designed to encourage all students to develop their interests and talents.

We believe that our school system in conjunction with the community should provide our youth with the tools necessary to live happy, productive, healthy, and responsible lives in a free society.

We believe further that it is the responsibility of the schools, acting in cooperation with the home and community, to encourage the development and application of sound morals and values.

The goals suggested below are offered as general guidelines to assist the School Committee and school staff in the determination of more specific policies and procedures.

In respect to the academic goals in particular, we feel strongly that our school should challenge all students to work up to their capacity at all times.

Appendix II

MAINE LEARNING RESULTS' GUIDING PRINCIPLES:

Each Maine student must leave school as:

A CLEAR AND EFFECTIVE COMMUNICATOR
1. Uses oral, written, visual, artistic, and technological modes of expression;
2. Reads, listens to and interprets messages from multiple sources; and
3. Uses English and at least one other language.

A SELF DIRECTED AND LIFELONG LEARNER
1. Creates career and education plans that reflect personal goals, interests and skills, and available resources;
2. Demonstrates the capacity to undertake independent study; and
3. Finds and uses information from libraries, electronic databases, and other resources.

A CREATIVE AND PRACTICAL PROBLEM SOLVER
1. Observes situations objectively to clearly and accurately define problems;
2. Frames questions and designs data collection and analysis strategies from all disciplines to answer those questions;
3. Identifies patterns, trends, and relationships that apply to solutions to problems; and
4. Generates a variety of solutions, builds a case for the best response, and critically evaluates its effectiveness of this response.

A RESPONSIBLE AND INVOLVED CITIZEN
1. Recognizes the power of personal participation to affect the community and demonstrates participation skills;
2. Understands the importance of accepting responsibility for personal decisions and actions;
3. Knows the means of achieving personal and community health and well-being; and
4. Recognizes and understands the diverse nature of society.

A COLLABORATIVE AND QUALITY WORKER
1. Knows the structure and functions of the labor market;
2. Assesses individual interests, aptitudes, skills, and values in relation to demands of the workplace; and
3. Demonstrates reliability, flexibility, and concern for quality.

AN INTEGRATIVE AND INFORMED THINKER

1. Applies knowledge and skills in and across English language arts, visual and performing arts, foreign languages, health and physical education, mathematics, science, social studies, and career preparation; and
2. Comprehends relationships among different modes of thought and methods associated with the traditional disciplines.

Appendix III

USE OF THE INTERNET AND ON-LINE SERVICES PROCEDURES

Belief Statement

Freedom of inquiry and access to information is fundamental to the development of our society, and is the right of all users. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communication and exploration.

On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource they are similar to books, magazines, videos, CD-ROM, and other information sources. Users have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information. Internet users are expected to use the Internet as an educational resource. The following procedures and guidelines are used to help ensure that appropriate use.

Guidelines for Use of the Internet

1. Users are to receive instruction in the proper use of the Internet through classroom instruction, Adult Ed. courses, or staff development.
2. Users are required to sign a contract indicating their understanding and acceptance of the school's guidelines. Students in particular, may then use the Internet in a supervised classroom environment.
3. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the "Student Application for Account" and reading this policy's terms and conditions for use of the Internet. Parents also have the option of denying permission for their child to use the Internet.
4. Users are responsible for their explorations of the Internet and subject to loss of Internet use and students will be subject to the school's discipline policies, as well.

Expectations for Use of the Internet

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the district. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be courteous and respectful in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your home address or phone numbers, or those of other users. Use school addresses and phone numbers, even if you think you "know" your correspondent.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Always try to do your best writing, and proofread and edit your messages.
6. Only public domain software can be downloaded.
7. Do not post personal messages on bulletin boards or "list serves". Send personal messages directly to the person to whom you want to write.
8. Do not use the network in such a way that you would disrupt the use of the network by other users.
9. All communications and information accessible via the network should be assumed to be private property and may be accessed and copied following "Fair Use" for educational purposes.

Online Safety Rules for Students

1. I will not give out personal information, such as my address, telephone number, parent's work address or telephone number, or the name and location of my school without my parents' and teachers' permission.
2. I will tell my parents and teachers right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents and teachers. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents and teachers right away so that they can contact the online service.

Borrowed from "Child Safety on the Information Highway" brochure from the National Center for Missing and Exploited Children and the Interactive Services Association.

Appendix IV

DRUGS/ALCOHOL

POLICY ON CHEMICAL USE AND/OR POSSESSION BY STUDENTS

Rules

In school (which includes school grounds) or at school related functions, a student shall not use, or have in their possession, a beverage containing alcohol (regardless of the quantity), use tobacco, or use, have in possession, buy, sell or give marijuana or other substances defined by law as a drug or look alike drug.

Drugs specifically prescribed for the student's own use by his/her doctor may be brought to school, but must be turned in to the school nurse along with a note from the doctor. The school nurse will administer the medication.

Role of School Staff

A. Disciplinary Action: Any staff member who has reasonable basis to suspect any student of possession, use or selling to another student of a prohibited substance has the responsibility to:

1. Take whatever immediate action may be necessary to secure the health and safety of the involved student(s);
2. Use appropriate procedures to obtain the alleged prohibited substance(s) if possible;
3. Report the case immediately to the proper administrator.

B. Voluntary Referral: Any staff member who is approached by a student who is seeking help is expected to maintain the confidentiality of the student and to refer him/her to a member of the Student Assistance Team. A staff member may respond to a student seeking help with a chemical dependency or abuse problem without being compelled to use the information in a disciplinary manner.

C. All staff members should be aware of the distinction between those who are violating school rules (disciplinary action) and those who are seeking help (voluntary).

Appendix V

WEAPONS IN SCHOOLS POLICY

The School is committed to promoting a "Weapons in School" policy that will institute the applicable requirements of the federal Gun-Free Schools Act of 1994, in addition to Maine law.

This policy shall apply to students, staff and all other persons, 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 school.

This policy prohibits the following conduct:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons. Examples of such articles include but are not limited to the following: Firearms, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks; and

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following: bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (e.g., match, lighter), files, tools of any sort and replicas of weapons (including some toys).

Students who are found to have brought a firearm to school shall be expelled by the school committee for a period of not less than one year and referred to the appropriate local law enforcement.

Appendix VI

Student Harassment Policy & Grievance Procedure

The Lincolnville Central School Department recognizes the right of each student to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. It is expressly against Lincolnville Central School Department policy for any student to engage in sexual or other types of harassment. Harassment is based on ancestry, color, gender, marital status, national origin, physical or mental handicap, race, religion, or sexual orientation. Acts of harassment are not only a violation of this policy but may also constitute illegal discrimination under state and federal laws. Examples include:

1. Unwelcome sexual advances, gestures, comments or contact;
2. Threats which imply abuse or which are inappropriate to an educational setting; and
3. Offensive jokes, ridicule, slurs, derogatory action or remarks.

It is the intent of this procedure that all complaints of harassment be handled thoroughly, discreetly, and promptly.

Level I Procedure

For any alleged harassment that occurs on school property or at a school function a student should file a complaint (orally or in writing) with his/her teacher, or the Affirmative Action Officer within 5 school days or 10 calendar days or whichever is less. Students are encouraged to discuss the incident with their parents or another trusted adult and involve them in the resolution process.

The teacher, or the Affirmative Action Officer shall seek to resolve the issue between the two parties. The party investigating the complaint shall make written records. The Affirmative Action Officer shall keep these records in a secure place. Such an attempt at a resolution shall not take longer than ten (10) school/work days from the initial complaint.

Level II Procedure

If the accuser or the alleged harasser is not satisfied with the resolution of the issue in Level above, a complaint, in writing, shall be made to either the Affirmative Action Officer or the Building Administrator. This complaint should be filed within (10) calendar days of the date of the incident. The

Building Administrator or the Affirmative Action Officer will immediately investigate the complaint and make a formal report of findings to both parties, in writing, including any disciplinary actions to be taken within a maximum of ten (10) school/work days.

A. The Building Administrator and/or the Affirmative Action Officer will make a written record of each case. These records shall be kept in the Affirmative Action Office.

B. The Affirmative Action Officer will monitor the individuals involved to be sure there are no reprisals.

Level III

If the student or the alleged harasser is not satisfied with the result of the findings by the Building Administrator and the Affirmative Action Officer in Level II above, a written appeal may be made within a maximum of ten (10) school/work days to the Superintendent by either party. The Superintendent will investigate and respond in writing within a maximum of ten (10) school/work days.

Level IV

If the student or the alleged harasser is not satisfied with the result of the findings by the Superintendent in Level III above, a written appeal may be made within a maximum of ten (10) school/work days to the School Committee by either party. The School Committee will hear the complaint in executive session not more than ten (10) school days from the date of the appeal. The School Committee will render its findings in writing not more than ten (10) school/work days from the hearing date.

The procedures listed above do not deny the right of any student to pursue other avenues of recourse for his/her complaint. A student may go directly to the Human Rights Commission (624-6050) and/or the Office for Civil Rights (617-223-9667) at any time. These addresses and telephone numbers are posted in the Guidance Office, the Principal's Office and the Affirmative Action Office.

Appendix VII

HOME & SCHOOL COMPACT

The Home-School Compact was developed to improve student and parent involvement in education. The compact is a voluntary agreement between home, school, and individual students to participate in specific activities that may enhance learning.

Parents, guardians and caregivers will:

Read to their child;
Help their child to set and meet academic goals;
Talk with their child about what is going on in school;
Ask about their child's homework;
Provide scheduled time for their child to unwind and do homework;
Be positive about school;
Support school's educational efforts by attending meetings and conferences pertaining to their child;
Respond to progress reports from their child's teacher;
Instill responsibility in their child;
Discuss problems with their child's teacher and the administration;
Encourage their child's attendance in school;
Get their child to school on time, ready to learn;
Be involved in their child's learning
Interact with their child; and,
Incorporate academics through the use of games.

School and teachers will:

Set high standards for all students;
Discuss positive aspects of student's progress with student and/or home;
Frequently contact the home and establish mutually agreeable time for contact;
Communicate classroom and school expectations to student and home;
Collect sample of student's work to show improvement;
Set up schedule for providing progress reports;
Listen to home concerns thoroughly;
Supply materials that are challenging but appropriate for the student;
Be positive and provide encouragement to student and home;
Provide extra help;
Be aware of student's interests;
Develop goals and a plan to meet goals with students and care givers;
Provide opportunities to work on assignments;
Provide recognition to the student when the goal is met;

Frequently monitor student for understanding; and
Encourage student involvement during discussions.

Students will:
Attend school regularly;
Pay attention in class;
Participate during class discussion;
Ask questions if they don't understand;
Take responsibility for learning;
Always try to do their best;
Keep track and organize what they need to do;
Take home all homework, papers, notices, and newsletters;
Complete homework and pass it in on time;
Accept consequences for not meeting their responsibility;
Communicate to parents about classroom activities; and,
Be respectful and courteous.

Appendix VIII

BOMB THREATS

The School Committee strongly disapproves of any action by any person that seriously disrupts the educational process. Particularly reprehensible is making a threat that a bomb has been placed in the school. In the event of a bomb threat the following guidelines will be followed:

1. The person receiving the threat will immediately notify the principal/designee;
2. Students and staff will evacuate the building;
3. Fire and police will be notified;
4. Building and/or premises will be searched under the direction of fire or police officials in conjunction with school personnel;
5. If a thorough search has been conducted and nothing found, the feasibility of returning students and personnel to the building will be evaluated by fire or police personnel, subject to final approval by the superintendent/designee;
6. Students who leave school without permission will be subject to discipline;
7. Investigation of the bomb threat will be made by school officials and local police and fire departments in cooperation with other appropriate agencies;

8. Students who make bomb threats will be subject to disciplinary procedures which may include a mandatory 10 day suspension, expulsion hearing, and report to law enforcement. Making a bomb threat is a violation of the Maine Criminal Code, which may result in incarceration or fine; and
9. At the discretion of the School Committee, lost educational time may be made up on a Saturday or a vacation day.

Appendix IX

HIGHLY QUALIFIED TEACHERS

The following information is included in order to fulfill our obligations under the "Parents' Right to Know" requirements of the federal ***No Child Left Behind Act*** (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the new federal definition of "Highly Qualified".

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 our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year 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 engaging in additional professional development or by passing a test. As of the beginning of this school year, all teachers currently on the LCS staff meet this standard.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the principal's office at 763-3366 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.

Appendix X

PEST MANAGEMENT NOTIFICATION PROCEDURE

Parent or Guardian Right to Know about Pests and Pesticides

Pest Control

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

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites. Parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least two days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticide used. You may review these records as well as a copy of the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator at 763-3366.

For further information about pests, pesticides and your right to know, call the board of Pesticides control at 207-287-2731 or visit the Maine School IPM web site at **www.thinkfirstspraytest.org/schooliom.**

Appendix XI

PREVENTION OF BULLYING

It is the intent of the Lincolnville Central School Committee to provide all students with an equitable opportunity to learn. To that end, the Committee 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 its 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.

The Committee also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Committee recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Committee seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Committee's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Committee does not condone, and will take action in response to, conduct that interferes with students' opportunity to learn, the educational mission of the Lincolnville Central School and the operation of the schools.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in Lincolnville Central School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying," means any physical act or gesture, or any verbally, written or electronically communicated expression that:

A. A reasonable person should expect would have the effect of:

1) Physically harming a student or damaging a student's property;

2) Placing a student in reasonable fear of physical harm or damage to his/her property; or

3) Substantially disrupting the instructional program or the orderly operations of the school; or

B. Is so severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Physical contact or injury to another person or his/her property

2. Threats of harm to a student, to his/her possessions or to other individuals, whether transmitted verbally, in writing or through cyberspace;

3. Blackmail, extortion, demands for protection money, or involuntary loans or donations;

4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;

5. Stalking;

6. Blocking access to school property or facilities;

7. Stealing or hiding books, backpacks or other possessions;

8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students' opportunity to learn the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

<u>Delegation of Responsibility</u>

The Superintendent/designee will be responsible for developing and implementing procedures for:

1. Student and parent reporting of bullying to staff and school administrators;

2. Staff reporting of bullying to school administrators;

3. Review of reports and investigation of bullying incidents;

4. Intervention with and/or discipline of students who engage in bullying;

5. Support for students who are victims of bullying;

6. Training staff and students in bullying prevention; and

7. Periodic evaluation of bullying prevention, intervention and training efforts in Lincolnville Central School and reporting to the Committee upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion and/or reports to law enforcement officials.

The Office for Civil Rights of the U.S. Department of Education located in Boston and serving New England has moved to a new building. Their new address is:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-14

Notice of Non Discrimination

School Union 69 (Hope-Appleton-Lincolnville) does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non discrimination policies:

Deborah Bailey, Special Education Director
Special Education Office
431 Camden Road, Suite 2
Hope, ME 04847
(207) 763-4716

Inquiries concerning the application of non discrimination policies may also be referred to the:

Regional Director
Office for Civil Rights
U.S. Department of Education
J. W. McCormack POCH, Room 701
Boston, MA 02109-4557

Revised: August 17, 2010

Appendix XIV

JRA-E
School Union 69
(Hope-Appleton-Lincolnville)
Annual Notice of Student Education Records
and
Information Rights

The Family Educational Rights & Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's educational records.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or Building Administrator in writing and must identify the record(s) to be inspected. The Superintendent or Building Administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of 10 cents per page.

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 identifying the part of the record they want changed, and specifying 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 procedure.

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 as permitted by law.

A. 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 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 15th or within thirty (30) days of enrollment, whichever is later.

B. Military Recruiters/Institutions of Higher Education - Military recruiters and institutions of high 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.

C. School Officials with Legitimate Educational Interests - Education records may be disclosed to school officials with a "legitimate educational interest". A school official has a legitimate educational interest if he/she needs to review an educational 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.

D. Other School Units - As required by Maine law, School Union 69 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 be obtained).

E. Other Entities/Individuals - Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or
F. Building Administrator.

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

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, DC 20202

Revised: August 18, 2010

Appendix XV

Child Find

School Union 69 (Hope-Appleton-Lincolnville) seeks to insure that all students within its jurisdiction are identified, located, and evaluated who are between the ages of 3 and 20 and who are in need of special education and related services. These students include state wards, state agency clients, students who have been suspended or expelled, children attending private school and home school, children who have the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year, highly mobile children with

disabilities, children who are suspected of being disabled and in need of special education even though they are advancing from grade to grade

Child Find is done through a school-wide process, while not a definitive or final judgment of a student's capabilities, is a possible indicator of special education needs. Final identification for students with disabilities and programming for such students occurs only after appropriate evaluation and a determination by the Individual Education Process Team (IEP Team).

Revised: August 17, 2010

Homeless Students

Homeless students are eligible to enroll in school even if unable to provide proof of residency or certain education and immunization records.

Homeless students include students who lack a fixed, regular and adequate nighttime residence and include a child or youth:

a) Who is sharing the housing of other persons due to loss of housing or economic hardship or a similar reason; is living in a motel, hotel, trailer park or camp ground due to the lack of alternative adequate accommodation; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

b) Who is living in a car, park or public space or in an abandoned building, substandard housing, bus or train station or similar setting;

c) Who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or

d) Who is a migratory child who qualifies as homeless because the child is living in circumstances as describe above.

If you believe that you or your child is homeless, please inform the person registering you or the Homeless Children & Youth Liaison:

Deborah Bailey (207) 763-4716
Special Education Director
431 Camden Road, Suite 2
Hope, ME 04847

Department of Education (207) 624-6637
Liaison for Homeless Children & Youth
23 State House Station
Augusta, ME 04333-0023

Appendix **XVII**

- **Referral to the Individual Education Team (IEP Team)**

School Union 69 (Hope-Appleton-Lincolnville) wants to insure that any eligible student who may have a disability and may require special education and related services is referred to the IEP Team. A professional employee of the School Union 69 (Hope-Appleton-Lincolnville), parents, and individuals or agency representatives with knowledge of a child may make referrals. Non-school personnel may refer by contacting the Building Principal or Director of Special Education.

Revised: August 17, 2010

School Union 69 – Lincolnville Central School NEPN/NSBA Code IHBAA-R

REFERRAL/PRE REFERRAL ADMINISTRATIVE PROCEDURE

School Union 69 – Lincolnville Central School professional employees who are making a referral shall do so by contacting the Special Education Office and by filling out the appropriate referral forms. The completed form will be reviewed and signed by the Director of Special Education or Superintendent's Designee, School Union 69, Lincolnville Central School will have fifteen (15) school days from the signature date to send a Consent to Evaluate to the parent. Parents may, at any time, refer their child to the Individual Education Plan Team (IEP Team) if they believe their child may be in need of special services. Parents should contact the Special Education Office to make a referral, but also may contact the child's teacher to make that referral. School professionals who are informed by parents or others of a desire to refer a student should immediately direct that person to the Special Education Office for initiation and discussion of the referral process. The school professional should also document in writing the contact with the parent or other person and should immediately forward that documentation to the Special Education Office.

Once a referral has been made, the IEP Team members have 15 school days to review any existing evaluation data and to determine what evaluations may be needed as part of the referral process. That review may occur either at an IEP Team Meeting or through other discussions that fully include the

parent. If the IEP Team members are unable to reach agreement on necessary evaluations outside of the IEP Team meeting, an IEP team meeting shall be held to discuss the issue.

Within 15 school days of receiving the referral, School Union 69 – Lincolnville Central School should send to the parent, a consent for initial evaluation form. When the school receives that consent form back from the family with the appropriate signatures, School Union 69, Lincolnville Central School has 45 school days to complete the evaluation and to hold an IEP Team Meeting to determine whether the student qualifies for special education services. If the student is identified as a child with a disability in need of special education, the IEP Team shall develop an Individualized Education Program for that child within 30 days of the determination that the student is eligible.

Transfer students who have already been identified as in need of special services shall on transfer and with prior written notice to the parent, be provided with special education consistent with the IEP developed at the prior school, and shall be referred to the IEP Team to review the program. If the transfer student's current IEP from his/her prior school unit is not available or is believed to be inappropriate by either the parent or the school, the school should develop a new IEP through appropriate procedures within a short time after the student enrolls at the school.

Upon enrollment in public school, a student who was being served by the Child Development Services (CDS) system shall be treated by the School Union 69 – Lincolnville Central School in the same manner as are transfer students under the state special education regulations, except that the student's Individual Family Service Plan from CDS will be considered his/her IEP until such time as the IEP Team meets to alter or amend that program. Placement, however, will be in the public school system rather than at the site provided by CDS.

<u>Pre-Referral Strategies</u>

Professional school staff members who observe that a student is encountering academic, social or emotional difficulties in school that interfere with the student's education shall document those specific difficulties on a Pre Referral Checklist.

The school staff member shall then develop an interventions strategy, using the intervention checklist that accompanies the pre referral checklist. The staff member may consult with other school employees and/or the student's

parents in the development of the intervention. The interventions strategy shall have an established time period for implementation, and at the end of that time its success shall be assessed and documented at the bottom of the intervention checklist. If the intervention strategy fails to resolve satisfactorily the difficulties that were interfering with the student's education and the staff member suspects that the student may be in need of special education, the staff member shall refer the student to the IEP Team in accordance with the referral process noted above.

Parental Notice

In addition to other requirements for parental notification, School Union 69 – Lincolnville Central School shall notify parents in writing consistent with state special education regulations whenever their child has been referred to the IEP Team and shall notify parents whenever their child has demonstrated educational difficulties that have led to completion by a staff member of the pre referral checklist and intervention strategy checklist.

That notification of pre referral interventions should include copies of the completed checklists and shall request that the parent contact the staff member who has completed the documents. That notification shall also inform parents that they have a right to refer their child directly to the IEP team if they suspect that their child may need special education services. School Union 69 – Lincolnville Central School may advise the parents as to why it may be appropriate to have the child participate in the intervention strategies prior to a referral to the IEP Team but School Union 69 – Lincolnville Central School shall not reject or delay the referral until the intervention strategies have been tried if the parent requests that the school proceed immediately with the referral. The school shall document the parent's decision.

The notification shall also inform the parents that they have the right to request a due process hearing from the Maine Department of Education in response to any refusal by the school to proceed with their requests to refer their child the IEP Team.

Legal Reference: 20 USC § 1400©(5)(F)
34 CFR Parts 300, App A., Q. 17 (Mar. 1999)
Me.Dept. of Ed. Reg. Ch. 101 §§ 7.7, 9.8.9.17 (Nov. 1999)

First Reading: September 8, 2003

Second Reading: October 14, 2003

Revised: April 23, 2007
Revised: August 17, 2010

School Union 69
(Hope-Appleton-Lincolnville)

Annual Notice of Accessibility to School Events

Persons with disabilities who wish to attend activities sponsored by the school, including conferences related to their children and public events sponsored by the school, and who need accommodations in order to attend the event(s), must contact the Building Principal well in advance of the date of the event so the school can make arrangements for the accommodations. For more information please contact the Building Principal.

Use of School Facilities

Persons and groups using school facilities for public meetings/events, are required to provide necessary accommodations to disabled persons so they can attend and benefit from the meeting/event. It is the obligation of the sponsors of the meeting/event, not the school, to pay for those accommodations. For more information please contact the Special Education Director at 763-4716.

Revised: April 1, 2008

NCLB Parent Notification

Under the federal No Child Left Behind law parents have the right to request information on the qualifications of their child's teacher. The information that we must provide (if requested) includes the following:

- Whether the teacher has met the certification requirements of the state.
- Whether the teacher is teaching under an emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree.
- Whether or not the child is provided service by a paraprofessional and, if so, his or her qualifications.

II. Parent Notification by School

Additionally, schools receiving federal Title I funds must send to each parent the information below. This information must be in a clear and understandable format for parents. Notice must be timely, and include the following:

- Information about the level of achievement of the child in the state assessments.
- Timely notice that the child has been assigned or taught for up to four or more consecutive weeks by a teacher who is not highly qualified.

These notifications are meant to encourage parent involvement and improve communication between the family and the school. We gladly comply with these regulations. Further information can be found at the MDOE website: http://www.state.me.us/education/.

More information can be found on the LCS Report Card posted at:
http://www.fivetowns.net/lcs
or by contacting the school office at 763-3366.

Any questions regarding the content of this handbook should be addressed to the building principal by calling 763-3366.

NCLB Information

LCS accepts public comment on the ESEA Application goals and priorities through July 1 of each school year. Please share any thoughts or comments you would like to be considered for the application by contacting Paul Russo at paul.russo@fivetowns.net, or by calling (207) 763-3366. The current application can be found at: http://www.fivetowns.net/lcs