**CHERRYFIELD ELEMENTARY SCHOOL**

Cherryfield, Maine 04622

(207) 546–7949

William Shuttleworth Katherine Strout

Superintendent of Schools Principal

546-7770 546-7949

To All Students and Parents

This handbook has been prepared as a guide to help you. We have prepared this handbook to better inform you of our school policies and state regulations. It gives you a variety of information that will make your years at Cherryfield Elementary School more productive and enjoyable. Together let’s make Cherryfield Elementary School the best it can be!

Please take time to read this handbook carefully. Some changes have been made and new information added. Be sure you understand everything in it. This handbook cannot cover every aspect of school life; therefore common sense should be relied upon to address any rules not found in this booklet.

You are also requested to review the Department’s policies that directly affect students and their parents. These Policies have been developed and approved by the Cherryfield School Department’s Board of Directors and can be found on the school’s website. Many policies pertaining to Cherryfield have been added in an appendix this year.

As we strive to meet the Federal Adequate Yearly Progress, I encourage you to schedule vacations and family experiences within the school calendar framework. It is essential that students attend school consistently. Your child’s learning is disrupted by absences. Teachers cannot duplicate the direct instruction provided to the whole class when helping a student with make-up work. Not only is the dynamic of live teaching missed, but a child missing school misses crucial classroom interaction.

Our students do well academically. Multiple factors go into identifying successful schools under federal law. Test scores count, improvement over prior years counts, and student attendance counts! So please, make every effort to have your child in school.

I hope you have a productive and enjoyable year! I will be at Cherryfield daily. If you have any questions or concerns about the handbook or any other aspect of school, feel free to call me at 546-7949 or come in.

 Kathy Strout, Teaching Principal

 Cherryfield Elementary School

Cherryfield School Department’s Vision Statement

Cherryfield School Department promotes the belief that all students can learn. To facilitate this process, children need positive parental involvement, community participation, and a safe and supportive school environment.

Cherryfield School Department must set high, realistic goals for all the students and staff. Development of self-esteem, self-discipline, respect, pride, and compassion, along with a well-rounded educational program, will enable our students to become lifelong learners.

 We Believe:

* Children need to develop self-control and assume responsibility for their actions.
* Students must assume ownership and responsibility for their learning.
* Positive parental involvement is a must.
* Every student needs to experience success.
* Each learner is an individual and is part of our school community.
* Every child can learn.
* In providing a safe and supportive environment for all students and staff.
* Each child will be encouraged to develop self-esteem and a sense of accomplishment.

 **CHERRYFIELD ELEMENTARY SCHOOL**

 **CREATING EDUCATIONAL SUCCESS!**

Staff of Cherryfield Elementary

Superintendent . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . William Shuttleworth

Administrative Secretary . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Theresa Hamel

Grade 7-8 Math/Science/Health/Teaching Principal. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Kathy Strout

Grade 6-7-8 ELA/Social Studies/Reading . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Emily Van Ormer

Grade 4-5 ELA/Social Studies/Reading . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Rachael Kellogg

Grade 4-5 Math/Science/Health . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . John Reese

Grade 3 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Amy Shaw

Grade 2. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Megann Finan

Grade 1. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Hayley Fenton

Kindergarten. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Alahna Roach

Pre-Kindergarten. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Melanie Piper

Pre-Kindergarten Aid. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Sandy Alley

Special Education. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Ralph Hirtle

Special Education Director. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Steve Peer

Special Education Aid. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Joanna Eaton

Secretary. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Kim Smith

Educational Technician/ Physical Education. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Sunshine Strout

Reading Recovery/Grade 6Math/Health/Science/IT. . . . . . . . . . . . . . . . . . . . . . . . . . . . . Chris Van Ormer

Counselor. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Corrie Hunkler

Band/ Music. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Bartholomew Singer (Mr. B)

Art . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Audra Christie

Nurse . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Joy Alley

Custodian. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Kasey Reid

Night Custodian. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Christen Bunnell

Cook. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Patricia Beal

ATTENDANCE/TRUANCY

School is in session from **8:00 A.M. to 2:25 P.M. daily**. Students should arrive at school **no earlier than 7:30 A.M.** A few buses arrive early and the staff will supervise students on these buses.

Students arriving after 8:00 A.M. are **tardy** and must report to the office before going to their classrooms. Students arriving to school after 10:00 a.m. in the morning or leaving before 1:00 p.m. will be considered absent one–half day for perfect attendance purposes.

***ADOPTED POLICY***

***NEPN/NSBA CODE: JE***

**STUDENT ATTENDANCE**

For a student to most effectively gain maximum educational benefit from school, regular classroom participation, continuity of instruction, in-school learning experiences and disciplined study are necessary. The Board recognizes the close relationship between quality education and regular school attendance. To fulfill curriculum requirements, such attendance is the responsibility of the parents.

For the purposes of this policy, “parent” means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

A. Teachers will report all absences.

B. Excuses will be required for all excused absences. These may be:

1. A note from the parents brought in before the absence.

2. A parental phone call to the school office (546-7949).

3. A note or appointment card from a physician.

4. A parent’s appearance with the student when he/she returns following the absence and

 an explanation of the absence to the appropriate staff member.

5. A note from the parent on the morning the student returns following the absence.

C. Unexcused absences:

Any student absent without excuse is truant. Students absent without excuse for seven (7) days or ten (10) half days in a six month period, will be considered habitual truants. Letters will be sent to parents, and students’ names will be brought to the attention of the Superintendent of schools, for possible violation of Maine School Law. Loss of grade work may also result.

D. Excusable absences:

Excusable absences are personal illness, an appointment with a health professional that must be made during the regular school day, observance of a recognized religious holiday when the observance is required during the regular school day, a family emergency, or a planned absence for a personal or educational purpose, which has been approved in advance by the Principal.

E. Non-excusable absences:

Some examples of unexcused absences are: shopping trips, hair appointments, missing the bus, working, babysitting, automobile breakdown, and just felt like staying out of school.

Make-up and grading of work or tests missed by unexcused absences, fewer than seven (7) days per six month period, will be at the discretion of the Principal.

1. The Cherryfield School Department administration reserves the right to deny credit for courses taken, if the number of absences during a school year is deemed excessive. A conference with the parent will be held if it appears a student is in danger of having an excessive number of absences.

G. Information to be maintained on truant students:

1. Dates of truancy

2. Contacts with parent

3. Conferences/excuses by truant/parent

4. Information from teachers or school personnel, as appropriate

H. The Principal is to exercise alertness to potential truants and to immediately establish contact with the home and superintendent for ways to re-establish regular attendance at school for the student.

DATE ADOPTED: August 11, 2015

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JHB***

**TRUANCY**

**TRUANCY DEFINED**

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

 A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or

 B. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

**ATTENDANCE COORDINATORS**

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

 A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;

 B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;

 C. Serving as a member of the dropout prevention committee; and

 D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

**TRUANCY PROCEDURES**

As required by law, the following procedure shall be followed when a student is truant.

 A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student’s truancy within five school days of the last unexcused absence.

 B. Within in five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school’s student assistance teamor general education intervention system personnel.

 C. The student assistance team orintervention system personnelwill meet to determine the cause of the truancy and assess the effect of the student’s absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team or intervention system personnelshall develop an intervention plan to address the student’s absences and the negative effect of these absences.

 An intervention plan may include, but is not limited to:

 1. Frequent communication between the teacher and the family;

 2. Changes in the learning environment;

 3. Mentoring;

 4. Student counseling;

 5. Tutoring, including peer tutoring;

 6. Placement into different classes;

 7. Evaluation for alternative education programs;

 8. Attendance contracts;

 9. Referral to other agencies for family services; and

 10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

 Failure of the student or the student’s parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student’s truancy.

 D. The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student’s truancy and the intervention plan.

 E. If the Superintendent/designee is unable to correct the student’s truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student’s attendance is required by law. The notice shall:

 1. State that the student is required to attend school pursuant to 20-A

 MRSA §5001-A (the compulsory attendance law);

 2. Explain the parent’s right to inspect the student’s attendance records, attendance coordinator’s reports, and principal’s reports;

 3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student’s status in the grade he/she is in;

 4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and

 5. Outline the plan developed to address the student’s truancy and the steps that have been taken to implement that plan.

 F. Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting of the student assistance team or intervention system personnelas required by law and paragraph B of this policy and may invite a local prosecutor.

1. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.

 H. When a student is determined to be truant and in violation of the compulsory attendance law, and the student assistance team or has made a good faith attempt to meet the requirements, the Superintendent shall notify the School Committee of the student’s truancy.

**ANNUAL REPORT TO COMMISSIONER**

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit’s efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A

 22 MRSA § 4002

Cross Reference: JEA – Compulsory Attendance

 JFC – Dropout Prevention—Student Withdrawal from School

 JLF – Reporting Child Abuse and Neglect

DATE ADOPTED: September 10, 2013

**AWARDS**

Each year awards are given in the following areas: academics, attendance, athletics, and participation in other activities. Honor rolls will be published each quarter in a local newspaper.

* + Guidelines for these awards are as follows:
* Honor roll in grades 3 through 8 will be designated to those students who attain A’s and B’s High Honors will be given to those who attain all A’s.
	+ The Principal’s Award will be awarded to those students who make the honor roll all four quarters.
* Athletic honors are as follows for those who complete the season in each sport:
	+ Students in Grades 4–5 will receive a certificate for each sport that they successfully complete.
	+ Students in Grade 6 and 7 will receive a sports pin for each sport upon the successful completion of ***two*** sports, as well as a certificate for each sport that they successfully complete.
	+ Students in Grade 8 will receive a sports trophy (in the sport of their choice) upon the successful completion of ***three*** sports, as well as a certificate for each sport they that successfully complete.
* Grade 8 class parts will be determined at third quarter ranking period.
* Academic Awards are given to the eighth grade students who have maintained a B or better average for their last three years in school. These awards are presented at graduation.
* Students with perfect attendance will receive an award.
* Any other awards to be presented at the Cherryfield Elementary School are to be done with the permission of the school principal.

BASKETBALL GAMES/RULES

1. Students should come to the games to watch the ball game.

2. Students will remain seated in the bleacher section during the game.

***3. No students shall leave the building and then reenter. If students leave the building then they must leave the premises.***

4. Food and Drink are sold for the convenience of the spectators and for the financial benefit to our school. This is a privilege that can be taken away. Students/Parents are responsible for the picking up of and the disposal of any food and drink containers that they had during the game.

A basketball game is a school function and school rules apply. Students that fail to abide by the

rules may not be allowed to attend future basketball games. Sportsmanship should be supportive in manner at all times by all spectators.

BICYCLE RULES

Those students who ride bicycles to school will put them in the bicycle rack. They will be kept in this area until school dismissal. When school is dismissed bike riders are to leave school premises.

**BUS CONDUCT GUIDLINES**

***ADOPTED POLICY***

***NEPN/NSBA CODE: JICC***

**STUDENT CONDUCT ON SCHOOL BUSES**

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus—and only at that time—does he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal by the bus driver. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child’s behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Legal Reference: 20-A MRSA § 5401

Cross Reference: EEA - Student Transportation Services

DATE ADOPTED: August 11, 2015

BREAKFAST, LUNCH AND MILK PROGRAM

Our school breakfast, lunch, and milk program is run in compliance with State and Federal Regulations, therefore it is necessary for the parents or guardians of all students attending the Cherryfield Elementary School to complete the necessary paperwork that is sent home regarding breakfast/milk/lunches. The directions are quite clear and all information needs to be completed. If a family is not interested in applying for free or reduced breakfast/lunches, please sign and return the white cover letter indicating to us that you have received a form.

Breakfast/Lunch money is to be brought to school at the beginning of the week and may be paid weekly, or for longer periods. **Payments are expected by the end of the week**, at the latest. Please send money in an envelope labeled with child’s name, days child wishes to eat, and amount of money enclosed. Please send the lunch money to each individual student’s homeroom teacher. Breakfast should be paid for by the day or week and may be paid for even longer periods so as to make less bookkeeping work. Students should also order extra milk by the day. Students will not receive a regular hot lunch if payment is not received in a timely manner.

If a child is going to be late for school–please call us so that we can order his/her lunch for them. The orders are completed by 8:30 each morning and by that time the kitchen has started their daily preparations.

If a child is going to be dismissed from school before lunch, either send in a note or call the school. Every meal that is ordered and not eaten is money wasted.

**2015-2016 Breakfast and Lunch Prices**

Breakfast-$1.00

Lunch-$3.00

Milk-.35 cents

BULLYING POLICY

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JICK***

The School Committee believes that bullying*,* including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes withthe mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

**Bullying Prohibited**

Bullying, including “cyberbullying,” is not acceptable conduct in Cherryfield schools and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the School Committee’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

**Definition of Bullying**

 “Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

 **Bullying**

 “Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

 1. Physically harming a student or damaging a student’s property; or

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

 B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or

2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

 C. Is based on:

1. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

 and that has the effect described in subparagraph A. or B. above.

 **Cyberbullying**

 “Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

**Application of Policy**

This policy applies to bullying that:

A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or

B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

**Consequences for Policy Violations**

**Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The School Committee retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

**School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of School Committee approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

**Staff Training**

The Cherryfield School Department will provide professional development and staff training in bullying prevention and response.

**Delegation of Responsibility**

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

**Unusual Circumstances**

Under unusual and grave conditions, the Superintendent can suspend a student from school if the student is summons to court for a crime in the community that would constitute a felony indictment and/or detention if perpetrated as an adult.

In such dire circumstances, the Superintendent is exercising due diligence to balance the rights of that child that is summoned with the responsibility to retain good order and discipline within the school.

**Dissemination of Policy**

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit’s website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity

 ACAA-R - Harassment and Sexual Harassment of Students

 ACAD - Hazing

 ADF - School District Commitment to Learning Results

 CHCAA - Student Handbooks

JI - Student Rights and Responsibilities

 JIC - Student Code of Conduct

 JICIA - Weapons, Violence and School Safety

 JK - Student Discipline

 JKD - Suspension of Students

 JKE - Expulsion of Students

DATE ADOPTED: September 10, 2013

DATE REVISED: March 11, 2014

**STUDENT USE OF CELLULAR TELEPHONES AND OTHER**

**ELECTRONIC DEVICES**

***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: JFCK***

 The Board recognizes that many students possess cellular telephones and other electronic devices. These devises may not be

 Use in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. The school

 unit is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school

 rules necessary to implement this policy.

 Cross Reference: JIH - Questioning and Searches of Students

 JICIA- Weapons, Violence, Bullying and School Safety

DATE ADOPTED: August 11, 2015

**RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES**

***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: JFCK-R***

1. Students are prohibited from using privately own electronic devices, including but not limited to cellular telephones, blackberries, I Phones, handheld computers, MP3 players, and electronic games during classes, study halls, assemblies and other school activities.

During classes and school activities, all such devices must be turned off. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA). If this rule is violated, the teacher will immediately confiscate the device, and discipline may be imposed as provided in school rules.

1. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
2. The use of cameras in any type of electronic device is strictly prohibited in locker rooms,

 restrooms and classrooms. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting the picture on any social networking site or other Internet site.

1. Any use of cellular telephones and other electronic devices that violates any Board policy/ procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any material that is defamatory, abusive obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
2. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
3. Students violating these rules will be subject to discipline, which may include not being allowed to bring electronic devices to school and sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record.
4. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

DATE ADOPTED: August 11, 2015

**Student Code of Conduct**

***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: JICDA***

The Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Board has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

**Statement of Cherryfield School Department Values and Standards for Ethical and Responsible Behavior**

As a school community, we are dedicated to the values of fairness, compassion, honesty, responsibility, respect, and courtesy that contributes to a positive, diverse, safe, and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct:

A person who is **fair** in dealing with others

|  |  |
| --- | --- |
| **Does:**1. Seek to strike a balance between the needs of the individual and the needs of the community
2. Understand the difference between justice and vengeance expense of others
3. Treat others the way he/she would like to be treated
4. Exhibit impartial and even‑handed treatment of others
 | **Does not:**1. Engage in malicious criticism
2. Attempt to further one's own interests at the expense of others
3. Show favoritism
 |

A person who is **compassionate**

|  |  |
| --- | --- |
| **Does:**1. Treat all people with kindness
2. Possess an ability to empathize with others
3. Lend a helping hand to those in need
4. Seek to understand others
 | **Does not:**1. Tease or taunt others
2. Seek to judge others
3. Seek to draw attention to another’s shortcoming
 |

A person who is **honest** in all academic endeavors and relationships

|  |  |
| --- | --- |
| **Does:**1. Seek to speak the truth, respectfully
2. Recognize that trust is an essential component of all relationships
3. Interact with others in a sincere and genuine manner
4. Acknowledge his/her own shortcomings
 | **Does not:**1. Seek to steal from others or cheat
2. Plagiarize the work of others
3. Engage in secretive, fraudulent, or manipulative behavior
 |

A person who is **responsible**

|  |  |
| --- | --- |
| **Does:**1. Acknowledge making a mistake
2. Answer for personal actions or failures to act
3. Report harmful, hateful, or dangerous behavior to an adult
 | **Does not.**1. Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions
 |

A person who is **respectful** and **courteous** of self and others

|  |  |
| --- | --- |
| **Does:**1. Appreciate diversity
2. Tolerate views and beliefs that differ from one's own
3. Support and contribute to a healthy and safe environment
 | **Does not:­**1. Participate in activities that have the potential to cause physical or emotional harm
2. Make derogatory statements about another's gender, sexual orientation, ethnicity, socioeconomic class, religion, disability, intellect, or appearance
 |

The Code applies to students who are on school property, who are in attendance at school or at any school‑sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Board has identified student rights and responsibilities and the possible consequences for unacceptable conduct in policies AC, ACAA, ACAD, JICIA, EEAEC/JICC, JI, JIH, JK, JKD, JKE, JKF and JRA and in other school rules. It is the responsibility of the school system to ensure that discipline is administered fairly, promptly, and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct ("Code"), consistent with the requirements of 20‑A MRSA § 1001(l 5) (adoption of Student Code of Conduct).

DATE ADOPTED: August 11, 2015

**STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY**

***CHERRYFIELD SCHOOL DEPARTMENT***

 ***NEPN/NSBA CODE: IJNDB***

The Cherryfield School Department provides computers, network, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with the Cherryfield School Committee’s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student’s computer privileges will be altered. The building principal’s decision shall be final.

Violations of this policy and the Cherryfield School Committee’s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

Cherryfield School Departmentcomputers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

**INTERNET SAFETY**

The Cherryfield School Departmentuses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although the Cherryfield School Department takes precautions to supervise and monitor student use of the Internet, parents should be aware that the Cherryfield School Department cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of School Committee policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, the Cherryfield School Department alsoeducates students and parents about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in “hacking” and other unlawful online activities, and issues surrounding “sexting” and cyberbullying awareness and response.

The Superintendent /designee shall be responsible for integrating age-appropriate Internet safety training and “digital citizenship” into the curriculum and for documentation of Internet safety training.

**IMPLEMENTATION OF POLICY AND “ACCEPTABLE USE” RULES**

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying “acceptable use” rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with School Committee policy to govern Internet access and the day-to-day management, securityand operations of the school unit’s computer and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference: 20 USC § 677 (Enhancing Education through Technology Act)

 47 USC § 254(h)(5) (Children’s Internet Protection Act)

 47 CFR § 54.52 (Children’s Internet Protection Act Certifications)

 Federal Communications Commission Order and Report 11-125,

 (August 10, 2011)

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules

DATE ADOPTED: September 10, 2013

## STUDENT COMPUTER AND INTERNET USE RULES

***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: IJNDB-R***

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules implement Board policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges/disciplinary action/ legal action.

## Computer Use is a Privilege, Not a Right

Student use of the school unit’s computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary/legal action. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a Building Administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. The Building Administrator shall have the final authority to decide whether a student’s privileges will be denied or revoked.

## Acceptable Use

Student access to the school unit’s computers, networks and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals.

Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Students also must comply with all specific instructions from the teacher(s) or other supervising staff member(s)/volunteer(s) when accessing the school unit’s computers, networks and Internet services.

## Prohibited Use

Students are responsible for their actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit’s computers, networks and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights** – Students may not copy, share or download any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. See Board policy EGAD-Copyright Compliance.
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified;
5. **Use for Non-School-Related Purposes** – Students may not use the school unit’s computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.-** Students may not access blogs, social networking sites, etc. to which student access is prohibited.

## No Expectation of Privacy

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

## Compensation for Losses/Costs/Damages

Student and their parent(s)/guardian(s) are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while students are using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by students while using school unit computers.

## Student Security

Students are not allowed to reveal their full names, addresses, telephone numbers, social security numbers or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## System Security

The security of the school unit’s computers, networks and Internet services is a high priority. Students who identify a security problem must notify a teacher or a building administrator immediately. Students shall not demonstrate the problem to others or access unauthorized material.

**Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents/guardians are required to attend an informational meeting before a laptop will be issued to their child. Students and parent(s)/guardian(s) must sign the school’s acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. The school unit offers an insurance program for parents/guardians to cover replacement costs and/or repair costs for damages not covered by the laptop warranty.
4. If a laptop is lost or stolen, the building administrator should be notified immediately. If a laptop is stolen, a report should be made to the local police and superintendent immediately.
5. The Board’s policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student’s laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents/guardians will be informed of their child’s login password. Parents are responsible for supervising their child’s use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school’s Student computer Use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: IJNDB – Student Computer and Internet Use

DATE ADOPTED: August 11, 2015

SCHOOL DANCE PROCEDURE

All dances must be scheduled at least two weeks in advance and must be approved by the principal. A maximum of one dance per month will be considered for approval.

Students will be responsible for making all of the necessary arrangements for dances (obtaining approval from the principal; scheduling the gym; securing chaperones; planning for refreshments, if desired; setting up; etc.). Students will also be responsible for cleaning up after dances are over in cases where a custodian might not be available.

All dances will begin at 6:00 P.M. and end no later than 8:30 P.M.

The principal or assistant and at least two staff members will be in attendance at all dances.

School dress code does apply.

During a dance, students will remain in the gym and will not be allowed in any other part of the building with the exception of the bathrooms and lobby to purchase refreshments.

Any student under the influence of alcohol or drugs will be required to leave the premises. Parents or police will be called to take the student home. The student will be referred to the principal the first school day following the dance and disciplinary action will result in the student being barred from future dances.

Students not attending the dance will not be allowed to loiter on school grounds.

If students fail to comply with this policy, future dances may be denied for all students.

Cherryfield Elementary School dances are open to Cherryfield students in grades 5-8.

Students from grades 6-8 who attend other schools in MSAD #37 are allowed to attend dances at

Cherryfield with permission of their building principal via a sign-up sheet.

DISCIPLINE, STUDENT SUSPENSION, AND EXPULSION

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JK***

**STUDENT DISCIPLINE**

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Cherryfield School Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The School Committee expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

 A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

 B. Expectations for student behavior should be clear and communicated to school staff, students and parents.

 C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.

 D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and School Committee policy.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with School Committee policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106

 20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

 ACAA – Student Harassment and Sexual Harassment

 EBCA – Comprehensive Emergency Management Plan

 JIC – Student Code of Conduct

JICIA Weapons, Violence and School Safety

JKAA – Use of Physical Restraint and Seclusion

 JKB - Student Detention

 JKD - Suspension of Students

 JKE - Expulsion of Students

JKF – Disciplinary Removal of Students with Disabilities

DATE ADOPTED: September 10, 2013

**DRESS CODE AND GROOMING**

The school dress code ensures that students are neat and clean, wear clothes that are whole, clean, and that fit properly. Students may not wear clothing that interferes with and/or detracts from the normal educational process and atmosphere of the school. It may not be offensive, revealing, or attract undue attention to the wearer, or cause a disturbance.

1. Hats are not to be worn in the building.
2. Any garment that does not adequately cover a student’s body will not be allowed unless worn over a t–shirt or some other garment that covers the student properly. This includes tank tops, spaghetti strap tops, leggings/yoga pants should be worn under clothing that properly covers the student.
3. Students must make sure that they are dressed appropriately for the weather. Shorts may be worn (as long as the length is no shorter than the fingertips of the hands extended down the legs) from the first day of school to Columbus Day and from April vacation to the end of the school year. Students may not wear shorts from Columbus Day to April vacation. Students are expected to go outside during recess and must be dressed appropriately for the weather.
4. Clothing with suggestive slogans or that promotes drugs, alcohol or tobacco products is not permitted.
5. Pants are to be worn around the waist and not hanging below the waist area. Pants are to be for all practicable purposes whole. Underclothing shall not be visible. This could be a safety issue as well as a modesty issue.
6. Items of a dangerous nature are not permitted. This could be, but is not limited to, large chains.
7. Students’ hair color must not be a distraction, or detract from the normal educational process and the atmosphere of the school.
8. During recess and gym open-toed shoes are not recommended.

DRUG AND ALCOHOL USE BY STUDENTS

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JICH***

The School Committee and staff of the school unit support a safe and healthy learning environment for students that are free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Committee endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

**A. Prohibited Conduct**

 No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of “bath salts;” any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance of to have the effect of a controlled substance.

 These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

**B. Disciplinary Action**

 Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

**C. Prevention/Education**

 The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use.

 Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

**D. Intervention**

 The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

**E. Policy Communication**

 The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)

 21 CFR Part 1300.11-15

 P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)

 17-A MRSA § 1101

 22 MRSA §§ 2390-2394

 42 USC § 290dd-2

 42 CFR § 2.1 et seq.

 20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace

 JICIA – Weapons, Violence and School Safety

 JKD – Suspension of Students

 JKE – Expulsion of Students

 JLCD – Administering Medication to Students

 JRA – Student Education Records and Information

DATE ADOPTED: September 10, 2013

EARLY DISMISSAL

Your child’s welfare is our prime concern. Therefore, we will not dismiss a child early unless we have authorization from a legal guardian or a parent with legal custody.

If you plan to be away or you desire someone else (friends, neighbor, relative) to pick up your child, please send a note to the school with the adult’s name and the time of dismissal and have your child give this note to the teacher or call the school secretary. Students will be sent home as per usual procedure without a signed and dated note.

Students may be dismissed early for medical and dental appointments, family emergencies, and illness. A signed, dated excuse note should accompany the student upon returning to school.

ENROLLMENT PROCESS

It is a trying time for students to enter a new school setting and to make new friends. In order to make this transition as smooth as possible for your child we request that the following procedures be followed:

 1. Parents or guardians should contact the secretary or school principal in person.

 2. Parents or guardians should bring with them any records that they have––this must include a health record and birth certificate (not a hospital copy) and any other records that are needed. These must be up–to–date.

 3. Parent or guardians will fill out all necessary paperwork to enroll said student(s).

 4. Parents or guardians will supply students with necessary equipment (pens, pencils, notebooks, etc.).

We thank all parents, guardians, and students for their understanding and support during this process and hope by doing this to make the transition period smooth and rewarding for all concerned.

EXTRACURRICULAR ACTIVITIES

Our school strongly encourages children to participate in extracurricular activities as they serve to “round out” their education. Activities that are offered are Jr. High Soccer, Basketball, and Cheerleading, Pee–Wee Basketball and Cheerleading, Boys Baseball and Girls Softball, Destination Imagination, Student Council, Chorus, Band, and Drama.

Participation in extra-curricular activities requires good academic standing in school. Students who receive warning notices from their teacher, owe assignments, or are failing a subject will not be allowed to participate in extra-curricular activities until the grade has improved to a passing level. Communication with teacher, student, parents, and principal is crucial in ensuring academic and

extracurricular success.

We also encourage students in grades 4-8 to participate in the after school program, EdGE. The EdGE program meets twice a week, and provides a safe space for after school programs. They also provide academic tutoring and field trips.

***ADOPTED POLICY***

***NEPN/NSBA CODE: JJ***

**STUDENT ACTIVITIES-ATHLETIC CODE**

In order to continue the fine tradition in athletics that Cherryfield Elementary School has built over the years, the following Elementary Athletic Code has been adopted. Parents, too, should be familiar with the code.

**A. GENERAL RULES**

1. Before any athlete can participate in tryouts or intramurals, they must have returned to the coach or advisor:

a. a written permissions slip from the doctor completing a physical examination of the student stating that the athlete is fit to participate. This physical will be adequate for all sports unless there are restrictions placed on it. Any physical other that those given by the school physician at the scheduled time will be at the individual’s own expense.

b. a written statement from the parent indicating the medical coverage in force for the student athlete during each particular sport season.

c. a signed parental permission slip to acknowledge the athletic code and the risk of injury involved while participating in interscholastic athletics or intramurals.

d. the district could require a second physician’s note if the child is injured or suffers an illness or condition which could further endanger the athlete’s well-being. If the district has a factual basis to believe that the child’s continuation/participation in a sport would jeopardize the safety of that child or the safety of the other children involved in the sport, it could require a second physician’s opinion, at the district’s expense, by a physician mutually chosen by the district and the parents.

2. It is expected that all participant’s have a good attendance record as well as a good overall standing as a school citizen. It is especially important that all squad members be in attendance and on time to school the day following a weekday activity.

a. Students must be regularly enrolled in school, and in the judgment of the teacher and principal, working academically at an acceptable level.

b. A student becomes ineligible when he/she turns sixteen (16). If however, he/she has begun a regular season of play, the student will be allowed to finish that particular sports schedule.

c. No student will participate in Pee-Wee basketball if he/she turns fourteen (14) before January 1. If he/she turns fourteen (14) on or after January 1, he/she will be allowed to finish the season.

3. Regular school attendance is required of all students. Athletes absent from school any part of the day of a game or practice, or the practice before a game, shall not participate without the written excuse of a parent or physician and the full sanction of the school administration.

4. Participants should, by some method, notify the coach/advisor by the end of the school day if lateness or justified absence is anticipated.

5. Vulgar language cannot be tolerated and is just cause for disciplinary action.

6. For all school sponsored trips, athletes should be neatly and appropriately dressed.

7. Managers shall be considered active participants and shall meet the same requirements as participants.

8. Athletes suspended from school shall not be allowed to practice or participate in contests while on suspension.

9. Individual coaches/advisors have the responsibility to take disciplinary action pertaining to any problem that may arise that has not already been mentioned. These recommendations should be submitted to the principal for approval.

10. Participation is strictly on a voluntary basis. Therefore, membership in any group implies understanding of, and adherence to all sections of this code.

**B. SPECIAL GUIDELINES FOR STUDENT ATHLETES**

 1. Members of a team shall recognize that they have the following responsibilities:

 a. They are official representatives of Cherryfield Elementary School

 b. They represent their families, friends, and town.

 c. They are expected to be leaders in promoting good school citizenship.

d. Their actions in and out of school build student respect and contribute to school spirit. This responsibility implies that proper respect be given to administration, teachers, coaches, officials, fellow athletes, and the student body.

DATE ADOPTED: August 11, 2015

FIELD TRIPS

Occasionally students are taken to a place away from the school building to experience and learn from observation at a special sight. Parents will be informed in writing regarding school field trips in Cherryfield. You will be asked to sign a permission slip whenever your child’s class goes somewhere outside Cherryfield. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when the field trip will extend beyond the school day.

FIRE & EMERGENCY DRILLS

Drills will be held periodically. The teachers will conduct the students in an orderly manner to the assigned safety zone. Students will learn the exit procedures at the beginning of school year.

GRADING SYSTEM

Cherryfield Elementary uses the following grading system. In all grades report cards are issued quarterly. In grades 3–8 the following grading system is used.

 A = 93–100 =Distinction

 B = 85–92 = Proficient

 C = 75–84 = Proficient

 D = 70–74 = Partially Proficient

 E = 0–69 = Substantially Below Proficient

In Kindergarten, First Grade, and Second Grade, no letter grades are given. Instead, a skill checklist based on common core standards will be used.

Cherryfield Elementary has been using the standards language on report cards. State standards have been set on what students should know and be able to do. Students are assessed in connection with the state standards and rated.

D = Distinction

 Pro = Proficient

 P = Partially Proficient

 B = Substantially Below Proficient

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: ACAA***

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of School Committee policy and may constitute illegal discrimination under state and federal laws.

**Harassment**

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the School Committee’s policy JICIA – Weapons, Violence and School Safety.

**Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or building principal will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)

 Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))

 5 MRSA §§ 4602; 4681 et seq.

 20-A MRSA § 6553

Cross Reference: ACAA-R - Student Discrimination and Harassment Complaint

 Procedure

 AC - Nondiscrimination/Equal Opportunity and Affirmative Action

 ACAD - Hazing

 JICIA - Weapons, Violence and School Safety

DATE ADOPTED: September 10, 2013

SCHOOL HEALTH, INJURY, AND ILLNESS

At the beginning of the school year, emergency information sheets are sent home to parents. This information informs the teachers and administration of what procedure you would like us to follow in case of sickness or injury to your child. Our procedure is to notify parents or guardians as soon as possible after learning about either an injury or an illness. If a student complains about being sick, we will call to let you know. That call does not necessarily mean that we expect you to come and get the student. We will give our opinion, unless severely ill or in need of medical attention, but otherwise the decision is yours.

Students are not to be sent to school when sick (vomiting, fever, etc.). If they arrive at school ill, they will be sent home.

Injuries are handled in a similar manner. However, if it is an obvious problem, we will notify you. If no one can be reached for advice, we will use our own judgment based upon the emergency card information in dealing with the situation. Please keep the school informed if any emergency contact information changes.

HOME AND SCHOOL COMMUNICATION

There may be an occasion when a change in a child’s home situation results in difficulties at school. Especially when there is a change in marital status, the school often finds itself caught in the middle of domestic conflict.

In order to ease such tension, we will be pleased to communicate school matters to both parents. The faculty would be happy to give duplicate child newsletters, or provide double invitations to children of divorced parents.

Adults are invited and encouraged to visit our classrooms after scheduling a time with the principal and classroom teacher. Becoming familiar with your child’s school can be a great aid for helping to understand your child’s work place.

HOMEWORK

 ***ADOPTED POLICY***

***NEPN/NSBA CODE: IKB***

Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it.

The Board believes that there are several reasons for assigning homework:

A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.

B. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.

C. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect that the amount of homework can be increased using the following guidelines:

Kindergarten: The average student should be able to complete his/her homework, on average, in 30 minutes per night.

Grades One & Two: The average student should be able to complete

his/her homework, on average, in 30 minutes per night.

Grades Three & Four: The average student should be able to complete his/her homework, on average, in 45 minutes per night.

Grades Five & Six: The average student should be able to complete his/her homework, on average, in 60 minutes per night.

Grades Seven & Eight: The average student hour be able to complete his/her homework, on average, in 90 minutes per night.

 Legal Reference: CH. 125.23, B,5,1 (Maine Dept. of Ed. Rule)

DATE ADOPTED: August 11, 2015

*Assignments/homework are to be done when the class reconvenes. If not, arrangements should be made to stay in recesses to make up work that has been missed. When a student has extended absences it is the student’s responsibilities to make up missed work.*

**INTERVENTION**

Cherryfield School Department believes that all students should learn at a rate equal to their rate of learning and that fits their learning styles. Staff makes consistent adjustments to ongoing instruction to meet the needs of the students in their classrooms and provide intervention to assist students in learning. Our intervention program is comprehension and includes Title 1 as well as additional classroom interventions.

NO-SCHOOL ANNOUNCEMENTS

The Superintendent of Schools will notify radio stations of school cancellations or delays. All students and parents will be able to access this information from the radio or TV.

No school announcements will be broadcast on local radio and television stations. Please do not call the Superintendent or Principal as it will only tie up telephone lines necessary for school cancellation arrangements.

**PARENT INVOLVEMENT**

***ADOPTED POLICY***

***NEPN/NSBA CODE: KBF***

**PARENT INVOLVEMENT IN TITLE I**

The School Committee endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system’s Title I programs.

For the purpose of this policy, “parents/guardians” includes other family members involved in supervising the child’s schooling.

 I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, agree on with, and distribute to parents of children participating in the school system’s Title I programs a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit’s parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

 II. SCHOOL-PARENT INVOLVEMENT POLICY

 As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including “School-Parent Compact” outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school’s Title I programs.

The “School-Parent Compact” shall:

 A. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State’s academic achievement standards;

B. Indicate the ways in which parents will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children’s education and positive use of extra-curricular time; and

 C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

 III. PARENT INVOLVEMENT MEETINGS

 Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school’s participation in Title I and to involve them in the planning, review, and improvement of the school’s Title I programs and the parent involvement policy.

 In addition to the required annual meeting, at least [number] other meetings shall be held at various times of the day and/or evenings for parents/guardians of students participating in Title I programs.

 These meetings shall be used to provide parents with:

 A. Information about programs the school provides under Title I;

 B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

 C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

 D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through

the payment of transportation and childcare costs.

 IV. PARENT RELATIONS

 Parents/guardians of children identified for participation in a Title I program shall receive from the

 building principal and Title I staff an explanation of the reasons supporting their child’s selection, a

 set of objectives to be addressed, and a description of the services to be provided. Parents will

 receive regular reports on their child’s progress and be provided opportunities to meet with the

 classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to

 how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

 The Superintendent/designee shall be responsible for ensuring that the school unit’s Title I plan,

 programs, and parent involvement policies comply with applicable law and regulations and for

 developing administrative procedures, as needed, to implement this policy.

Legal References: 20 U.S.C. § 6318

DATE ADOPTED: September 10, 2013

***ADOPTED POLICY***

***NEPN/NSBA CODE: KBF-E***

**TITLE I - PARENT INVOLVEMENT**

This school policy has been developed in consultation with the parents/guardians of students participating in Title I programs at Cherryfield Elementary School. It includes a "School-Parent Compact" that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The Building Principal/designee will be responsible for distributing this policy to parents/guardians of students participating in the school's Title I programs.

1. **PARENT INVOLVEMENT MEETINGS**

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school's participation under Title I, to explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school's Title I programs and parent involvement policy.

The school will offer at least one other meeting during the school year, for parents/guardians of students participating in Title I programs.

The Building Principal will designate the Title I staff to:

1. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
2. Introduce the representatives on the Parent Advisory Committee;
3. Provide an overview of Title I and the programs the school provides under Title I;
4. Explain the rights of parents/guardians to be involved in developing and reviewing the school's parent involvement policy, including the School- Parent Compact;
5. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
6. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
7. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
8. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title I committees;
9. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title I and the school-parent involvement policy and establish a schedule for this activity;
10. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
11. Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title I program and;
12. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title I.
13. **SCHOOL-PARENT COMPACT**

This School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

1. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the State's academic achievement standards.
2. Parents/guardians will be responsible for supporting their children's learning by:
3. Monitoring their children's attendance;
4. Providing assistance and encouraging their children to complete homework assignments;
5. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
6. Talking with their children about the school day;
7. Reading to or with their children;
8. Monitoring and limiting their children's television watching;
9. Volunteering in the classroom and for school-related activities such as field trips;
10. Participating, as appropriate, in decisions related to the education of their children; and
11. Enrolling their children in extracurricular and age-appropriate, community-based, after-school activities.
12. The school will address the importance of communication between parents

 and teachers on an ongoing basis by:

1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;
2. Providing frequent reports to parents/guardians on their children's progress;
3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
4. Giving parents the opportunity to observe classroom activities;
5. Welcoming parents as volunteers in the classroom; and
6. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference: 20 U.S.C. § 6318

DATE ADOPTED: August 11, 2015

PARENT-TEACHER CONFERENCES

We schedule parent-teacher conferences twice a year. This involves some release time for students that is noted in the school calendar section, but we feel that conferences are a valuable part of our student evaluation process because they allow you to have input and to ask specific questions about either the program in general or your child’s performance. You are encouraged to take full advantage of this opportunity. Parents are encouraged to set up conferences with teachers anytime there is concern for your child’s progress.

PARTIES

Students are permitted to have three parties each year: Harvest, Holiday, and Valentines’ Day. The school principal must approve other parties. Parents are asked to help with refreshments and some teachers have parents come in to help with the party itself. Teachers make arrangements for their own classroom. All parties must follow the Wellness Policy guidelines.

***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: JL***

**WELLNESS POLICY**

Cherryfield School Department is committed to developing students' skills and behaviors that promote lifelong health and wellness. The Board recognizes that student wellness and good nutrition are related to students' physical and psychological wellbeing and their readiness to learn. The Board is committed to providing a school environment that supports student and staff wellness, healthy food choices, nutrition education, physical education and regular physical activity. The Board also acknowledges that there will be a needed phase in timeline to complete the full intent of this policy.

**Nutrition Education**

All students, K-8 shall receive nutrition education integrated within the comprehensive health education curriculum. Nutrition education will teach students the skills necessary to make nutritious choices. This includes, but is not limited to teaching variety when making food choices, maximizing nutrient levels while minimizing empty calories and balancing these principles with moderation. Cherryfield Elementary School will find qualified, skilled professionals to educate all staff employed by the school unit (including but not limited to teachers, administrators, coaches and volunteers) in basic nutrition education and implement the principles of the health curriculum in all grades when applicable. School staff will collaborate with other community agencies when possible to provide students with further nutrition education.

**Physical Education**

The Physical Education curriculum will provide opportunities to learn for all K-8 students of all abilities and will promote confidence and encourage sportsmanship. PE will be provided at least 1X per week for 40 minutes or its equivalent for each student in grades K-8. Physical Education classes will help promote a physically active lifestyle and the promotion of lifetime physical activity. Curriculum will be assessed for competency of knowledge, skills and practice; and aligned with State standards, comprehensive in scope and sequence.

All Physical education classes will include at least 50% of moderate to vigorous activity in all or most lessons.

Safe and adequate space and equipment will be maintained for the use of Physical Education classes. Physical Education classes will be taught by a certified instructor and yearly professional development will be provided to PE staff.

Physical Education class exemptions are not permitted. Instead, a delay may be granted or a modified program put in place through an agreement with the principal, health care provider, teacher, parent or guardian. Physical Education class should almost never be denied for the purpose of completing other subject area work or for disciplinary reasons. Exceptions to this rule will lie at the discretion of the principal.

**Physical Activity**

All Cherryfield Elementary School staff will work together to learn new strategies to incorporate physical activity and movement breaks within the school day for all grade levels. This includes using physical activity as a reward. All teachers should encourage parents to support their children’s participation in community physical activities through school-home communications. The school will make available periodic and ongoing programs to increase activity for staff.

All students, K-8, shall have the opportunity to participate regularly in either organized or unstructured physical activity. Strategies that incorporate physical movement in the classroom and into routine daily activities are encouraged whenever possible. Students in grades K-8 shall have the opportunity for a minimum of 15 minutes of daily physical activity which may include recess, classroom activities and/or physical education.

Efforts should be made to allow all elementary school students to go outdoors as frequently as possible for their daily recess time. If recess must be held indoors due to weather, teachers should allow reasonable and appropriate physical activity in the classroom. Whenever possible, the daily recess period shall be scheduled before lunch. Schools shall have proper equipment and a safe area designated for supervised recess. Students who remain inside due to health concerns must have a valid request from their primary care medical provider or a note from their parent if they are acutely injured and have not yet seen a physician. Children with asthma for whom cold air is a trigger, will stay in as directed by their School Asthma Health Plans. Exceptions to this rule for safety reasons may be made at the discretion of the school nurse or principal. Recess should not be curtailed or denied as a punishment.

The school unit will strive to provide students grades K-8 with developmentally appropriate opportunities for physical activity before, and after school programs including, but not limited to intramural sports, interscholastic athletics and/or physical activity clubs. Cherryfield Elementary School will work to expand onsite physical activity facilities for student use with adult supervision and to promote community based physical activity programming and facilities.

**In School Meal Standards**

The district provides assurance that guidelines for reimbursable school meals shall not be less restrictive than USDA meal regulations and guidance. The food service purchasing program and preparation methods will continue to decrease fat, sugar and sodium levels in food, while increasing whole grains, unprocessed foods and fresh produce from local farms when possible through the Farm to School Program (as outlined in new guidelines effective for the 2012-2013 school year). In addition, the use of ingredients with questionable health effects including but not limited to artificial sweeteners, artificial flavors, trans fats, fillers and high fructose corn syrup will be eliminated in preparation of school meals by 2013. Nutritional information for school meals will be available for students and parents and included in each school menu.

Before eating, school personnel will assist students in developing the healthy practice of cleansing hands. Students will be provided adequate time (minimum of 20 minutes) to finish their meals and appropriate supervision shall be provided in the cafeteria with rules for safe behavior consistently enforced.

Food service staff shall be directed by a qualified nutrition professional and appropriate professional development provided in the area of food and nutrition for food service staff.

Nutrition Standards for sale or service of food outside of USDA school meals.

Foods and beverages ser**v**ed and prepared by food service staff (outside of USDA reimbursable meals) such as a la carte and vending will comply with both federal regulations and state mandates.

Food items brought from home for a student's personal consumption (not served or sold to others) is not required to follow federal or state guidelines and cannot be confiscated, nor can the student be given disciplinary actions for such items.

Candy will not be sold or served to Cherryfield School students during the school day. Personal soda consumption is discouraged and only water is recommended for all while in the classroom. If vending machines are placed at the school, soda will not be featured.

All students and staff will have access to free, safe, and fresh drinking water throughout the school day. Beverages served will be limited to water, 100% fruit juices, plain or flavored fat-free and low fat milk with serving size based on grade span. (See Cherryfield School Department List of Healthy Snacks and Beverages). Caffeinated drinks will not be served to students.

Food or beverages (including candy) shall not be used as a reward or incentive for students' behavior or performance except for special occasions. The use of non-food items at classroom parties and school celebrations is encouraged. If foods or beverages are served at school day celebrations or events, they should comply with the Cherryfield School Department List of Healthy Snacks and Beverages.

All Cherryfield School Department employees are encouraged to model healthy eating, including snacks and beverages served at their own celebrations and events held within the school building in view of students. (See Cherryfield School Department List of Healthy Snacks and Beverages).

It is strongly recommended to use only non-food items to raise funds. The superintendent can approve exemptions to after-school fundraisers on school property for the sale of food items that are solely for home consumption.

Coaches and chaperones of school sponsored events need to provide access to fresh, nutritious balanced meals that serve students in a timely manner. All students are strongly encouraged to make healthy choices. Students are always welcome to bring food items from home for personal consumption.

Food and beverages sold or served at Cherryfield Elementary evening and community events on school grounds, including athletic events, dances, and performances, will include healthy options.

It is acknowledged that outside agencies use Cherryfield Elementary facilities and agree to provide healthy options to the greatest extent possible.

**Implementation, monitoring and evaluation of the Local Wellness Policy:**

The Superintendent/Designee shall be responsible for the implementation of the Local Wellness Policy for monitoring efforts to ensure that the intent of the Wellness Policy is adhered to and for reporting to the School Board and community. The Superintendent/Designee shall report annually to the school board on the implementation of the policy including:

Reports may include, but are not limited to:

* The status of the school environment in regard to student wellness issues
* Evaluation of the school food services program and compliance with nutrition guidelines summary and a list of wellness programs and activities in the schools
* Feedback from students, parents, staff, school administrators and wellness committees
* Recommendations for policy, program or curriculum revisions

A Wellness Committee will be established for the school and maintained and supported through staff involvement, the school administrator; parents and/or community members. Staff wellness activities will be included. This may include presentations, workshops, physical activities and/or personal health management activities. The building principal and superintendent are responsible for overseeing and implementing this policy.

The Wellness Committee is encouraged to have the following members:

* Board members
* School administration
* Food service manager
* Teacher
* Parents
* Students
* Community members

The school environment, including cafeteria and classroom, shall provide clear and consistent messages that reinforce healthy eating. School administrators, staff, parents, students, coaches and community members will be strongly encouraged to model healthy eating and physical activity as a valuable part of daily life. The superintendent, or designee, will be responsible for health and wellness communication beyond required policy implementation reporting.

Students, teachers, parents will be solicited for input in regards to school unit's wellness programs. This can include, but is not limited to surveys, promotions, parent meetings, open houses and other forms of communication to improve school wellness. The school unit will engage parents and the community through newsletters or handouts sent home, presentations focusing on nutrition and healthy lifestyles and through any other appropriate means available to reach parents. The school unit will communicate content/information to parents about the Wellness Policy, along with resources and lists of healthy snacks, celebration guidelines and opportunities for physical activity before and after school.

The marketing of unhealthy food choices is discouraged, including those of minimal nutritional value. Education materials shall be free of brands and illustrations of unhealthful foods. Soft drink logos will not appear on school materials or on other school property.

Legal Reference: Chapter 51: 20-A MRSA,

Attached: Cherryfield School Department List of Healthy Snacks and Beverages

DATE ADOPTED: March 11, 2014

**CHERRYFIELD SCHOOL DEPARTMENT LIST OF HEALTHY SNACKS & BEVERAGES-Revised 2013**

**Drinks (Follows Alliance for a Healthier Generation School Beverage Guidelines)**

* Water, any size – no added sugars, artificial sweeteners or sodium
* 100% fruit juice (or 100% juice plus water)
	+ Elementary students: 8 oz (120 cal.)
	+ Middle students: 10 oz (150 cal.)
	+ High students: 12 oz (180 cal.)
* Plain or flavored fat-free or low fat milk
	+ Elementary: 8 oz (150 cal.)
	+ Middle: 10 oz (188 cal.)
	+ High: 12 oz (225 cal.)

No or low calorie beverages (up to 10 calories per 8 oz) for high school students only
Other drinks (up to 99 calories or 12 oz) for high school students only

**Fruit**

* Whole, cut-up, fresh, frozen in bars or for smoothies, canned (not in syrup), or 100% dried (no added sweeteners)

**Applesauce**

* No sugar added/unsweetened varieties

**Nuts, seeds and nut butters**

* Peanuts, soybeans, walnuts, almonds, sunflower seeds, flax seeds, macadamia, chickpeas, cashew, coconut, pistachio, chia, pine nuts.

**Vegetables**

* Any variety including dark green or orange

**Whole grain foods:** (whole grain listed first in the ingredients, low-salt or no salt) granola bars, popcorn, pretzels, rice cakes, corn tortilla chips, mini whole grain bagels

**Trail Mix**

* Made with whole grain cereals, nuts, dried fruit. No candy or marshmallows.

**String Cheese**

**Yogurt**

* Any variety, but recommended light or fat-free varieties. Yogurt parfaits with fruit and/or low-fat granola.

DATE ADOPTED: March 11, 2014

PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JLCD***

**ADMINISTRATION OF MEDICATION TO STUDENTS**

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

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The School Committee encourages collaboration between parents/guardians and the schools in these efforts.

The School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student’s self-administration of medication.

**I. DEFINITIONS**

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

**II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

A. Parental Request

 In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

 Requests shall be valid for the current school year only.

 B. Health Care Provider’s Order

 All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

 1. The student’s name;

 2. The name of the medication;

 3. The dose;

 4. The route of administration (e.g., tablets, liquid, drops); and

 5. Time intervals for administration (e.g., every four hours, before meals);

 6. Any special instructions; and

7. The name of the prescribing health care provider.

 It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student’s health care provider and the school administrator (i.e., building principal or designated administrator).

 C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

 Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

 The student’s parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

 No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

 If the health care provider’s order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

 The school nurseshall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

 School personnel and the student’s parent shall account forall medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

 School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

 The school nurse shall maintain a record including the parent’s request, physician’s order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

 Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

 To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

 G. Administration of Medication

 Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

 The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

 All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

 Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled “Required Training of Unlicensed Personnel to Administer Medication.”

 H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

 The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

 The school nurse, principal, and, as appropriate, the school unit’s Section 504 Coordinator and/or PET, will determine whether an individual student’s participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student’s parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

 The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

 When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

 All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE’s “Policy for Medication Administration on School Trips” will be followed.

 I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

 Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

 1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

 2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student’s primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

 3. The student’s parent/guardian must submit written verification to the school from the student’s primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

 4. The school nurse shall evaluate the student’s technique to ensure proper and effective use of an epinephrine pen or asthma inhaler

 5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student’s self-medication.

 Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

 A student’s authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student’s parents if the student demonstrates inability to responsibly possess and self-administer such medication.

 To the extent legally permissible, staff members may be provided with such information regarding the student’s medication and the student’s self- administration as may be in the best interest of the student.

 Sharing, borrowing, or distribution of medication is prohibited. The student’s authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

 J. Required Training of Unlicensed Personnel to Administer Medication

 Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being

 authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

 The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

 K. Delegation and Implementation

 The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

 Such procedures/protocols shall include direction regarding:

 1. Safe transport of medication to and from school;

 2. Administration of medication during field trips and school-sponsored events;

 3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;

 4. Proper storage of medication at school;

 5. Training of appropriate staff on administration of emergency medications;

 6. The procedure to follow in the event of a medication reaction;

 7. Access to medications in case of a disaster;

8. The process for documenting medications given and medication errors; and

 9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)

 Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)

 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)

 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)

 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

DATE ADOPTED: September 10, 2013

**PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS**

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: IKE***

It is the School Committee’s intent to provide sequential instructional programming that provides equitable opportunity for students to learn the knowledge and skills that will enable them to meet the content standards of the system of Learning Results at each grade level. The School Committee recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development and that individual students may be more proficient in some content areas of the Learning Results than in others.

While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention, or acceleration of a student should be consistent with the best educational interest of that student.

 A. Criteria

 The following criteria will be used in making decisions concerning promotion, retention and acceleration. Although all listed criteria may be considered in the decision-making process, because of the relationship between a student’s achievement of the content standards of the system of Learning Results and his/her future success in school, more consideration shall be given to the criterion articulated in paragraph “A” below than to any other factors.

 1. Achievement of the content standards of the Learning Results as demonstrated through classroom assessments, common assessments, standardized tests, and other elements of the Local Assessment System;

 2. Participation and success in remedial programs, tutoring, summer school, and/or other opportunities for success;

 3. Potential benefit from repetition of a grade or learning experiences;

 4. Potential for success if accelerated;

 5. Attendance;

 6. Social and emotional maturity;

 7. Health;

 8. Age in relation to grade placement;

 9. Program options;

 10. Student attitude; and

 11. Parental concerns.

 B. Retention

 Parents should be notified as early as possible in the event that retention is being considered. Parents will be informed of the remediation options available to students such as tutoring, after-school programs, and summer school. Whenever possible, decisions concerning retention should be made through a conference involving parents, the student’s teacher, the building principal, and, as appropriate, the guidance counselor, other professional staff, and/or consultants. Advancement to the next grade may be made conditional on successful remediation or demonstrated proficiency within a specified period of time.

 The principal shall be responsible for making the final decision regarding retention. A parent who is dissatisfied with the principal’s decision may appeal to the Superintendent. The Superintendent’s decision shall be final.

 C. Acceleration

 Decisions regarding acceleration shall be made by the principal in consultation with the student’s teacher(s), the Gifted and Talented Education Coordinator, and other professional staff or consultants, as appropriate. A parent who is dissatisfied with the principal’s decision may appeal to the Superintendent. The Superintendent’s decision shall be final.

 D. Transfer Students

 For students who transfer into the school system from another state or educational program not required to meet the content standards of the system of Learning Results, the principal will determine the value of the student’s prior educational experience for the purpose of grade placement or the fulfillment of credits.

Legal Reference: Ch. 127 (Me. Dept. of Ed. Rule)

Cross Reference: ILA – Student Assessment/Local Assessment System

DATE ADOPTED: September 10, 2013

READING RECOVERY (TITLE I)

Cherryfield Elementary is pleased to offer an exciting reading program for first graders. The Reading Recovery Program is designed to provide one–on–one instruction to help first grade children become independent readers. The children who are selected to participate receive individual reading and writing lessons for one half hour each day in addition to their regular classroom instruction.

**RECESS**

During recess time all students are expected to go outside when the weather permits unless the student attends a study hall in order to do assigned school work, is required by a staff member to remain inside, or has to stay in for discipline reasons. Students healthy enough to attend school should be healthy enough to go outside during recess. Students need to dress appropriately for the weather. Students should wear proper foot gear when playing on playground, open toed shoes are a safety hazard.

RULES AND REGULATIONS FOR STUDENTS

The ultimate purpose of rules is to teach students to have self-discipline. Students need to take control of and responsibility for their own action. They need to learn skills necessary to govern themselves through out their own lives. Students are expected to conduct themselves in an appropriate manner. This handbook sets the guidelines for that behavior and the rules and procedures outlined are designed to help our students reach these goals.

The ultimate purpose of education is to help each student become an effective citizen in our society. We need to prepare our students to live, participate, and to be successful in the world of tomorrow. We need to realize that we are jointly accountable for this learning experience. The teachers, parents, and the students all have important role to play.

 1. School begins at 8:00 a.m. Students arriving after this time will be considered tardy.

 2. All students who are tardy must report to the office to verify their lunch status for the day.

 3. Pupils returning to school after an absence must present to the classroom teacher a signed, dated excuse for the past period of absence.

 4. Walking students attending the Cherryfield Elementary School should not enter the school grounds prior to 7:30 a.m. Students needing to board buses to other schools shall enter the grounds as necessary to ensure their prompt transportation to other schools.

 5. Students are not permitted to leave the grounds without permission during the school day.

 6. School will be dismissed at 2:25 p.m.

 7. Students are expected to obey the rules for their classroom, bus, and building as presented by their homeroom teacher.

 8. Written permission is necessary before students can be allowed to leave school other than on their regular conveyance or to their regular destination. These notes must be signed by the parent or guardian and appropriately dated. The notes are to be initialed by the student’s classroom teacher and submitted to the bus driver as the pupil enters the bus. The classroom teacher will retain notes for walkers.

 9. Students are expected to be neat and clean and to wear clothes that are whole, clean, and that fit properly. Students should dress appropriately for the weather. Students should not wear tank tops or thin straps. Even though outside activities are eliminated or curtailed during extremely cold days, emergency situations may prevail which would require immediate building or bus evacuation. Boots, mittens, and a warm hat should be a part of a student’s regular winter attire.

 10. Students participating in extra curricular activities must have a physical examination and carry health insurance. Participants are to be accountable to their coach or advisor at all times.

1. Students are expected to assume responsibility for the proper care of books and materials loaned to

 them during the school year.

 12. Dangerous objects, drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles. (See “Weapons, Violence, and School Safety” in the School Department’s Student-Related Policies booklet.)

1. Smoking is not permitted in the Cherryfield School building or on school grounds.
2. The principal must approve educational trips and extended vacations in advance.
3. There will be no talking in line or in the halls after the bell rings as other classes are in session.
4. Acts such as physical violence, theft, smoking, or destruction of school property may lead to suspension.
5. Students are not allowed to use, pagers, cell phones, mp3, I-Phones, I-Pads, and digital playback units in school. If there are messages, they can be telephoned in to the school office and the message will be relayed to the student. Cells phones are to remain *turned off* and remain out-of-sight. If a student uses a cell phone, the phone will be confiscated. Cell phones will be returned to parents.
6. Students may not use radios, MP3 Players, CD players, game players, or any I-Pods, or other electronic equipment. Violation of teachers’ rules will result in the confiscation of the electronic equipment. Equipment will be returned to parents. Electronic equipment is the responsibility of the students and not the school.
7. Students are expected to remove hats upon entering the building.
8. Sneakers are required in order to participate in gym activities.
9. There is no gum allowed at school.

 **Playground Rules** are established for your safety. Please obey them at all times.

 a. Swings are to be adjusted only by adults.

 b. Swings are limited to one student each in a sitting position. Pushing is prohibited by small children, as is walking between or behind swing boards.

 c. Please swing facing the playground area.

 d. Swings should be slowed to a stop before getting off, no jumping off swings.

 e. Basketball rims and nets are to be used for games only. Hanging from or grabbing nets and rims is prohibited. As is climbing the poles.

 f. Students are expected to keep their hands off other students. There is to be no unnecessary roughness, pushing, wrestling, or fighting on the playground.

1. Rough play is not permitted at anytime. The staff member on duty is empowered to stop play that he/she considers rough or that has the potential to become rough.
2. Students are to use the trashcans on the playground to dispose of their trash and cans, etc.
3. There should be no more than two at a time on the monkey bars. Use your hands only.
4. Walkers and bicycle riders must leave the school grounds immediately after school dismissal and not loiter on the school property.
5. Students may not play in the snow unless they are properly dressed for the outside.
6. No throwing snow, ice, or other dangerous objects on the playground !!!

SPECIAL EDUCATION REFERRAL/PRE-REFERRAL

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: IHBA***

**INDIVIDUALIZED EDUCATION PROGRAMS (IEPs)**

It shall be the policy ofthe school unit to maintain a complete individualized education program (IEP) for each student who has been identified with a disability and in need of special education services under state and federal special education laws, and who is in attendance at Cherryfield schools. The Cherryfield schools shall develop these IEPs in a manner consistent with the procedural requirements of state and federal special education laws.

Student IEPs shall be reasonably calculated to provide the identified student with educational benefits in the least restrictive educational environment. The school unit shall ensure that the student’s IEP is implemented no later than 30 days after the IEP Team’s initial identification of the student as a child with a disability in need of education and supportive services. All identified children with disabilities shall have a current IEP in effect at the start of each school year.

If the school unit is unable to hire or contract with the professional staff necessary to implement a child’s IEP, it will reconvene an IEP Team to identify alternative service options. This IEP meeting shall occur no later than 30 days after the start of the school year or the date of the IEP Team’s development of the IEP. The IEP Team shall determine any amendments to the IEP necessary to reflect the inability to commence services as originally anticipate by the IEP Team.

All IEP’s must be reviewed at least annually, as prescribed by state and federal special education laws.

Legal Reference: 20 USC §§ 1414(d)

 34 CFR § 300.320-.328 (2006)

 Maine DOE Rule Ch. 101 § IX (3) (July 2011)

DATE ADOPTED: September 10, 2013

STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: JRA-E***

**ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

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. Parents/eligible students may obtain copies of education records at a cost of $0.15 per page.

B. Amendment of Records

 Parents/eligible students may ask the Cherryfield 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 procedure.

C. Disclosure of Records

 The Cherryfield School Departmentmust 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.

 1. Directory Information

 Cherryfield School Committee policy 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, and honors and awards received.

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

 2. Military Recruiters/Institutions of Higher Education

 Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Cherryfield 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 Cherryfield School Department to disclose this information must notify the Superintendent in writing by September 15thor 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 educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the Cherryfield School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the School Committee; persons or companies with whom the Cherryfield School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

 4. Other School Units

 As required by Maine law, the Cherryfield School Departmentsends 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).

 5. Health or Safety Emergencies

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

 6. 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 building administrator.

D. Complaints Regarding School Department Compliance with FERPA

 Parents/eligible students who believe that Cherryfield 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

DATE ADOPTED: September 10, 2013

**TELEPHONE USAGE**

The school telephone is to be used by the students only in cases of emergencies, i.e., illness, and accident.

Other calls such as calling a parent to visit a friend after school, or to stay for after school activities should be taken care of prior to coming to school. Students are to remember books, homework, and sneakers and may not call home. Teachers may give a student a consequence for not coming to school prepared. Cell phones are not to be used during school hours.

TESTING

The special education personnel upon written parental permission give individual achievement, intelligence, and/or aptitude tests. You are entitled to, and will be given the results of all tests that your child has taken when they become available. Don’t hesitate to ask for a full explanation of the results if one has not been given to your satisfaction. Remember that the major purpose of testing is to measure and improve instruction and student performance.

TITLE I

Title I of the Education Consolidation and Improvement Act (ECIA) is the largest federal education program for schools. Most Title I money is used to provide extra help in reading, language arts and mathematics for elementary school children.

At Cherryfield Elementary we use our Title I funds to provide Educational Technicians in our schools and to finance our Reading Recovery Program. These Ed. Techs. work with students needing extra help in Reading, Math, and Lang. Arts. The Ed. Tech. works under the teachers’ directions in giving additional help to qualified students.

Most Title I students are worked with in the regular classroom with the exception of Reading Recovery.

**TOBACCO USE AND POSSESSION**

***ADOPTED POLICY***

 ***NEPN/NSBA CODE: ADC***

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Cherryfield School Department facilities, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)

 Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

 20 USC 6081-6084 (Pro-Children Act of 1994)

DATE ADOPTED: September 10, 2013

**VISITORS TO SCHOOLS**

***ADOPTED POLICY***

***NEPN/NSBA CODE: KI***

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, Principals will institute administrative procedures concerning visitors to the schools. Such procedures will be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines will be incorporated in all building-level administrative procedures concerning visitors.

1. The term “visitor” will apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
2. All visitors will report to the main office upon arrival at the school.
3. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
4. Individual Board members will follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.
5. Visitors will comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school will be asked to leave the premises.
6. The Principal/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, people who represent the news media, profit-making businesses, fundraisers and other organizations seeking access to students/staff.
7. School staff will report unauthorized persons on school grounds or in school buildings to the

Principal/designee. Unauthorized persons will be directed to leave the premises immediately.

1. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons/violations of the law by visitors to the schools.

Cross Reference: BCA – Board Member Code of Ethics

 EBCA – Crisis Response Plan

 JLF – Reporting Child Abuse and Neglect

DATE ADOPTED: August 11, 2015

**WEAPONS, VIOLENCE, AND SCHOOL SAFETY**

***ADOPTED POLICY***

***NEPN/NSBA CODE: JICIA***

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

School staff is required to immediately report incidents of prohibited conduct by students to the building principal for investigation and appropriate action.

**I. PROHIBITED CONDUCT**

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

 A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;

 B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);

 C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);

D. Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program;

 E. Willful and malicious damage to school or personal property;

 F. Stealing or attempting to steal school or personal property;

 G. Lewd, indecent or obscene acts or expressions of any kind;

 H. Violations of the school unit’s drug/alcohol and tobacco policies;

 I. Violations of state or federal laws; and

 J. Any other conduct that may be harmful to persons or property.

**II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY**

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

**III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES**

Nothing in this policy shall prevent the school system from offering instructional activities usingobjects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery,boat building) approved by the School Committeeso long as the School Committee has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may make a recommendation to the School Committee.Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

**IV. DISCIPLINARY ACTION**

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of

weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

 A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and School Committee Policy JKF.

**V. NOTIFICATION TEAM/CONFIDENTIALITY**

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

 Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student’s parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student’s educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

**VI. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT**

The School Committee authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit’s expense.

If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the School Committee may draw any reasonable inferences from the student’s behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 5 MRSA § 4681 et seq.

 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009

 17-A MRSA §§ 2(9); 2(12-A)

 20 USCA § 7151 (Gun-Free Schools Act)

20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students

 ADC - Tobacco Use and Possession

EBCA - Comprehensive Emergency Management Plan

JICH - Drug and Alcohol Use by Students

 JK - Student Discipline

JKD - Suspension of Students

 JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

DATE ADOPTED: September 10, 2013

**Please Detach This Page and Return It to School**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have seen, read, and understood the student/parent handbook for Cherryfield Elementary School (2015–2016).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

Please make sure that you have read this handbook, as it has been revised! Policies and procedures are included.

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| LETTER TO STUDENTS & PARENTS | 1 |
| VISION STATEMENT & BELIEFS | 2 |
| STAFF | 3 |
| ATTENDANCE/TRUANCY | 4-7 |
| AWARDS | 7-8 |
| BASKETBALL GAMES/RULES | 8 |
| BICYCLE RULES | 8 |
| BUS CONDUCT GUIDELINES | 8-9 |
| BREAKFAST, LUNCH & MILK PROGRAM | 9 |
| BULLYING | 10-12 |
| CELLULAR PHONE & OTHER ELECTRONICS USE | 13-14 |
| CODE OF CONDUCT | 14-16 |
| COMPUTER USE | 16-20 |
| DANCE PROCEDURES | 20 |
| DISCIPLINE, STUDENT SUSPENSION, AND EXPULSION | 21-22 |
| DRESS CODE & GROOMING | 22-23 |
| DRUG & ALCOHOL USE BY STUDENTS | 23-24 |
| EARLY DISMISSAL | 24 |
| ENROLLMENT PROCESS | 24-25 |
| EXTRACURRICULAR ACTIVITIES | 25-27 |
| FIELD TRIPS | 27 |
| FIRE & EMERGENCY DRILLS | 27 |
| GRADING SYSTEM | 27-28 |
| HARASSMENT & SEXUAL HARASSMENT OF STUDENTS | 28-29 |
| HEALTH, INJURY& ILLNESS | 29 |
| HOME & SCHOOL COMMUNICATION | 29 |
| HOMEWORK | 29-30 |
| INTERVENTION | 30 |
| NO-SCHOOL ANNOUNCEMENTS | 31 |
| PARENT INVOLVEMENT | 31-35 |
| PARENT-TEACHER CONFERENCES | 35 |
| PARTIES/WELLNESS POLICY | 35-40 |
| PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS | 40-45 |
| PROMOTION, RETENTION, & ACCELERATION OF STUDENTS | 45-47 |
| READING RECOVERY (TITLE I) | 47 |
| RECESS | 47 |
| RULES AND REGULATIONS FOR STUDENTS | 47-49 |
| SPECIAL EDUCATION REFERRAL/PRE-REFERAL | 49-50 |
| STUDENT EDUCATION RECORDS & INFORMATION RIGHTS | 50-52 |
| TELEPHONE USAGE | 52 |
| TESTING | 52 |
| TITLE I | 52 |
| TOBACCO USE & POSSESSION | 52-53 |
| VISITORS | 53-54 |
| WEAPONS, VIOLENCE, & SCHOOL SAFETY | 54-56 |

**CHERRYFIELD**

**ELEMENTARY**

**SCHOOL**

**Student/Parent Handbook**

**2015-2016**

**Subject to Revision**

****