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Welcome!

We want to extend the warmest of welcomes to the Steep Falls Elementary school families as we begin this new school year. We know this year will be like no other. We will work together to make the best learning opportunities possible. The entire staff looks forward to working with you to ensure your child has an engaging and productive educational journey.

The intent of this handbook is to provide you with the necessary information regarding our procedures, policies and programs. There is added information in regards to absences and homework. Should there be any unforeseen conflict between district policy and the rules in this handbook, the district policy will always apply. For complete information to our policies, please reference our district website. We encourage you to read this handbook together with your child during the first few days of school and to keep it as a reference throughout the school year. In particular, we would ask for you to remember the following points:

- Our school day starts at 8:45 A.M. and ends at 2:45 P.M.
- Daily attendance is necessary for learning
- Please call the appropriate school if your child is going to be out
- All visitors need to report to the office upon entering the school (However, due to Covid 19 visitors will be limited and only allowed in the school for necessary reasons)

Please know this handbook is based on a normal school year and to also take note of our procedures due to Covid 19 in our school covid handbook

We are excited about the opportunity to make some wonderful connections and meaningful partnerships as we work together for our children’s benefit. Our question to you is: How are you going to show your commitment to your child’s education this year? We will be looking to see how this commitment is demonstrated and to see the impact on your child’s growth.

The Bonny Eagle School District has made its mission to help all students reach their full potential in a safe and supportive environment. Improving student learning is a joint effort. With your consistent support, we hope to reach this goal with all of our students in this upcoming year.

Sincerely,

Charlotte Regan, Principal
Superintendent of Schools
Superintendent
Mr. Paul Penna

Assistant Superintendent
Mrs. Lori Napolitano

Business Manager
Mr. William Brockman

Curriculum Coordinator
Ms. Krista Poulin

Director of Special Services
Dr. Kathryn Hawes

Assistant Director of Special Services
Ms. Larilee English

94 Main Street • Bar Mills, Maine 04004
929-3831

STEEP FALLS ELEMENTARY SCHOOL
Principal: Mrs. Charlotte Regan
Dean of Students: Mrs. Kathy Brooks
Principal's Secretary: Mrs. Debbie Arnold
Phone #207-675-3321
Fax # 866-607-8885

Any staff member can be accessed through the district website:
www.bonnyeagle.org

Staff hours: 8:10 A.M. - 3:10 P.M.
School Hours: 8:45 A.M. - 2:45 P.M.
207-675-3321

School Nurse
Mrs. Jessi Woodman, RN
Katelyn Jones, LPN
675-3321
## Classroom Teachers

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Mrs. Patty Simon</td>
<td>Kindergarten</td>
<td></td>
</tr>
<tr>
<td>Miss Sarah Michaud</td>
<td>Grade 1</td>
<td></td>
</tr>
<tr>
<td>Mrs. Paula Richardson</td>
<td>Grade 2</td>
<td></td>
</tr>
<tr>
<td>Mrs. Michelle Harnik</td>
<td>Grade 2/3</td>
<td></td>
</tr>
<tr>
<td>Mrs. Christy Sayre</td>
<td>Grade 3</td>
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## Specialists

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<th></th>
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<th>Role</th>
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<tr>
<td>Art</td>
<td>Mrs. Katie Hoagland</td>
<td>Resource</td>
<td>Ms. Dayna Lambert</td>
</tr>
<tr>
<td>ESL</td>
<td>Ms. Mary Klement</td>
<td>School Counselor</td>
<td>Ms. Elaine Provencher</td>
</tr>
<tr>
<td>Library Ed Tech III</td>
<td>Mrs. Karen Barnes</td>
<td>School Psychologist</td>
<td>Ms. Jess Hanold</td>
</tr>
<tr>
<td>Music</td>
<td>Mrs. Ellen Moskevich</td>
<td>Social Worker</td>
<td>Ms. Ashley Taylor</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Ms. Melissa Smith</td>
<td>Speech Therapist</td>
<td>Ms. Kelly Flanagan</td>
</tr>
<tr>
<td>PE</td>
<td>Mrs. Kelsey Graffam</td>
<td>Technology</td>
<td>Mrs. Nicole Gleason</td>
</tr>
<tr>
<td>Literacy Specialist</td>
<td>Miss Kirsten Gould</td>
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Bonny Eagle School District Core Beliefs

- Accepting Responsibility
- Communicating Positively and Constructively
- Fostering a Safe, Caring, and Respectful Climate
- Promoting Lifelong Learning
- Providing for Diverse Needs
- Collaborating for Continuous Improvement
Elementary School (K-5)

In compliance with Maine Statute, M.S.A.D.#6 permits excused absences from school for the following reasons only:

A. Personal Illness
B. Appointments with health professionals that cannot be made outside school hours
C. Observance of recognized religious holidays when observance is required during regular school day
D. Emergency family situations
E. Planned absences for personal or educational purposes, which have been approved in advance
F. An Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent’s student transfer agreement. “Education disruption” does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents/guardians must email, send a note or call the school to report the absence of their child. If the school does not hear from a parent/guardian, the absence will be recorded as unexcused. To avoid getting an automated attendance call, please notify the office before 9:15 AM on the day of the absence.

Students who are age seven (7) through sixth grade are considered truant if there are: The equivalent of seven (7) full days of unexcused absence, or five (5) consecutive school days of unexcused absences during a school year.

*Reference – Policy JEA

School Arrival
Students should not arrive at school before 8:25 A.M. If arriving prior to 8:45 AM, parents should follow drop off procedures set by the school which include driving to the designated drop off area and transferring visual supervision to assigned drop off staff. If no staff are present to receive students, students should remain in the vehicle until staff are present to receive them. Upon arriving at school after 8:45 AM, students must be escorted to the building by an adult and an adult from the office will greet them at the door and sign them in.
Please note:

- State guidelines require a student to be present for more than 3 hours in a day to be considered “present” for that day. A student who attends less than 3 hours will be considered absent for the purpose of attendance.
- Visitation to classrooms should not be made at arrival or dismissal time. Please arrange meetings in advance with your child’s teacher.
- Parents should park in the parking lot if it is required to leave the vehicle and enter the building for any reason. Please do not park in the driveway, as it is reserved for school buses.
- If it is necessary to wait, please wait in the designated waiting area, not the hallway or office to limit congestion.

**Tardiness**
Students are considered tardy to school if they are not in their classrooms by 8:45 A.M. Parents/guardians are expected to bring their students into school and sign them in at the office when arriving late. School administrators and/or the Dean of Students will address habitual tardiness, as it impacts student progress.

**Early Dismissal**
A student being dismissed early for any reason should provide a note, which includes the date and time for which early dismissal is requested and the parent/guardian’s signature. No child will be dismissed early from school until a parent, guardian or authorized person reports to the office to sign the child out. Students who are dismissed prior to 2:45 P.M. will be marked as an early dismissal.

When you come to pick up your child, we will ask that you park your car in the parking lot (NOT in the driveway) and then come into the building to sign the child out. If you are not immediately known to office staff, you will be asked for identification. For safety reasons, should you send someone else to pick up your child (i.e., a grandparent or neighbor), that person must present a written note signed by the parent or an email from the parent must be received by the school.

**Build A Habit of Good Attendance**
Sickness and emergencies aside, we appreciate your support in helping our students make it to school each day.

**DID YOU KNOW?**
- Missing school can make it harder to learn to read and do math, even in kindergarten
- Students can fall behind if they miss just one or two days every few weeks
- Students who attend school regularly in kindergarten and first grade had significantly higher third grade scores in reading & math than those with poor attendance
- A pattern of being late to school may lead to poor attendance
• Absences can impact the entire classroom if the teacher has to slow down learning to help catch up children who have not been in school
• Missing two days of school each month is equal to a MONTH of schooling

We want to partner with every parent and family so each child in our school can succeed!

**Afternoon dismissals**

*The dismissal area for students being picked up at the end of the day will be the front entrance. Due to Covid19 we will not ask parents to come into the building. Please use the bus loop and your child will be escorted to your car. We ask that you be mindful of other cars and pull as far up as you can. If you notice there are too many cars already utilizing the pick up area feel free to use the back parking lot to circle back around and wait until it clears up. We thank you for your patience and cooperation. There will be plenty of adults outside to help with the pick up process. Please have your license readily available for staff to ID. This process will be slow at first but as soon as we have a routine and guardians are recognized by staff it will go smoother.*

**Changes in Regular Routine**

If there should be any change in your child’s regular routine, please send a signed note to your child’s teacher specifying the changes.

**Student Safety**

For the safety of our students and staff, all entrances to our school are secured from the outside. Parents needing to have their children dismissed are to wait in the area off the office for their child to meet them.

District staff are expected to wear identification badges at all times. Specific safety plans are in place in each building, and those plans are practiced and reviewed on an ongoing basis.

We want parents and citizens to feel comfortable in our schools, but we will require you to sign in and to show identification. This may cause you some inconvenience and a short delay. You will also be asked to wear a visitor’s badge when visiting or volunteering, and staff will approach you if your badge is not seen. We ask for your patience and cooperation; we are working hard to ensure that our students are safe.

**Drills to Secure the Building**

Fire drills and lockdown drills to secure the building will be conducted throughout the school year. These necessary safety precautions are intended to assist students and staff to respond appropriately and safely to emergency situations. Typically we do not inform parents of every drill. If you have questions or concerns please contact the principal.
School Cancellation, Delays & Dismissals

During the winter months, if roads are impassable, the Superintendent of Schools will close schools for the day; these decisions are NOT made at the school level. Notifications regarding school closures are sent out via School Messenger. In addition, local television and radio stations will make the appropriate announcement.

Should bad weather or an emergency require the closing of school during regular school hours, please make arrangements for the care of your children should they not find you at home. While it does not happen often, it is sometimes necessary to close school early. Your child should know what to do if he/she finds no one at home.

The decision to send children to school ultimately rests with the parent. If, in your opinion, school is held and you feel it would not be safe to ride the bus, please have your child stay home or should you wish, transport your child yourself to school.

This decision whether or not to cancel school may be made very early in the morning (5:30 A.M.) or sometimes unavoidably during the school day. This decision is based upon available information from the National Weather Service, law enforcement officials, and road crews. We put a great deal of time and effort into making our decision and many people are involved. Occasionally, we make the “wrong call” but we are trying our best.

In case of a 1 or 2 hour delay in the opening of a school day, buses would pick up one or two hours later than usual and students would thus arrive between 9:25 and 9:45 A.M. or 10:25 and 10:45 A.M. Dismissal for all students would be at the usual time.

Late Start Days
All K-12 Students will start school at 10:45 on late start days. Parents choosing to drop off their students should not arrive before 10:25 am. (Dates are subject to change as the school board approves calendar changes after publication).

Late start days are as follows:
- No September late start
- October 21, 2020
- November 18, 2020
- December 9, 2020
- January 13, 2021
- February 10, 2021
- March 3, 2021
- April 7, 2021
- May 5, 2021

These dates are subject to change if we stay in the hybrid (yellow) model
Key School Board Policies to Know

To clarify the following policies, see MSAD#6 Policies and/or MSAD#6 website at www.bonnyeagle.org.

**Student Code of Conduct**
Ethical and responsible student behavior is an essential part of the education mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

**Standards for Ethical and Responsible Behavior**
The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

**Code of Conduct**
All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- 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 operation, discipline or general welfare of the school

**General Behavior Expectations and Discipline Policies**
The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff, and visitors
2. Respect the rights and privileges of other students and school staff
3. Obey all Board policies and school rules governing student conduct
4. Follow directions from school staff
5. Cooperate with staff in maintaining school safety, order, and discipline
6. Attend school regularly
7. Meet school standards for grooming and dress
8. Respect the property of others, including school property and facilities
9. Refrain from cheating or plagiarizing the work of others
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Excerpted from Policy JIC
Student Code of Conduct

Safe Learning Environment Policies
Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

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, crossbows, brass knuckles, switchblades, knives, chains, Kung Fu stars, and nun chucks;

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, which tend to incite violence and/or disrupt the school programs;
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 District’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.

Reference: JICIA
Weapons, Violence and School Safety

School Climate and Positive Reinforcement
Each school in MSAD 6 has developed a process for teaching and monitoring positive behaviors...in the classroom and in the school. Students learn The Three B’s, which serve as the foundation for school and classroom expectations:

- Be respectful
- Be responsible
- Be safe

PBIS teams at each school have developed systems to recognize students’ progress towards meeting these expectations. The Positivity Project is a positive character development program used by elementary schools to empower students to build positive relationships and become their best selves.

Staff Conduct With Students
The MSAD #6 School Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.
Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Reference: GBEBB
Staff Conduct with Students

Bullying and Cyber-Bullying Policy
Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. The Board does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the MSAD 6 schools, and the operation of the schools.

Prohibited Behavior
The following behaviors are prohibited:
1. Bullying;
2. Cyber bullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying will be subject to consequences.

Bullying and Cyber Bullying Defined
A. “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:

1. Has, or a reasonable person would expect it to have, the effect of:
   a. Physically harming a student or damaging a student’s property; or
   b. Placing a student in reasonable fear of physical harm or damage to the student’s property; or
2. Interferes with the rights of a student by:
   a. Creating an intimidating or hostile educational environment for the student; or
   b. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
3. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is
based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

B. “Cyber bullying” 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 and personal digital assistant.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting an act of bullying when it is not made in good faith.

Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:
   a. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.

C. 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 this policy’s definition of bullying.

Reference: JICK
Bullying and Cyber bullying in Schools

Bullying Prevention
The state of Maine has taken important steps to assess and improve school climate and culture, particularly in the areas of bullying, harassment, and sexual harassment, in order to assure that students are learning in a positive and respectful school environment.

In 2005, and revised in 2011, Maine Education and School Statute was amended to require that school boards establish policies and procedures to address bullying, harassment, bias-based harassment, and sexual harassment (20-A MRSA §1001, sub-§15, ¶H) In May 2012, the Maine Legislature passed into law: An Act to Prohibit Bullying and Cyberbullying in Schools (PL 659). The Maine Education and School Statute states: Prohibition on bullying in public schools. The law recognizes that bullying behavior must be addressed to ensure student safety and an inclusive learning environment.

In August 2016, the Maine Department of Education commissioner revised the model policy to include comprehensive, detailed, and user-friendly procedural forms. The revised model policy and procedures are for use by school administrative units’ school boards to ensure that
its policies and procedures are consistent with the model policy revised by the commissioner. You can find translated versions of policies and procedures at http://maine.gov/doe/bullying/laws/translatedpolicies.html. This website is available to all schools, parents, students and the general public. Please access the resources and information in order to navigate the tools necessary to prevent bullying in our schools. – source http://maine.gov/doe/bullying/.

Reference: JICK

Questioning and Searches of Students
The School Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with this policy and accompanying administrative procedure.

Reference: JIH

Questioning and Searches of Students

Non-Discrimination, Equal Opportunity and Affirmative Action Policy
The Maine School Administrative District 6 (MSAD 6) Board of Directors is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, MSAD 6 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin, age, or disability. The MSAD 6 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination.

Reference: AC

Non-Discrimination Policy

School Buses

Bus Conduct
In view of the fact that a school bus is an extension of the classroom, MSAD 6 will require students to conduct themselves, on the vehicle, in a manner consistent with established standards for classroom behavior.

In cases where students do not conduct themselves properly on the school bus, such instances are to be brought to the attention of the student’s school administrator by the driver or the Transportation Manager. The school administrator, or their designee, will notify
the parents of the misconduct and request their cooperation in order to ensure proper behavior.

Students who become a serious discipline/safety problem on a transportation vehicle may have their riding privileges denied by the school administrator or Transportation Manager. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely.

Reference: JICC-R
Conduct on School Buses

**Bus Stops**
Parents/guardians are responsible for their child’s conduct and safety while walking to and from the designated bus stop and while waiting at the designated bus stop. MSAD 6 assumes responsibility for a student only when he/she is onboard the bus.

Elementary students will be assigned to ONE specific bus stop that is closest to their residence, or where their daycare is located. Students may only be assigned to ONE bus stop in the morning and ONE bus stop in the afternoon. Students may not be assigned to different buses except on early release days. The early release drop-off must be at a consistent location. A request for a change in buses requires written permission, at least three days in advance, with parent contact information, signed by a parent, dated, and approved by the Transportation Manager or his/her designee.

Reference: EEA
School Bus Transportation

**Bus Passes**
Students are permitted to have up to two permanent bus stops within their town. It is the District’s obligation to provide transportation to and from school per Title 20-A § 5401 (2). Bus passes will not be issued to alter the permanent schedule.

Reference: EEA
School Bus Transportation

**Student Computer and Internet Use and Internet Safety**
Maine School Administrative District 6’s (MSAD 6) computers/devices, network and Internet access is provided to support the educational mission of the schools. This policy and the accompanying rules (IJNDB-R) also apply to laptops/devices issued directly to students, whether in use at school or off school premises.

Compliance with MSAD 6’s policies and rules concerning computer/device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer/device privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student’s computer/device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.
MSAD 6 computers/devices remain under the control, custody and supervision of the district at all times. Technology protection measures are in place and are used for all Internet access. Computer/device and Internet activity by students and adults monitored according to district policy. Students have no expectation of privacy in their use of school computers/devices, whether they are used on or off school property.

If you have any questions, please do not hesitate to contact your child’s school.

References: IJNDB/IJNDB-R
Student Computer and Internet Use

Student Use of Cellular Telephones and Electronic Devices
The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules.
MSAD 6 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.

- Students are prohibited from using privately owned electronic devices, such as cellphones, iPods, tablets, and electronic games during classes, assemblies, and other school activities.
- If this rule is violated, the teacher will immediately confiscate the device for the remainder of the day and discipline may be imposed.
- Students who bring electronic devices on the bus must have them on silent mode and must use headphones when listening to music or other media. If there is a violation of safety rules, the device may be confiscated by a staff member.
- The use of cameras in any type of electronic device is strictly prohibited in classrooms, restrooms, and on buses.
- Student electronic devices may be subject to search if there is reasonable suspicion that a student is violating board policies/procedures.

Reference: Policy JFCK/JFCK-R
Student use of Cellular Telephones and other Electronic devices

Sharing Information with Students Policy
The Board believes that students should not be used to carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum and/or school related activities. There are 4 categories of information that teachers MAY have students take home in backpacks.

- Communication from the district or school including newsletters, district meetings or events, or school forms.
- Notices about school sponsored activities.
- Information from MSAD 6 affiliated groups, like PTOs or booster organizations.
- Notices from town recreation programs.
Teachers are not in a position to hand out information about private events happening outside of school, such as birthday parties. Similarly, parents or students should not be placing information into another student’s backpack or folder. Thank you for your understanding.

Reference: KHC

Distribution/Posting of Promotional Materials

Legal Custody

According to the Family Rights and Privacy Act of 1974, “Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child’s parents under the Family Educational Rights and Privacy Act.”

Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office. If the status changes, it is the responsibility of the parents to provide us with updated court orders so that we can be responsive to the current situation.

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

The office of Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964: sex discrimination is prohibited by Title IX of the Education Amendments of 1872: discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973: and age discrimination is prohibited by the Age Discrimination Act of 1975. OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

http://www.ed.gov/OCR Please email any questions to: OCR.Boston@ed.gov

The mission of the MSAD 6 community is to help all students reach their full potential.
**Student Clothing**
Students are expected to wear clothing appropriate to a school setting. Shirts which expose the midriff, extremely short skirts and shorts, and beachwear are not permitted. Clothing suggesting alcoholic beverages, tobacco, or inappropriate messages will not be worn at school. Proper footwear is essential for weekly physical education classes and daily playground use. Many fashionable or comfortable shoes, such as flip-flops, are not good choices for keeping students safe, and students should be sure to always have a pair of sneakers for physical education and recess. Ultimately, school administrators have discretion to make decisions regarding appropriateness of dress and footwear.

**Winter Weather**
Students are expected to wear appropriate clothing during winter weather, including appropriate footwear. During supervised periods of outdoor recess, children are required to wear boots or other appropriate footwear on the playground through the winter months. Often we will experience a warm day. Boots are still required due to the melting snow and wet conditions on the playground. We appreciate parent cooperation in stressing this requirement.

**Lost and Found**
There is a lost and found area in each school. Feel free to check it periodically. Items will be displayed during conference times. Those items remaining unclaimed will be periodically donated to charitable organizations. Labeling all items reduces the chance of their loss.

**Transfers**
Students planning to transfer are requested to notify the school office a week in advance. This gives our staff time to notify teachers and to prepare records. Official records are completed and are mailed when a request is received from the new school.

**Change of Address**
Please inform the school secretary if you change your address and/or telephone number. This is extremely important in the case of an emergency.

**Breakfast / Lunch Money**
Please send your child’s lunch money for the week on the first school day of the week. Collecting the money once a week lessens interruptions of valuable learning time during the rest of the week.

For the convenience of families, an online payment system is available. Information is sent home at the beginning of the school year. Additionally, information is available on the
School Nutrition section of the district website (www.bonnyeagle.org). The online payment system can be found at https://www.myschoolbucks.com/.

**Breakfast, Lunches and Snacks**
A nutritious breakfast and lunch is available daily to all students in grades Kindergarten through grade 5. Milk may be purchased separately. Monthly menus are sent home with students and are available on the school website. Most classes have a morning snack. We recommend a small, healthy snack that may be brought to school each day.

**Parent / Teacher Organization (PTO)**
The PTO is a community of parents, teachers, students and support staff who have joined together to educate and nurture the children of the citizens of the community. The PTO is an organization whose sole purpose is to lend its energy, talent and time to improve the quality of the community’s education. It has been established so that teachers and parents can work together to make the community more effective in reaching its educational goals.

**Objectives**
1. To act as a resource for parents, faculty and students
   a. Provide community with motivational and informative seminars
   b. Inform parents by sponsoring reviews of child-based activities, programs and materials
2. To promote and increase family involvement in the educational system and in PTO activities
   a. Increase public awareness of PTO activities
   b. Showcase children’s school efforts to increase community pride and children’s sense of accomplishment

**Membership**
The membership of the P.T.O. includes all parents and staff of M.S.A.D.#6 who are interested in improving and making our community more effective in reaching its educational goals. This is without regard to race, color, creed, or national origin.
Volunteering in School

Parent and community involvement are key ingredients for the success of our schools. Volunteering provides an opportunity for moms, dads, grandparents and community members to work with children and to learn more about our schools. Regardless of how small or large the amount of time you can give, it will be greatly appreciated and will make a difference. A volunteer may choose to work in the school library or classroom. They may choose instead to work at home on special projects and events. The only qualification is a “desire” to help out. Volunteer information will be sent out in September or you can speak with your child’s classroom teacher, or leave a message at the school office. Conditions may exist that limit or preclude volunteer opportunities, but we will keep interested parties apprised of the current state of volunteering in our schools.

The privacy of parents and students is protected by the Family Educational Rights and Privacy Act (FERPA). Volunteers are required to keep student information confidential under FERPA. Thank you for doing your part to protect the rights of our students and families.

MSAD 6 does require all people interested in becoming a volunteer to complete a written application, the “School Volunteer Registration Form” as well as to undergo a background check or CHRC (Criminal History Record Check). All volunteer information will be maintained confidentially, on a need-to-know basis. Volunteers will also receive information about rules and procedures specific to each building. Volunteer eligibility must be renewed annually.

Student Progress and Testing

Pupil Progress Reports and Parent/Teacher Conferences
Grades Pre K-5 are on a trimester system with conferences held in November/December and March/April. Reports will be issued three times a year: November, March and June. These reports reflect a child’s development and progress in areas such as reading, social studies, mathematics and science. Other areas of the child’s experience such as work habits and social growth are also important parts of these reports. They help the students, the teacher, and the parent to understand what has been learned and to work closely together. Such written reports may not reflect all aspects of a pupil’s growth and progress. Teachers and parents need to communicate and share additional information and concerns. Conferences between parents and teachers provide an excellent opportunity to discuss many details about the child’s school experiences that cannot be easily conveyed in a report card. Either the teacher or the parent may request these conferences. Regular contact
between the home and school will help the child see that both parents and teachers care about the child's success.

**Special Services**
We work to provide every student what he or she needs to fully access appropriate, educational opportunities here at school. Students who are in need of supportive services or special education may be identified through the 504 process or the Individual Education Plan (I.E.P.) process at any time during the year. This team is usually comprised of parents, teachers, administrators, and special services providers. The purpose of these meetings is to determine the concerns of the parents/guardians and staff and to discuss the next steps. A copy of parents’ rights publication is available in the Principal’s office. For more information, you may contact the building administrator, your child’s teacher or the special services director. There is also more information on the district’s web site.

Reference: IHBAA-R.
Special Education: Child Identification

**Reporting System**
The reporting system for this year will be as follows:

*Pre - K - Grade 5*
- Reports will be issued three times a year: November, March, and June
- Parent conferences will generally be held in November/December and March/April for all grade levels.

**Homework**
Homework may be assigned to reinforce material that has been taught in school. It is not used to introduce new material. Assignments are intended to develop good work habits, improve academic progress and help inform parents of the school’s curriculum.

Homework guidelines for elementary students are as follows:

- K-2  30 minutes/day
- Gr. 3-5  1 hour/day

Reference – Policy IKB-R

The privacy of parents and students is protected by the Family Education Rights and Privacy Act. A copy of these rights is available at the supervising principal’s office or at the superintendent’s office.

**Formal Testing**
The school utilizes a variety of assessments to determine the academic abilities and achievement of each student. For example, reading tests are given as a child progresses from one reading level to the next. This information aids in the effective supervision of instruction and individualization of teaching during the most crucial learning years of a child’s life. All schools are required to participate in testing for grades 3 -5. **Testing schedule is subject to change.**
- Kindergarten - NWEA and DRA (Fall-Winter-Spring)
- Grade 1: NWEA and DRA (Fall-Winter-Spring)
- Grade 2: NWEA and DRA (Fall-Winter-Spring)
Grade 3: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment - Spring
Grade 4: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment – Spring
Grade 5: NWEA and DRA (Fall-Winter-Spring) & State Mandated Assessment - Spring, Maine Educational Assessment – May – Science

It is vital that your child attends school each day, but particularly during these times. These assessments supply information needed for effective educational strategies and curriculum planning. We appreciate your support during these times!

Field Trips
A field trip is a planned school-sponsored educational activity in which a class or group of students leaves school grounds for the purpose of continuing, extending or enriching the instructional program. The School Board believes in the educational benefits of curriculum-connected field trips and agrees that such field trips can promote learning and foster better attitudes toward school, curricula, and the learning process.

Parents are required to return permission and medication forms at least two weeks prior to the trip. The number and level of participation of chaperones for any field trip will be determined by the superintendent or principal. Questions regarding field trips should be directed to the teacher.

References:
EEA-R - Transportation-Field Trips
JLCD - Administering Medication to Students

Math/Reading Nights
Each year, parents of students in the Math and Reading Intervention Programs may be invited to attend a meeting or event sponsored by the intervention staff. This is an opportunity to meet with the intervention staff and learn more about the program. It also may be a chance to work with your child on educational activities and celebrate their learning.

District Writing Contest
The Pre K-8 District Writing Contest is voluntary and open to all students PreK-8. Students may enter one piece of writing. A District Writing Tea is held to honor student’s work.

District Elementary Math Meet
During each school year, the district hosts two math meets to encourage intermediate level students to exercise their abilities in mathematics. In the fall and spring, identified grade levels of students will have an opportunity to attend a district meet. Teachers will notify
students which grade levels are eligible before each meet and encourage participation. Participants and math meets are subject to change.

**Student Services**

**Gifted/Talented Program: GATES**

GATES identification occurs in grade 3 and provides services through grade 5. All students are then reevaluated to determine the appropriateness of middle school GATES placement. Initially, students are screened in the spring using standardized testing results and nomination information received. This screening phase, objective and subjective data collected on each student being considered for the GATES program, at grades 3, 5 and 8. The Selection committee then determines which students are identified for the GATES program. The Special Services Department notifies parents of the Selection Committee decision. For additional information, please refer to the Special Services section of the District Website (www.bonnyeagle.org).

The GATES staff reviews objective test scores annually, which includes, but is not limited to, the NWEA and the MEA. Students may be referred annually by self-nomination, peers, teachers, GATES staff and parents.

These nominations will be reviewed and considered for admission to the GATES Program by April 1st for inclusion in the GATES Program the following Fall. When a decision for admission to the GATES Program has been made, an appeal must be made within two weeks of notification.”

**Section 504, ADA**

Students with health conditions or other disabilities that may impact access to learning may be eligible for services under section 504 of the Americans with Disabilities Act. Questions regarding services under section 504 should be directed to the school nurse or guidance counselor.

**Title I**

Title I is a federally funded regular education program that supports and reinforces classroom instruction. To receive Title I funding, each school must meet federal regulations. Our Title I Program services provide support to students in the areas of reading and math.

**Response To Intervention (RTI)**

Our goal is for each student to make regular, continuous learning progress. Teachers regularly monitor student learning and, should a child experience difficulties, alternative
strategies will be utilized and assessed. If, after a number of interventions, students continue to experience difficulty, teachers will work with a Response to Intervention team to identify additional approaches or interventions that may help the student. Should these strategies prove unsuccessful, a referral to special education may be made to determine whether a disability may be affecting the student’s learning. Parents with questions about their child's learning should discuss these with the classroom teacher as those concerns arise.

**Physical Education**
The physical education curriculum offers a varied program for grades K-5 at the elementary level. The program includes, but is not limited to, movement and related activities for K-3, and sports related team games and activities for grades 4-5. Since physical education is a curriculum requirement by the State Department of Education, students can only be excused from the program by a physician. There are times however, when a student might require a temporary excuse from class. In such situations, a note should be sent to the teacher/nurse. The student would still be responsible, however, for paying attention to the instruction being given for the class activity.

**Library**
Each school in MSAD#6 has a library. Volunteers assist the librarian by helping students check books in and out and by performing a variety of necessary clerical tasks. The librarian teaches the library skills curriculum by introducing students to many types of literature and providing instruction on how to locate materials for a variety of uses. These skills are integrated with the classroom curriculum and students are also introduced to “in print and electric” formats. Students are expected to treat library materials with care and return books when they are due.

**Replacement of Textbooks and Classroom Materials**
Textbooks are purchased by the school district for student use during the school year. Additionally, consumable workbooks are sometimes purchased and used. Because these materials are costly, it is expected that students treat materials with care and keep track of them. Parents of students who lose or damage textbooks will be expected to reimburse the school for the cost of purchasing a new one. *If students’ damage, destroy, or lose school property, parents will be responsible for replacement or repair, at the discretion of the principal.*
Illnesses
The health of all pupils is of vital concern. Your support on the following guidelines will help keep a healthy school environment. Parents of children who become ill, or have symptoms of illness at school, will be contacted to pick them up. If parents are not at home, the person designated on the emergency information sheet is called to care for the child until a parent can take over. It is IMPORTANT to notify the school of any changes that need to be made on the emergency information sheet.

Children should not be sent to school when ill. Please note that if a child is well enough to be in school, he/she is expected to participate in all classes and recess (unless a written note from a physician is provided). School policy requires that parents notify the school office when their child will be home sick. If a child is absent and we have not been notified we may contact the home/or workplace. When your child returns to school, please send a written note explaining the absence.

A list of health concerns that might interfere with the child’s academic progress is provided to teachers on an annual basis. A list of serious health problems such as asthma, diabetes, seizure disorders, hemophilia, etc., is provided to the bus drivers in order to readily identify these children if an emergency arises.

Medications
The only medications considered necessary to be taken at school are those prescribed by a physician to be taken on a schedule that cannot be adjusted to outside school hours. When it becomes necessary for a student to take any form of medication at school, a Permission to Administer Medication in Schools Form signed by the parent and health care provider prescribing the medication must be returned to the school before any medication will be administered by the nurse.

References: JLCD* Administering Medications to Students
JLCD-BA* -Permission to Administer Medicine

All medications will be kept in the clinic, main office or designated area for each school and taken under adult supervision. The medication must be clearly labeled with name of medicine, name of child, dosage, frequency, physician’s name, and in the original container.

Reference: JLCD*
Administering Medications to Students
**Immunizations**
Maine State law requires that all children meet certain immunization requirements for school entry and provide written documentation of those within 30 days of starting school. If a child’s health records are not in compliance with the state law, the school nurse will notify the student’s parent(s) or guardian(s).

**Head Lice (Pediculosis)**
Many people associate head lice with unclean people or homes. This is NOT true! Lice are usually transmitted by contact with infected persons, by wearing infested clothing, hats, etc., or by using an infested comb or brush. Lice are small insects about the size of a sesame seed. Nits (lice eggs) are tiny, yellow-white oval specks attached to the hair shafts. They will NOT wash off. Intense itching is the main symptom of head lice. Parents should check their child’s head periodically.

In accordance with the Center for Disease Control and American Academy of Pediatrics, students with Pediculosis (head lice) no longer need to be excluded from school. When cases are identified, the school nurse will contact parents and provide educational material on treatment options. In the case of difficult individual cases, the school nurse will develop a plan with the student, the student’s family and other staff members as appropriate.

Reference: JLCDB

**Vision and Hearing Checks**
School volunteers, under the direction of the school nurse, perform vision checks on students in kindergarten and Grades 1, 3, 5, 7, and 9: and hearing checks on students in kindergarten and Grades 1, 3, 5, and 7. A school nurse will recheck students who do not pass the screening and the parents will be notified if any concerns are found.

**Latex**
MSAD #6 recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools. Additionally, MSAD #6 encourages the purchase of non-latex products.

**Animals in Schools and at School-Sponsored Activities**
It is the intent of MSAD 6 to provide a healthy learning environment for all students. The District recognizes that animals have been part of the learning experience at school for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring, and teaching of responsibility. This policy addresses animals, other than service animals, brought to school, school facilities, and/or school-sponsored activities. Service animals are addressed in accordance with Policy ACAC.
Permission must be obtained from the Principal before animals are brought to school by students, parents or visitors, and parents must be notified of any presentation of animals (IMG-E Parent Notification – Animal Presentation form). In general, animals are not allowed in school or at school-sponsored activities except for purposes related to the educational program. The requesting teacher or staff member has overall responsibility for ensuring that the requirements of this policy are followed. MSAD 6 retains the authority to exclude any animal from school for safety and health reasons, or due to distractions from the educational program.

References:  IMG-E - Parent Notification – Animal Presentation  
JLCE - Emergency Care  
IMBAA - Alternatives to Biological Dissection  
JIH & JIH-R - Questioning and Searches of Students  
ACAC – Service Animals in Schools  
IMG - Animals in Schools and at School-Sponsored Activities

Wellness Policy

MSAD 6 recognizes that student wellness and good nutrition are related to students’ physical and psychological well-being and readiness to learn. The Board of Directors is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education and regular physical activity. The Board of Directors believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults and reduce their risk of obesity, and the possible onset of related illnesses.

In terms of the wellness policy, this is information is key for parents/guardians & community:

- Provide nutritionally sound snacks or non-food items for celebrations (classroom)
- Encourage & support your child’s / family physical activities
- Information is available and updated regarding policy
- Receive annual notification
- Confidence that child will have options to accommodate for dietary needs /restrictions
- Students can use reusable water bottles
- Water filling stations are available in all schools
- Will be provided with a list of “Smart Snack” foods to bring to school or send in for school celebrations
- Exploration of non-food fundraising options
• Fundraising options are healthier

• Promote nutritional promotion through marketing and advantages of nutritional foods and beverages

• You’ll learn along with your child – nutrition education – facilitate conversations with child, partnership with school – parent

• District will be providing resources and information

• Possible benefit from community – district partnerships

• Building facilities are made available before and after school hours to MSAD 6 community

(the full policy is available on the [www.bonnyeagle.org](http://www.bonnyeagle.org) website under the School Board tab)

Legal Reference: 42 U.S.C. § 1751
Cross Reference: EFE – Competitive Food Sales – Sales of Foods in Competition With the School Food Service Program
JJE – Student Fundraising Activities
JJE-R – Solicitations and Fundraising Activities
KF – Non School Use of MSAD 6 Facilities
KFA – Grounds Policy

**MSAD #6 School Nutrition Program**

The MSAD #6 Bonny Eagle School District participates in USDA's School Meals Programs. School Breakfast and School Lunch are provided at all of our schools each school day.
Our goal is to ensure all students have access to a healthy, nutritious breakfast and lunch every school day in a safe and comfortable environment so that they are ready to succeed in academic and social activities.

**Menu:**
Our menus are posted on the MSAD #6 School Nutrition website:
https://sites.google.com/bonnyeagle.org/school-nutrition/home
We will also provide a paper menu at your child’s school to take home.

**Our Meal Prices:**
Grades PK- 8th Grade: Breakfast $1.30 and Lunch $2.75 ~ ala carte milk is .50
Grades 9-12: Breakfast $1.65 and Lunch $3.10 ~ ala carte milk is .50
All Students who qualify for Free AND Reduced price meals: There is No charge for Breakfast and Lunch.

**Free and Reduced Meal Applications:**
All families are encouraged to complete the free & reduced meals application.
This year we have an online application which can be found at the following link:
https://nlappscloud.com/District.aspx#loaded A paper application will also be sent home with your student. A return address envelope is attached to the application. The application can be mailed to the address on the envelope or sent in with your student to his/her school cafeteria.

Families that qualify for free or reduced meals ~ meals will be provided at no charge.
All children receive meals the same way and there is no way to identify who is receiving benefits and who is not. Meal benefit information is completely confidential. We do not share this information with anyone.

All applications should be returned by September 30th. We will accept meal applications at any time during the school year if your household income changes or household size changes.
If you qualified for free or reduced price meals last year, you must fill out another application for this year. If you have been qualified through the state for SNAP, TANIF or Foster, you do not need to fill out an application.

Each student is assigned a lunch number that is used with our computerized point of sale system. Ala carte snack choices are available at Bonny Eagle Middle School and Bonny Eagle High School. Students need to have funds on their account or cash to purchase ala carte items.

**Meal Payment:**
Meal payment can be deposited into student’s accounts online at (My School Bucks) MySchoolBucks.com, however there is a charge of $2.49 per transaction please note you
may place funds on all of your students accounts and it will be considered 1 transaction if
done at the same time.
Money can be sent in with students. If sending in a check please make it payable to MSAD
#6 School Nutrition. If sending in cash, please send in a sealed envelope with the student's
full name on the outside of the envelope and the amount in the envelope written on the
outside.

Please contact Dorothy Janotta - School Nutrition Director with any questions or concerns at
648-7985 or via email at djanotta@bonnyeagle.org or
Alyssa Lewis – School Nutrition Coordinator at 648-7983 or alewis@bonnyeagle.org

Have a wonderful school year!