

RSU #54

Canaan Elementary School

Handbook 2012-13

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Canaan Elementary School

Welcome to Canaan Elementary School. We are excited to have your child with us and look forward to working with you to make this school year a rewarding experience. We invite you to become an active participant in the community of learners in Canaan. We believe education is a shared responsibility between the home and school.

The purpose of this handbook is to acquaint you with the school. Please take the time to read this handbook carefully and review it with your child.

Our Mission

The mission of the Canaan Elementary School is to promote life-long learning in an environment that is safe and secure for children.

Recognizing the importance of clear and effective communication, we seek to work collaboratively with parents and community members as we teach and model the knowledge and skills that are contained in the RSU #54 Curriculum and the Learning Results.

We recognize our role in forming good school citizens who will seek to use their abilities and intelligence to benefit others as well as themselves.

Motto:

Don't quit, keep trying

RSU #54 Policies

We, the Board of Directors of RSU #54, believe that the education of our children is the responsibility of parents, teachers and the community. We believe that the purpose of education is to encourage the educational growth of each child to achieve his/her social, cultural, physical and intellectual potential now and in the future.

It is our aim to encourage all children to learn by example, direct teaching and participation so that they will develop the self-respect and confidence that a good education brings.

We support the practices of democratic tradition in our schools in order to acquire an awareness and appreciation for the rights and privileges of all citizens guaranteed by our form of government.

We believe that the principles of this philosophy should begin at an early age so that each child can be helped to meet the needs of his/her individual growth.

Canaan School Staff 2012-2013

Louise Tessier	Kindergarten
Joyce Foley	Kindergarten
Juline Bilodeau	Grade one
Celeste Bellerose	Grade one
Erin Madore	Grade two
Tammy Forgue	Grade two
Barbara Provost	Grade three
Lauren Taylor	Grade three
Patricia Gallison	Grade four
Tabitha Brewer	Grade four
Mike Louder	Grade five
Paula Whittemore	Grade five
Sean Currie	Grade six
Margaret Theriault	Grade six
Melanie White	ResourceRoom
Jean Walker	Resource Room
Mary Titherington-Carey	FLS Teacher
Kathy Smith	Art
Tim Christopher	Phys. Ed.
Susan Nelson	Classroom Music
Barbara Chiasson	Social Worker
Steve Swindells	Principal
Laurel Gustafson	Secretary
Rebecca Albertson	Ed. Tech
Marita Gould	Library Ed. Tech
Sue Blodgett	Ed. Tech
Karen Brown	Ed Tech
Tiffany DaCosta	Ed Tech
Laura Davis	Ed Tech
Lisa Dodge	Ed Tech
Patty Dufour	Ed Tech
Jane Poulin	Ed Tech
Kim Richards	Ed Tech
Kim Smart	Ed Tech
Stephanie Voter	Nurse
Tambra Blake	Custodian
Dennis Burke	Night Custodian

Karol Brown, Reading Specialist
 Lori Swenson, Reading Specialist
 Linda Nickerson, Title 1
 Louise Pike, Title 1

Debbie Bristol, School Nutrition
 Evon Heatley, School Nutrition
 Gina Pratt, School Nutrition

Parental Responsibilities

1. Parents are encouraged to initiate contact with their child's teacher(s) with any concerns or problems that arise.
2. You are urged to share with us any information about how we can provide your child with the best education possible.
3. Please be sure that your child is well rested so he/she can attend to learning activities.
4. We urge parents to read to their children, have children read to them, share books, magazines, newspapers. Parents should supervise their children's television viewing habits.
5. Parents can be supportive of their children's formal education by showing interest in their school day. Talk to them about what they did in school, go over any papers they bring home, ask them about their writing and what books they are reading at school.
6. Review Children's Rights and Responsibilities with your child.
7. Children will not bring toys, games, radios, walkmans, CD players, scooters and dolls to school. We cannot be responsible for their repair or replacement.
8. Parents should help students to be responsible for all books and equipment they use. The parent or child will be expected to pay for any lost or damaged books or equipment.
9. Please help us with the safety of your child coming and going from school:
 - Call the office in the morning if your child is going to be absent.
 - Write a note if your child is changing his/her normal going home plans.
- 10. SCHOOL HOURS are 8:15AM-2:15 PM.**
Supervision begins at 7:45 am. For your child's safety, PLEASE do not bring them to school before that time. School ends at 2:15, buses will leave school at 2:45 p.m.

School Compact

All schools in RSU #54 which receive Federal Title 1 funds are required to have school compacts. A compact is a voluntary agreement between two groups that firmly unites them. We have established this compact in order to foster lifelong learning and responsible citizenship. Your child's compact will be sent home, along with other materials, early in the school year. We request that each child and every parent will sign the compact.

Children's rights and Responsibilities

Children have the right to their feelings and have the responsibilities to move beyond their feelings to actions and to care about the feelings of others.

Children have the right to their own opinions and have the responsibilities to listen to the opinions of others.

Children have the right to their own attitude and the responsibilities to expect what their actions produce.

Children have the right to make mistakes and the responsibilities to learn from their mistakes and to correct them.

Children have the right to learn and the responsibilities not to interfere with others right to learn.

Children have the right to make their own decisions and a responsibility to accept the consequences, good or bad.

School Rules

Our school needs rules so that everyone can learn, work and play together safely. The Canaan School Rules are:

1. **We will act and play safely** including: walk in the building, enter and exit single file, use all equipment correctly.
2. **We will show respect for ourselves, for others, or property** including: taking turns, use courteous language and voice level, follow adult directions and keep our school clean. **Inappropriate language will not be tolerated. Violent or threatening behavior in verbal or written form is prohibited.**
3. **We will use time wisely** including: line up quickly and quietly for transitions (recesses, lunch, etc.), remain in class during instruction.

Students are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others. Parents will receive a letter, telephone call or notification slip about their child's behavior if deemed necessary.

In an effort to provide a safe and peaceful recess for children, we try to eliminate bullying and name-calling throughout the day. We maintain a record sheet on which we record the names of students who are name-calling, treating others unfairly or break any school rule. We are very proud of the vast majority of our students whose names never have a record sheet.

Playground Rules

1. Observe the boundaries.
2. **Play and act in a safe manner-** unsafe activities that are not allowed include tackle football, “king of the mountain”, games that involve piling on others, tree climbing, riding on the shoulders of other students or “piggyback”, throwing snow or ice, sticks, rocks or dirt, playing football on a paved playground surface, and/or using hard bats and hard balls.

3. **Use playground equipment appropriately**

Rules for swings

- Swing back and forth only (no twisting side to side, or diagonal swinging into the path of other swings.
- No running between swings while swings are in use.
- Sit on the swings. No standing.
- Do not climb the poles of the swings.
- Swing alone, not with a partner.
- Do not “save” swings for other students.
- Do not ride on swing on your belly.
- If someone else is waiting to use the swing, that person may “count to 100” and then have a turn.

- 4 **Respect others, their belongings and property-** Examples of unacceptable behavior include the following: fighting, threatening, teasing, name calling, pushing or shoving, interfering with games in progress, and destroying or defacing school property.

5. **Ask permission-**

- To leave the school boundaries for any reason (retrieve a ball, etc.)
- To enter the building for any reason
- To stay inside for recess

6. **No littering:** any food, candy or drink containers are to be put in the trash can.

7. **Use appropriate language** – no swearing or obscene language, no teasing.

8. **Line up quickly and quietly as soon as directed to do so by a teacher or duty person.**

9. **Immediately report any acts of violence or unsafe activities to the adult on duty**

Consequences

If, by chance, a student makes an unwise decision and breaks a school rule, we ask that he/she accept the consequences and learn from the mistake. Disregard for the school rules will result in loss of recess time, after school detention, in-school suspension or out-of-school suspension. Because of the seriousness of fighting, threatening or other violent acts of behavior and the potential for danger, it may be necessary to apply more serious measures to include, but not limited to, suspension from school. Due to safety considerations, students are prohibited from bringing knives, matches, etc., to school. These and other things that are designed to be used as a weapon, to inflict bodily harm, and/or used to harass, intimidate, coerce, or harass another person(s) will be taken away from the student and result in an investigation and appropriate action by the building administrator/designee. Depending on the seriousness of the infractions, these may also be legal consequences and school board action in addition to the sanction's mentioned above.

Building Regulations

The following regulations ensure an orderly school. These regulations are reviewed with students.

1. All students will show respect and obey any reasonable request by any staff member regardless of grade level.
2. Only one child should be permitted to leave a classroom at any one time for bathroom privileges, unless they go as a supervised group.
3. Any pupil observed defacing school property (desks, walls, etc.) will be expected to clean, repair, or replace damages.
4. Students will walk in school corridor at all times.
5. Teachers will escort students when moving to special areas or classes, example - Library.
6. The use of the school telephone will be restricted for emergency use only by students. Requests to go to another child's home after school must be taken care of by a note brought from home.
7. All students will ride on their regular buses unless they bring a note from parents.
8. No student is to leave the school grounds or be sent home without office permission.
9. A student with an early dismissal note from parents will give it to the teacher first thing in the morning.

10. Students being picked up by parents must have a note from home or parent must call before 2:00 PM.
11. All chairs should be placed on the top of desks at the end of the day to facilitate cleaning.
12. Students are not to bring radios, walkmans, skateboards, and rollerblades to school. Students are asked not to bring valuables to school.

Medication

Our district has a clear-cut policy on the administration of medication:

1. Medication is not to be given by the school personnel without a note written by the parent and a written order from a licensed practitioner. **The medication must be in the original prescription bottle and include the name of the drug and dosage.**
2. Prescription medications, if sent to school with the student, should be for no more than a day's dosage. Parents should deliver several days' dosages to the teacher, principal or secretary. In case of a controlled substance, the parents **MUST DELIVER** these to the school.
3. Medication will be stored in a supervised area in the school office.
4. **NO** medication shall be provided by the school.
5. Parents are urged to schedule administration of medication outside of school hours.

Health and Safety

1. No child should be sent to school if there are any symptoms of illness present. This is to assure the quick recovery of the sick child and to protect other children. A child must be fever-free (without the aid of medication) for 24 hours before returning to school.
2. A child may be sent home if there is any suspicion of contagious disease.
3. The district nurse visits all the elementary schools on a regular basis, maintains all health records and conducts routine screenings. In case of a child's illness or accident at school, the school will contact the parent to care for the child.
4. Please be sure to include emergency numbers to call when filling out the emergency card; a work number, baby-sitter and a neighbor's number would be helpful. Please notify the school office of any changes during the year. If your child is involved in an accident, which, in the judgment of school personnel requires medical attention, you will be contacted using the information supplied by you on the emergency card.

5. For children who bring snack or lunches to school, we encourage good nutrition - lots of fruits, cheese, vegetables and nuts, rather than sweets. Glass containers are prohibited for everyone's safety.
6. Regular fire drills will be conducted.
7. Students will not be allowed to stay in from recesses without a doctor's note.

Calling Tree

It may be necessary, on rare occasions, for the school to attempt to contact all the parents/guardians of students in the school. If the school experiences a sustained loss of power, water, or heat a decision might be made to evacuate students from the school. Or, if a school bus bringing students back to the school from a field trip was expected to be delayed beyond the normal release time, we would attempt to contact parents. In such instances, we would want to reach parents/guardians by phone as quickly as possible. In order to accomplish this calling process, school personnel and parent volunteers would call parents at the phone numbers provided on emergency information cards. At the start of each school year, we will seek parent volunteers who might assist us with this calling tree.

Important Forms

You will receive the following forms on the first day your child attends school:

1. Emergency Card - please fill out both sides; this is the most important piece of information we have for the safety of your child.
2. Dental Form - your permission is needed for your child to participate in the Dental Health Program.
3. Bus Rules - review this with your child and help him/her to understand how important safe behavior is when riding the bus.
4. Field Trip Form - your permission is needed to allow your child to take part in field trips.
5. Federal Lunch Forms for Free and Reduced Hot Lunches - The government requires us to get this information from you. Please be sure to fill out everything that applies to you.

Your help in reading, completing, and returning these forms to us are greatly appreciated because it allows us to provide for the needs and safety of your child. The following forms MUST be returned to the school: Emergency card, dental form, and field trip forms. The hot lunch form must be returned if you wish to apply for either free or reduced hot lunch/breakfast.

Custody

If there is a court order that relates to the custody of your child, a custodial parent or guardian must provide a copy to the principal so that it can be included in your son or daughter's file. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons. If you have a particular concern about your child's privacy, please contact the principal.

Children must attend school in the town of Primary residency, unless they are ready attending Canaan School.

Absences, Tardiness, and Dismissal

1. Parents are requested to notify the school (474-3901) between 8:00 AM - 9:00 AM, in the event your child must be absent from school for any reason. If you do not call the school, an automated call will be made to you that your child is absent.
2. In an effort to provide maximum protection of children unreported absences will be followed up by school personnel who will telephone the parents.
3. Upon returning to school after an absence, and in cases of tardiness or requests for early dismissal, pupils must present a parent-signed acknowledgment indicating the date(s) and cause of the absence, tardiness, or dismissal.
4. Students who arrive after 8:15 AM are tardy. Parents are requested to bring the student to the office and to sign the student in. Students who are tardy for school must report to the office and sign in or be signed in by a parent.
5. Students may be dismissed earlier than 2:15 PM in cases of emergency and/or at the request of parents for scheduled appointments. It is important that students attend school for the entire school day.
6. Students must have a note from their parent or guardian to visit another student or they will have to go home on their own bus.
7. If parents choose to take a student on a vacation, they should consult with the teacher and the principal about the required work prior to the trip and make arrangements for students to make up all the missed work.
8. Parents requesting early dismissal of students are required to come to the office, students will be released only to parents, legal guardians and other persons specifically authorized to pick up a student(s) by written notification from parents/legal guardians.
9. Parent/legal guardian or person(s) specifically authorized to pick up a student(s) by written notification from parents/legal guardian must sign out all students dismissed early through the office.

Transportation

Transportation is provided to all students. The Business Administrator determines bus routes. Specific bus routes, bus numbers, drivers, and estimated pick-up times are printed in the local newspaper prior to the opening of school in August. Parents should send their child(ren) on the bus the first day of school to receive the proper information on which bus the child(ren) will be riding to and from school. Any change from the child's normal going home routine will require a dated written note from the parent.

Snow days

Because of the size of our school district, safe traveling on snowy days can be quite different between one area and another. Therefore, if school has not been canceled, you have the right as parent or guardian to keep your child home if you feel that the road conditions are too hazardous for travel in your area. Your child's absence will be considered an excused absence.

No School Announcements

Schools are sometimes dismissed when severe and threatening weather conditions exist. Under these conditions, when school is closed without prior notice, your child may not be able to follow his/her usual directions. Parents should see that children have an alternate plan in the event that school is dismissed due to an emergency of any kind. Some suggestions:

1. Make arrangements with a neighbor to receive your child if you are away from home during the day or on early release days.
2. Give your child specific instructions so that he/she will know what arrangements you have made.
3. Please do not rely on calling the school or expect us to notify you as our telephone lines are always overloaded in emergency situations.
4. The following radio stations will broadcast "no school" or "delay" announcements:

(FM) WHQO-107.9, WQCD-106.5, WTOS-105.1, WABK-104.3, WKCG-101.3, WKTJ-99.3, WTVL-98.5, WYOU-97.1, WKSQ-94.5, WMME-92.3 (am) WSKW-1160, WABI-910.

Recess/Dressing for School

Recess is part of the elementary school program. It is a time set aside for children to develop social skills in a semi structured setting. Whenever possible the children go outside for all or a portion of their recess time.

It is expected that students' with their parents' guidance, will use good judgment when dressing for school. Students' dress for school should be appropriate and functional. Clothing deemed inappropriate includes, but is not limited to, the following items: cut-off shorts, short shorts and skirts (above the level of the end of index finger when a hand is extended at the side), hats and bandanas, open sided tank tops, halter tops, tops with thin straps or tops which reveal the belly, heavy chains around the neck or attached to wallets, spike necklaces. Tee shirts, tops, or other articles which contain references to alcoholic beverages, drugs, tobacco products or articles which contain suggestive or offensive language will not be permitted. Students will be required to replace an inappropriate shirt or turn the shirt inside out if it is worn.

During the winter months, parents should make certain that their children are dressed properly since they are expected to be outside during recess periods. Factors such as the outside temperature, wind chill, and the condition of the playground are considered before a decision for outside recess is made. We recommend that the students be dressed for coping with the elements.

Any child not well enough to go out to recess should remain at home unless we have a communication from the child's physician recommending that he/she remain inside.

Shoes or slippers should be brought to school during the winter months so that boots will not be worn all day in the classroom. It is suggested that parents label clothing and personal articles on the inside to prevent loss.

School Lunch and Breakfast

Hot lunches and breakfast are available at all schools throughout the district. The cost of all lunches and breakfast is subject to the Federal Family Financial Status. The district offers a free, reduced and full cost meal each day that school is in session. Eligibility forms are sent out during the first week of school.

Menus are available each month. When parents send in lunch money, it is deposited in their child's Powerschool account. Parents are notified when their lunch balance falls below zero.

Progress Report

Written or oral progress reports are provided at the closing of each trimester to allow parents to follow and understand the progress of their child. It is expected that parents will meet with their child's teacher and pick up their child's first progress report each fall at conference time; an optional spring conference is available. A student's progress can be discussed with the school staff at any time during the year.

Homework

Reading at home by your child, to your child and with your child is encouraged at all levels as a form of homework! Children in all grades may be given schoolwork to do at home. There are different types of work children may be asked to do at home. Incomplete class work may need to be finished at home, however, the teacher and parents should monitor the student's needs and causes of incomplete work closely. Children may become very involved in unit study and may read or construct something at home related to it. As children get older and become better readers. They are given more specific assignments that require the use of encyclopedias, dictionaries, maps, newspapers, magazines and other reference materials. Students may be asked to interview relatives and gather information about family customs. Assignments may require writing letters and mailing them. Homework assignments that are reasonable and are supported by the home provide opportunities for our students to learn good study habits, to develop a sense of responsibility for task completion, to reinforce skills, to learn time management and to extend or enrich their classroom experiences.

As a general rule, for each year in school you should expect 10 minutes of homework; i.e., 1st grade should have 10 minutes and 6th grade should have 60 minutes.

Curriculum Information

RSU #54 offers a K-12 comprehensive educational curriculum, which includes a Sequential Health Program. Some of the areas included in the Health Program are: Drug and Alcohol Abuse Prevention, Dental Health Programs, Sexual Abuse Awareness Education, and AIDS Education. Specific information about all curricula is available from your child's teacher and principal.

Field Trips

Classroom field trips are important curriculum supplements. Field trips are to include classroom grade level participants only. Siblings may not participate in classroom field trips.

Special Education

Maine's regulations governing the provision of free appropriate public education and equal educational opportunities to all exceptional students were revised in 1988. Parents of exceptional children or of children referred for special education service, may notice some changes in the criteria for identification of exceptional students and changes in the terms of labels identifying the exceptionalities. Efforts will be made to inform interested and concerned parents of the specific changes in the regulations and in what way, if any, the revised regulations will affect the services provided to their children. Parents may contact the district's special education director if they have questions about the revised regulations or if they have other questions about the district's special education programs.

Visits and Appointments

Please feel free to visit your school often. Become acquainted with what your children are doing and what services are offered them. This is one way of helping children realize the importance of school. Teachers will not be able to discuss problems with you during school hours. They will, however, be most happy to make an appointment to meet after or before school. To make an appointment simply call the school or e-mail the teacher.

For the safety and protection of our students, all visitors to our building must check in at the office with the secretary or the principal. You will need to

sign our visitor's log. Visitors will be issued a visitor badge which should be worn while in the building.

Communicating Educational Concerns

From time to time parents have concerns that they need to have addressed. The following procedure should be followed.

Meet with your child's teacher and explain your concern. If your concern has not been resolved to your satisfaction, make an appointment to discuss it with the principal. Your next step would be to discuss your concern with the assistant superintendent or the superintendent. If your problem is still unresolved, contact your local school board director to bring the matter before the school board.

Harassment and Sexual Harassment of Students

Harassment of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board 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, 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 Board 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 or the employee designated as the Affirmative Action Office will investigate complaints of harassment in accordance with 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.

Weapons, Violence and School Safety

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

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

Prohibited Conduct

Students 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 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 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, object capable of ignition (e.g.,

- matches, lighters), files, tools of any sort or 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 on or through a computer) which threaten, intimidate, or harass others, 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 law; and
 - J. Any other conduct that may be harmful to persons or property.

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.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearm 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. A psychological evaluation may be requested when deemed appropriate.

Chemical use and Dependency Policy

RSU #54 has a policy on Chemical Abuse and Chemical Dependency posted at each school. A copy will be provided if requested.

Volunteers

Volunteers are an important part of the school. If you are interested in volunteering, please contact your child's teacher or the building principal at any time. We need your help in offering the best program we can to our students.

HOW TO BE A GOOD VOLUNTEER

1. Learn to conform to our school regulations
2. Be punctual and dependable in attendance.
3. Notify the school office when absent.
4. Accept tasks requested by staff members.
5. Recognize the volunteer's relationship to staff members as one that requires mutual respect and confidence.
6. Exhibit proper respect for instructional materials.
7. Know the importance of the volunteer's role as an example to children in behavior, speech, and dress.
8. Understand that school records and relationships between staff members and children are "confidential" matters. (When answering the phone, announce Canaan School, Jane Doe Volunteer.)
9. Understand and appreciate the work of the school staff and be a good public relations person in the community.
10. Understand that personal contributions to the education of children are setting an example of an interested and informed citizen.

Affirmative Action

It is the policy of the school district to insure equal employment/education opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with federal and state legislation relative to discrimination.

Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask RSU #54 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify

the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that Administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Social Worker

The elementary social worker in RSU #54 is available for all students. This program recognizes each student as a unique individual with particular needs. The focus is on assisting students in dealing with human relations, societal values, decision-making skills, and personal development. The elementary social worker gives assistance to students and to classroom teachers by providing the following services:

1. Consulting with teachers, parents, and administrators regarding an individual student's program.
2. Small group counseling to assist students to function at their best in the school environment.
3. Classroom presentations focusing on social, emotional, and academic development.

Title I Reading

Title I is a federally funded education program. This program targets students who need extra help in reading. Title I is not only instruction the students receives but must be provided in addition to the regular classroom program. Students work with a trained tutor (Ed Tech II) for approximately 30 minutes a day 4 days a week. The goal of this program is to develop self-reliant, independent, problem solvers in reading.

In Kindergarten, a Title I tutor works in the classroom assisting small groups of children with mastering letters & sounds. During September of the school year, decisions are made concerning which children receive Title I

instruction. Selection of students is based on reading performance & classroom teacher recommendations.

School Hours: 8:15 a.m. – 2:15 p.m.

Supervision begins at 7:45 a.m. and ends at 2:45 p.m.

Please do not drop children off before 7:45 a.m. or leave them at school past 2:45 p.m. as there is no supervision.