

# **Vinalhaven School**

## **2015 – 2016 Student/Parent Handbook**

22 Arcola Lane  
Vinalhaven, Maine 04863  
Phone: (207) 863 4800  
Fax: (207) 863 2035  
<http://www.vinalhavenschool.org>

**Table of Contents**

Vinalhaven School Core Values.....	Pg. 3
Vinalhaven School Vision .....	Pg. 4
Superintendent Greeting.....	Pg. 5
Principal Greeting .....	Pg. 6
Governance and Structure.....	Pg. 7-8
Staff Listing .....	Pg. 9
School Calendar.....	Pg. 10
K-12 Schedules.....	Pg. 11
Wheel Schedules.....	Pg. 12-13
Early Release & Late Start Schedules .....	Pg. 14-15
School Profile.....	Pg. 16-17
High School Grading System.....	Pg. 18
HS Lunch-Learn Lab Dismissal, Infinite Campus, Grade Reporting to Parents .....	Pg. 19
Assessment.....	Pg. 20
SAT, PSAT, & AP Information & Dates.....	Pg. 21
High School Academic Program & Graduation Requirements.....	Pg. 22
Change of Program & Knowledge Quest.....	Pg. 23
High School Course Offerings .....	Pg. 24
Pre-Kindergarten and Elementary Programs .....	Pg. 25
Middle School Academic and Mentoring Programs and Recess information.....	Pg. 26
Elementary, Middle, and High School Retention Policy.....	Pg. 27
MLTI Laptop Policy.....	Pg. 28-29
MS/HS Co-Curricular Activities & ES Clubs, Activities, and Sports.....	Pg. 29
Sports Done Right.....	Pg. 30
Co-Curricular Eligibility.....	Pg. 31-35
3rd - 5th Grade Co-Curricular Academic & Behavior Guidelines.....	Pg. 36
Library.....	Pg. 36-37
Response to Intervention.....	Pg. 38
Special Education.....	Pg. 38-40
Student Health.....	Pg. 41-43
Transportation & Student Visitors.....	Pg. 44-46
Communication.....	Pg. 47
Attendance and Tardiness Policy.....	Pg. 48-49
Vinalhaven School K-12 Discipline System.....	Pg. 50-51
Dress Code & General Student Information.....	Pg. 52-54
Student Drug, Alcohol, and Tobacco Prevention Policy.....	Pg. 54-58
Crisis Plan.....	Pg. 59-61
Highly Qualified Teachers Information & Staff Profiles.....	Pg. 61
Student/Parent Legal and Constitutional Rights.....	Pg. 61-62
Other Rights.....	Pg. 63-64
Child Find Policy.....	Pg. 65
Pesticides Use Policy.....	Pg. 66

**Important:** *If there is a conflict between the handbook and school board policy, school policy always governs. Handbook information is a summation of school board policy. If you would like to see a specific policy in its entirety please contact the superintendent's office.*

## CORE VALUES

As a school community including students, staff, parents and community members, we have identified the following core values: RESPECT, RESPONSIBILITY, HONESTY, COMPASSION, COURAGE. Without practicing these values, we cannot fulfill our mission statement or our belief statements about a good educational environment.

A person who is RESPECTFUL of self and others does:

- appreciate diversity
- tolerate views and beliefs that differ from one's own
- support and contribute to a healthy and safe environment

Does not:

- participate in activities that have the potential to cause physical or emotional harm
- make derogatory statements about another's gender, sexual orientation religion, socioeconomic class, disability, intellect or appearance

A person who is RESPONSIBLE does:

- acknowledge making a mistake
- answer for personal actions or failures to act
- report harmful, hateful or dangerous behavior to an adult

Does not:

- rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions

A person who is HONEST in all academic endeavors or relationships does:

- seek to speak the truth, respectfully
- recognize that trust is an essential component of all relationships
- interact with others in a sincere and genuine manner
- acknowledge his or her own shortcomings

Does not:

- steal from others or cheat
- plagiarize the work of others
- engage in secretive, fraudulent or manipulative behavior

A person who is COMPASSIONATE does:

- treat all people with kindness
- possess an ability to empathize with others
- lend a helping hand to those in need
- seek to understand others

Does not:

- tease or taunt others
- seek to judge others
- seek to draw attention to another's shortcomings

A person who is COURAGEOUS does:

- the right thing even if it is not popular
- seek the advice and/or assistance of a trustworthy adult when making difficult decisions when in a dangerous or troublesome situations
- hold high expectations for self and community

Does not:

- say, "I can't", but instead says, "I will try" when faced with difficult challenges
- stand by idly while others engage in unethical or harmful behavior
- sacrifice aspirations when confronted by academic or ethical set backs

## Family and Community in **V**olvement

CitIzenship

PassioN for Learning

Accountability for All

Respect for SeLf and Others

Have fun

Academic Excellence

EffectiVe Communication

Understanding through Exploration

RespoNsibility

To the educational community of Vinalhaven, August 2015

Welcome to (or back to) the Vinalhaven School for the 2015-2016 school year. The school has

been transformed to "like new" condition over the summer by our custodians, and the staff is ready to go. We have been busy filling some vacant positions, and I hope you will make the following new staff feel welcome as you have the opportunity to meet and interact with them.

- Pat Paguet 5<sup>th</sup> Grade Teacher
- Robb Warren 4<sup>th</sup> Grade Teacher
- Ann Osgood 3<sup>rd</sup> Grade Teacher
- Missy Bernard 2<sup>nd</sup> Grade Teacher
- Kaley Kokomoor 1<sup>st</sup> Grade Teacher (1 year)
- Alyssa Block Kindergarten Teacher (1 year)
- Kate Bishop High School French/History/Social Studies (1 year)
- Steve Burgess Vocational/Technical Instructor
- Helena Brigman High School English
- Patrick Trainer High School Mathematics (1 year)
- Carolyn Andrews Special Ed Ed Tech/Part-Time Nurse
- Kelsey Barker Special Ed Ed Tech
- Tina Davidson Business Office-Accounts Payable/Payroll

In the following pages of our Student-Parent Handbook you will find all kinds of information about the operation, practices, and policies of your school. Please take the time to review the information and seek clarification on any matters that are not clear. Please note there may be some changes from last year.

As we move into the 2015-2016 school year, you will hear more about Standards-Based Education or, by another name, Proficiency-Based Education. We are moving slowly in this direction as mandated by action of the Maine Legislature. We have watched and learned by the actions of other school districts and will try our best to avoid the pitfalls. I encourage you to take advantage of any opportunities provided to learn more about Standards-Based Education. There are many aspects of it that are significantly different than what we have become use to in the world of education.

As I noted above when I addressed this letter, we, parents, staff, students, and citizens, are the greater Vinalhaven educational community. It takes all of us working together to make the best possible educational environment for our youth. If you have questions or concerns, contact your teacher or the administration and communicate the issue so that problems can be resolved in a timely manner. We are all involved in this business of educating our youth and we will be most effective if we are a working community. After all, this is your school.

Thank you,

Bruce Mailloux  
Superintendent

September 2015

Dear Parents and Guardians:

Welcome to the 2015-2016 school year. It is hard to believe that we are about to embark on another school year. The summers seem to fly by so quickly. I would like to ask all of our parents and community members to please come and spend time inside our school. We would love to show you what we are up to and how our day runs.

Please also welcome our new staff members and restructuring as highlighted in Superintendent Mailloux's letter. Throughout the 2015-2016 school year, we will continue to push forward with preparing for the Standards-Based Education implementation, as well as developing the Performance Evaluation and Professional Growth Systems for teachers and administrators.

We are looking forward to another exciting school year. Let the adventure begin.

Thank you,

Timothy Kane  
Principal  
Vinalhaven School  
[tkane@vinalhavenschool.org](mailto:tkane@vinalhavenschool.org)  
863-4800

## **GOVERNANCE AND STRUCTURE**

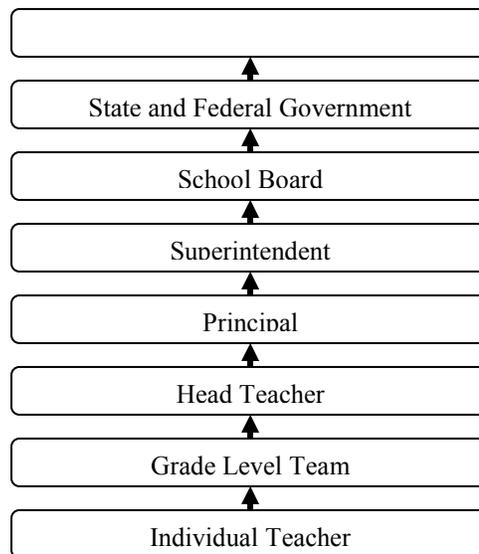
### **Introduction**

After 9 years of our site-based management model, the Vinalhaven School is utilizing the traditional principal model of leadership.

Within the traditional model, elements of the site-based management model will be maintained to facilitate communication. The Priority Team will continue to lead the school through the Priority School status, as well as some leadership style team duties. Grade level teams will continue to exist. The *Elementary Team*, *Middle School Team*, and *High School Team* are referred to as *Grade Level Teams*. All Priority Team members and teachers belong to one of the three Grade Level Teams. Meetings between the Grade Level Teams and Principal will be held on an as needed basis. These teams will work with the principal and assist with grade level decisions.

### **Hierarchy of Leadership**

While responsibility, decision-making power, and accountability are more centrally located in the principal's office than with the leadership team model, a hierarchy of leadership remains as seen below. The hierarchy of leadership helps ensure that decisions are made as efficiently and transparently as possible.



### **Roles and Responsibilities**

#### School Board

- School Policy
- Veto power over Principal and Superintendent

#### Superintendent's Office

- Financial Issues
- Building Maintenance
- Legal Issues
- Official Teacher Evaluations
- Veto power over Principal
- Staffing

#### Principal

- Communication between School Board and Superintendent with Grade Level Teams
- Organize and facilitate meetings with Grade Level Teams on an as needed basis
- Day-to-day administrative responsibilities
- Point person for school

- Authority to make quick decisions that will be then reviewed by the Superintendent
- Leadership presence in schools (i.e. plenty of time in the halls and classroom)
- Ensure all staff and students are following school wide expectations, protocols, and rules

#### Guidance Counselor

- Support/assist principal and head teachers with their duties, including student behavior
- Communicate K-12 student academic, social, and emotional issues to principal
- Inform principal of post-secondary programs and statistics
- Communication with students, staff, parents and community members

#### Grade Level Team

- Coordinate and implement K-12 curriculum
- Communication to support student learning and behavioral expectations
- Sharing pertinent information with team members
- Coordinating and reporting activities & events
- Participate in school-wide Professional Development Plan
- Communication with other Grade Level Teams

#### Individual Teacher

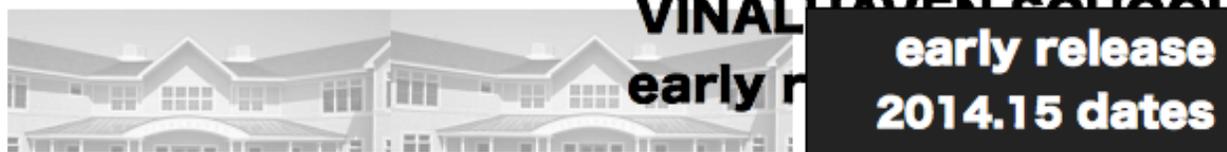
- Implement curriculum
- Assess student learning
- Implement individual accommodations (special education and otherwise)
- Classroom/student management
- Active team member: attend & participate in Grade Level Team meetings, read Grade Level Team minutes, get agenda items to Head Teacher, facilitate Grade Level Team meetings on a rotating basis
- Timely parental communication

## VINALHAVEN SCHOOL STAFF

<b>Elementary School Team</b>		
Leighann Chillies	lchilles@vinalhavenschool.org	Ed Tech
Pat Paquet	ppaquet@vinalhavenschool.org	5 <sup>th</sup> Grade
Heather White	hwhite@vinalhavenschool.org	Visual Arts
Alyssa Block	ablock@vinalhavenschool.org	Kindergarten
Ann Osgood	aosgood@vinalhavenschool.org	3 <sup>rd</sup> Grade
Missy Bernard	ppaquet@vinalhavenschool.org	2 <sup>nd</sup> Grade
Sue Dempster	sdempster@vinalhavenschool.org	Pre-Kindergarten
Kaley Kokomoor	kkokomoor@vinalhavenschool.org	1 <sup>st</sup> Grade
Cherie Doughty	cdoughty@vinalhavenschool.org	K-12 Literacy Specialist
Carolyn Augusto	caugusto@vinalhavenschool.org	Elementary Special Education
Robb Warren	rwarren@vinalhavenschool.org	4 <sup>th</sup> Grade
Sandra Furbush	sfurbush@vinalhavenschool.org	Ed Tech
<b>Middle School Team</b>		
Mae Applegate	mapplegate@vinalhavenschool.org	English/Social Studies
Randy Pitts	rpitts@vinalhavenschool.org	Technology
Chris DiSalvatore	cdisalvatore@vinalhavenschool.org	Math/Social Studies
Hilary Martin	hmartin@vinalhavenschool.org	Theater
		Ed Tech
Emily Cohn	ecohn@vinalhavenschool.org	Science/Social Studies
Wanda Davis-Oakes	wdavis-oakes@vinalhavenschool.org	MS Health/Guidance Counselor
Faye Grant	fgrant@vinalhavenschool.org	Ed Tech
<b>High School Team</b>		
Helana Brigman	hbrigman@vinalhavenschool.org	English
Patrick Trainer	ptrainer@vinalhavenschool.org	Mathematics
Steve Burgess	sburgess@vinalhavenschool.org	Vocational Technology
Emma Baker	ebaker@vinalhavenschool.org	Science
Susan Philbrook	sphilbrook@vinalhavenschool.org	French/Girls Varsity Soccer
Kate Burgess	kburgess@vinalhavenschool.org	French/History/SS
Jud Raven	jraven@vinalhavenschool.org	Social Studies
Deborah Tuminski	dtuminski@vinalhavenschool.org	Physical Education
Michelle Wiley	mwiley@vinalhavenschool.org	Music/Band
Jess Farrelly	jfarrelly@vinalhavenschool.org	Ed Tech
Jill Oakes	joakes@vinalhavenschool.org	Special Education
<b>Principal's Office</b>		
Timothy Kane	tkane@vinalhavenschool.org	Principal
Amanda Wentworth	awentworth@vinalhavenschool.org	School Secretary
<b>Superintendent's Office</b>		
Bruce Mailloux	bmailloux@vinalhavenschool.org	Superintendent
Tina Davidson	tdavidson@vinalhavenschool.org	Bookkeeper
Kathy Warren	kwarren@vinalhavenschool.org	Business Manager
<b>Building Maintenance, Transportation, Athletics, &amp; Food Service</b>		
		Food Service
Dawn Swears	dswears@vinalhavenschool.org	Custodian
Alan Koenig	akoenig@vinalhavenschool.org	Maintenance
Susie Warren	swarren@vinalhavenschool.org	Food Service/Team Leader
Landon Morton	lmorton@vinalhavenschool.org	Custodian
		Food Service
Amy Lear	alear@vinalhavenschool.org	Smith Hokanson Memorial Hall Manager
Peggy Warren	pwarren@vinalhavenschool.org	Custodian
Sandy Nelson	snelson@vinalhavenschool.org	Athletic Director
<b>School Board</b>		
Renee Jones	rjones@vinalhavenschool.org	School Board Chair
Rachel Noyes	rnoyes@vinalhavenschool.org	School Board
Kathy Young	kyoung@vinalhavenschool.org	School Board
Bruce Philip	bphilip@vinalhavenschool.org	School Board
Sharon Philbrook	sphilbrook@vinalhavenschool.org	School Board

## Release Schedule

For students, early release days begin at 8:00 AM and end at 12:00 PM.



### early release 2014.15 dates

- Fri., Oct. 9** HS p.5 day
- Fri., Dec. 18** HS p.7 day
- Fri., Jan. 29** HS p.5 day
- Fri., Mar. 4** HS p.7 day
- Fri., Mar. 25** HS p.5 day
- Fri., May 13** HS p.7 day

\*k-8 regular schedule  
8:00 - 11:30

High School <b>p.5 day</b> <i>early release</i>		High School <b>p.7 day</b> <i>early release</i>	
8:00 - 8:05	homeroom	8:00 - 8:05	homeroom
8:05 - 8:15	breakfast	8:05 - 8:15	breakfast
8:15 - 8:20	passing	8:15 - 8:20	passing
8:20 - 9:00 <i>40 min.</i>	<b>p.6</b>	8:20 - 9:00 <i>40 min.</i>	<b>p.6</b>
9:00 - 9:05	passing	9:00 - 9:05	passing
9:05 - 9:50 <i>45 min.</i>	<b>p.5</b>	9:05 - 9:50 <i>45 min.</i>	<b>p.7</b>
9:50 - 9:55	passing	9:50 - 9:55	passing
9:55 - 10:40 <i>45 min.</i>	<b>p.3</b>	9:55 - 10:40 <i>45 min.</i>	<b>p.3</b>
10:40 - 10:45	passing & bag lunch pick up	10:40 - 10:45	passing & bag lunch pick up
10:45 - 11:30 <i>45 min.</i>	<b>p.4</b>	10:45 - 11:30 <i>45 min.</i>	<b>p.4</b>
11:30	dismissal	11:30	dismissal

### Middle School

8:00 - 8:10	homeroom	
8:10 - 8:20	breakfast	
8:20 - 8:22	passing	
8:22 - 9:09 <i>47 min.</i>	academic time	
9:09 - 9:12	passing	
9:12 - 9:58 <i>46 min.</i>	academic time	
9:58 - 10:00	passing	
odd/even days below	odd days	even days
10:00 - 10:35 <i>35 min.</i>	wheel	academic time
10:35 - 10:40	*lunch pick up	*lunch pick up
10:40 - 11:30 <i>40 min.</i>	academic time	wheel <i>even days</i>
11:30	dismissal	

### 3.4.5

8:00 - 8:05	homeroom
8:05 - 8:20 <i>15 min.</i>	<b>academic time</b>
8:20 - 8:35	breakfast
8:35 - 10:00 <i>1 hr. 25 min.</i>	<b>academic time</b>
10:00 - 10:35 <i>35 min.</i>	am wheel <i>or academic if no wheel</i>
10:35 - 10:50	passing & bag lunch pick up
10:50 - 11:30 <i>40 min.</i>	<b>academic &amp; end of day routines &amp; pack up</b>
11:30	dismissal

### k-1-2

8:00 - 8:05	homeroom
8:05 - 8:30 <i>25 min.</i>	<b>academic time</b>
8:30 - 8:50	breakfast
8:50 - 10:40 <i>1 hr. 50 min.</i>	<b>academic time</b>
10:40 - 11:15 <i>35 min.</i>	am wheel <i>or academic if no wheel</i>
11:15 - 11:25 <i>10 min.</i>	bag lunch pick up
11:25 - 11:30 <i>5 min.</i>	<i>end of day routines &amp; pack up</i>
11:30	dismissal

**Maine School Administrative District #8  
Vinalhaven High School Profile**

**Graduation Requirements:**

Subject	Credits Required
English	4
Mathematics	3
Social Studies	3 (1 US History)
Science	3
Physical Education	1
Health/Career Aspirations	1
Fine Arts (Art, Music or Drama)	1
Computer	1
Knowledge Quest	1
Electives	3
<b>Total</b>	<b>21</b>

**Lunch-Learning Lab Dismissal**

Seniors begin the year with privileges for Lunch-Learning Lab Dismissal after bringing in a signed parent/guardian consent form and meeting the criteria detailed below. Seniors eligible for these privileges can leave campus for lunch and learning labs. Seniors must have at least a 80 in all courses in order to be eligible for these privileges. Seniors who accumulated 17 or more credits after six semesters of high school are eligible.

**Students must sign in and out with Mrs. Wentworth. While off campus, during senior privileges all students will adhere to expected behaviors as outlined in the Code of Conduct.**

Senior Privilege Dismissal will be reviewed at the High School Core Team Meetings on Wednesday mornings. School officials reserve the right to remove a student's privilege for attendance and behavioral reasons and/or if it is deemed in the best interest of the student. These privileges cannot be regained until the High School Core Team Meeting the following Wednesday. It is the responsibility of the student to check in with his/her homeroom teacher to determine if privileges have been restored.

**Infinite Campus**

Infinite Campus is used to record daily attendance and graded events. Infinite Campus simplifies data-driven decision-making by providing real-time information to all stakeholders (students, parents, teachers and administrators) in the education process via the Internet. Administrators get the most accurate information to make more effective decisions. Teachers gain timesaving administrative tools, parents gain immediate access to their children's grades and students can track their own progress.

Teachers are required to update student grades on a weekly basis.

To access Infinite Campus, visit the school web site, [www.vinalhavenschool.org](http://www.vinalhavenschool.org). Parents and students will be provided their login information at the beginning of the school year via separate correspondence.

### **Grade Reporting to Parents**

Students' grades are available on Infinite Campus 24 hours a day.

#### **Report Card dates**

##### **Quarter 1**

Ends-Friday, Nov. 6 – Q1 report cards issued on Wednesday, Nov. 11

##### **Quarter 2**

Ends-Friday, Jan. 29 – Q2 report cards issued on Wednesday, Feb. 3

##### **Quarter 3**

Ends-Friday, April 8 – Q3 report cards issued on Wednesday, April 13

##### **Quarter 4**

Ends-Wednesday, June 15 – Final report cards issued Wednesday, June 22

**\*If no snow days are used**

Graduation-Saturday, June 18, 2016 at 1:30 PM

## **ASSESSMENT**

### **Northwestern Education Assessment (NWEA)**

The NWEA Measures of Academic Progress (MAP) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. NWEA's are administered to students K-12 during the spring, and in the fall and winter as needed, to measure student growth and improve curriculum and instruction. All K-11 students will be tested in May.

2032-2014 NWEA testing windows:

TBD

It is extremely important that students attend school on the days that the NWEA is administered.

### **Developmental Reading Assessment (DRA2)**

The Developmental Reading Assessment (DRA2) is given to all students in grades 1-5 in the fall, and mid-year in Kindergarten. The DRA2 is also used to assess progress in middle school students as a part of our RtI program. It is used to monitor student growth on a variety of crucial skills and strategies that successful readers utilize. The results are used to help teachers plan for the instruction of students.

### **Scholastic Aptitude Test (SAT)**

SAT Reasoning Test (SAT I) and SAT Subject Tests (SAT II) will be offered at Vinalhaven School on the following dates:

TBD

Registration can be done on line at [www.collegeboard.com](http://www.collegeboard.com) with a credit card. The school code number is 201045 and the Vinalhaven High School test center code is 20-325.

See the Guidance Counselor for additional registration and testing information. Resources for preparing for the SAT and information about fee waivers are available at the guidance office and the library.

### **Preliminary Scholastic Aptitude Test (PSAT)**

The PSAT is offered to all sophomores and juniors on Wednesday, Oct. 16. The State of Maine pays for all 10th grade students to take the PSAT. 11<sup>th</sup> graders are strongly encouraged to take the PSAT. Information about the PSAT, preparation materials, registration forms and information about fee waivers are available from the Guidance Office.

### **Advanced Placement (AP) Test Dates**

TBD

(Most of the cost of AP exams will be paid for this year by the school. The exact cost to families will depend on enrollment.)

### **MEA Science Assessment**

TBD

## **HIGH SCHOOL ACADEMIC PROGRAM**

The following are the minimum requirements for graduation from Vinalhaven School:

<b>Subject</b>	<b>Credits Required</b>
English	4
Mathematics	3
Social Studies	3 (1 US History)
Science	3
Physical Education	1
Health/Career Aspirations	1
Fine Arts	1
Computer	1
Knowledge Quest	1
Electives	3
<b>Total</b>	<b>21</b>

Student electives include French [4 years and AP French Language], Vocational Technology, and Digital Video Yearbook. Other course offerings, including Advanced Placement and early college classes, are available through the Internet, and correspondence.

Number grades are used at Vinalhaven High School and are entered on student transcripts. A letter grade of A is the equivalent of 90-100; B, of 80-89; C, of 70-79; D, of 65-69. Weighted grades are used for AP and early college courses. The lowest possible passing grade in any course is a 65. Students receiving all A's earn high honors; honors indicates no grade below a 85 for the quarter; commendation, an average of 85 or better with no grade below an 80.

### **Earned Credits**

Courses offered in the high school are year-long courses. Students with a yearly average of 65 or better will be awarded full credit for the course. Students who need to make-up credits should see the Guidance Counselor for information about correspondence courses.

### **Advanced Placement (AP) & Early College Classes**

Advanced Placement (AP) and early college class grades are weighted by 1.2. The word "AP" or "College" will be noted on the transcript. Weighted grades will not be reflected in tri-weekly or report cards. Weighted grades are only indicated in a student's GPA on their high school transcript.

### **Course Load**

Freshmen and Sophomores are required to take 6 classes and are allowed up to two learning labs per block day. Juniors and Seniors are required to take 5 classes.

### **Add-Drop Procedure**

Any change to a high school student schedule must be approved in writing by the parent/guardian, teacher, guidance counselor and principal using the Schedule Change Form. Proposed course changes must be discussed with the teachers involved, and final approval must come from the principal. Schedule changes must be completed by the end of the second week of the beginning of the course.

Students have four weeks from the beginning of a course to withdraw. Students who withdraw from a course during the first two weeks may transfer into another class or take a learning lab depending on class availability and school and parental approval. Withdrawing from and/or switching courses during the first two weeks are not shown on a students' report card or

transcript. Students who withdraw from a course after the second week of school will receive a 'W' for withdrawal on their transcript. Students who withdraw with a failing grade will not be eligible to participate in extra-curricular activities for the remainder of the quarter.

### **Change of Program Procedure**

Sometimes, there are individual cases in which the add/drop procedure must be adjusted, such as when a student needs to switch from one section or delivery method of a class to another. For example, when it is determined to be best for the student (by parents, teachers and administrators, with final say going to the Principal and Superintendent) that a student either move up or down in rigor with regard to a particular class. A COP (Change of Program) meeting will be held where the COP form will be filled out.

When it is determined to be in the student's best interest to change the level or delivery method, the student will still be held accountable for the grade that they were getting in the class before the change and a formula for incorporating the 'old' grade in with the grading for the new class will be created.

### **Knowledge Quest**

The High School Team is once again excited to present our Knowledge Quest Program. Knowledge Quest, a high school research project, is going into its seventh year and will occur in the spring.

Knowledge Quest is organized sequentially so that at each grade level (9-12) students have the opportunity to complete an appropriate, yet rigorous research project. Students will develop skills in reading, writing, research, public speaking, and project presentation. Academic support and guidance are provided during Knowledge Quest skills blocks and work sessions as well as through individual appointments outside of school hours. Although time is given in school to work on this project, students will be expected to spend time on this project outside of school as well.

Due dates, expectations, and assessment rubrics are given to the students in their Knowledge Quest binders at the beginning of the project. Because KQ due dates are given in advance, students who will knowingly be absent on a set due date should turn work in before their absence. If a student is out of school unexpectedly on a due date the work is expected to be turned in on the day the student returns to school.

Grades for Knowledge Quest are independent of an academic class. Students will receive 1/4 credit on their transcript each year upon successful completion of Knowledge Quest.

Specific project requirements, timetables, and assessment information for each grade level are explained in the Knowledge Quest handbook available to all high school students.

Additional Courses Include:

- LB = Little Bridges Program links interested high school students with elementary and pre-school teachers.
- BB = Big Bridges Program links interested 11th & 12th graders with local businesses and trades people.
- OnLine College Classes are available to qualified 11th & 12th graders through the University of Maine System Early College Program.

## **PRE-KINDERGARTEN PROGRAM**

The Pre-Kindergarten program is a program designed for 4 year-old children. It takes place Monday, Tuesday, Wednesday and Thursday from 8-12. The curriculum will follow Maine's Early Childhood Learning Guidelines and will foster children's social, emotional, physical and cognitive growth through play, hands on activities, songs, games, finger plays and other developmentally appropriate activities in a well-planned learning environment. All children age 4 will be accepted into the program.

The basic concepts covered are, but are not limited to: socialization, name recognition, color recognition, fine motor development and control, gross motor development and control, letter recognition, letter-sound recognition, number recognition, one to one correspondence, shapes, patterning and sequencing. All of these areas will be taught through the daily routine, at circle time, through play, and daily projects. The pace at which concepts are covered as well as the content will depend on the individual and group needs.

## **ELEMENTARY SCHOOL ACADEMIC PROGRAM**

The Vinalhaven Elementary School serves students in grades kindergarten through fifth in two wings of our school. The Elementary School academic program includes instruction in math, literacy, science and social studies. Curriculum instruction is primarily provided by grade level teachers as well as other teachers in grade level teams, special educators, literacy specialist and is supported by educational technicians. Instruction is delivered in a variety of ways such as whole and small group lessons in grade level classrooms, in multi-age groups within grade level teams, and in small groups with special educators. Elementary school students also participate in physical education, music, art, library, drama classes and receive instruction from our school guidance counselor. In addition to developmentally appropriate social skills instruction within their grade level teams, students participate monthly in student led elementary school assemblies showcasing curriculum work, songs and celebrating achievements. Our curriculum is enhanced by a variety of field trips, guest speakers and special events such as Read Across America, Winter Holiday Celebration, Jump Rope for Heart, and Poetry Festival.

## **ELEMENTARY SCHOOL ASSESSMENT**

In accordance with state law, students will be assessed multiple times over the course of each of the K-5 years to measure how well they are meeting the state standards in Mathematics, English Language Arts, Social Studies and Science. Some of these assessments include:

Observation Survey (K-1)

Developmental Reading Assessment (DRA2)

Measures of Academic Progress (NWEA)

Maine Educational Assessment (MEA) (5th grade science in March)

New England Common Assessment Program (NECAP) (grades 3-5)

## **ELEMENTARY/MIDDLE SCHOOL RECESS INFORMATION**

The welfare of the children is the number one priority of our staff. The fifteen-minute fresh air break for elementary students and a fifteen-minute break for middle school students after lunch provide them with time to play, socialize, and exercise. We do not go outside if it is so cold that it would be hazardous to their health, but on other days we expect that the students will be going

outside for a short break. It is important that children are well enough to participate in all of the activities during the school day, including the fresh air break. If there is a chronic medical reason that your child should not participate in the fresh air break, a note from your doctor is needed.

Keeping in mind the fact that your child will be going outside during the day, please send them to school with appropriate clothing for the weather.

### **MIDDLE SCHOOL ACADEMIC PROGRAM**

The Vinalhaven Middle School provides students in grades six through eight with a program of learning that is developmentally responsive, challenging, empowering and equitable. Students receive instruction in the core disciplines of math, literacy, science, and social studies as well as French, drama, physical education, music, and the visual arts. Student learning occurs in many configurations ranging from whole and small group lessons in grade level classrooms, multi-age groups, and small groups with special educators. A special emphasis is given to hands-on instruction with real world applications and learning frequently occurs in the natural world, in our community and also on occasional adventures on the mainland including trips to Tanglewood, Camp Kieve and other trips sponsored by the Vinalhaven Land Trust.

### **MIDDLE AND HIGH SCHOOL MENTORING PROGRAM**

We believe that a good educational environment helps all students experience success in their learning regardless of their interests, abilities and aspirations. To help promote student success, each student will be part of a small mentoring group with a teacher-mentor who will provide leadership for the group in the following areas:

1. Academic Advising
2. Team Building
3. Community Service
4. Personal Advising\*

\*Anything told to a mentor will be kept confidential with the exception of the following: (1) the mentor has reason to believe that the student has or may hurt themselves or others; (2) in the case of suspected or actual neglect or abuse.

### **PROMOTION AND RETENTION POLICY**

#### **Elementary School**

Any student who consistently fails to meet the standards set by the Maine Learning Results and/or does not exhibit the necessary social and emotional maturity to achieve at the next grade level will be considered for retention. Parents will be notified as early as possible that retention is being considered. A Student Assistance Team meeting will be called for any student being considered for retention. Retention will be decided through SAT conferences involving the principal, guidance counselor, teachers, and parents. The parents and principal shall be mutually responsible for making the final decision as to retention and assignment

#### **Middle School**

Any student who consistently fails to meet the standards set by the Maine Learning Results and/or has a combined yearly GPA of less than 65 will be considered for retention. Parents will be notified as early as possible that retention is being considered. A Student Assistance Team meeting will be called for any student being considered for retention. Retention will be decided through SAT conferences involving the principal, guidance counselor, teachers, and parents. The

parents and principal shall be mutually responsible for making the final decision as to retention and assignment

### **High School**

It is the responsibility of a student who fails a required course, or a course needed to meet the minimum graduation requirements, to make up the course. The course may be made up through re-taking the course the following year or through an approved correspondence course paid for by the student.

### **MLTI Laptop Home Use Procedures**

The Apple iBook is being provided to your child as part of the Maine Technology Learning Initiative. This initiative provides one-to-one computer access for students and teachers. The intent of this initiative is to provide student access to this technology at home as well as at school. In order for this to happen, the following guidelines have been developed and adopted by our school committee:

Guidelines:

1. In order to bring a computer home, parents and students must attend an initial Family Laptop Orientation meeting offered by the school. In subsequent years, parents and students will not be required to attend another Laptop Orientation meeting but must annually sign the MLTI Laptop Home Use Procedures agreement.
2. It is the responsibility of the student and parents to know and follow the school's laptop use guidelines and Acceptable Use Policy. Guidelines are reviewed when students receive the laptop and when parents attend the mandatory orientation session.
3. The Student Acceptable Use Policy applies to home use of MLTI laptops. However, the school does not provide Internet access for home use nor does its filtering software work in the home environment.
4. The laptop issued to each student is an educational tool and should only be used in that capacity. Students should have no expectations of privacy in their use of the laptop computer.
5. When a student brings a laptop home, it is with the expectation that it will be used in a common family location so that adult supervision can be maintained. Parents/Guardians have the right to their child's login password in order to maintain supervision of the student's computer usage at home.
6. Replacement and or repair costs for lost, stolen or severely damaged laptops, carrying cases, and or chargers that are not covered by the MLTI warranty or separate insurance are the sole responsibility of the undersigned parent/guardian.
7. If a laptop is stolen while signed out by a student, it must be reported immediately to the Knox Country Sheriff's Department and then to school administration.
8. Parent agrees to reimburse SAD8 for the cost of the insurance premium. This cost is \$40 for the 2013-2014 school year.
9. Parent agrees to pay the insurance deductible (\$100) for any non-warranty repair.
10. Students must sign out and return their laptop, carrying case, and charger on a daily basis from the designated staff member in accordance with the guidelines established in the MLTI Laptop Home Use Policy.
11. Parents will be contacted promptly if a student returns to school without the computer. The parent will be expected to immediately bring the laptop to school.
12. In the event that a laptop has not been returned within twenty-four hours of an expected return, the SAD8 administration may contact the Knox Country Sheriff's Department to investigate.

13. Failure to comply with this policy and or other policies and guidelines related to computer use will result in a student's laptop sign-out privilege being revoked

### **MIDDLE AND HIGH SCHOOL CO-CURRICULAR ACTIVITIES**

High school clubs, activities and sports:

- Varsity Girls Soccer
- Varsity Boys Soccer
- Varsity Girls Basketball
- Varsity Boys Basketball
- Varsity Baseball
- Varsity Softball
- Varsity Open Water Rowing
- French Club
- National Honor Society
- Math Team
- Student Leadership Team
- Girls' Point of View Book Club

Middle School Clubs, Activities and Sports:

- Middle School Band
- 5-6 Girls Basketball
- 5-6 Boys Basketball
- 7-8 Girls Basketball
- 7-8 Boys Basketball
- Girls and Boys Cross Country
- Girls and Boys Soccer
- Middle School Open Water Rowing
- Outdoor Explorers

Elementary School Clubs, Activities and Sports:

- 4-5 Band
- 3-4 Girls Basketball
- 3-4 Boys Basketball
- 5-6 Girls Basketball
- 5-6 Boys Basketball
- 2-5 Soccer
- 4-5 Girls Book Club
- Outdoor Explorers

\*All programs are offered based on student interest and availability of coaches/ adult supervisors

### **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT FOR MIDDLE AND HIGH SCHOOL STUDENTS**

Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe co- and extra-curricular opportunities for all students.

1. Students in good standing may participate in the co- and extra-curricular activities of their school. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA and school guidelines.
2. All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who misses any portion of the school day unexcused (including a third occurrence of unexcused tardiness in a semester) may NOT participate in co- and extra-curricular activities. Also, all students (even with excused absences) are required to attend at least 3 hours of a school day to participate in after school events. Any exceptions to this requirement must be pre-approved by a building administrator.
3. Students suspended from school shall not practice, participate, attend, or compete in extra- or co-curricular activities (including tryouts and auditions) during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Athletic Director or Activities Director.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in co- and extra-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs.
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, he or she may be suspended from participation in co- or extra-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment /uniforms will be the responsibility of the student. If not returned the student will not be able to participate in any further activities.
8. Students and their parents/guardians are required to sign the Co-Curricular/Extracurricular Contract as a condition of participating in co-curricular and extra-curricular activities. Students participating in fall sports (and their parents/guardians) must sign the contract at the beginning of pre-season. All other students who plan to participate in other co- or extra-curricular activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).

### **Disciplinary Action**

Disciplinary action in this section pertains to infractions by a student participant that occur during their sports season (basketball, baseball, soccer, rowing) or co-curricula season (theater, music, etc).

An infraction involving use of tobacco, drugs or alcohol must be verifiable through law enforcement or judicial reports, by self-admission of the student, or by Vinalhaven staff direct observation or verified third-party report.

Improper conduct, as determined by the Athletic Director/coach, Activity Director/advisor and/or administration shall result in disciplinary action up to and including removal/suspension from the team or activity (in addition to any discipline imposed under applicable Board policies or school rules). The Athletic/Activity Directors and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach shall consult with the Athletic Director or Activities Director prior to suspending a student from an activity or team.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below. Coaches/activity advisors may not impose additional disciplinary consequences. Repeat or extreme violations will warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to the high school unless the MS student is in a Varsity Sport or HS sponsored activity. Violations during a student's high school career are cumulative.

### **Tobacco Violations**

(See School Policies)

### **Drug and alcohol violations**

(See School Policies)

### **Activity/Leadership Positions**

A student elected to a leadership position for an activity/team forfeits that position. This meeting shall be facilitated by the Guidance Counselor / Principal and attended by the Activity Director/Athletic Director and the coach/advisor. A final decision will be made by the coach/Athletic Director or advisor/Activity Director, taking into consideration the recommendation of the students. A second violation at any time during the student's middle school or high school career will result in the loss of any leadership designation held.

### **Appeal of Suspension from Activity / Team**

\*A student who wishes to appeal a suspension from a team/activity must first discuss the matter with his/her advisor or coach.

\*Following that discussion, if the student and his/her parent/guardian wishes to appeal the suspension, it must be done in writing to the Athletic Director/Activity Director within three school days of notice of the suspension decision. The Athletic Director / Activity Director will conduct an investigation as he/she deems advisable and render a decision, in writing, to the student.

\*If the student and his/her parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal within three school days. The Principal will conduct whatever investigation he/she deems advisable and render a decision, in writing, to his/her parents within a reasonable time. The Principal's decision is final.

\*The student shall remain under suspension during the appeal process.

### **Grades-High School**

A student must be passing all courses with a grade of 70 at the start of a season to be eligible to participate in sports and extra-curricular activities. If the student is failing a subject at the start of the season, they have 10 school days to get to a point of passing. During this time, they may still participate. If, after the ten day period, they are still not passing that subject, they are ineligible for the balance of the season.

At the mid-point of a grading period, all students participating in sports and extra-curricular activities will have their grades reviewed. They must be passing all subjects with a grade of 70 to be eligible for continued participation. If they are failing a subject at this time, they have a 10-day period to establish passing grades. Should they be failing any subject after the 10 days, they are ineligible for the balance of the season.

### **Behavioral Suspension with respects to eligibility**

Students suspended from school shall not practice, participate, attend, or compete in extra- or co-curricular activities (including tryouts and auditions) during the period of the suspension. Additionally, a “cooling off” period will be imposed following suspension. During this time frame, students will be prevented from competing or participating in extra- or co-curricular activities. However, they may still practice, tryout, audition, or rehearse. The following “cooling off” periods are established:

*1<sup>st</sup> suspension in a school year:* Disallowed from participating in extra- or co-curricular activities for a period of 3 school days from the date of the suspension.

*2<sup>nd</sup> suspension in a school year:* Disallowed from participating in extra- or co-curricular activities for a period of 10 school days from the date of the second suspension.

*3<sup>rd</sup> suspension in a school year:* Disallowed from participating in extra- or co-curricular activities for a period of 30 school days from the date of the third suspension.

*4<sup>th</sup> suspension in a school year:* Disallowed from participating in extra- or co-curricular activities for the remainder of the school year.

### **Grades-Middle School** **2014-2015 Middle School Eligibility Policy**

A student must be passing all courses with a grade of 70 at the start of a season to be eligible to participate in sports and extra-curricular activities. If the student is failing a subject at the start of the season, they have 10 school days to get to a point of passing. During this time, they may still participate. If, after the ten day period, they are still not passing that subject, they are ineligible for the balance of the season.

At the mid-point of a grading period, all students participating in sports and extra-curricular activities will have their grades reviewed. They must be passing all subjects with a grade of 70 to be eligible for continued participation. If they are failing a subject at this time, they have a 10-day period to establish passing grades. Should they be failing any subject after the 10 days, they are ineligible for the balance of the season.

### **Attendance and Tardiness**

- A. Any student absent from school cannot participate in a practice, game, or co-curricular event on that respective day/night. If a medical note is given or prior arrangements have been made with the office, athletic director, or co-curricular instructor, the student may be able to participate.
- B. If a student is at school, s/he shall attend practice that day unless prior arrangements have been made or if it is an excused absence.
- C. Unless excused, tardiness will not be tolerated.
- D. Please check with co-curricular instructor and/or the Athletic Handbook for further information regarding attendance and tardiness policy.

### **3rd - 5th Grade Co-Curricular Academic and Behavior Guidelines**

The Sports Done Right committee proposes the following academic and behavioral guidelines for participating in extra/ co-curricular activities.

## Academic Guidelines

- \* Student-athletes will complete daily and weekly homework assignments.
- \* Student-athletes will use class time wisely and complete class work in school.

## Behavioral Guidelines:

- \* Student will follow classroom and school rules. Students who receive a behavioral referral and fill out a behavior plan will not be allowed to attend practice on that day.

If students are experiencing difficulties in any of these areas, an SAT meeting with parents, teachers, and coaches will be held to discuss the students' participation in extra-curricular athletics.

The offering of extra curricular activities is dependent upon the availability of instructors and School Board approval.

## **LIBRARY**

The library is a large facility with a significant collection to manage. We have a high school section and an elementary section; middle school students may use both sections as needed. Every effort is made to ensure that students find developmentally appropriate material. By working together in cooperation and collaboration, the library will truly be the heart of our school and students will become competent in the skills of information literacy. Below are some rules and guidelines for the library.

The library is open to all students throughout the entire day, except when there are scheduled classes or unless there is special event happening like the book fair. Middle school & high school students should not come to the library during these closed times without permission from the librarian.

Library classes will be scheduled for grades K-5 on a regular basis.

Books, periodicals, videos and other library material (including AV equipment) may not leave the library without being checked out at the circulation desk. Students and teachers should make every effort to check out or sign up for materials and equipment ahead of time.

Televisions, VCR & DVD players, cassette recorders, CD players, LCD projectors, digital and video cameras are available for students and teachers to use and are located in the library. These need to be signed out ahead of time with the librarian and checked out at the circulation desk.

Every effort should be made to return material on or before their due date. Everything can be renewed and any student or teacher wishing to do so may see the librarian or e-mail the library.

Students in grades 6-12 will not be allowed in the library without a signed library pass from a teacher during school hours.

Students who do not return or owe for lost library materials will not be able to check out any additional materials until the lost resources are found and returned or paid for. The failure to pay for or return overdue books will result in the costs of those books being added to the students

**account. Per policy the students accounts must be satisfied before the end of the senior year, in order to participate in graduation.** However, they will be able to use material in the library.

Students who are disruptive in the library will be sent back to the class they came from with a note from the librarian.

## **RESPONSE TO INTERVENTION (RTI)**

The 2015-2016 school year is committed to continuing to create and implement an RTI program. As it is developed, the RTI program will become an essential component of the Special Education referral process.

What is it?

- \* RTI is a federally mandated program.
- \* RTI requires schools to monitor and assess students who are below grade level expectations.
- \* RTI requires teams of teachers to use data from assessments to develop interventions that help students meet grade level expectations.

What are the main goals of RTI?

- \* All students master essential learnings. Essential learnings are the key concepts and facts students need to learn in each subject during the course of the year.
- \* High school graduates have the basic skills and higher level thinking abilities to successfully compete for jobs in the global market.

How does RTI look on Vinalhaven?

- \* Teachers will review assessment data and test scores. Using this data to identify students below grade level in math and reading, teachers will develop specific interventions for individual students during team meetings and workshop days to be implemented during the school day at a designated time.
- \* Response to Intervention time is built into the k-12 schedule so all students identified as working below grade level in math and reading will be receiving direct instruction in their area(s) of identified need in small groups, and when needed in one on one environments.

## **Special Education Referral Policy**

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

It shall be the policy of Vinalhaven School SAD#8 to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in the suspected areas of disability. Referrals of students to the IEP Team may be made by parents at any time, and by professional school staff, and by other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the Office of the Director of Special Education. It shall be signed and dated by the Special Education Director or designee, thereby indicating the date of the receipt of that referral.

The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may from time to time amend those procedures as necessary.

## **Individualized Education Plans (IEP)**

It shall be the policy of Vinalhaven School SAD#8 to maintain a complete individualized education program ("IEP") for each student who has been identified with a disability and in need of special education services under state and federal special education laws, and who is in attendance at Vinalhaven School SAD#8 public schools. Vinalhaven School SAD#8 shall develop these IEPs in a manner consistent with the procedural requirements of state and federal special education laws.

Student IEPs shall be reasonably calculated to provide the identified student with educational benefits in the least restrictive educational environment. Vinalhaven School SAD#8 shall ensure that such IEPs are in effect within 30 days of when a student is first identified as in need of special education services, and in effect no later than the beginning of each school year for subsequent IEPs. All IEPs must be reviewed at least annually, as prescribed by state and federal special education laws.

### **Students who are Currently Identified with Special Needs**

Classroom teachers will receive a list of modifications and copies of a student's IEP from the Special Education department for students who have an IEP. This information is covered under the Family Education Rights and Privacy Act (FERPA).

### **Section 504 of the Rehabilitation Act of 1973**

#### Parent/Student Rights

The following is a description of the rights granted by the Rehabilitation Act (Section 504) to students identified as disabled under that law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice from the school with respect to identification, evaluation, educational program or placement of your child or the filing of a due process hearing;
4. Receive all information in the parent's/guardian's native language and primary mode of communication;
5. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations necessary for your child to benefit from his or her educational program;
6. Have your child educated in comparable facilities and receive comparable services to those provided non-disabled students;
7. Have your child receive special education and related services if your child is found to be eligible under the Individuals with Disabilities Education Act or under Section 504 of the Rehabilitation Act;

8. Have evaluation, educational, and placement decisions based upon a variety of information sources, and made by persons familiar with the student, the evaluation data, and placement options;
9. Have re-evaluation of your child, to the extent needed, when deciding upon significant changes in your child's educational program;
10. Have your child receive an equal opportunity to participate in extra-curricular school activities;
11. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
12. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
13. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
14. Request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
15. File a grievance through local grievance procedures, file a complaint with the federal Office for Civil Rights, or request an impartial hearing on decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Questions about how to request a hearing may be forwarded to Superintendent Bruce Mailloux at (207) 863-4800 or [bmailloux@vinalhavenschool.org](mailto:bmailloux@vinalhavenschool.org)
16. Have the decisions made by hearing officers or others reviewed in state or federal court;
17. Information concerning low-cost or free legal counseling

The people in this district who are responsible for assuring that the district complies with Section 504 are Timothy Kane and ~~Yvonne Thomas~~ who can be reached at (207)863-4800 or [tkane@vinalhavenschool.org](mailto:tkane@vinalhavenschool.org) and [ythomas@vinalhavenschool.org](mailto:ythomas@vinalhavenschool.org).

Upon request, this notice is available in large print and on audio tape from the ADA/504 compliance coordinators.

## **STUDENT HEALTH**

### *School Health Center*

Our School Based Health Center is a collaborative effort between Vinalhaven School and Islands Community Medical Center (ICMC). Local health care professionals provide students with improved access to healthcare, participate in health education, and encourage collaboration between teachers and health care providers to create the best learning environment possible. Students may be able to receive sports physicals without leaving school. If you are interested in scheduling an appointment at the SBHC, call the ICMC at 863-4341.

### *Mental Health*

Students and families can receive ongoing confidential counseling services without having to travel to the mainland provided by an ICMS school based social worker. For more information on this service, or to make a referral, please contact the guidance counselor.

### *Insurance*

M.S.A.D. # 8 carries a comprehensive accident insurance policy to cover students during school hours and activities. The school district also offers optional membership in a 24-hour group insurance plan for a reasonable fee. A brochure will be sent home with your child that will describe the program. We encourage you to review this information to determine whether this additional coverage is appropriate for your needs.

### *Medication*

No student is allowed to keep medication of any kind in school desks or lockers (with the exception of inhaled asthma medication or an epinephrine auto-injector if the student has written permission from the parent/guardian or physician). Prescribed medications must be kept with the school secretary in the school office. The School Board strongly discourages the administration of drugs in school. Whenever possible, we ask that medications be taken at home. When medications must be administered during the school day it must be administered in compliance with the following guidelines:

#### *Self-Administered*

Self-administered medication falls into two (2) categories. Medication prescribed for a short time (up to 10 days) and those prescribed for a chronic or permanent condition. Students with a valid medical need for medication will be required to self-administer the medication under the supervision of school personnel, if the following conditions are met:

- a) The school must have written or oral parent/guardian permission
- b) The student is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
- c) No parent/guardian is available during school hours to administer the medicine.
- d) The medication is necessary to the student's health and well-being and must be taken during school hours.
- e) Supervision will be by the school nurse, when available, or the school secretary.

If a student is unable to self-administer a vital medication and the parents/guardians are not available, only the Principal, School Nurse, Guidance Counselor, or Secretary may administer the medication given the following:

- a) Written permission from parents/guardian or physician
- b) Principal, Guidance Counselor, and Secretary have all received training from a registered professional nurse or physician.

### *Physicals and Screenings*

Physical examinations are given each year at the Medical Center or School Health Center. It is the responsibility of the parents/guardians to contact the Medical Center to arrange the appointment(s) for their child(ren). Required:

- Complete school physical - all students in grades 2, 5, 8, & 11.
- Sports Physicals for students participating in sports programs.
- Vision screening - all students in grades K, 1, 3, 5, 7 & 9. The Lion's Club Sight Program makes eyeglasses available to those students whose family is in need. A recommendation from the Principal is required.
- Hearing tests - all students in grades K, 1, 3, 5 & 11.

### *Illness at School*

There are a number of infectious diseases common to school aged children. In order to protect the student body from infection, please abide by the following guidelines regarding the following illnesses: Call the school and/or your health care provider if you have any questions.

If your child is sick, please keep him/her home. Do not give sick children Tylenol or other symptom suppressing medication and send them to school.

#### *Colds and Seasonal Influenza*

For your child's welfare and for the protection of others, it is important to keep your child at home if s/he has:

- \* A fever over 100 degrees during the past 24 hours;
- \* A cold in the active stages;
- \* A sore throat and/or swollen glands;
- \* An undiagnosed rash or skin eruptions;
- \* Vomiting or diarrhea within the past 24 hours

#### *Chicken Pox*

A student may return to school after all pox marks have been scabbed over as determined by a health professional; otherwise the student will be sent home. Please submit written evidence to the school office prior to sending your child to school.

#### *Head Lice*

From time-to-time, an epidemic of head lice breaks out in a school. If a teacher suspects lice, s/he will notify the administration in order to verify the case and the staff will do a general "as needed" check. The school staff will contact the parents of the confirmed cases in order for treatment to commence immediately. A note will go home to parents of students in the same wing (Elementary, Middle, or High) when there is a confirmed case of head lice. The student(s) may come back to school when s/he has a note from the Medical Center, or other medical professional.

#### *Pink Eye*

Students may return to school 24 hours after treatment has begun for pink eye.

#### *Scabies*

If a teacher suspects a case of scabies, the school secretary will notify the parent/guardian. The student is required to visit the Medical Center or other medical facility for verification and treatment. The student may return to school at the conclusion of treatment and with written permission from a medical doctor.

## **TRANSPORTATION**

### *Drop Off Guidelines*

**Breakfast begins at 7:30 am**  
**Playground supervision begins at 7:40 am.**

On good weather days, elementary school students should be dropped off in front of the playground. Middle and high school students should be dropped off in front of the entrance to the school building.

On bad weather days, all students should be dropped off in front of the entrance to the school building.

***PLEASE DRIVE SLOWLY AND CAREFULLY AROUND THE TRAFFIC CIRCLE.  
DO NOT PASS OTHER VEHICLES WHILE IN THE TRAFFIC  
CIRCLE.***

*Pick Up Guidelines*

We kindly ask parents to wait in the lobby or on the porch area to meet their children.

*Parking*

Parents who wish to accompany their children onto the playground or into the school building must park in the parking lot. The traffic circle in front of the school is intended for the bus and for cars dropping off and picking up students only. There is no parking in the traffic circle and at no time should a vehicle be left unattended. All drivers in the traffic circle should use extreme care as the playground is very close to the traffic circle.

The privilege of operating and parking on school property may be revoked if the driver operates in such a manner to endanger life and/or property.

*Bicycles*

Bicycles can be ridden to school, but the owner is accepting risk when leaving bikes on school property. Bicycles should be kept in the bike rack near the middle school wing.

*The Bus*

M.S.A.D. # 8 is required by law to provide transportation to the school grounds. To accommodate students, bus stops are planned for several key pick-up spots throughout the town. But, legal school supervision doesn't begin until the student is on the bus. To help improve the ride to school, we urge parents to discuss proper school bus behavior with their children. The school bus is considered school grounds and disruptive, disrespectful or unsafe behavior may result in suspension from riding the bus or other punishment according to the school's behavior policy. All school rules apply for the bus. If your child reports an incident that occurred on the bus to you, please contact the school immediately.

### *School Bus Safety Code*

The Vinalhaven School provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our bus safe and comfortable for everyone.

1. Be at the bus stop early and wait respectfully for the bus in a safe place away from the road
2. Be respectful to the bus driver and follow his/her directions
3. Be respectful to other students and talk quietly with others
4. All elementary students (K-5) should sit in the front of the red line
5. Stay in your seat at all times when the bus is moving
6. Keep hands, arms and head inside of bus at all times
7. When leaving the bus, do not walk close to the front - be sure the bus driver can see you
8. Look both ways before you cross the road
9. If you forget something, do not go back and get it. The bus driver can't see you if you are too close to the front of the bus.
10. If you need to cross the street, cross ten feet in front of the bus when the driver directs you to move.
11. No animal is permitted to be on the bus.
12. Food and drink are not permitted to be open on the bus.
13. All discipline problems will be communicated to the Principal.
14. No flammable or combustible materials should be taken on the bus.
15. No smoking on the bus.

### *After School Plans for Elementary School Student*

Teachers will follow the transportation plan that parent/guardians completed for their child the first week of school. Your child needs a note if s/he is to go someplace other than the location designated on the transportation plan after school. Please make sure notes come in with your child and are given to your child's teacher before school starts. A "blanket note" may be sent for regularly scheduled events.

A student who plans to go to another student's house after school must bring in a note saying so. Students will not call parents to get permission for one child to go to another child's house. These types of plans must be made before or after, but not during school.

**After the bus leaves, the school does not provide supervision for students.**

Elementary-aged children who want to attend an after school activity, as a spectator, must be supervised by their parents/guardians.

### *Students Transporting Students*

During school hours, students may only transport other students with permission from the parent/guardian of both students and permission of school administration.

#### *Campus Mobility*

In accordance with school policy, Vinalhaven School maintains a closed campus. Consequently, all students must remain on school grounds for the entire school day except those students with Lunch-Learning Lab Dismissal privileges.

#### *Student Visitors*

Students not enrolled in Vinalhaven School are not permitted on school premises during the school day. In special circumstances, permission may be granted by the Superintendent or Principal. Two weeks notice is requested.

All school visitors must check in with the school secretary and obtain a visitor's pass upon arrival.

## COMMUNICATIONS

#### *Telephone Use for Students*

Students are discouraged from using the school phone. On rare occasions when students need to call home for urgent matter, they should request permission from their classroom teachers to use the office phone.

#### *Messages for Students*

We ask that all necessary after-school arrangements be made at home so phone calls to the school are not necessary. However, we realize that occasionally real emergencies do arise. In such cases, the school secretary will deliver your message to your child's teacher.

#### *Communication Guidelines for Parents*

Phone Messages- to school secretary

Email

- email is a great way to communicate basic information or ask straight forward questions of a teacher.
- email is not good for the following information:
  - extended discussions
  - communicating dissatisfaction about a teacher's style, activity, assignment, grading, etc. (please use email to set up an appointment to discuss concerns)
  - communication about someone else's child
  - cancel an appointment at the last minute (please call the office)
  - urgent communication requiring a immediate response (again, please call the office)

#### *Community Communication Via Students*

Any information to be sent home from the teacher to the parents should be cc'd to the principal.

### *Appeal Process*

Decisions made by teachers, coaches, principal, which involve suspension from classrooms, courses, school, games, teams, etc. may be appealed through the following chain of authority. All appeals must be made to the appellant within five days.

Teacher Decision → Principal → Superintendent → Board

Coaches Decision → Athletic Director → Principal → Superintendent → Board

Principal Decision → Superintendent → Board

## **ATTENDANCE AND TARDINESS POLICY**

*Tardiness (UP TO 15 minutes)*     ***The following details students arriving up to 15 minutes late. Students arriving at school after 8:15 will be assigned a 45-minute detention.***

Students must check in at the main office and obtain a pass if they are late in arriving to school.

Unexcused Tardy (no note or call in advance from a parent)

1st tardy per quarter: warning

2nd tardy per quarter: warning; student notified that 3 unexcused tardies will result in detention.

3rd tardy per quarter: one detention

Each additional tardy per quarter: one detention

Students who arrive more than fifteen minutes into class with no note or prior parent contact will be given a detention for cutting classes.

Excused Tardy (parent calls or sends student with a note)

1st tardy per quarter: excused

2nd tardy per quarter: excused, with reminder that we will only accept 3 “parent tardies”.

3rd tardy per quarter: excused, with a final warning that the 3 late rule has been met.

4th tardy per quarter: one detention

Tardies due to medical appointments do not count if students bring a note that verifies the appointment.

Students will also be expected to bring in a doctor’s note if they have ongoing regularly scheduled medical appointments.

### *Leaving During the School Day*

Students who are leaving school early must bring in a note from a parent/ guardian or have a parent/guardian contact the school. Students leaving school early, without permission, will be issued an in-school suspension. **All students are required to check out with the school secretary when leaving early. Senior privileges must sign in and out, as well as adhere to code of conduct while off campus.**

### *Attendance*

Regular attendance at school is essential for students' academic and social growth. Under the No Child Left Behind Law, all schools must meet average daily attendance (ADA) goals set by the state and federal governments. Schools that fail to meet ADA goals are placed on the 'continuing

improvement' list and subject to state and federal sanctions. Furthermore, according to Maine state law, attendance at school is required of all persons between 7 and 17 years of age with a few, limited exceptions. For all these reasons, and most importantly in response to the negative effects of absenteeism on academic achievement, Vinalhaven School takes regular attendance very seriously. Unexcused absences will result in the loss of academic credit for the day of the unexcused absence as well as detentions and suspensions.

Excused absences can include:

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency
5. A **pre-approved** planned family absence for a personal or educational purpose.\*

\*If parents plan for their student to be absent for an extended period of time (5 days or more), they must contact the secretary to notify the teacher (K-5) or to get a copy of the extended leave packet (6-12) which outlines procedures helping students and teachers manage planned extended absences from school.

When a student must be absent from school a note and/or phone call is required from the student's parent or guardian stating the date of the absence, the reason for the absence and the signature of the parent or guardian. Please inform school officials as soon as possible that your child will be absent from school. **If the school does not hear from a parent/guardian prior to a student's return to school the absence will be considered unexcused.** Any absence that does not meet the criteria set by the state for an excused absence will be considered unexcused.

Unexcused absences/Skipping School are subject to the following conditions:

1. Two detentions (for middle and high school students)
2. Skipping Detention-In school suspension for each detention skipped

If deemed necessary by school officials and/or parent/ guardians, a Student Assistance Team (SAT) meeting between the student, parent/guardian, teachers, guidance counselor, and school administration will be held.

Truancy from school requires school officials to contact parents and local law enforcement officials.

A student is considered truant if s/he has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive days of unexcused absences during the school year; or if s/he is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during the school year.

Once a student is considered truant, the principal shall notify the superintendent of the student's truancy and a SAT will be convened to determine the cause of the truancy, the negative impact of absences, and possible interventions.

### *Make Up Work*

It is student's responsibility to make up missed school work. In general, students will be given exactly the time they missed to make up work. For example, a student who is out sick for 3 days will be given 3 days upon his/her return to make up missing assignments.\*

\*Knowledge Quest due dates, expectations, and assessment rubrics are given to high school students in their Knowledge Quest binders at the beginning of the project. Knowledge Quest due dates are given in advance, therefore students who will know they will be absent on a due date need to turn work in before they leave. Students who are absent due to illness or other reasons, are expected to turn in their work upon return to school.

## VINALHAVEN SCHOOL K-12 DISCIPLINE SYSTEM

In order to ensure an excellent learning environment, all members of the school community are expected to treat each other and the school respectfully and responsibly according to the school values. In most cases, when a student is not meeting these expectations, the classroom teacher will handle the situation using classroom management strategies and discipline and/or conflict resolution. The steps and strategies that the classroom teachers and administrators take are based on the developmental needs of the student. While our discipline system is designed to be used for all students, some aspects of it are more applicable to elementary students, such as playground rules, and some are more applicable to middle and high school students, such as detentions and suspensions. Discipline issues should be handled by the Classroom Teacher before going to the Principal, in accordance with the Code of Conduct.

However, if it becomes necessary for a student to be sent to the office, he/she must go directly to the office and wait to see the Principal. The following procedure will be followed:

1. When necessary, the Principal calls home to notify parents, guardians and/or emergency contacts.
2. Student fills out a Student Behavior Reflection Sheet (K-5).
3. Discipline Referral Sheet is filled out by the teacher involved and the Principal.
4. Discipline Referral Sheet and Student Reflection Sheet are mailed to parents/guardian.
5. Discipline Referral Sheet and Student Reflection Sheet go in student's permanent file
6. A Student Assistance Team (SAT) meeting may be called.

<b>Behavior Reference Sheet</b>	
Action	Consequence
Eating and/or Drinking (an unapproved beverage) in the Hallway or Classroom Wearing a hat	(1 <sup>st</sup> Offense) Warning (2 <sup>nd</sup> Offense) Detention (3 <sup>rd</sup> Offense)
Excessive Tardies ( <i>Less than 15 Minutes</i> ) <i>Tardy in excess of 15 minutes</i>	(1 <sup>st</sup> Offense) 45-minute detention (2 <sup>nd</sup> Offense) Detention (s)
Disrespect	45 Minute Detention
Unexcused Absence/Skipping Classes/Tardy more than 15 minutes.	Two 45 Minute Detentions Lack of all academic credit for the day of the unexcused absence
Missing a Detention	In School Suspension
Missing a Second Scheduled Detention	2 In School Suspensions
Damage to School Property	To Be Determined by Principal
Hurtful Physical Contact	To Be Determined by Principal
Other Serious Infractions such as Fighting, Drugs/Alcohol/Smoking, Weapons	To Be Determined by Principal
Explosive behavior	Parent/guardian called. Student may be suspended for the remainder of the day.

*While this is a K-12 discipline policy, we are mindful of the developmental differences of our K-12 students. When enforcing rules and consequences, these differences will be taken into account.*

### **Detention**

Middle School - Detentions are to be served on the day they are assigned. High School – Students have the option of serving the detention on the day it was assigned or the next day. This gives the student a cooling off period. Middle and high school students serve detention separately in designated detention classrooms. Detentions are served from 2:45 - 3:30.

### **Out-Of-School Suspension –length varies with circumstance**

During the suspension the student will be given work to complete at home. All assigned work must be handed in upon the day of the student's return to school. Students will be given zeros for any work not handed on the day they return.

### **Expulsion**

For the most serious and/or repeated offences, expulsion may occur with a hearing in front of the school board according to school policy and state law.

### **Bullying Policy**

The school board has passed a bullying policy. Bullying, as defined in this policy, is not acceptable conduct in SAD 8 and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral intervention. Please refer to the Bullying Policy itself (JICK) located in the policy book in the superintendent's office for further information.

### **K-12 Dress Code**

Students have the right to wear clothing that allows for free expression. But, there are legal exceptions to what individuals can wear. For example, students cannot wear items that advertise or promote activities that are illegal for minors. By law, students are not permitted to wear articles of clothing or anything worn on the body that:

1. Includes advertising for products that are illegal for a minor.
2. Include vulgar, obscene or sexual material (this includes Hooters, FBI (???), and Yankees S\*\*K shirts).
3. Is disruptive to the instructional or educational opportunities of others. This includes overly revealing clothing such as clothes that by design, or because of holes or tears, reveal bust, cleavage, stomach, sides, backs, bottoms or underwear when either standing or sitting; extremely tight clothing or garments shorter than mid-thigh (other wise known as the fingertip rule: hem lines are not above the fingertips when hands are held down at sides). Shirt straps must be at least two fingers wide.
4. Poses a safety threat or suggests violence.

Parents are asked to work with the school to ensure a respectful and safe learning environment for all our K-12 community. Students violating the dress code will be asked to change clothes and may be sent home. Students who repeatedly violate the dress code will be considered for an SAT, detention, and/or suspension.

### **Public Display of Affection**

Public display of affection is prohibited at Vinalhaven School. Students are subject to disciplinary action for public displays of affection.

### **Pre-K-12 Student Contact**

Vinalhaven School was designed on the premise that students at different development levels have different academic and social needs. This premise is reflected in the four wings of the school (Pre-K-1, 2-5, 6-8, 9-12). Vinalhaven School works to maximize the benefits of our Pre-K-12 school-community by planning structured multi-age learning activities. Students are only permitted in wings other than their own with permission from a staff member.

### **Hats**

As a show of respect, hats will not be worn in the school building during the school day. A student wearing a hat will be asked to remove it. If s/he refuses or responds with disrespect then a detention will be issued.

### **Electronic Devices**

Devices which may interrupt the teacher and/or the class have no place in the classroom. Students may not carry or use electronic devices such as cell phones, pagers, beepers, and digital/analog music players during class time.

### **Headphones**

Headphones are not allowed during the school day in grades K-8. High school students may wear headphones at lunch and break as long as music is played at an appropriate volume. Teachers may, on an individual basis, allow students the use of headphones in their classroom. Students will take their headphones off immediately if asked to do so by a teacher.

### **Food and Drink**

All food and drink must be consumed in the cafeteria. Only water is allowed in the hallways and classrooms. Opened cans may not leave the cafeteria.

**\*\*\*High school students are allowed to consume coffee, tea, juice, and water in classrooms (with permission from the teacher).**

**No gum is allowed in school.**

### **Language**

Profanity and/or vulgar language is not allowed. Students should not use vulgar language or profanity on school grounds or on any school related function.

Written material, printed or in their own handwriting, that is racially divisive or creates ill will or hatred and which includes by way of example clothing, articles, materials, publications, etc, is strictly prohibited.

### **Discrimination/Harassment**

Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin or disability are prohibited. No person should be made to feel uncomfortable because of verbal or written remarks. Harassment is unacceptable social behavior. In the event that you have been made to feel harassed/discriminated against or know of a situation where another student was harassed or discriminated against, please talk with the Principal or Guidance Counselor.

### **Sexual Harassment**

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-86) prohibits discrimination on the basis of sex in education. Title IX established that "no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." Please report any incident of sexual harassment to the Principal or Guidance Counselor.

### **School Damage**

According to state law, any person who damages school property or aids in the damage of school property has committed a civil offense and shall pay twice the amount of the damage to the school. In the event, the individual is a minor, the school district may recover this amount from the parents (see 20-A.M.R.S.A. §. 6805 - 6806).

### **Damage to School Materials**

According to state law, a student who loses, destroys, or unnecessarily injures a school book or appliance furnished to the student at the expense of the school, and the parents do not make good the loss within 45 working days, the school board shall report the case to town assessors who shall include the amount in the next municipal tax (see 20-A.M.R.S.A. § 6807).

### **Assault**

Any assault or unprovoked physical attack on a student or staff member is a very serious matter. The penalties for assault, depending upon the seriousness and circumstances of the offense, shall range from a one-day suspension to expulsion from school. Law enforcement officials may be contacted.

### **Weapons**

By federal and state law, possession or use of any object that is commonly used to inflict harm or to intimidate are not allowed on school property (e.g., guns, knives, etc.). Students who violate this policy will be subject to immediate disciplinary action, which may include confiscation of the weapon, suspension, referral to law enforcement, and expulsion, as appropriate. As required by the Free School Zones Act of 1994, any student who is found to have brought a firearm onto school property shall be expelled by the School Board for a period of no less than one year. The Superintendent may modify this suspension on a case-by-case basis.

### **Bomb Threat**

A bomb threat constitutes not only a violation of school policy but also a violation of civil and criminal law. Making a bomb threat is strictly unacceptable behavior for any student. Any student, upon verification by local authorities, self-admittance, or substantiated evidence, of making a bomb threat will be expelled from school for one year. Furthermore, consistent with the adoption of the Student Code of Conduct Title 20-A, MRSA, Section 1001 (15), the school will provide information to the appropriate law enforcement authorities.

According to state law, the following information will be sent to the state Department of Education office, within two business days of a bomb threat:

- \* school name;
- \* date and time of threat;
- \* medium used to communicate the threat; and,
- \* whether or not the perpetrators have been apprehended.

By law, lost instructional time or disrupted programs due to a bomb threat will be rescheduled at the earliest appropriate opportunity.

## **STUDENT DRUG, ALCOHOL AND TOBACCO PREVENTION POLICY**

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of tobacco, alcohol and drugs; provide for early intervention when use is detected; and, provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

### **A. Prevention**

The Vinalhaven School will provide students with information and activities focused on abstaining from the use of alcohol, drugs and tobacco. Such information and activities will address the legal, social and health consequences of drug, alcohol and tobacco use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, alcohol and tobacco. The Vinalhaven School will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for all students.

### **B. Intervention**

The Vinalhaven School has a Guidance Counselor / Principal to provide non-clinical chemical health assessments, assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug, alcohol or tobacco counseling and treatment, and programs that are available to students.

### **C. Rules and Sanctions**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRSA § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Tobacco products of any kind;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students (see Board policy JLCD);
6. Any substance or behavior which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids;
7. Paraphernalia - implements used for distribution or consumption of a prohibited substance; or

8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Law enforcement authority may also be notified of violations of this policy.

#### **Voluntary Referrals and the Substance Abuse Coordinator**

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to the Guidance Counselor / Principal.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify the Guidance Counselor / Principal of their concern. However, such referrals can not be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the Guidance Counselor / Principal. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. The Guidance Counselor / Principal will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

#### **Discipline**

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with the Substance Abuse Prevent Coordinator, and the student's prior disciplinary record.

#### **Disciplinary Action - Alcohol and Drug Violations**

- A. Consuming, possessing, receiving or being under the influence of a prohibited substance.

#### **FIRST OFFENSE**

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;

4. Notify the Superintendent and Law Enforcement; and
5. Suspend the student from school for five days.

The parent will meet the SAT and determine if further assessment is needed or recommended.

The student must participate in a non-clinical chemical health assessment with the Substance Prevention Abuse Coordinator.

### **SECOND OFFENSE**

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and Guidance Counselor / Principal to develop a follow-up plan;
3. Notify the Superintendent and Law Enforcement;
4. Suspend the student from school for seven days.

If the student fails to comply with the SAT follow-up plan developed with the Guidance Counselor / Principal, this may result in further disciplinary action.

### **THIRD OFFENSE**

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Recommend to parents/guardians that student be referred for clinical chemical health evaluation;
4. Notify the Superintendent and Law Enforcement;
5. Suspend the student from school for ten days and may recommend expulsion.

- B. Furnishing, selling, buying or manufacturing a prohibited substance.

### **FIRST OFFENSE**

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and Law Enforcement;
4. Suspend the student for ten days and may recommend expulsion.

Disciplinary Action - All Tobacco Violations

### **FIRST OFFENSE**

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;

3. Notify parents/guardians;
4. Notify the Superintendent;
5. One day suspension.

The student must meet with the Guidance Counselor / Principal.

### **SECOND OFFENSE**

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent,
4. Three day suspension.

The student must meet with the Guidance Counselor / Principal to develop a follow-up plan. If the student fails to comply with the plan, this may result in further disciplinary action.

### **THIRD AND SUBSEQUENT OFFENSES**

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Five day suspension.

#### Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify Law Enforcement.
6. The administrator will follow the disciplinary procedure outlined in this policy.

### **CRISIS PLAN**

#### I. Notification

As soon as any staff member becomes aware of any situation with the potential of significant violence (for example, student with weapon) the staff member shall immediately notify the principal's office by the fastest possible means.

As soon as the principal's office is notified, the principal or his/her designee shall immediately:

- a) Call 911
- b) Notify the Superintendents Office
- c) Notify the pre-designated crisis response team

## II. On site assessment

As soon as the crisis response team is notified, the principal or his/her designee will proceed to the crisis scene or, depending on the situation, the location which will provide the best on site assessment of the nature of the crisis.

The principal will have a means of on-going communication both with the crisis response team and the police.

The principal will make an initial assessment of the situation, in order to direct the crisis response team. Thereafter, however, the principal or designee will in most situations remain on site at or near the crisis scene to await the arrival of the police and monitor/reassess the situation as necessary.

Upon arrival of responding agencies, the principal will transfer tactical authority to the appropriate people and ensure the completion of any necessary evacuation plan.

## III. Assembly of Crisis Response Team

Once immediate safety factors are attended to, the Crisis Response Team will be assembled. The team will provide access to all needed materials. The following areas of responsibility will be seen to by the CRT:

- a) Notification of parents of students directly involved
- b) Notification of parents of other students
- c) Preparation of a response to the media
- d) Coordination of counseling for students and staff
- e) Carrying out of any other necessary actions pertaining to the crisis situation

### **The Crisis Response Team**

The MSAD #8 Crisis Response Team is a group of on-site or nearby staff members who will perform a number of key responsibilities which are described below. Key roles include the following:

**Scene Leader:** **Timothy Kane, Bruce Mailloux, and Mark Candage** will be the staff and community members who will take control of the situation and have the authority to make decisions on how to handle things until appropriate agencies arrive. They will also be the liaison between the school and the responding agencies and will be the individuals responsible for directing them to the scene of the crisis and provide them with information and data necessary for them to do their jobs.

**Student/Staff Accountability:** **Amanda Wentworth, Scott Candage, and Cherie Doughty.** **Amanda and Sue** will be the staff members appointed to organize student rosters and initiate the process of accounting for all students as they are directed to a rendezvous point. **Cherie Doughty** will do the same for the staff. If it is necessary to vacate the office area, they will forward the main telephone to an alternate pre-determined number.

Public Relations: **Timothy Kane and Renee Jones** will be re-located outside of the crisis area to Town Office where they can work with media spokespeople from any responding agencies. A pre-determined press area will be selected. One primary responsibility of the media coordinators will be to keep the media informed and out of the way of authorities who are working to resolve the crisis (if on-site only)

Parent/ Family Coordinators: **Randy Pitts and Jake Tuminski** will communicate with parents as they arrive. A parent area will be set up where they can meet in safety. The Parent/Family Coordinators will work closely with the people who are responsible for student/staff accountability.

Evacuation Organizers: **Patricia Paquet, Emily Cohen, and Jud Raven** will be assigned to direct and organize evacuation of the facility if the situation warrants it. This will be coordinated with the people in charge of transportation.

Transportation Coordinators: **Kathy Warren, Alan Koenig, and Leighann Chilles** will organize and direct the transportation of students/staff when the situation warrants it.

Medical/First Aide Responders: **Carolyn Andrews, Leighann Chilles, and ICMS Staff Member** will be available to assist any emergency responders and to stabilize any situation before help arrives. Another responsibility will be to direct EMS personnel to the most seriously injured people.

Crisis Response Team Members

Administration:	Bruce Mailloux, Superintendent of Schools Timothy Kane, Principal
Business Manager:	Kathy Warren
School Secretary:	Amanda Wentworth
Bus Driver:	
Maintenance:	Alan Koenig
Guidance Counselor:	Wanda Davis-Oakes
Medical Center:	ICMS Staff
Teacher Staff:	Robb Warren Leighann Chilles Susan Dempster Pat Paquet Emily Cohen
School Board:	Renee Jones – Board Chair
Community Members:	Michelle Wiley Mark Candage Town Manager ICMS Staff Knox County Sheriff Department

**HIGHLY QUALIFIED TEACHER INFORMATION  
MSAD #8  
Vinalhaven School  
LETTER TO PARENTS  
HIGHLY QUALIFIED TEACHER INFORMATION  
For Title I Schools and Programs Only  
(Parent Notice That They May Request Information)**

Dear Parent/Guardian:

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

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

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

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have until the end of the 2015 – 2016 school year to do so.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact **Kathy Warren** at (phone # **863-4800**) if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Sincerely,

**Timothy Kane**  
Principal

### **YOUR LEGAL AND CONSTITUTIONAL RIGHTS**

You have many fundamental rights guaranteed under the United States Constitution. But, as a guide of action, your rights cannot infringe on instructional or other educational activities.

#### **Right to be Treated Fairly**

According to the Fourteenth Amendment, every United States citizen has the right to be treated fairly and equally. This is known as the due process of law. In the event you are accused of a school offense that would warrant a suspension, you have the right to a hearing before a person or people who are impartial (i.e., they have not been involved in the event). If you have been

accused of an action that could lead to a suspension of more than ten days, you are entitled to be represented by a lawyer.

### **Free Expression - Your right to express your opinions and associations**

Students can express opinions in T-shirts, buttons, armbands, newsletters, etc. But, as ruled by law, you can't express yourself:

1. Through the use of obscene, vulgar, or sexual language
2. By wearing clothing that advertises products or services not permitted to minors by law or are illegal. So, those students under 18 can't wear clothing items with tobacco manufacturers' logos, slogans, etc. And, those under 21 can't wear clothing items with alcohol brewers' logos, slogans, etc.
3. With untruthful written information about a teacher, administrator, or other student. This is libel.

With the above in mind, all school-sponsored publications must be approved by the Principal prior to publication. If the school approves a publication supporting one side of a controversial issue, they must also approve a publication supporting the counter view.

### **Right to Access Student Records**

Under the Family Educational Rights and Privacy Act (FERPA), your parents have the right to review your student records. You also have the right to ask school officials to interpret the information if needed. If your parents contest any information, this must become a permanent part of the record. The school must respond to your request within 45 days. The school reserves the right to charge a reasonable fee for copying of records. After your 18th birthday, you will have the right to review your records or request a physician or other professional to have access to your information. The Principal will determine, in accordance with state and federal law, what information can be released.

### **Rights of Eighteen-Year-Old Students**

When a student reaches the age of 18, he or she shall have the following rights:

1. He or she may sign his or her own absence notes, though school officials may require satisfactory verification as to the cause of the absence.
2. He or she may sign his or her own permission slips for field trips.
3. He or she may authorize or limit access to his or her own school records.
4. He or she may withdraw from school without permission of a parent or guardian.

### **Your Right to Privacy**

If the school has "reasonable suspicion" that a locker contains something illegal, the Principal can legally search it without permission. But, the school can't conduct a random search of all students due to suspicion of one or more students. If a teacher believes s\he has witnessed you engaged in illegal behavior, such as selling, using, or buying drugs, you can be asked to empty your pockets or have your backpack searched.

### **Your Right to Religious Expression and Observance**

Under the First Amendment, your religious beliefs and right to religious expression is protected. Your parents have the right to ask you to be excused from some school activities that they feel conflicts with your religious beliefs. You have the right to pray or meet with others to engage in religious expression. But, your teacher can't subject you to a prayer. And, student-led prayer is equally unconstitutional. You can form a student Bible club but it must meet the following criteria: (1) take place in non-school hours; and (2) not be led or organized by any school staff

member. And, a graduation prayer, such as a baccalaureate service, must be organized by non-school officials and held off of school property.

## **OTHER RIGHTS**

### **Military Recruitment**

As part of the "No Child Left Behind" legislation, the school is required to notify parents before:

- (1) Release of student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request;
- (2) Releasing such information, schools must notify parents of their right to request that no information be released without written consent.

A letter will be sent home at the beginning of the school year in which parents/guardians can indicate whether or not they want their child's directory information released.

### **PPRA**

According to the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), parents must be notified with a request for permission to survey students when this information involves the following:

- (a) Political affiliations;
- (b) Mental and psychological problems potentially embarrassing to the student and his/her family;
- (c) Sex behavior and attitudes;
- (d) Illegal, anti-social, self-incriminating and demeaning behavior;
- (e) Critical appraisals of other individuals with whom respondents have close family relationships;
- (f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- (g) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

### Civil Rights

No person in the United States shall, on the grounds of race, color, national origin, age or disability be subjected to unlawful discrimination under any program or activity conducted by or which receives Federal financial assistance. Discrimination includes: denial of services, aids, or benefits, provision of different service or in a different manner, and segregation or separate treatment. In addition, sex discrimination is prohibited in federally assisted educational programs.

The office for Civil Rights of the U.S. Department of Education serving our area is in Boston, MA. The address is:

US Department of Education  
 Office for Civil Rights  
 33 Arch St., Suite 900  
 Boston, MA 02110-1491

### **CHILD FIND POLICY**

Vinalhaven School SAD#8 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The Vinalhaven School SAD#8 child find responsibility shall be accomplished through a District-wide process, which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. Vinalhaven School SAD#8 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, Vinalhaven School SAD#8 will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

### **SCHOOL PESTICIDES POLICY NOTIFICATION**

#### *Pest Control*

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

### **Pesticide Use**

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

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Alan Koenig, at (207) 863-4800.

If you have any questions, please contact Bruce Mailloux at (207) 863-4800. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm) .

