

# Reeds Brook Middle School

## HANDBOOK FOR STUDENTS AND PARENTS 2019-2020



Susan Thibedeau  
Principal

Kim Haggan  
Dean of Students

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*A supportive learning community  
challenges all students to achieve  
individual success*



Dear Students and Families,

Welcome to the 2019-20 school year!

Please join the Reeds Brook staff in creating a supportive learning environment that challenges students to learn and grow. Our school is a place where staff, students, and families work together to foster strength, resilience, and caring in our young people.

We all look forward to the school year with the anticipation of new opportunities to be the best we can be – to be strong students, to create new relationships, to honor each other's differences, and to encourage each other's success. Please join us in facing the year ahead with enthusiasm and positivity.

Please feel free to contact me if you have any questions

Sincerely,

Susan Thibedeau, Principal

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# Reeds Brook Middle School Mission Statement

*A supportive learning community challenges all students to achieve individual success*

## Our Beliefs and Expectations

- Teaching respect and fostering pride are important components of education.
- Health and safety, both physical and emotional, are essential to learning.
- A partnership among home, school, and the community is vital.
- A dedicated staff, committed to professional development and lifelong learning, provides optimal educational experiences.
- A challenging curriculum coupled with appropriate accommodations ensures the success of all students.
- Integrated learning experiences and varied instructional approaches allow students to make connections between disciplines and their own lives.

## Reeds Brook Middle School Values

At Reeds Brook Middle School we work hard to maintain a school climate that is positive and supportive of all students and their individual needs. Our beliefs which guide our academic and social expectations are fostered through the core values of respect, responsibility, compassion, and honesty. The staff and students have defined the school's core values which guide our actions. Reeds Brook Middle School students and staff are committed to fostering these values.

**Respect:** A member of the RBMS community appreciates the worth of self, others, and property in ways which serve the entire community.

**Responsibility:** A member of RBMS community is accountable for their actions. The member honors commitments to the community, self, and others and considers the consequences of their actions.

**Compassion:** A member of the RBMS community shows kindness and caring for others. This is exemplified by accepting the worth and contributions of all members of the community.

**Honesty:** A member of the RBMS community has a high regard for truth, sincerity in action, and genuine concern for honor and integrity.

## **Anti-Discrimination**

It is, and shall continue to be, the established policy and practice of Regional School Unit #22 to avoid discrimination because of race, color, religious creed, sex, sexual orientation, national origin, ancestry, age or handicap in the performance of its responsibilities and function of service in all phases of its administrative and educational concerns, unless related to a bonafide requirement. Regional School Unit #22, its officers and employees, shall not discriminate in the educational and employment policies which it operates and will honor all appropriate laws relating to discrimination. Adopted: May 17, 2017 (Refer to policy file: AC)

## **School Hours**

The school office is open from **7:00 AM to 3:30 PM** during the school year. If you have any questions or concerns, you are encouraged to stop by or call 862-3540. School starts promptly at 7:45 AM. Students may arrive at school **no earlier than 7:20 AM**. Students who are dropped off by their parents should not arrive after 7:35 AM.

Please note students should not bring drinks (except water) into the building before school. Dunkin Donuts drinks, energy drinks, juices, etc. should not be brought into school. If students receive breakfast from the school cafeteria, that food and drink will be consumed in the cafeteria.

# Reeds Brook Middle School Staff

## Administration and Office Staff

Susan Thibedeau	Principal
Kim Haggan	Dean of Students
Rose Giggie	School Secretary
Ambur Peterson	School Secretary
Andrew Logan	Athletic Director
Ann Moody	Guidance Counselor

## Teachers

Chris Beckwith	Health, Technology
Sandi Bellerose	Special Education
Ashlea Bourdon	Special Education
Audrey Cliff	Math
Olivia Comstock	Special Education
Reed Farrar	Health, Language Arts, Writing
Karyn Field	Language Arts, Writing
Michelle Freeman	Science
Michelle Geaghan	Spanish
David Haggan	Social Studies
Trish Hafener	Library Skills
Bethany Hanson	Art
Joshua Jenks	Math
Jason Kash	Social Studies
Rachel Larrabee	Math
Stacy LaBree	Language Arts, Writing, Math
Andrea Lee	Health, Physical Education
Danielle Lorusso	Science
Andrew Logan	Language Arts, Writing
Cedena McAvoy	Special Education
Becky Mallory	Music
Laurie Matthews	Math
Linda McConnell	Social Studies
Julie Michaud	Language Arts, Writing
Hillary Poisson	Spanish
Paula Sloane	Language Arts, Writing
Kelsey Stoyanova	Language Arts, Writing
Kelley Webb	Language Arts, Writing

## Educational Technicians

Kevin Brodeur
Becky Chamberlain

Brandi Chase  
Bob Donnelly  
Julie Dorrity  
Carl Engelmann  
Samantha Gardner  
Nancy Hagar  
Linda Kehr  
Marcey McIntyre  
Mary Raczek  
Diedre Sanborn  
Alicia Studley

## **Custodial Staff**

Dean El-Hajj  
Andrew Van Horn  
Cody Veilleux

## Attendance

**Absences:** Attendance is one of the most critical factors in student success. Students are expected to be in school every day that school is in session unless legally excused. The following are considered legal excuses for being absent.

1. **Personal Illness-** the school may require the certificate of a doctor if deemed advisable.
2. **Appointments-** with health professionals that cannot be made outside of the regular school hours.
3. **Religious Holidays-**observance of a recognized religious holiday when required during the regular school day.
4. **Emergencies-**family situations.
5. **Personal/Educational-**planned absences which have been approved in advance by the school principal.

Written notes from parents are required whenever students are absent from school.

These are due on the day the student returns and needs to state the reason for the absence. Absences for which notes are not received are recorded as unexcused after the second day. After five (5) unexcused absences, you will receive a letter from this office indicating the truancy. In the event there are seven (7) or more days of unexcused absences, a parent meeting will be arranged. This meeting will discuss truancy law and to generate ideas for support in improving school attendance. ***Students who are absent from school on the day of an after-school athletic event, concert, dance, or special event are ineligible to attend these events. Special circumstances may arise and will be considered by the building principal to enable students to participate.***

**Tardiness:** Students will be considered tardy if they arrive in homeroom **later than 7:35 AM** for the start of school. Students who are tardy need to report to the office to update attendance and lunch count information. Students need to bring a written excuse signed by a parent/guardian or parents should call the office stating the reason for the tardiness. Excessive unexcused tardiness may result in disciplinary consequences.

**Dismissals:** Students will not be dismissed during the day without a signed authorization from a parent/guardian for safety reasons. **We cannot allow call-ins because we may not be able to verify the person on the other end of the phone.** If you are picking your student up early, you will need to come into the building and sign your child out. If emergencies arise that change your child's dismissal destination and you are not able to provide a note or see us in person, please call the office before 1:30 PM to allow us time to verify your identity.

**Storm Day/Delay/Early Release:** When inclement weather arrives, school may be canceled, delayed, or dismissed early. Please pay attention for alerts.

**Truancy:** A student is considered truant after attaining ten (10) days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year. The social worker and/or principal will then intervene by contacting the parent/guardian of said student and follow legal protocols for family support.

## Make-Up Work

Students who are absent for any reason are required to make up missed work. In general, each student will be allowed two days for make-up for each day of absence, and long-term assignments are due on the date assigned. It is permissible for a student and a teacher to extend this period by mutual agreement. If a parent would like a student's assignments for the day of the absence, please call and arrange this through the office before lunchtime. Parents are asked to please make arrangements to pick up the work. Otherwise, it is the student's responsibility to approach the teacher when he/she returns to get the missing assignments.

## Bus Policy

The rules and regulations concerning bus transportation will be sent home at the beginning of the year and must be signed and returned to the office. If your son/daughter receives a bus behavior form from the bus driver, you must sign it. Please keep one copy and have your son/daughter return the other one to the bus driver the following morning. This process will let the school know that you are aware of the problem and that we can work together to change unwanted behavior. Failure to return the form may result in your son/daughter being denied bus-riding privileges until the form is returned. ***Students are to ride the bus to which they are assigned and will not be permitted to ride an alternative one without written permission from a parent/guardian and the office. Students will only be allowed off the bus at school, home, or locations requested in writing by parents/guardians. We cannot allow call-ins because we may not be able to verify the person on the other end of the phone. Students must receive a bus pass from the school secretary.***

**After-School Bus:** Students must obtain a bus note signed by the office or a teacher and then submit the note to the bus driver. The bus company will not allow late bus students to ride without a note. Students should only stay after school in supervised settings with a teacher, club advisor, or sports coach. Due to teacher meetings, students should not stay after school on Wednesdays except for athletic practices. **Late bus on Wednesdays will only be available to student athletes who have practice.**

## School Lunches

Free and reduced lunch forms will be sent home at the beginning of school. **It is imperative that all parents complete these forms even if they are not eligible for free or reduced lunches.** Federal Government requires proof that all families have been properly notified. Breakfast will be available for all students at an additional or no cost, depending on lunch status.

## Lockers/Backpacks

Lockers are the property of Reeds Brook Middle School and will be subject to periodic searches when deemed necessary. All lockers need to be kept free of stickers, posters and any other materials. **Backpacks, includes drawstring sacks, will not be permitted to be carried to and from classes unless special arrangements have been made with administration.** Students are to keep backpacks in lockers during the school day and they subject to periodic searches when deemed necessary by Administration. If a student refuses to comply with the administrative request for a search, it will result in the enforcement of the suspected infraction's consequences. Cell phones should be off and kept in lockers.

## Code of Conduct

Students who fail to follow established school and/or classroom procedures may be issued social detentions or after-school detentions. A social detention is a student's removal from lunch, and the student will spend that time in the office or another designated area instead of having the opportunity to socialize with his/her friends. Parents will be notified of all detentions. An after-school detention will be served the next school day, except for Wednesdays. Students will not be able to participate in any after-school activities until the detention is served. Students will be notified of the dismissal time from the after-school detention and must have made arrangements for transportation, either in writing or by phone. Students will come to detention properly prepared with ample work or reading material to keep them productively occupied for the entire designated time. Failure to follow these guidelines or misbehavior during detention will result in the assignment of additional consequences. Skipping detention (with or without parental consent) or repetitive misconduct will result in a longer detention period or a suspension.

Students who violate the code of conduct beyond a level 0 will be required to fill out a reflection sheet and to come up with a plan of action to prevent future behavioral incidents.

The procedure outlined below will be the course of action taken if your son/daughter violates the behavior code at Reeds Brook Middle School. However, the principal reserves the right to take additional or alternative action when circumstances warrant. **If the behavior is habitual, then progressive discipline will take place.**

## Code of Conduct

	<b>(Level 0)</b> <b>Warning/ Reteach</b>	<b>(Level 0 - 2)</b> <b>Minor</b>	<b>(Level 2-7)</b> <b>Major</b>	<b>Expected Behavior</b>
	Teacher handled; teacher discretion for	Teacher handled; teacher assigns own or office	Administrators assign consequence with teacher	Follow school's social and academic expectations

	consequences and documentation	consequence; home contacted; referral form completed	input; administrator communicates with home; referral form completed	
Inappropriate Language	inappropriate comments or gestures, including swearing and insults	repeated pattern of inappropriate comments or gestures, including swearing and insults	inappropriate comments and gestures used to harass, intimidate, show defiance, and/or create an unsafe climate	use language that shows empathy, courtesy, and respect for others
Fighting Physical Aggression	roughhousing and unsafe behavior	aggressive posturing; wrestling, bumping into others; behaviors meant to intimidate or scare others	physical contact meant to inflict pain; encouraging another to fight or retaliate	respect others' personal space; walk away from and report possible conflicts; practice self-discipline
Defiance Disrespect Noncompliance Disruption	refusal to cooperate with school and classroom expectations in a manner that affects only the student involved	refusal to cooperate with school and classroom expectations in a manner that affects the learning of others	refusal to cooperate with school and classroom expectations in a manner that interferes with teacher instruction	act in a cooperative manner by following school and classroom expectations, including all handbook policies
Harassment Teasing Taunting Bullying	behavior that is meant to hurt others' feelings or create an unsafe environment	repeated behavior is meant to hurt others' feelings or create an unsafe environment	behavior that is in violation of School Board Policy: engaging in unwelcome sexual	demonstrate behavior that shows empathy, courtesy, and respect for others

			advances, gestures, comments, or contact; threats; offensive jokes; ridicule, slurs, derogatory action or remarks	
Property Damage Theft	not returning items to appropriate places	borrowing or trading personal or school items; accidental or minor damage to property	theft; purposely damaging or defacing school property	respect personal and school property; use equipment in an appropriate manner; return items to appropriate places
Personal and Academic Dishonesty	plagiarism; copying work from peers; not taking responsibility for own actions or community safety	repeated incidents of plagiarism; repeated incidents of copying work from peers; repeated failure to take responsibility	continued repeated incidents of plagiarism; continued repeated incidents of copying work from peers; continued repeated failure to take responsibility	demonstrate integrity and honesty; take responsibility for actions
Possession of a Controlled or Illegal Item	inappropriate drug, alcohol, and/or weapon references	repeated inappropriate drug, alcohol, and/or weapon references	possession, use, and/or distribution of drugs, tobacco, and alcohol, including vaping devices; possession of weapons or ammunition	recognize the importance of good health practices for self and school; make good choices

## Levels of Consequences

<p>Level 0: <b>Warning/Reteach</b></p>
<p>Level 1: <b>Social and/or After School Detention</b></p>
<p>Level 2: <b>2 Social and/or After School Detentions</b></p>
<p>Level 3: <b>1 Day In-School Suspension</b></p>
<p>Level 4: <b>1 Day Out-Of-School Detention</b></p>
<p>Level 5: <b>Up to 3 Days Suspension; In or Out of School</b> *Note: A parent conference with the principal must be arranged before the student may return to school</p>
<p>Level 6: <b>Up to 5 Days Suspension; In or Out of School</b> *Note: A parent conference with the principal must be arranged before the student may return to school</p>
<p>Level 7: <b>Up to 10 days Suspension; In or Out of School</b> Note: Students will be suspended from school for up to 10 school days and a parent conference with the principal and superintendent must be arranged. The superintendent will decide at this point whether to start expulsion proceedings or to take other appropriate action.</p>

\*Note: Cell phone infraction will result in the phone being confiscated & must be picked up in the office by guardian.

\*Note: Computer misuse will result in loss of computer privileges.

**Restorative Justice Practices:** In addition to these discipline levels, students will participate in restorative practices. These practices encourage students to take personal responsibility in developing an intrinsic sense of right and wrong. Students will be asked to reflect on and discuss the harm the behavior infraction caused on relationships in the school and come up with a plan on how to repair the damage.

**PBIS:** Reeds Brook Middle School will also be practicing components of Positive behavioral interventions and supports (PBIS). The goal is to create a positive school climate in which the students learn and grow through recognizing and rewarding positive behavior. See Reeds Brook Values Matrix on page 23.

**Cheating:** Cases of cheating, plagiarizing, or giving/receiving information on anything to be evaluated as the student's work and to count toward the student's grade; i.e., quizzes, exams, reports, compositions, homework, term papers, and projects, will result in a need to have the assignment redone and a Discipline Notice sent home. Additional incidents of cheating will receive progressive consequences.

**Bullying:** Bullying is most commonly defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures, or facial expressions, and being intentionally excluded. Bullying implies an imbalance in power or strength in which one student is victimized by others. Students who engage in bullying will be subject to disciplinary action as well as participate in restorative practice.

**Harassment Policy:** RSU#22 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, RSU#22 will not engage in harassment of students and students will not harass other students. Acts of harassment based upon race, color, sex, religion, age, national origin, ancestry, sexual orientation or handicapping condition are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

**Examples of prohibited harassment are:**

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks; and
- E. Basing employment decisions on practices of submission to harassment.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, or inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Coordinator, Principal, or any school department employee with whom they feel comfortable. Any employee who receives such a report from a student will report such occurrences to the Affirmative Action Coordinator or Principal, who shall advise the student who has allegedly been harassed of the various options available.

**Student Hazing and Endangerment:** Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” It is the policy of the board that

injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employees of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy will be subject to ejection from school property and/or other measures as may be available under the law.

**PDA (Public Display of Affection):** Kissing, embracing, and hand holding are inappropriate during school and at any school event.

**Weapons Policy:** No weapons (including toy models or replicas) will be allowed on school grounds. A weapon is defined as anything, which can be used to intimidate or cause harm to another person. Examples of such articles are firearms, ammunition, explosives, brass knuckles, switchblades, butterfly knives, chains, clubs, and Kung fu stars. Violations of the weapons policy will be dealt with on a case-by-case basis and will include suspension or expulsion as outlined in current statutes.

**Bomb Threats:** Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001 (9-a) and policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by the law.

**Dress Code:** Appropriate dress and grooming allow students to engage fully in school learning. Any type of clothing/accessories/body piercing, which in the judgment of the administration is offensive, unsafe, or promotes illegal activity, is unacceptable. Examples of unacceptable clothing include, but are not limited to: tops with spaghetti straps, muscle shirts, belly shirts, short shorts or skirts (they must reach your fingertips), pants with holes in inappropriate areas, pants worn low so that underwear is exposed, or clothing that contains logos or ads for alcohol, drugs, tobacco products or makes sexual references. Anything that could be hazardous/damaging to oneself, to others, or to property should not be worn and must be removed upon request. Students will be asked to change their clothes or may be asked to go home (**with Parent /Guardian knowledge only**). Repeated offenses will result in possible discipline that includes detentions or suspensions. Students are reminded that headgear (caps, hoods, visors, sunglasses, etc.) is not to be worn in the school building. Thank you in advance for your cooperation in contributing to a positive learning environment!

## **Assemblies**

Awards programs/assemblies are conducted throughout the year to recognize outstanding student achievement and effort in various areas such as citizenship, academics, music, athletics, attendance, etc. All students will be expected to be on their best behavior. If a student is required to leave an assembly for unsatisfactory conduct, disciplinary action may result as well as denied attendance at future events.

## **Computers**

All students and staff members must sign a computer use agreement before they will be allowed to utilize the district computers. This computer agreement form will be sent home at the beginning of the year for students and parents to sign and must be returned to the office for filing. Procedures have been developed for the use of laptops with the 7th and 8th-grade students, and these procedures will be reviewed with all those students at the beginning of the school year.

## **Copy Machines**

Copy machines are expensive pieces of machinery and require the staff using these machines to be properly trained. Students should only use copies under teacher supervision.

## **Dances**

Dances will be held from 7:00 pm to 8:30 pm. Any student leaving the dance after it has begun will not be allowed back in to the dance. If a student is going to arrive later than 7:30 PM, the student needs to discuss this with the principal before the end of the school day of the dance. The intent is that dances will be held for Reeds Brook students, but they may bring a guest, providing they have provided the name and emergency contact information for their guest, again no later than the end of the school day of the dance.

**Use of cell phones is prohibited during the dance. Phones will be collected before students enter the dance.**

## **Extracurricular Activities and Athletics**

Reeds Brook Middle School offers many opportunities for students outside the classroom. All of these programs require students to maintain academic excellence as well as proper classroom behavior.

### **Standards and Conduct for Participation in Extracurricular Activities**

Participation in extracurricular activities is a privilege, which must be earned and maintained, RSU#22 has established the following eligibility criteria:

## **Academics:**

1. The student must maintain regular daily attendance; students with unexcused absences will be placed on monitor status.
2. Each student must be enrolled in all regular classes offered at the middle school level and maintain a minimum of a grade of 70 for each class throughout the duration of the extracurricular activity.
3. If the student's grade falls below a 70 he/she will become ineligible and may not participate in any competition until the grade has improved. Any student-athlete who is ineligible may not leave school early to attend co-curricular events.
4. We recognize that circumstances may arise that might make it difficult for a student to meet the above criteria. Whenever the academic criteria are in question by a student or a parent, the student may appeal an ineligible decision to the building principal. Following an appeal, the principal, social worker, teacher(s), student and parent will meet to discuss the issue.

**Citizenship:** All participants in extra-curricular activities are expected to observe all school and coach/advisors rules, procedures, and policies. A violation of any of the above expectations may lead to disciplinary action. It is the school's position that good citizenship is a requirement for extracurricular participation.

1. Participants will be neatly groomed and attired when traveling as a group/unit.
2. Participants will assume financial responsibility for all issued equipment and clothing.

Any member of an extracurricular activity will be automatically dropped from that activity for its duration if that participant has:

1. Consumed, possessed, transported, or knowingly been in the presence of alcoholic beverages during that season.
2. Used, possessed, transported, or knowingly been in the presence of unprescribed drugs during that season.
3. Used or possessed tobacco products or marijuana during that season.

Continued violation of the above rules may result in dismissal from all extracurricular activities for the remainder of the school year. Notification will be made in writing stating the reasons for dismissal.

## **Standards and Conduct for Participation in Athletics**

### **Academics:**

1. Must have a minimum grade of 70 in ALL subjects prior to the start of the season. For fall sports, the final grade report of quarter four from the previous year, will be used to determine eligibility.
2. Grade checks will take place bi-weekly and student-athletes are expected to maintain a 70 average in ALL classes. If a student has been identified as having a grade below a 70 during a grade check, they will be moved to academic probation. The student will have one week to either increase the grade to 70 or above, or the student needs to show significant effort in doing so. If the growth or effort is not shown, the student will be dismissed from the sport or activity.

### **Health/Personal:**

Each participant in athletics is required to file the results of a physical examination with the school prior to the season, as well as signed parent/guardian permission to participate.

## **Field Trips**

Various classroom teachers throughout the school year may schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents/guardians will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Parents/guardians may be asked to help chaperone these outings.

## **Library**

Our libraries offer a variety of materials for students and teachers and are open for student use during each school day. All students will have an instructional library period periodically throughout the year, at which time they are taught the use of the library and research techniques. Computers are available for use by all students through the library. Students must follow the RSU#22 Acceptable Use Policy and have parent/guardian permission. The library offers the opportunity for students to check out books. They are responsible for ensuring that the book(s) are returned on time and in acceptable condition. Students and their parents/guardians will be held accountable for lost or damaged books.

## **Guidance**

Guidance services are available for every student in school. The principal, teachers, and parents/guardians may refer to students. Appointments can be made with the counselor for individual or group counseling, or students may drop in. All students' appointments and issues are kept confidential.

## Music

### **Band and Chorus:** *Academic Performing Ensembles*

Here at Reeds Brook Middle School, students are given the opportunity to enroll in both instrumental and choral performing ensembles. Concert band and chorus are performance-based large group, academic classes. A solid musical foundation based on state and national music standards is offered in these classes along with team building, music theory, listening skills, time management skills and a whole lot of fun!

### **Show Choir and Jazz Band:** *Co-curricular Performing Ensembles*

Students are given the opportunity to participate in supplemental music activities such as Jazz Band and Show Choir. These ensembles meet before school. The foundational skills for these groups are provided during their corresponding academic ensembles. Students who wish to participate must also be a member of those academic ensembles. Auditions may also be required.

## Personal Property

Students are encouraged **NOT** to bring personal property to school (Smart watches, iPods, MP3 players, cell phones, I-pads, video game devices, etc.). **Neither the school nor its personnel will be held responsible for lost, stolen, or damaged property of students.**

**Bicycles:** Students may bring bicycles to school at their own risk. Bicycles are to be parked in a designated area upon arrival to school. All students are encouraged to follow good bicycle safety practice to and from school.

**Skateboards / Roller Blades / Scooters:** These items are to be brought to the office in the morning before reporting to homeroom. Skateboards, rollerblades, and scooters may be picked up at the end of the day when a student's bus has been called for dismissal. Skateboarding and rollerblading are not allowed on school property unless it is part of a class due to safety concerns.

## Phones and Technology

Use of school phones by students is limited *to only emergency calls and school business calls*. Students are encouraged to take responsibility for making arrangements with parents before they report to school. **The use of personal cell phones or texting devices during school hours is not allowed and will result in the phone or device being confiscated and disciplinary action. Cell phones should be off and in lockers.**

Use of technological devices, including AirPods, Smart Watches, Fitness trackers (e.g., Fitbits), and other smart devices capable of texting and internet access are NOT to be used during school hours.

## Health Services

The purpose of the school nurse is to provide the fullest possible educational opportunity for each student by minimizing absences due to illness and creating a climate of health and well-being in district schools. The school nurse has several areas of expertise. In addition to giving first-aid, the school nurse performs many screening tests for students and staff, visits homes for a variety of health reasons, monitors immunization status according to state law, evaluates medical aspects of handicapped children, acts as a liaison between educational and medical personnel, deals with communicable diseases to prevent its spread to others, maintains health records, acts as a source for health education programs, and communicates with parents, students, and staff about medication problems that can affect the student in the classroom.

**Medication:** All medications are to be kept in the office with the school secretary. A parental consent form which includes the student's name, medication name, dosage and the time(s) to be given must be on file in the office before any medications can be given. In addition, the medication must be in its original container. If long-term medicines are to be given during school hours, a doctor's note of authorization must also be filled out. Both the parent request and the doctor's release forms may be obtained at the office.

***The medications must be brought in by the parent who is to fill out the authorization forms.***

Students will be able to carry and self-administer inhalers and epinephrine auto-injectors as an immediate response to potentially severe allergic reactions if they adhere to the following procedure:

- 1) There is prior written approval from the student's health care provider (Doctor's office) indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector.
- 2) There is prior written approval (for minor students) from the student's parent or guardian.
- 3) The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Please call if you have any questions regarding this policy.

## Integrated Pest Management Plan Policy

RSU#22 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the Policy of RSU#22 only to use pesticides when pests have been identified and their

presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible, to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve the desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds or disinfectants used for routine cleaning. It will be this school policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full school IPM policy statement and this school IPM plan will be maintained in the principal's and superintendent's office and available upon request.

## **Registration / Student Moving**

**Registration:** Students new to Reeds Brook are requested to report to the school secretary with their parent(s)/guardian(s) to complete the necessary enrollment forms. Once student records have been sent from their previous school and their schedule is created with that information, they may begin attending Reeds Brook the following day. In the case of special needs students, a PET meeting may be necessary before enrollment or attendance can be completed.

**Moving:** Students who are planning to leave Reeds Brook should let the office know as soon as possible. Students should return all text and library books, computer, settle lunch payments and fines, and clean out their desks and lockers before they leave.

## **School Records**

**Parental Access to School Records:** The Administration at RSU#22 wants all parents to be aware of their right to inspect and review their child's school records. Under provisions of the Family Education Rights and Privacy Act of 1974. (PL 93-380), Education of all Handicapped Children Act of 1975, (PL 94-142), the Maine Special Education Regulations of 1988 (Chapter 101), RSU#22 School Policy File #JRA "Student Educational Records, " parents or guardians may: Request, and receive, a list of the types and locations of education records on the child; Receive copies of the records; Have someone at the school explain, or interpret items in the records not understood; have someone else inspect and review records; Ask for amendment of any record on the grounds that it is inaccurate, misleading or violates privacy rights; Request an administrative review on the issue if the district refuses to make an amendment; Refuse consent for disclosure of personally identifiable information related to the child to anyone other than school officials or officials of the State Education Agency or U.S. Department of Education, or for purposes other than identification, evaluation, individualized education plan or placement of the child, or the provisions of free

appropriate education to the child; Receive notice when the personal information is no longer needed to provide educational services; request that information be destroyed. However, permanent identifiable records including, educational program, attendance, grades and grade levels, shall be maintained without time limit.

**Transfer of Educational Records:** The 119<sup>th</sup> Legislature amended Title 20-A, Section 6001-B, Transfer of Education Records, to read: “A school administrative unit shall include in written notice to parents or guardians of every student enrolled in the school administrative unit that educational records must be sent to a school administrative unit to which a student applies for transfer.” Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

## **Special Services Referral Process**

According to Maine law (20-A M.R.S.A. Chapters 301 and 303), all school-age students are entitled to a free and appropriate public education. Classroom teachers and other school personnel utilize a child find process to determine which students may have disabilities that may require being referred to a Pupil Evaluation Team. Once a referral is made, a more individualized evaluation is completed. Another meeting, including school staff and parents, is convened to discuss the results of this evaluation. Other people having knowledge of the student may be invited to attend the PET. At this meeting, it will be determined whether he/she is a student with a disability in need of special education services. If eligible, what special education and supportive services are appropriate for the student’s educational needs will be determined. Once these determinations are made, the Pupil Evaluation Team shall write an Individualized Education Program (I.E.P.) for the student. If you have any concerns regarding your child’s ability to be successful in the regular classroom setting, see your son/daughter’s teacher. For further information about the referral process, feel free to call the school and talk to one of the Special Education teachers.

**504 Process:** Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities.
2. Has a record of such impairments; or
3. Is regarded as having such impairment. Major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

To fulfill its obligation under Section 504, RSU#22 believes it has a responsibility to all its citizens, beyond its prescribed legal one, to set an example and to assume a leadership role in providing nondiscriminatory policies and practices to its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in this school system. If you would like further detailed information, please feel free to contact the Principal's Office for a handout on the 504 Act.

## Reeds Brook Values Matrix

### Reeds Brook Values to Learn and Live By

ALL Reeds Brook students and staff value education. We live and learn by practicing respect, responsibility, compassion, and honesty.

An RBMS Student:	Classroom	Hallway	Cafeteria	Bathroom	Assemblies	Bus
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>*raises hand to speak</li> <li>*listens to others</li> <li>*looks at person speaking</li> <li>*works when asked</li> <li>*is polite to everyone</li> </ul>	<ul style="list-style-type: none"> <li>*makes room for others</li> <li>*speaks nicely to others</li> <li>*waits for turn at locker</li> <li>*doesn't interrupt classes</li> </ul>	<ul style="list-style-type: none"> <li>*says please &amp; thank you</li> <li>*takes only what is needed</li> <li>*doesn't yell</li> <li>*is polite &amp; kind to kitchen staff</li> </ul>	<ul style="list-style-type: none"> <li>*helps keep it clean</li> <li>*keeps his/her voice down</li> <li>*properly uses sinks &amp; toilets</li> </ul>	<ul style="list-style-type: none"> <li>*listens quietly to speaker(s)</li> <li>*looks at the speaker</li> <li>*is a good audience</li> <li>*politely claps when supposed to</li> </ul>	<ul style="list-style-type: none"> <li>*doesn't destroy seats</li> <li>*keeps his/her voice down</li> <li>*uses positive language</li> <li>*keeps aisle clear</li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>*does his/her best</li> <li>*is prepared</li> <li>*takes care of textbooks</li> <li>*writes down assignments</li> <li>*doesn't complain</li> <li>*joins class discussion</li> </ul>	<ul style="list-style-type: none"> <li>*walks; doesn't run</li> <li>*helps keep it clean</li> <li>*is careful with laptop</li> <li>*is on time to class</li> <li>*isn't a bystander</li> </ul>	<ul style="list-style-type: none"> <li>*cleans up his/her mess</li> <li>*waits patiently</li> <li>*makes good food choices</li> <li>*doesn't throw food</li> <li>*doesn't waste food</li> </ul>	<ul style="list-style-type: none"> <li>*practices good hygiene</li> <li>*keeps it clean</li> <li>*returns to class as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>*is a good listener</li> <li>*gets seated safely and quietly</li> <li>*asks others to be quiet when needed</li> </ul>	<ul style="list-style-type: none"> <li>*follows all rules</li> <li>*turns in lost belongings</li> <li>*stays seated</li> <li>*gets off at his/her spot</li> </ul>
<b>COMPASSION</b>	<ul style="list-style-type: none"> <li>*gives compliments</li> <li>*shares materials</li> <li>*encourages others</li> <li>*doesn't talk back</li> <li>*doesn't laugh at incorrect answers</li> </ul>	<ul style="list-style-type: none"> <li>*says "excuse me"</li> <li>*helps others</li> <li>*makes room for others at lockers</li> <li>*doesn't slam his/her locker</li> <li>*says hello to others</li> </ul>	<ul style="list-style-type: none"> <li>*sits with someone who is sitting alone</li> <li>*lets anyone sit with him/her</li> <li>*makes polite conversation</li> <li>*chews with mouth closed</li> </ul>	<ul style="list-style-type: none"> <li>*gives privacy</li> <li>*gives help to those who need it</li> <li>*is sure to flush</li> <li>*helps when asked</li> </ul>	<ul style="list-style-type: none"> <li>*is a good listener</li> <li>*cheers loudly only when supposed to</li> <li>*laughs only when supposed to</li> <li>*politely claps when supposed to</li> </ul>	<ul style="list-style-type: none"> <li>*lets anyone sit with him/her</li> <li>*greet &amp; thanks driver</li> <li>*is polite &amp; helpful to younger kids</li> <li>*wakes up anyone who is sleeping</li> </ul>
<b>HONESTY</b>	<ul style="list-style-type: none"> <li>*doesn't plagiarize</li> <li>*tells the truth</li> <li>*admits when wrong</li> <li>*is honest about homework</li> </ul>	<ul style="list-style-type: none"> <li>*reports bullying</li> <li>*always does the right thing</li> <li>*turns in lost property</li> <li>*doesn't fool around</li> <li>*doesn't spread rumors</li> </ul>	<ul style="list-style-type: none"> <li>*pays for all food</li> <li>*uses own account</li> <li>*waits patiently in line; doesn't cut</li> </ul>	<ul style="list-style-type: none"> <li>*doesn't destroy property</li> <li>*uses supplies as needed</li> <li>*doesn't waste time; gets in &amp; gets out</li> <li>*reports misbehavior and/or problems</li> </ul>	<ul style="list-style-type: none"> <li>*sits where assigned</li> <li>*admits when wrong</li> <li>*isn't afraid to say he/she likes something</li> <li>*answers question(s) from speaker(s) with the truth</li> </ul>	<ul style="list-style-type: none"> <li>*speaks up against bullying</li> <li>*shows respect for property</li> <li>*admits when wrong</li> <li>*reports any problems</li> </ul>