

TO STUDENTS:

We are looking forward to a safe, challenging and exciting year of learning together. Learning is not always easy. It takes time, effort and a willingness to try new skills, test new ideas, ask questions, and share your ideas with others. We need to help and support each other as we learn. Study hard, get involved, and ask questions. Have a great year!

TO FAMILIES:

At the Dr. Lewis S. Libby School, we are very serious about providing your child with an appropriate education and every possible opportunity to be successful. With parent input, we developed a “Parent/School/Student Compact” to lead us in this effort. The compact defines the role of each participant. We hope that you will agree that each item is important to ensure the success of your child. Please read the compact in this handbook carefully, sign your name to confirm your commitment to provide every opportunity for your child to have a successful year, and return the signature page to the school as soon as possible. Please also take the time to review the contents of this handbook with your child. Keep this document in a safe place, so you may refer to it throughout the year. Thank you. We look forward to meeting and working with you this year.



Sincerely,

Dr. Lewis S. Libby School Staff

How To Use This Handbook

This handbook is a guide for students and parents in becoming acquainted with some of the more important rules, regulations, and procedures of our school. We do not anticipate that we can deal with every situation that may arise here, nor do we intend this booklet to be an all-inclusive set of policies governing our school. We encourage students and parents to familiarize themselves thoroughly with the general procedures and rules outlined in the following pages. This information should be helpful in making the school year a successful one. We urge students to talk to their teachers early and often regarding any questions and problems that may arise. The faculty and administration want each student to achieve success and enjoy being a student at the Dr. Lewis S. Libby School. The administration of the Dr. Lewis S. Libby School reserves the right to change the terms of this handbook at any time, without notice.



Insert staff roster/email addresses/phone extensions here

School Mission and Vision Statement

Our Mission: All children will become successful life long learners who are responsible, community-oriented citizens.

Our Vision: The vision of the Dr. Lewis S. Libby School is to promote the educational, social, physical and emotional development of our students so that they may function to the best of their individual abilities. This mission can best be reached by fostering responsible community-oriented citizens who demonstrate the following characteristics:

- **caring and kindness**
- **honesty**
- **respect for self and others**
- **cooperation**
- **responsibility**
- **consistency**

Teachers, administrators, support staff, and community need to form a unified partnership to foster growth opportunities for all students to become lifelong learners and responsible, community-oriented citizens. These opportunities must reflect high standards of excellence in a climate that is safe, positive, and community-oriented. These opportunities will also include responsive curriculum that is differentiated, standards-based, challenging, integrative, exploratory, and aligned with the Maine Learning Results.

Union 90 Parent-School-Student Compact

The Union 90 Parent-School-Student Compact is a voluntary agreement between our schools and the parents/guardians of the children attending the schools. Union 90 has developed the compact with parent input. It can provide the opportunity for developing strong school-family partnerships that will connect families and schools, as well as the broader community, and promote shared responsibility for the high performance of students. However, the main reason for this compact and school-family partnership is to help students succeed in meeting the challenging academic standards that all students are expected to master. In Maine, these standards are the Guiding Principles and Learning Results.

Our Union 90 Parent-School-Student Compact consists of the following components: 1) the Union 90 Vision and Mission Statements; 2) the Union 90 Parent Involvement Policy; and 3) the Parent-School-Student Agreement that outlines how parents, school, staff, and students will work together to build a partnership that will help students achieve high academic standards

Union 90 Vision

All children will become caring, competent, and contented adults.

Union 90 Mission

The School Board, administrators, teachers, support staff, and the community need to constantly seek better ways to assure that all children have an opportunity to become caring, competent, and contented adults. These opportunities must reflect high standards of excellence.

Student/School/Parent/Agreement

This agreement outlines how parents, schools, and students will work together to build a partnership to help students achieve high academic standards.

PARENT: AS A PARENT, IN ORDER TO GIVE MY CHILD EVERY OPPORTUNITY TO BE SUCCESSFUL, I AGREE TO THE FOLLOWING:

- I will support reading at home.
- I will provide guidance for my child.
- I will make every effort to see that my child gets the proper rest and nutrition to prepare him/her to learn each day.
- I will provide a quiet area for my child to do homework and will help with homework if necessary.
- I will expect my child to follow the school rules.
- I will make every effort to attend all parent-teacher conferences.
- I will know what is expected of my child at his/her grade level.
- I will be an active partner in education, seeking more and better opportunities for children and giving my time whenever possible.
- I will talk to my child more.
- I will make every effort to get my child to school on time.
- I will help my child to resolve conflict in positive, nonviolent ways.

SCHOOL: AS A SCHOOL, IN ORDER TO GIVE STUDENTS EVERY OPPORTUNITY TO BE SUCCESSFUL, WE AGREE TO THE FOLLOWING:

- We will meet and communicate with parents throughout the school year.
- We will offer students different and varied instruction in a respectful environment.
- We will get to know each child and do our best to reach each child.
- We will make every effort to provide a safe environment for all.
- We will offer a variety of school activities whenever possible and as the budget allows.

- We will notify parents whenever there is an unusual situation involving their child.
- We will give parents and students respect.
- We will send parents at least two positive contacts throughout the school year regarding their child's performance.
- We will leave personal problems and biases home and come to school to teach children.
- We will be prepared to discuss student goals with parents and students.
- We will help children resolve conflict in positive, nonviolent ways.

STUDENT: AS A STUDENT OF THE DR. LEWIS S. LIBBY SCHOOL, I AGREE TO THE FOLLOWING:

- I will come to school ready to learn.
- I will ask for help.
- I will work to reach the highest expectations.
- I will respect my teachers and not criticize them.
- I will come to school prepared (books, pencils, etc.)
- I will have each day's homework completed and ready to hand in.
- I will bring my assignments home.
- I will work to resolve conflict in positive, nonviolent ways.
- I will be involved in school activities whenever possible during the school year.
- I will be on time. I will take home all school notices so my parents can be informed of all school activities, including parent - teacher conferences.

Parent Involvement Policy

Policy #127

Adopted 8/27/92

Revised 8/26/96

Children are most successful in school when their parents are actively involved in the learning process. The board encourages cooperation between home and school in establishing and achieving educational goals for students.

Parental involvement is encouraged through regular contact with school personnel, participating in formal parent/teacher organizations, participating in booster clubs, volunteer programs, and written communication.

In order to foster this kind of relationship, school personnel will:

- A. Consult with parents, as appropriate, regarding school planning, goals, policies, and evaluation of programs;
- B. Help parents understand the learning process and their roles;
- C. Provide for parent understanding of school operations; and
- D. Provide opportunities for parents to be informed of their child(ren)'s progress.

It is the intent of School Union 90 that parents have every opportunity, right, and responsibility as recommended or required by various state and federal programs providing services for Union 90 students. The Superintendent and/or his designee are authorized to develop and implement procedures to assure compliance with this policy and applicable statutes and regulations.

Policy Statement-Special Education

It is the policy of Union 90 to adhere to each section of Maine Special Education Regulations Chapter 101 which speaks to parental notification, communication and consent. Because parents are an integral and important part of the decision making process, School Union 90 will make the commitment to involve parents in each step of the special education process. Union 90 school staff will take every opportunity to formally and informally contact and consult with parents in order to insure full educational opportunity to children with disabilities.

Insert school calendar here

School Schedule

Daily Schedule

7:15	Principals begin to monitor early arrivals <ul style="list-style-type: none">• Students who walk to school should plan their arrival so as to avoid a long wait outside—especially during cold or wet weather.
7:30	Bus Arrival, School Begins
7:30	5-8 Report to Homeroom for attendance. Students may have breakfast at this time.
7:30-7:50	K-2 Recess 3-4 Report to Cafeteria for inside recess/breakfast
11:00	K-2 Lunch followed by recess
11:35	3-4 Lunch followed by recess
12:10	5-6 Lunch followed by recess 7-8 Lunch
2:20	Get Ready Bell
2:30	Walkers dismissed Bus Students dismissed



Special Notes:

- Principals are not on duty in the morning until 7:15 am. Any students who arrive earlier than 7:15 remain outside ***unsupervised***. Please help your child plan his/her arrival for after 7:15.
- Walkers should leave the school grounds immediately after the dismissal bell.
- Parents who pick their child up at the end of the day should wait in the office lobby until the walkers are dismissed.

- Parents who pick their child up before 2:30 must sign him/her out at the office.
- Please be aware that the academic day ends at 2:30 P.M. Students should not be picked up prior to this time unless an emergency has occurred or there is prior approval given by the administration.

No School Signal

The superintendent of Union #90 makes the decision when to cancel school because of inclement weather. He contacts the local television and radio stations to post the announcement. We encourage students and parents to monitor these announcements first thing in the morning whenever the weather is stormy. It may also be necessary to send children home at irregular times during the day. When this happens some parents may not be home. In order that children may be safely sheltered and supervised, parents should make standing arrangements for their children to go to an alternative location. Parents should inform their children of this location and note it on the emergency form at the beginning of the school year. If there are any changes in this information during the school year, please notify the school immediately.

If you change your child's end of the day plans please notify the school in writing of this change, even if the change is only for one day. Remember to update your child's emergency forms even if the change is for a short period of time. For example, if your neighbor is the emergency contact for your child and that neighbor is going on vacation for a week, you should have another person to contact in their absence.

GENERAL INFORMATION AND PROCEDURES

Affirmative Action Policy

Maine School Union #90 recognizes the dignity of the individual student/employee to work and learn in an environment that is free of discrimination on the basis of sex, race, national origin, age, religion, marital status, or handicap. Accordingly, students and employees are prohibited from engaging in discriminatory practices. In addition, Union #90 assures that it will comply with all federal and state laws, rules, and regulations which exist regarding civil and human rights.

Assurances of nondiscrimination will be provided through compliance with policies and procedures developed by School Union #90. The need for such policies and procedures, and their development and inclusion in current administrative requirements, shall be documented through the maintenance of the School Union #90 Affirmative Action Policy.

Inquiries may be made or a grievance may be initiated by contacting the Superintendent's Office, 827-8061, by contacting the Affirmative Action Coordinator, or by contacting the Office of Civil Rights, Washington, D.C.

Complete policy manuals are available for review at each principal's office and at the Office of the Superintendent of Schools.

After School Activities-Participation

Children who are absent or dismissed early from school are not permitted to attend after-school activities sponsored by the school without the permission of the principal. Students with behavioral infractions may be prohibited from attending after school activities at the discretion of the principal.

After School Plans

Children who have a change in after school plans should bring a note to school explaining the special arrangements. Parents should call in last minute changes by 2:00 to ensure accurate message delivery.

Attendance Guidelines

Attendance and punctuality in arriving at school are essential for students to make continuous progress in school. **Frequent absence is the single most important cause of academic difficulty.** Prompt and regular attendance is an excellent habit to establish now. If a student is out of school without a known reason, school officials may contact the parents regarding the cause of the absence.

Call-in Procedure

If a student will be absent from school or will be late arriving at school, we ask that parents or guardians call the school by 8:30 am to notify the office. If a parent wishes to make this call early in the morning before the office staff arrives at the school, he/she can leave a message in the school's general voice mail box. This will alert the attendance coordinator that the child is safe at home. If the school does not receive notification that a child is out, the attendance coordinator will attempt to contact parents/guardians to verify that the child is at home. Your cooperation with this procedure is greatly appreciated.

Excused Absences (Notes)

If a student is absent from school, he/she needs to bring a written excuse from home stating the date(s) and reason(s) for the absence(s). Even if a parent calls to notify us of an absence, we still need a written note for our records. In accordance with Maine law, we can only consider the following reasons as excused absences: personal illness; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; or a planned absence for a personal or educational purpose which has been approved. (Title 20, Chapter 211, Subchapter I, 4A-E)

Unexcused Absences

An absence for any reason other than listed above is unexcused. Students must make up all assignments in accordance with the homework policy.

Excused Early

Students are required to remain in their classrooms until the teacher dismisses them. When it is necessary for a student to leave school prior to dismissal, the school requires a written note from his/her parents stating the nature of the situation. The student should present the note to the homeroom teacher at attendance time so that it can be noted on the attendance slip for the office. Acceptable reasons for early dismissal are the same as for excused absences.

We encourage parents to make dental and medical appointments after school hours. The classroom teacher may deem it necessary to keep students who are habitually excused early afterschool to make up lost academic time.

Communicable Diseases

Parents should notify the school when a child has a communicable disease. The school may require a doctor's note before the child can be readmitted to school.

Tardy Students

If a student is late to school, he/she must report to the office. Students who are not in school or who are tardy without parental consent are truant.

Truancy

Truancy violates state and local attendance laws and is a serious offense.

- If a student accrues ten (10) absences, excused or unexcused, his/her parents will receive an attendance alert letter from the principal expressing concern about the matter. Depending on the situation, the student may become ineligible for extracurricular activities. Continued truancy could result in legal action.
- If any student accumulates fifteen (15) absences, excused or unexcused, administration will arrange a meeting with his/her parents to develop a plan to improve school attendance. Depending on the situation, these students may become ineligible for extracurricular activities.
- If the student violates the terms of the plan, administration will alert the Superintendent of Schools about the attendance problem. The superintendent may choose to pursue legal action.

We will not release a student to anyone other than parents or legal guardians without written permission from parents.

Again, parents must sign students in and out of the building through the office if they arrive late or leave early.

Bicycles, Scooters, Roller Blades, Heelies, and Skateboards

Students may not ride bicycles, scooters, roller blades, heelies, and/or skateboards on school property. Students should observe the rules of the road and practice safe riding procedures, including wearing helmets. Students should lock their bikes in the bicycle rack before school.

The school cannot take responsibility for the security of any bicycles, scooters, roller blades, heelies, or skateboards. After school, students riding bikes or scooters home should walk to the end of the school driveway and then mount the bicycle or scooter.

Bomb Threats

No student shall make, or communicate by any means, verbal or nonverbal, a threat that a bomb has been, or will be, placed on school property. Administration will hand down severe penalties to any student engaging in this type of action. Administration will notify law enforcement of any bomb threat. Parents will be responsible for the expense to the school.

Bus Safety

We believe all students should behave responsibly and safely while riding on the school bus. Misbehavior on the bus is particularly serious because it is a distraction to the bus driver and could possibly result in an accident. We will not tolerate any student who chooses to disrupt or interfere with the physical safety of others. Remember, riding the bus is a privilege which may be revoked. A detailed bus policy may be obtained by calling Dave Cosenze at Cyr Bus, 827-2335.

Students must abide by the following bus safety rules:

1. The school bus driver is in complete charge of the bus and students should promptly obey the driver's instructions. This is to guarantee driver control and student safety on the school bus.
2. Students must be on time at their bus stops. Buses are on tight schedules and will not wait for students who are late.
3. When waiting for a school bus, students must stay off the road. All students who cross the road must do so in front of the bus (10 feet).
4. Students will load and unload the school buses in an orderly manner.
5. Students will remain seated until the bus comes to a complete stop. The school bus should not move until all passengers are seated.
6. Students will keep their heads and arms inside the bus at all times. Noise will be kept at a minimum. There will be no SWEARING, SHOUTING, FIGHTING, or THROWING of objects on any school bus.
7. Passengers will only use the emergency exits when instructed to do so or in case of a real emergency.
8. Any student or group of students vandalizing a school bus will lose their riding privilege for no less than one week. They also will be held liable for all costs to repair the damage and will not ride the school bus until that bill has been paid in full.
9. Students will put all trash in the containers provided on each bus.
10. There will be absolutely no smoking, possession of or use of illegal substances on any school bus. Violations of this rule may result in a suspension from the bus for a time period designated by the bus company. Also parents and the Sheriff's office will be notified immediately to deal with this illegal behavior.
11. No child will be let off the bus at any other stop than his/her home without a bus pass from the school.

Bus Transportation Policy

Students who live more than ½ mile from school and all kindergarten students are provided transportation to and from school

Care of School Property

Students must take proper care of school property including books, the building, playground equipment, sports equipment and uniforms, school grounds, and the athletic field. Students are responsible for returning all books, materials, equipment and uniforms issued to them in usable condition. Students are held financially responsible for any lost or damaged property.

Cell Phones and Other Electronic Media Devices (EMD's)

We understand that cell phones allow parents to stay in touch with their students. However, we have found these devices to be a huge distraction at school. Students must turn cell phones and EMD's off during the school day. Students will be allowed to use their cell phones after they have been dismissed.

Computers

Student Computer and Internet Use Policy

The Dr. Lewis S. Libby School provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. We believe that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of the technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All school computers remain under the control, custody, and supervision of the Dr. Lewis S. Libby School. The school administration reserves the right to monitor all computer and Internet activity by students. **Students have no expectation of privacy in their use of school computers.**

While reasonable precautions will be taken to supervise student use of the Internet, the Dr. Lewis S. Libby School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules. The school is not responsible for the accuracy or quality of information that is obtained through the Internet.

Before a student is allowed to use school computers and Internet services, the

student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement. The school will retain the signed acknowledgement. This document needs to be signed annually.

Before students can take Technology Initiative laptops home, they and their parent/guardian will need to participate in one of the orientation classes offered at the beginning of the year.

Student and Computer Use Rules

These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required and prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet privileges, disciplinary, and/or legal action.

Student use of the school's computers, networks, and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal shall have the final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use Policy

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

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Internet services.

Maine Learning Technology Initiative (MLTI) computers are considered school computers.

Prohibited Use

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

1. Accessing Inappropriate Materials-Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;
2. Illegal Activities-Using the school's computers, networks, and Internet services for any illegal activity or that violates other school policies, procedures and/or rules;
3. Violating copyrights-Copying or downloading copyrighted materials without the owner's permission;

4. Plagiarism-Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When used in student work Internet sources must be cited by the author, publisher, and website address;
5. Copying Software-Copying or downloading software without the express authorization of the system administrator;
6. Non-School Related Uses-Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes, and for any other personal use;
7. Misuse of Passwords/Unauthorized Access-Sharing passwords- Using other users' passwords without permission and/or accessing other users' accounts;
8. Malicious Use/Vandalism-Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses;
9. Unauthorized Access to Chat Rooms/News Groups/E-Mail-Accessing chat rooms, news groups, or email without specific authorization from the supervising teacher.

No Expectation of Privacy

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

Compensation for Losses, Costs, and/or Damages

The student and/or student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school related to violations of this policy and/or these rules, including investigations of violations.

The school assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Security

A student shall not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the building principal immediately.

Parental Acknowledgement Required

Students and their parent/guardian must sign and return the Computer/Internet Access Acknowledgement Form before students can use any school computers.

Conduct/Behavior

The Dr. Lewis S. Libby School is a community of learners. Students, school staff and parents share a responsibility for maintaining a positive learning environment. Likewise, all members of the community can be expected to act in ways that represent:

- Safety
- Responsibility
- Respect
- Conscientiousness
- Cooperation
- Caring
- Family
- Trust

In the event that a student misbehaves, a teacher or staff member will administer an appropriate consequence. Some examples of consequences include, but are not limited to: talking to the student, "time-out" by the wall, loss of recess(es), detention, a referral to the office or loss of the opportunity to participate in after school activities. School rules apply for all school sponsored activities including after school functions and off site events.

While it would be impossible to cite all possible infractions, some specific references to student conduct follow.

ARRIVAL

Students should:

- a. enter/exit the building quietly.
- b. line up in classroom lines.
- c. remain quiet and orderly.

HALLWAYS

Students should:

- a. stay to the right and in a single line.
- b. walk quietly.
- c. keep their hands and feet to themselves.

- d. remove their hats when entering the building.
- e. respect the rights of others.
- f. use an “inside” voice to respect classes in session
- g. respect school property (lockers, walls, etc.)
- h. pick up after themselves
- i. be safe

BATHROOMS

Students should:

- a. use the bathroom near their room.
- b. try to use the bathrooms at appropriate times so as to not interrupt instructional periods.
- c. not mark on walls or destroy property.
- d. flush the toilet after use
- e. wash their hands
- f. put paper towels in the trash
- g. respect school property
- h. respect other’s privacy

ASSEMBLIES

Students should:

- a. enter the room quietly and orderly.
- b. exhibit appropriate behavior and responses (No booing, whistling or yelling). Staff will remove any student demonstrating inappropriate behavior.
- c. respect the performers by remaining in their seats during performances.

CAFETERIA

Students should:

- a. remain in single file in the lunch line.
- b. keep their voices at a low level.
- c. use appropriate table manners.
- d. leave table and floor free of food and paper.
- e. conduct themselves in an orderly fashion at all times.
- f. not swap or give away food.
- g. wait until the teacher gives a dismissal signal before leaving the cafeteria.

LOCKERS

Students should:

- a. treat lockers as school property

- b. keep their locker free of markings and stickers on the inside and outside
- c. ensure that no items are taped, attached or stuck to the outside of lockers
- d. gently open and close lockers—they should never yank the door open or slam it shut
- e. understand that lockers may be searched without prior warning when reasonable grounds exist for such a search
- f. clean their locker regularly throughout the school year

PLAYGROUND CONDUCT

Students should:

- a. respect the right of others to “have their own space” on the playground.
- b. follow the rules of the game and be a good sport.
- c. allow others to participate.
- d. line up quickly and quietly when it is time to do so.
- e. take turns on the playground equipment and in playground games.
- f. seek the help of an adult if he/she feels unfairly treated by another student.
- g. use all playground equipment properly.
- h. observe the boundaries of the school playground.
- i. dress in clothing appropriate for the weather.
- j. only play in the snowy areas when wearing boots and ski pants.

SWINGS

Students should:

- a. sit on the swings and swing in straight lines.
- b. not run between or climb on the swing poles.
- c. not twist the swings.

MONKEY BARS

Students should:

- a. take turns on the monkey bars—one child at a time.
- b. not climb up on or sit on the monkey bars.
- c. not run under the monkey bars when others are going across.

ALL OTHER EQUIPMENT

Students should:

- a. take turns.
- b. follow teacher instructions on how to use equipment. (Teachers will show students at the beginning of each year)

- c. not rough house, push or purposely try to hurt others.
- d. be safe.

General Conduct and Discipline

Our goal at the Dr. Lewis S. Libby School is to promote the educational, social, physical and emotional development of our students so they may function to the best of their individual abilities. The rules apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline or general welfare of the school. Students have the right to attend school in an environment that is safe and free from disruption of others who choose to misbehave. Teachers have the right to teach in an environment free from disruption. Union #90 does not tolerate any behavior that impacts a student's civil rights, including bullying, teasing or harassment.

Harassment Policy

Harassment is unwanted, one-sided, demeaning remarks or contact after being asked to stop, and it is illegal. If a student is being harrassed, he/she can ask the person to stop or seek help from a teacher, the guidance counselor, or an administrator. If the harassment does not stop, the student should talk to a trusted adult immediately.

Grades K-4

For our students in grades Kindergarten through 4th grade we use an aggressive behavior rubric. This is designed as a teaching tool as well as a means to consistently and effectively address student behavior. To ensure our response is developmentally appropriate kindergarden teachers and supervisors may use more immediate brief consequences with kindergarden students (including an additional warning).

Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	After the third time a student shows this behavior in a year, school staff and parents meet to develop and individual plan
Teasing (name-calling, insulting, or other behavior that would hurt other's feelings or make them feel bad about themselves). Systemic exclusion (including telling others to exclude someone and starting rumors).	WARNING Student calls parent	ONE INSIDE RECESS Student calls parent	THREE INSIDE RECESSES Student calls parent	
Hitting (pushing, slapping, grabbing).	ONE INSIDE RECESS Student calls parent	THREE INSIDE RECESSES Student calls parent	FIVE INSIDE RECESSES Student calls parent	
Severe hitting (punching, kicking, and similar behavior that may injure others). Harrassment (racial, ethnic, or sexual name calling or other severe harassment).	THREE INSIDE RECESSES Student calls parent	FIVE INSIDE RECESSES Student calls parent	CLASSES ONLY FOR THREE DAYS Student calls parent	

NOTE: CONSEQUENCE FOR INTENTIONAL DESTRUCTION OR TAKING OF OTHERS' PROPERTY: DOUBLE RESTITUTION OR REPLACEMENT.

Consequences may be more severe depending on the severity of the actual behavior.

Grades 5-8

Teachers and administrators will review the school's rules and expectations for student behavior periodically throughout the year. When there is an infraction of the rules, the student(s) can expect the following consequences.

For general classroom or common area infractions, the supervising teacher may issue a warning or give a ½ hour detention after school. For more serious infractions, the supervising teacher may send the student to administrators for an office referral. The principal may issue a 1 hour detention her discretion. Teachers and administrators will send home a written notice and attempt to contact parents by phone or email whenever they give a detention.

If a student skips a detention, the duration is doubled.

If an athlete's detention falls on the day of a practice or game he/she may attend and participate in the athletic event *after* the detention is served. The coach will use his/her discretion to determine playing time. Students may not skip or postpone a detention to attend a game.

In cases of repeated or severe offences, the principal may choose to give a student an in-school or out-of-school detention at her discretion.

While no handbook can cover all the contingencies that might arise at a school, the following provide the parent with some general guidelines.

ATTITUDES AND EXPECTATIONS FOR ALL

- Everyone's behavior and approach to problem solving should demonstrate respect, cooperation, honesty, courtesy and a positive attitude.
- Students are expected to behave appropriately in accordance with school and classroom rules, develop responsible work habits, be respectful in social situations, maintain self-control and strive to become responsible, functional and contributing members of society.
- Teachers will strive to maintain proper order and discipline through enforcement of the rules. Consequences are administered in order to provide the most effective learning environment possible.
- Parents are asked to cooperatively work with the school to ensure clear and consistent discipline.
- Parents should call teachers or the school administration to ask questions regarding any disciplinary action. Should parents need to call during the day, they should expect to leave a message and their call will be returned as soon as possible. We ask that Parents help in the development and the follow through of behavior plans.
- Rules will be consistently applied. They define appropriate behavior in the classrooms, halls, fields, playground, on the bus and with substitutes and visitors. Rules address issues of safety, unlawful activities, attendance and respect for people and property.
- Choices have consequences. Good choices will be praised and reinforced. Consequences are used to help students make better choices.
- If the behavior is serious in nature, the student will be referred to the office, where

the administration will determine the appropriate discipline. Substitutes will refer disciplinary issues to the office.

Detentions

Some discipline problems will be handled with 30-minute classroom detentions, or loss of recess for our younger students. Examples of behaviors that warrant this type of disciplinary action are:

- Disruptive classroom behavior
- Improper behavior such as running, excessive noise, or similar behavior
- Inappropriate playground behavior
- Out of class or supervised area without a pass
- Littering school property or throwing food in the cafeteria
- Chewing gum
- Failure to bring gym clothes to class
- Inappropriate/offensive language
- Inappropriate displays of affection
- Cheating, forgery, and plagiarism

Please note that the above list is a guide only and is, by no means, intended to include every possible infraction that would merit a detention.

Office Referrals

The principal may give out Office referrals due to:

- Emotional abuse and harassment
- Physically or verbally harming or endangering others
- Significantly disrupting the learning of others
- Repetitive offenses

Again, the above list is a guide only and is not a comprehensive list of all possible infractions that might warrant an office referral.

Suspensions

In some situations, the principal may choose to issue a suspension. The following list identifies some behaviors that may warrant a suspension. This list is not all-inclusive. It is understood that circumstances may arise which are not covered above.

- Inappropriate physical contact with another person
- Stealing, destruction or defacing of school or personal property
- Harassment of any kind
- Violation of the Substance Abuse Policy (Policy 306-U90)
- Violation of our Harassment Policy
- Weapons brought on school property
- Other violations of the law

First suspension: 1-3 day(s) in or out of school suspension, parent conference with school administration.

Second suspension: 3-5 days in or out of school suspension, parent conference with administration.

Third Suspension: 5-10 days in or out of school suspension, parent conference with superintendent.

The administration reserves the right to suspend, up to 10 days, any student for serious or flagrant misbehavior. Suspended students may not attend any school activity. Students on a suspension may not be on the school grounds. Further action may be necessary up to and including alternative placement, legal recourse, or expulsion.

It is the responsibility of the parents to make arrangements to pick up the student's work. The teachers will leave assignments for the student in the office. If students do not complete the assigned work on their return to school, the student may receive a zero for the incomplete work.

Dress Code

A student's clothing must be neat, clean, provide for the child's safety and health, and not cause disruption to the process of education in the classroom or offense to others at school. While the school will not recommend clothing styles, students must exercise good taste and judgment in their personal attire. We do not allow clothing that promotes drugs, tobacco, illegal activities, alcohol or has writing that is offensive, suggestive, obscene or inappropriate to school health teachings or rules. Students should be covered from shoulders to mid-thigh. Straps on shirts should be at least 1" wide. We will apply the "fingertip" rule for length of skirts and shorts.

Footwear should protect and cover children's feet, so they are safe at recess. Sneakers are needed for physical education classes. Many children like to wear slippers during the school day. The administration strongly discourages this practice. In the event of a fire drill or other emergency evacuation, children must go out with whatever they are wearing on their feet. If a child is wearing slippers, he/she will not be able to change footwear before exiting the building.

The administration reserves the right to send home any student whose dress is inappropriate, or parents may be asked to bring a change of clothes to school if the child is to remain. In the event the school cannot reach a parent, the school may provide a t-shirt for the student to wear for the remainder of the day.

Students may not wear hats, caps, bandannas, or outdoor jackets in school. We recommend that students have a sweatshirt or sweater available should they be cool in the classroom.

Dress should be weather appropriate. Students should be ready to be outside for all recesses.

HELPFUL HINTS:

- Send a set of extra clothing to school, especially for younger students. Occasionally students prefer to walk through puddles rather than around them! It is helpful for the teacher to have dry socks and pants for students to change into if necessary.
- Make sure your child has a pair of shoes or sneakers to put on when the boots come off. You are welcome to leave the shoes at school if you wish.

- Please LABEL all outside clothing, lunch boxes, backpacks, etc.

Electronic Toys in School

The staff is committed to developing the whole child. In an effort to support social and emotional growth we do not allow students to utilize electronic toys (e.g. Gameboys, CD players, radios) at any time during the school day, including recess. We have seen many children stop playing with others and remain solely focused on the game or music. Students and parents are responsible for any lost or damaged items. These toys can be very expensive and are often lost, stolen or damaged. The best solution is to leave them at home. Students do have the right to use these items on the bus, but such devices must remain in backpacks or lockers during school time.

Extracurricular Activities

The Dr. Lewis S. Libby School sponsors teams in soccer, cross country, basketball, cheering, baseball, softball, and track. Selection to teams is based on skills demonstrated during tryouts.

Student-athletes have a special responsibility to represent their school with dignity and good sportsmanship, keeping the following in mind:

1. At the middle school level, our primary emphasis is not on winning, but on the development of our student-athletes.
2. All athletic opponents and visitors are guests, and students will show them respect and courtesy.
3. Cheering should be for our team and not against our opponents
4. Students will show courtesy and respect to game officials, and accept their decisions graciously.
5. Abusive comments and derogatory remarks are always in poor taste and deserve no place in our school program. Administration will hold both student-athletes and spectators accountable for their behavior.
6. Student-athletes need to learn to win with humility and lose with grace.

Academic Eligibility

1. Academic eligibility will be determined on a half-trimester basis. Students declared ineligible by virtue of having a failing grade on a progress report or a report card will be on academic probation.
2. During the academic probation, the student will work with his/her teachers and parents to develop a plan to improve his/her grades.
3. After two weeks, if the student is passing all subjects he/she will be eligible to participate in all extracurricular activities. If at the end of two weeks, the student is not passing all subjects, he/she will complete another two weeks of academic probation.
4. A student may attend practices, but not participate in games or events during academic probation.
5. Any student who receives a failing grade on a progress report or report card will be declared ineligible. The administration also reserves the right to declare a student ineligible if it is in the best interest of the student's academic success.

Guidelines for Extra Curricular Activities

1. Activities should begin as soon as possible after school.
2. If awards are presented, they should be given to all participants.
3. No practices or games will be scheduled on Saturday, Sunday, holidays, or vacations if at all possible
4. Due to health, safety, and academic reasons, middle level students will only participate on one team during each season.

Season Parameters

Tryouts will begin no earlier than the following dates for 2008-2009:

- September 2nd for fall season
- October 24th for winter season
- April 1st for spring season

Code of Conduct

Participation in extra curricular activities is a privilege for students. Clubs and activities are avenues for students to develop leadership skills and to practice using skills, attitudes and knowledge that will help them become contented, caring and competent adults. The playing field or club room is an extension of the classroom. Participation in athletics and activities contribute to the growth of mind and body. The Dr. Lewis S. Libby School has a rich tradition of good sportsmanship and excellence. Over the years, the names change, but the principles of dedication, desire, cooperation and teamwork that those students embodied remain the same.

Students involved in athletics, clubs and activities are the student leaders of the Dr. Lewis S. Libby School. As such they are very visible and project an image to the community and younger students. These students represent our school and must maintain a high standard of conduct in and out of school, on and off the playing field and as hosts or guests at an event. Students involved in extra curricular activities will:

- Be respectful to all staff members and officials
- Obey all school rules
- Refrain from unlawful behavior
- Arrive at school on time. In the event of an unexcused tardy, the student will not be able to participate in any co-curricular events that day.
- Abstain from the use of alcohol, illegal drugs and tobacco
- Recognize visiting teams as honored guests and treat them with courtesy and respect
- Attend **all** practices/meetings, even if they cannot actively participate
- Properly maintain all equipment and uniforms

At athletic competitions the following rules will also apply:

- Players representing the Dr. Lewis S. Libby School will not use unsportsmanlike or unfair tactics—even if used by the other team
- Student spectators represent the school as much as the contestants and

should act accordingly

- Any spectator who continually evidences poor sportsmanship or who does not follow school rules will be denied the privilege of attending future contests

Dr. Lewis S. Libby School
Home of the Wildcats
Student Athlete Conduct Agreement

I, _____, acknowledge that in order to participate in Libby School Athletics, I must agree to the following rules and regulations. Any violation of these rules will result in a consequence.

Behavior Guidelines

1. I will respect my teammates, coaches, opponents and officials.
2. I will treat everyone with dignity.
3. I will act responsibly in all situations, on and off the playing areas.
4. I will be a proud member of the Lewis Libby athletic program
5. I will do all I can to do my very best academically, realizing that if I fail even one class, I will be ineligible to participate.

Rules for practice

1. I will get to practice on time with a positive, ready to learn attitude.
2. I will be prepared for practice with all my equipment.
3. I will be responsible for all my equipment, both personal and school issued.
4. I will not leave practice without permission from my coach.
5. I will not wear cleats inside the school.
6. I will not miss scheduled practices or games.

Rules for the Game

1. I will be prepared with all my equipment, be on time and warm up with the team.
2. I will act appropriately on the bus and take care of all my trash.
3. I will show a positive attitude when on the sidelines or while practicing in the contest.
4. I will always shake my opponent's hand at the end of a contest and be positive even if we lose.
5. I will cheer my teammates on from the sidelines.

6. I will not leave the sidelines without my coach's permission.

Post Game

1. I will not leave a contest without informing my coach.
2. I will help police the area for trash and equipment before leaving.
3. I will remind my parent(s) taking me away from a game that they must report to the coach before leaving or I will have to sit out the next game.
4. Ensure that I have provided a note to the coach before the game, so I can ride home from an away contest with another parent that is signed by the school administration.

**Final decisions regarding suspensions from athletic program are at the discretion of the school administration.

Parent/Guardian	Date	Student Athlete
Date		

Fire Drills

Fire alarm evacuation plans are posted in each room. Each teacher will instruct students regarding specific procedures. If the alarm sounds, students will immediately file down stairways and out through doors as directed. For everyone's safety and protection, a quiet, orderly procedure is necessary during fire drills. Students must walk when leaving and re-entering the school. All teachers will accompany students out of the building. While out of the building, students should line up quietly so that the teacher can check attendance. Students should never wander from their assigned class. The all clear signal will be one long steady sound of the bell. Students should move in an orderly fashion back into the building through the same doors they used for exit. Other emergency evacuations will be announced by the main office with specific instructions.

Firearms and Weapons

Students have the right to attend school in safe environment. Weapons such as rifles, handguns, knives, and switchblades may never be brought on the school property. Objects, including those not designed as weapons, (such as bats, belts, school supplies, etc.) may not be used to inflict or threaten bodily harm or intimidate, coerce, or harass. (Policy 337, Policy 338, 20-A M.R.S.A. 1001 (9-A) 6552, 17-A M.R.S.A. 2.9; 12 A; Gun-Free School Zone Act of 1994).

Food and Drink

- The appropriate time for food and drink is during lunch and at scheduled snack time.
- Generally chewing gum is prohibited

- Children should bring an individual size snack for snack time
- In grades 5-8, students may bring a clear bottle of water to drink throughout the day. Other beverages are only allowed at lunchtime.
- In consideration of children with nut allergies, please avoid snacks with nuts, especially peanuts.
- In the middle school, students with peanut snacks may be provided a place to eat their snack where students with allergies will not be exposed.
- We strongly encourage parents to provide healthy snacks.

Grounds

Students are not to leave the school grounds at any time without permission from the office. School grounds are defined by County Road, School St., Chaisson Field, and the fencing in the back of the school.

Students are to leave by 2:40 pm, unless they are participating in a school-sponsored activity and directly supervised by a staff member. At games, concerts, dances, etc., students may not re-enter the building once they have left.

Guidance

The Dr. Lewis S. Libby School has a Guidance Counselor who works with students, parents and teachers in an effort to promote self-awareness and self-fulfillment in the lives of students. The counselor meets with individual students and/or groups about:

- personal concerns
- interpreting test results
- academic concerns
- peer relations
- choosing appropriate courses of study/
- transitioning to High School

The counselor also works with students in class groups throughout the school year, or for short periods of time, as requested by teachers. These classes are designed to help the students, among other things, learn to:

- develop good feelings about themselves and their classmates
- understand personal responsibilities
- recognize the purposes of behavior
- appropriately express both positive and negative feelings
- cope with changes in friendships/relationships
- evaluate and work towards group goals
- develop effective work habits
- develop realistic attitudes towards one's abilities and limitations
- deal with death, divorce, and/or separation
- cope with peer pressure

- understand the risks and effects of substance abuse
- secure information relevant to future career related decision-making

The counselor is also available to meet with students in small, short-term groups. Those groups would be designed to meet the needs of students with similar concerns (e.g., divorce, abuse, chemical dependency issues and social skills).

Students who wish to see the counselor need only to ask for an appointment. Parents who would like information or who wish to speak with the counselor about their child should feel free to contact the counselor at 827-2252 to arrange for an appointment.

Gum Chewing

For the protection of personal and school property, students are not permitted to chew gum on school premises except with the expressed permission of the teacher or the principal.

Health and Safety

The school nurse or office personnel are available to assist students and staff for health care needs. Teachers are encouraged to call the office before sending a student to the clinic.

Important information for parents and services to students include the following:

- ANNUAL HEALTH REPORT - At the beginning of each school year, students will be given a health information sheet to be completed by the parent. Please provide us with accurate up-to-date information. The information provided makes it easier for us to help a student when he/she requires medical attention. Please contact our school nurse any time your child has a change in his/her medical information.
- CHRONIC HEALTH PROBLEMS - If a child has a chronic health problem (such as asthma, seizure disorder, homophile, diabetes, etc.), please notify his/her teacher, the principal and the school nurse. It is very important that school personnel are aware of the medical needs of students so we can provide the necessary interventions as needed.
- ILLNESS - Often times a student becomes ill in school. If it becomes necessary and the student cannot continue in school, you will be notified. Please be sure we have the correct information on the emergency form regarding emergency contact people in case you are unavailable. If your child contracts a contagious disease (common ones include: chicken pox, conjunctivitis, head lice, impetigo, etc.), please notify the school. If you are uncertain if your child should return to school after an illness, please contact the school nurse.

NOTE: Except for extreme circumstances, once a child is sent back to school, he/she will be expected to participate in all regular activities including physical education and recess. Only a written doctor's excuse co-signed by the school nurse will excuse a student from physical education and/or recess.

- **MEDICATIONS** - If at all possible, please arrange medication times so they can be given at home before and after school. If it is necessary for a student to take medication at school, there is a written medication policy which must be adhered to. Prescription and nonprescription medications (non aspirin, Advil, etc.) must be in the original containers, properly labeled and with written instructions from the parent before they may be dispensed. A medication consent form must be signed by the parent and returned to the school by the second day of the medication. If this procedure is not followed, we will be unable to dispense the medication. Any prescription medication needed for more than two weeks duration also requires the signature of the prescribing physician on the medication form. All medicines must be kept in the clinic or principal's office, except for emergency medicines (epi-pens, inhalers, etc.) which may be necessary for the student to carry with them at all times.
- **FIRST AID** - Whenever possible, the school nurse will treat any injuries or mishaps a student might sustain at school. Sometimes the building principal, office secretary or teachers will administer basic first aid (washing cuts, Band-Aids, and ice packs). If your child has a significant injury while in school, you will be notified as soon as possible. This is another important reason the emergency form needs to have current information.
- **PHYSICALS** - Physicals are required for students to participate in sports. Physicals must be obtained prior to practice, issuance of equipment or competing in athletics. Union #90 has a specific form which must be completed by the physician. This form is the only form we will be able to accept.
- **OUTSIDE RECESS**-It is our school's practice to take the children outside for recess whenever possible. We will provide indoor recess when it is raining or the wind chill factor is 10^o or below. Please see that your child is dressed properly for the weather conditions. In cold weather, students need to wear hats, mittens, socks and/or boots.

OTHER HEALTH SERVICES PRESENTLY AVAILABLE to students include:

- Immunization status - Insuring all students are immunized in compliance with the State of Maine Law;
- Vision, hearing, spinal screenings according to State of Maine requirements;
- Assisting teachers in health education classes and group discussions to encourage healthy lifestyles;
- Consultations to individual pupils and their families.

Homework

Policy #319

The School Board believes that there are several reasons for assigning homework.

1. Homework can provide out-of-classroom practice time allowing more in class work time for new skills concepts.
2. Homework can provide an opportunity for parents to have hands-on involvement in their children's schooling - and for children to see their parents as a source of personal support and as a believer in the importance of education.

3. Homework can provide an opportunity for students to understand that learning happens in other places besides the classroom. It can challenge them to understand that they can also learn and achieve on their own.
4. Homework can provide experience in self-discipline and organizational skills. Therefore, teachers shall assign homework as deemed necessary to meet the above intent of this policy. It is reasonable to expect that the amount of homework will be increased as the child advances through school.

Homework tips

1. Set aside a specific time to do your work.
2. Choose a quiet, well-lit, private space that is free from distractions.
3. Organize your time and use your assignment book.
4. Check your work and assignment book to be sure you didn't forget anything.

The School Board acknowledges the need for children to participate in other age appropriate activities. Homework that consistently requires excessive time or creates negative feelings toward education is counterproductive. The following suggested times are guidelines only, and we recognize that individual learning times, complexity of activities, and teacher expectations vary greatly.

The following estimated home work times are suggestions only:

Kindergarten	10 minutes
Grade 1 to 3	20 minutes
Grade 4 to 5	30 minutes
Grades 6-8	60 minutes

Students must turn in homework that is assigned when it is due or the teacher may record an incomplete mark in the grade book. Teachers understand that there may be times when extenuating circumstances must be considered, and extra time should be allowed. Parents should notify teachers of such circumstances.

Grading System

A+ = 98-100	B+ = 90-92	C+ = 82-84	D+ = 75-76	F=Below 70
A = 95-97	B = 87-89	C = 79-81	D = 73-74	
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-72	

High Honors: Average of 93 or above in all subjects, no grade below 90

Honors : Average of 88 or above in all subjects, no grade below 85

Homework for Absences

We encourage parents to make arrangements to have assignments prepared so that their child does not fall behind. Please telephone the school before 9a.m. to request homework for students who are absent. This will allow teachers the necessary time to prepare the assignments for your arrival after 2:30 P.M.

The amount of time allowed for make-up work following an absence should be directly proportionate to the amount of time absent. Therefore, if a child is absent two days, the student would have two days to make up missed assignments. If the student does not make up the required within this time period, the teacher may assign a zero for that missed work.

Legal Custody

Today, schools are becoming increasingly concerned about cases involving the question of legal custody. According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act."

Parents who have sole custody rights must file a copy of the court order with the school. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/ her custody. Should you have further questions regarding this matter, please contact the school office.

Library

We encourage students to use the library as a resource center. Our librarian is available to assist students in finding reference material. Teachers may send students to the library to do individual work or students may be part of a class which is accompanied by a teacher. In order that others may use the library as intended, students are not to make the library a social meeting place.

Lost and Found

Students should turn in all found items to the main office. We will set up a lost and found box in a designated area. We will donate all unclaimed items to charity on a regular basis.

Lunch

All students will be required to remain at the school during lunch time. A hot lunch program is operated for those who wish to purchase a lunch. Students who qualify may be provided a reduced rate or free lunch upon the approval of application. **ALL PARENTS ARE ASKED TO COMPLETE THE ELIGIBILITY FORMS.** These applications effect our federal and state funding. Students who prefer may bring their lunch from home.

Lunch, Cold Lunch Milk, and Breakfast Payments

All lunches, breakfast and cold lunch milks should be paid for on MONDAY morning or on the first day of the week that school commences. Each student will have an envelope in the homeroom with his/her name on it to send money down to the office. We encourage parents to send their child's money in on time; however, should a student need to pay for a lunch, breakfast or cold lunch milk during the week, it should be done through his/her homeroom envelope first thing that morning and sent down to the office. At times, it may be necessary for the bookkeeper to contact the parent regarding overdue lunch money, to communicate our policy and to clear up any misunderstandings.

Lunch prices for the 2008-2009 school year are \$2.00 for full price and 40 cents reduced rate. Milk and juice which are purchased separately for snack times are 35 cents each. Children bringing a cold lunch may purchase milk for 35 cents, as well.

We offer breakfast every morning. The cost for breakfast is \$1.00 for full price. Breakfast is free for students on reduced or free lunch status.

Messages

To keep classroom interruptions to a minimum, the secretary will relay only personal messages of an emergency during class time. Parents may leave a message with office personnel who will make sure that students get the message before the end of the school day. Please try to keep phone messages to a minimum.

Moving or Transferring

When parents know that their child will be leaving this school to move to another city or town, they should notify the school so that papers and records can be processed and forwarded to the student's new school

Parent Involvement

We encourage parents to become involved in their child's education. There are several opportunities during the school year for parents to connect with the school: open houses, parent/teacher conferences, volunteering in a classroom for an activity, and P.T.O. or Chaisson Field Committee membership. We will send notices regarding specific needs home with students throughout the year. Union #90 has implemented a volunteer procedure; therefore, as a potential volunteer, we may ask you to attend a short orientation session to make you aware of school procedures and expectations.

Parking and Student Drop Off/Pick Up Area

All visitors should park in the visitors' parking area on the access road or in the school parking area in back of the school if planning to stay for a long period of time. Please do not park in the bus loop or the car pickup loop during school hours. If a child is arriving at school by car, he/she should be dropped off at the second circle drive in front of the school. This is also the area to pick students up after school. Children should not be dropped off or picked up from the County Road as this presents a very dangerous situation, especially in the wintertime.

Please be very careful and look both ways when exiting these loops!

Pediculosis (Lice)

In an effort to control the spread of lice, the Viola Rand Elementary School maintains the following practices:

- a. Students are checked after each school vacation of five or more days, and until all children are lice/ nit free for two or more consecutive school days.
- b. If lice are suspected, the child is discretely referred to the office for a follow up check.
- c. If lice/ nits are found, samples may be taken and the child is sent home.
- d. Children should be lice/ nit free before they may ride the bus or return to school.
- e. Children are discouraged from sharing hats, clothing, headphones, combs and hairbrushes.

Personal Property

The school is not responsible for anything of a personal nature that students bring into the school. Students and parents need to note that personal property is brought to school at their own responsibility and at their own risk— Such items are, but not limited to, cell phones, Ipods, CD/DVD players. During physical education classes, items such as watches, jewelry, or money may be given to the teacher for safe keeping.

Processing Parental/Guardian Concerns

We sincerely hope that no one ever has a concern about schools or school employees. However, we are fully aware that good people often have different opinions and information on important topics, and sometimes a formal process needs to be in place to help resolve those differences.

What if I have a concern or problem?

1. The first step in dealing with a complaint is to talk to the person most directly involved.
2. If the dispute is not resolved at the informal discussion stage, put your concern in writing and follow the “chain of command”. Go to that person’s immediate supervisor, who is usually the building principal.
3. If that doesn’t work, put your comments in writing and go to the next step. The next step is usually the superintendent or the special education director if more appropriate.

Keep in mind that each step takes time. Instant resolution is not likely to happen. Following the “chain of command” is very important. Skipping a step and going to the “top” doesn’t work. In fact, it often makes a reasonable solution impossible and, sometimes, makes things worse. Skipping steps can allow everyone to agree that a problem exists, but eliminate all the options for solutions.

Resolving a disagreement is not just about “winning”. Resolution may just mean an agreement to disagree. However, if you do have a problem, after you go through the steps to try to resolve it, you should at least be able to say the following:

- ✓ I had a fair opportunity to present my side of the dispute.

- ✓ Regardless of to whom I first brought my issue, the proper individuals were aware of the concern and had an opportunity to resolve it.
- ✓ There was a fair system in place to help resolve disputes.
- ✓ Neither I, nor any members of my family, felt “threatened” or worried about reprisals or anyone “getting even” because I raised the issue.
- ✓ I was treated with respect.
- ✓ I was given a chance to understand the school’s point of view.
- ✓ If the decision was not in my favor, or to my liking, I at least understood and/or accepted the decision, and I knew the next step to take.
- ✓ If the decision was in my favor, I was comfortable the school would address the situation professionally and calmly.

Report Cards

Teachers will issue report cards to students three times during the school year: November, March and June. Halfway through each Trimester progress reports will be sent home for each student. There will be six reporting periods over the entire school year.

School Functions

The staff of the Dr. Lewis S. Libby School encourages students to participate in extracurricular activities such as social, recreational and athletic events or evening assemblies. The same general conduct requirements that are in place for the school day are also in effect during these activities. Courtesy, respect and good sportsmanship should guide behavior along with all general school rules and regulations.

Student Services

Special Education Programs

Special Education services and related services are available to any student who has been identified as a person with a handicapping condition by an Individualized Education Plan (IEP) Meeting. IEP’s are developed to address the student’s individual educational needs. Other support services such as speech therapy, occupational/physical therapies, counseling, and services for students with vision and hearing impairments are also available for these identified students. \

Migrant Education services are educational services beyond the regular classroom program. This service is available to students whose parents are classified as migrant.

Title I services are educational services beyond the regular classroom instruction in the areas of math and reading. This program supplements the regular program and is available to those who qualify under Title I guidelines. Complete policies regarding Title I are on file in the principal’s office.

504 Plans—There are some students that do not qualify for special education services, yet have a physical or developmental disability that falls under federal

legislation for a 504 plan. School administration will follow up and work with parents to set up and implement these plans if a student has a qualifying condition.

Student Assistance Team (SAT)--The Dr. Lewis S. Libby School has a student assistance team that accepts referrals from parents, staff, and/or students. The purpose of this team is to review referrals in a confidential manner and suggest interventions for students who appear to be at risk of experiencing school or social failure. Team referral materials and information may be obtained at the guidance office.

Gifted and Talented Program—The gifted and talented coordinators will work with teachers and parents to assess if students qualify for this program and then work with the school staff and administration to create learning experiences for our G/T Students.

Student Insurance

Parents have the opportunity to purchase school accident insurance for their children. An information sheet explaining the program will be sent to each home. The school does not pay medical bills of children who are injured in an accident at school.

Student Records: Annual Notification

Parents and legal guardians, as well as eligible students 18 years of age or older, are entitled to certain rights and protection under the Family Education Rights and Privacy Act (FERPA). A complete copy of school policy relating to the law may be obtained by contacting the school's principal. However, the following items outline your rights:

- Access to inspect and review students' records upon request of the building principal.
- The right of an explanation and interpretation of the contents of the students' records.
- The right to a copy of student records at reasonable cost.
- The right to request an appeal if you challenge the contents of the student record.

You are entitled to file a written complaint concerning alleged violations under the law by the school with:

FAMILY POLICY AND REGULATIONS OFFICE

U.S. DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE, SW
WASHINGTON, D.C. 20202

Substance Use and Abuse by Students

Since the use of chemical substances (including tobacco, alcohol, and Oxycotin) is dangerous to students, the use, possession or sale of such substances at school or at any school activity is strictly forbidden. Anyone caught using, possessing, or selling drugs/alcohol on school grounds or at school-sponsored events shall automatically be suspended from school and the situation will be referred to the police. Other consequences may involve total expulsion from school. The Libby School has a detailed

drug/alcohol policy which is sent home with all students and is available for review in the office upon request.

Substitutes

From time to time, it may be necessary for students to have a substitute teacher. It is important to remember that students are expected to be courteous, to cooperate and to behave. Substitute teachers will follow our discipline policy.

Technology

The 7th and 8th grade laptops will be allowed to go home with the students. The students are to use these for academic reasons only. If you have a wireless system at home your student will need to plug into the system because the only wireless system their laptop should be on is the one at the school. This feature will also allow for greater control for the parents over the laptop. In order for a 7th or 8th grade student to bring their laptops home, the student and at least one parent or guardian will be required to attend an evening MLTI laptop orientation at the beginning of the school year. If both a parent or guardian and the student do not attend together, that student will be unable to take their laptop home.

Telephone

The telephone in the office is to be used by students for emergency reasons only. Teachers may allow students to use the classroom phone with supervision only if they feel it is necessary. Students will not be allowed to use the phone for a reason such as getting permission to go to a friend's house as these arrangements should be made at home.

Terminology

For the purposes of this handbook, the following definitions will apply:

Parent also means guardian

Principal also includes her designee

School refers to the buildings, grounds, buses and other school property

School activities refer to all school sponsored activities whether they are held on or off the school grounds.

Textbooks

School materials, equipment, and books are essential sources for ideas, information and knowledge. School materials issued to a student become that person's responsibility. Textbooks should be treated with care and respect. Some teachers require them to be covered at all times. Students must pay a replacement fee if books are lost or badly damaged.

Visitors and Volunteers

We welcome visitors to our school. Persons who wish to visit during school hours should make advance arrangements through the classroom teacher and the office so as not to interrupt the educational process. All visitors and volunteers should sign our guest

Dr. Lewis S. Libby School

book in the office when entering the school building so that we may keep track of who is in the building at all times.