



Dr. Lewis S. Libby School



Student
HANDBOOK
Parent
2018-2019





The mission of the Milford School System is to support a community of learners who strive for excellence.

At the Dr. Lewis S. Libby School, we are very serious about providing an outstanding education and every possible opportunity to be successful! We are looking forward to a safe, challenging, and exciting year of learning and working together. Learning is seldom 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.

Work hard, get engaged, and ask questions. Have a great year!

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.. We will send notices regarding specific needs home with students throughout the year. The Milford School Department 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. If you have any questions about school policy, please see our website or request a paper copy of the cited policy.

Agenda Books

Grade levels 3-8 utilize daily agenda books as a means of communication between home and school. The Agenda Book is a year-long planner that students receive early in the school year. Students use the Agenda Books to record daily and long-term assignments. Teachers use the Agenda Book to help students learn organizational skills and to write notes to parents about progress or about upcoming events. Parents of students in grades that utilize Agenda Books will find it helpful to monitor their child's Agenda Book nightly.

Website

The Milford School Department website- <http://www.lewislibbyschool.org/>- provides comprehensive information about the Dr. Lewis S. Libby School. Staff email addresses and departmental contact information is also included.

Telephone Calls

Parents may call the school with questions about their child's education or leave a message for their child during school hours. Students may use the telephone in the school office if they need to reach a parent or guardian.

After School Plans

Children who have a change in after school plans should bring a note to school explaining the special arrangements. **Unless there are extenuating circumstances, school staff cannot accept phone messages during the instructional day.**

Emergency Notification/School

The Milford School Department uses OneCallNow to notify parents of closures or delays by phone, text or email. To be notified by this automated system, parents complete the required paperwork, which is sent home at the beginning of the school year. Information about school closings or cancellations also is announced on local radio and television stations.

Address Changes

Following a change of residence and/or mailing address, please notify the school with the new contact information. Parents should also contact the school if there is any change in the student's emergency contact information.

Attendance

Parents and school staff can work together to encourage students to participate fully in school by being present; arriving on time, and staying connected, committed, and engaged in learning.

The Maine Education and School Statutes state absences are excused for the following reasons (Title 20A; Chapter 211; Sub-Chapter 1):

- 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 personal or educational purpose upon notifying the school.

Consistent with Maine Law, the Milford School Department has a truancy policy providing protocols for responding to instances of truancy. See Policy JHB on our school website.

Attendance Guidelines

Attendance and punctuality are essential for students to make continuous progress in school. **Frequent absences are 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.

Attendance Law- MRSA 20A 5051-A 2C

There are four different truancy thresholds as outlined by Maine State Law:

1. A student aged 7 or above who hasn't completed 6th grade **and** has 5 or more consecutive unexcused absences.
2. A student aged 7 or above who hasn't completed 6th grade **and** has 7 or more cumulative unexcused absences.
3. A student who has completed 6th grade but is not yet 17 **and** has 7 or more consecutive unexcused absences.
4. A student who has completed 6th grade but is not yet 17 **and** has 10 or more cumulative unexcused absences.

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 8:15 a.m. to notify the office. If a parent wishes to make this call before the office staff arrives at the school, he/she can leave a message at 827-2252, ext. 103. 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 may attempt to contact the parents/guardians to verify that the child is at home. The administration greatly appreciates your cooperation with this procedure.

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.**

Unexcused Absences

An absence for any reason other than those listed above is unexcused. If the school is not notified of the reason for the absence (office call or note), the absence will be recorded as unexcused.

Excused Early

Students are 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/guardians 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 after school or in at recess to make up lost academic time.

Students must make up all assignments in accordance with the homework policy in all cases of absence.

School Calendar

2018

- August 29th: First Day of School for Students- Trimester 1 Begins
- September 3rd: School Closed for Labor Day Holiday
- September 14th: Early Release Day
- September 19th: Open House 5:30-6:30
- October 5th: Early Release Day
- October 8th: School Closed for Columbus Day Holiday
- November 9th: Early Release Day
- November 12th: School Closed for Veterans Day Holiday
- November 15th: Parent Teacher Conferences, 3:00-7:00pm
- November 19th: Parent Teacher Conferences, 3:00-7:00pm
- November 21st- Trimester 1 Ends
- November 22nd- Trimester 2 Begins
- November 21st-23rd: School Closed for Thanksgiving Holiday
- December 21st - Early Release 11:30 for Winter Break
- December 24th- 31st Winter Break

2019

- January 1st: No School, Happy New Year
- January 18th: Early Release
- February 15th: Early Release
- February 18th-22nd: School Closed for Mid-Winter Break
- March 9th- Trimester 2 Ends
- March 10th- Trimester 3 Begins
- March 20th and 21st: Parent Teacher Conferences/ Academic Focus Night, 3:00-7:00pm
- April 12th: Early Release
- April 15th- 19th: School Closed for Spring Break
- May 3rd: Early Release

- May 24th: No School
 - May 27th: School Closed for Memorial Day
 - June 6th: Early Release 11:30, Last Student Day if No Snow Days- Trimester 3 Ends
- *Parents, students, and employees should anticipate adjusting the school year if days are lost due to weather conditions.

Testing Windows

We ask that families work travel plans around these dates to ensure that their students are in attendance for academic testing, more specific dates will be communicated by grade level:

October 15th- 19th: NWEA Testing, Grades 2 through 4

October 22nd-26th: NWEA Testing, Grades 5 through 8

October 29th- November 2nd: NWEA Testing K-1

March 18th- 22nd: MEA Math and ELA, Grades 2 through 4

March 25th-29th: MEA Math and ELA, Grades 5 through 8

April 22nd-26th: NWEA Science Testing, Grades 5 and 8 ONLY

May 6th-8th: NWEA Testing, Grades K-4

May 13th- 17th: NWEA Testing, Grades 5-8

School Hours

In the morning, walkers and those students dropped off by parents should arrive between 7:15 and 7:45. **There will be no adult supervision prior to 7:15.**

7:15- Doors Open

7:30-Buses arrive, Breakfast served, AM Pre-K begins

7:45- Morning Homeroom and Announcements

Students arriving after 7:45 must be signed in by parent/guardian

7:50-Classes Begin

10:30- AM Pre-K Dismissed

Grades K-2- Lunch: 11:00-11:30

Recess: 11:30-11:55

11:30- PM Pre-K Begins

Grades 3-4- Lunch: 11:35-11:55

Recess: 11:55-12:20

Grade 5-6- Recess: 11:50-12:05

Grade 5-8- Lunch: 12:05-12:25

2:15- Announcements

2:30- Pre-K Dismissed, Parent Pick Up/ Walkers Dismissed

2:30-2:40- Bus Students Dismissed

The school does not provide playground supervision for students after 2:45.

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, and illegal activities, alcohol, or has writing/graphics that is/are offensive, suggestive, obscene or inappropriate to school settings, health teachings, or rules. Jerseys with extra large armholes or low necklines will require an additional undershirt. If a student is wearing any clothing that is distracting to the educational environment, he/she will be asked to change.

Footwear should protect and cover children's feet, so they are safe, especially on the playground at recess. Sneakers are needed for physical education classes. Students may not wear slippers in school. Flip-flops are very popular during the fall and spring. While they may be worn during the school day, flip-flops should not be worn during recess or physical education classes due to safety considerations. Students are not allowed to go bare-foot at any time.

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 clothing 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 cold in the classroom.

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

Bus

We believe all students should behave responsibly and safely while riding on the school bus. Students who live more than ½ mile from school and all PK-8 students are provided transportation to and from school. The Milford School Department contracts with Sunset Transportation to transport students to and from school. A detailed bus policy may be obtained by contacting Sunset Transportation at 827-7779.

All students riding the afternoon bus that are in grades K through 2 must be met at the bus by a parent or designated person. It is important to make end of day arrangements to accommodate this. If the student is not met, the driver will contact the school and the school will attempt to contact the parent. If the school is not able to contact the parent, the student will

be returned to the school. Parent and students should be aware that video/audio cameras are in use to monitor student behavior.

Car

Our school has a designated area for parents who drop off and/ or pick up their children. For safety reasons, parents are asked not to drop their students off anywhere else on the property. If you accompany your child into the school, please park your car in visitor parking.

Breakfast/Lunch Prices

Breakfast: \$1.25 per day, \$6.25 per week

Milk or Juice: .55 cents per day, \$2.75 per week

Lunch: \$2.75 per day, \$13.75 per week

Milk: .55 cents per day, \$2.75 per week

Free and Reduced-Price Meals

Families may be eligible for free or reduced priced meals, provided their income falls within allowable limits for their household size. An application is sent home at the beginning of the school year. Any time a family experiences a significant change in household income they are encouraged to notify the Food Services Coordinator at 827-2252, ext.103, to apply.

Please make checks payable to Lewis Libby School. Information on the lunch program is sent home at the beginning of the school year. Additional forms and information can be obtained by contacting the school at 827-2252.

Medical Dietary Restrictions/ Food Allergies

Students with medical dietary restrictions or allergies should present the SCHOOL NURSE with a note from their medical provider.

Medication Guidelines

If possible, please arrange medication times so they can be given at home before and/or after school. If it is necessary for a student to take medication at school, we must adhere to the written medication policy. Medications must be in original marked containers with written instructions for administration from the parent, as well as a Doctor's signature.

The administration of medications in schools is limited and controlled by law- Title 20-A MRSA, 254(5), 4009(4)- and is specifically addressed by the Milford School Department's Policy JLCD. Questions regarding medication administration at school may be directed to the school nurse or main office personnel.

-In addition it is important that parents complete the annual health report that is sent home at the beginning of the school year.

-If a child has a chronic health problem, and/or contracts a contagious disease, please notify the school.

Chemical Health

The use of chemical substances is dangerous to students, altering perception or behavior. It reduces that individual's ability to function appropriately in the academic environment, which results in negative effects on learning. The substances are strictly forbidden at school or any school sponsored event. See Policy JICH-R regarding the School's chemical health policy and procedures.

School Safety

The Milford School Department believes that students and staff are entitled to attend school and learn in a safe environment free of violence or threats. Students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. See Policy ACAA regarding Harassment, ACAD regarding Hazing, JICIA regarding Weapons, Violence and School Safety, and JICK regarding Bullying and Cyberbullying.

Student Records

The Milford School Department complies with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. See Policy JRA Student Records and Information.

Code of Conduct

The Dr. Lewis S. Libby School is a community of learners. Students, school staff, and parents share the responsibility for maintaining a positive learning environment. Likewise, all members of our learning community can be expected to act in ways that represent our core values of Care, Respect and Responsibility. We believe that one's behavior and approach to problem solving should demonstrate respect, cooperation, honesty, courtesy, and a positive attitude. In the event that a student makes a poor choice relative to behavior, a teacher or staff member will administer an appropriate consequence. School rules apply during all school-sponsored activities including after school functions and off-site events. To read more about the Milford School Department Student Code of Conduct, please see Policy ADAA School System Commitment to Standards for Ethical and Responsible Behavior.

Academics

It is our highest aim as an educational community to ensure that we reach and teach every child. We recognize that students can learn and that research-based professional teaching practices promote higher opportunities for successful achievement. The Dr. Lewis S. Libby School implements a continuum of instructional resources and services to support learning profiles as they progress through our Pre-K through 8 instructional programs.

Homework

The School Committee believes that there are several reasons for assigning homework:

- homework can provide out-of-classroom practice time allowing more in-class work time for new skills and concepts;
- 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;
- 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;
- homework can provide experience in self-discipline and organizational skills; therefore, teachers can 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

- Set aside a specific time to do your work.
- Choose a quiet, well-lit, private space that is free from distractions.
- Organize your time and use your agenda book.
- Check your work and agenda book to be sure you didn't forget anything.
- Make a note of any questions that you may have difficulty with to get help from the teacher the next day or whenever extra help is given.

The School Committee acknowledges the need for children to participate in other age appropriate activities. The following suggested times are guidelines only, and we recognize that individual learning times, complexity of activities, and teacher expectations vary greatly.

Generally, parents can expect students to have about 10 minutes of homework per grade level. For example, a second grade student might have 20 minutes of homework while a sixth grader could expect up to 60 minutes per night.

Students are expected to turn in homework that is assigned when it is due or the teacher will 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 POLICY/SYSTEM

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 = 72-74	
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71	

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.

Title I

Title I services are educational services provided beyond the regular classroom instruction in the areas of math and reading. Since 1965 and the passage of the Elementary and Secondary Education Act, Title I has provided a source of federal funding to America's schools. Based on local poverty data and demographics, Title I formulas determine the funding allocation allowing schools to provide supplemental instructional services and resources to assist students in achieving local learning goals and targets. A student may become part of the Title 1 Program by self-referral, parental referral or teacher recommendation. Complete policies regarding Title I are on file in the principal's office. Please refer to Policy KBF and KBF-R Parent Involvement in Title I.

Gifted and Talented Program

The gifted and talented coordinator 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 identified Gifted and Talented Students.

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 requires 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 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 should 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 form. 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 school year, and pay a \$25 insurance fee for incidental damages NOT including broken screens.

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 is 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 their teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Internet services.

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 principal immediately.

Please refer to Policy IJNDB Computer and Internet Use.

Policy Statement- Special Education Referral

It shall be the policy of the Milford School Committee to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals made by parents at any time, and by professional school staff regardless of the initial child find activities, but after completion of the general education intervention process. Please see Policy IHBA and IHBA-R for more information.

Policy Statement-Special Education

It is the policy of the Milford School Committee 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, the Milford School Department will make the commitment to involve parents in each step of the special education process. The Milford School Department 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.

Special Education Programs

Special Education services and related services are available to any student who has been identified as a person with a disability at an Individualized Education Plan (IEP) Team Meeting. IEPs 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 available for students with disabilities. Please refer to Policy IHBAC Child Find for more information.

504

Some students who do not qualify for special education services yet have a physical or developmental disability fall 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. If at any time during the school year a change takes place in your child's health that substantially impacts his/her academic performance, please contact the school and let us know so that a 504 meeting can be held.

Migrant Education

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

McKinney-Vento

We strive to provide recourses to our students and families for their success. For questions, please contact our liaison, Mrs. Conary at dconary@milfordsd.org or at 827-2252, ext.103. The Milford Recreation Department has a resource center within our school. For more information, please contact Mrs. McDunnah at amcdunnah@milfordsd.org or at 827-2252, ext. 129. For additional resources and information, please see the following link:

<https://www.maine.gov/doe/homeless/resources/index.html>

Legal Announcements

ASBESTOS REMOVAL AND ABATEMENT PLAN

TO: Staff, Students, and Parents
FROM: Milford School Department Superintendent of Schools - (207) 827-2252
DATE: August 2018
RE: Asbestos Removal and Abatement Plan

The schools in the Milford School Department were all tested for asbestos in 1989 as mandated by the Asbestos Hazard Emergency Response Act (AHERA). These inspections revealed the presence of asbestos in the Dr. Lewis S. Libby School. A written asbestos management plan was developed as the result of this inspection. Among other things, the plan identifies asbestos containing materials, corresponding health hazard assessments, prioritizations for removal or abatement, and requires that this letter be sent to you annually. This management plan, which was updated in the fall of 2000, is available for inspection at the school or the Superintendent's office during the regular office hours.

Most of the asbestos has been removed during past renovations. The remaining asbestos was enclosed or encapsulated and represents no health hazard to the building's occupants.

We are required to do periodic surveillance inspections every six months to be sure no changes have occurred that would require any action between the three-year comprehensive inspections. In addition, the Maine Department of Environmental Protection periodically inspects the building and our management plans to ensure that the building is in compliance with applicable regulations.

We are confident that the building is safe and will remain safe for all occupants. We would be happy to answer any questions you may have.

MILFORD SCHOOL DEPARTMENT ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.25 per page.

B. Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

MILFORD SCHOOL DEPARTMENT **INTEGRATED PEST MANAGEMENT SERVICES**

Pest Control

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

Pesticide Use

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

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting Ed Holmes at 827-2252, ext 123. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

PARENT NOTIFICATION OF CHAPTER 33

This rule establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others. The rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administrators and the department of education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs.

The Milford School Committee is in the adoption process of policies that directly address the various components of Chapter 33 which include:

- Staff training requirements;
- Procedures for Implementing Physical Restraint and Seclusion;
- Prohibited Use of Physical Restraint and Seclusion;
- Parent/Guardian Complaint Procedure; and
- Incident Reporting.

DRAFT policy JKAA addresses the process for parents who have a complaint concerning the implementation of this new law:

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint

process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal References: 20-A M.R.S.A. §§ 4502(5)(M); 4009 --
Me. DOE Reg., Ch. 33

Cross References: JKAA-R – Procedures on Physical Restraint and Seclusion
JK- Student Discipline
KLG/KLG-R – Relations with Law Enforcement
EBCA – Comprehensive Emergency Management Plan

PARENT NOTIFICATION OF FULLY CERTIFIED TEACHER-ESSA

Dear Parent/Guardian:

We at the Dr. Lewis S. Libby School are sending you this information as one way to fulfill our obligations under the “Parent’s Right to Know” requirements of the federal Every Student Succeeds Act (ESSA). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject that they are teaching. This means we will be informing parents whenever a teacher who does not meet the new federal definition of “Fully Certified” teaches a child for four consecutive weeks.

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

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

Most teachers already meet the federal definition of “Fully Certified”. Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test or completing a professional development plan.

Additional information on ESSA, as well as the qualifications of your child’s teacher is available upon request. Please contact the Dr. Lewis S. Libby School at 207-827-2252 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Sincerely,
Dr. Lewis S. Libby School

