

Ridge View Community School

M.S.A.D. #46/AOS #94
175 Fern Road, Suite 3 • Dexter, Maine 04930

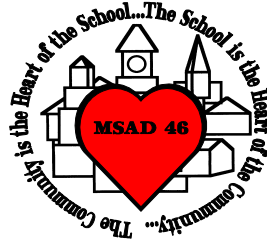
Paula McHugh, Principal

Jessica Dyer, Asst. Principal Pre-K-4

Adam Gudroe, Asst. Principal/AD

Tel. 207-924-6000

Fax 207-924-7668



August 2014

Dear Parents:

We welcome you and your child to the upcoming year at the Ridge View Community School. We know this school year will be a positive and worthwhile educational experience for you and your child.

Close cooperation between home and school is essential to promote the best interests of the students. We encourage and would enjoy for parents to visit school and to attend scheduled meetings of parents and teachers. There are mutual benefits when there is a meaningful exchange of information between home and school.

This handbook has been developed as a means of communicating with students and parents about various policies, procedures, and available services. If you have questions, please do not hesitate to contact us to clarify any school matter. The telephone number is 924-6000.

We ask you to read and discuss this handbook with your student. Then please detach and sign the receipt at the bottom of this page and return it to the student's teacher. We encourage you to keep the handbook available for reference throughout the school year.

Again, we wish you and your student an enjoyable and productive school year.

Sincerely,

Paula McHugh
Principal

I have reviewed the 2014-2015 Ridge View Community School Handbook.

My child is _____ in _____ Homeroom

_____ Date _____

Parent Signature

Comments:

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MEET OUR STAFF

Administration:

McHugh, Paula
Gudroe, Adam
Dyer, Jessica

Social Services:

Gudroe, Karen
Reece, Jeannine
Spizuoco, Melissa

Staff:

Greaves, Crystal
Fogler, Marcia
Hersey, Rachel
Towle, Sharon
Gudroe, Rhonda
Braley, Megan
Day, Katelyn
Lamoreau, Michelle
Scott, Ashley
Flemke, Lisa
Golden, Rachel
Gray, Pam
Stevens, Melissa
Gay, Kelly
Nelson, Kelsey
Sands, Darcie
Shank, Heather
Grant, Kim
Lynch, Cheryl
Daigle, Stephanie
Roderka, Deborah
Batron, Jenn
Cookson, Karen
Prescott, Barbara
Witham, Patrice
Bergin, Philip
Leighton, Sue
Nokes, Eileen
Regan, Cassidy
Albertini, Val
Caron, Corinna
Grillo, Don
Sherburne, Carol
Griffith, Sue
Killam, Sue
Thomas, Jen
Wyman, Cathy
Fogarty, Laurie
Murray, Karen
Strauch, Nancy
Reynolds, Frank

Principal
Asst. Principal/AD
Asst. Principal Pre-K-4

Social Worker
Guidance 5-8
Positive Action K-4

Nurse
Administrative Asst.
Administrative Asst.
Administrative Asst.
Pre-K
Kindergarten
Kindergarten
Kindergarten
Kindergarten

Grade 1
Grade 1
Grade 1
Grade 2
Grade 2
Grade 2
Grade 2
Grade 2
Grade 3
Grade 3
Grade 3
Grade 3
Grade 3
Grade 4
Grade 4
Grade 4
Grade 4
Grade 4
Grade 5 Science
Grade 5 Lang. Arts
Grade 5 Social Studies
Grade 5 Math
Grade 6 Math
Grade 6 Science
Grade 6 Social Studies
Grade 6 Lang. Arts
Grade 7 Social Studies
Grade 7 Lang. Arts
Grade 7 Math
Grade 7 Science
Grade 8 Social Studies
Grade 8 Lang. Arts
Grade 8 Science
Grade 8 Math

Chadbourne, Kylie
Armstrong, Angela
Belanger, Sue
Fisk, Michelle
Gekeler, Nancy
Mallar, Jessica
Newell, Emily
Peavey, Keith
Randall, Nora
Sibley, Amanda
Emerson, Sandie
Faley, Patty
Stone, Michele
Strauch, Catherine
Langlais, Hillary
Lightbody, Mary
Nokes, Ted
Brosseau, Bill
Staples, Kristy

Technology:

Fournier, David

Title I:

Chase, Janeane
Farrar, Bryant
Gudroe, Allison
Imbert, Sharon
Jordan, Anne
Kreider, Myla
Nuite, Sally

Support Staff:

Brooks, Windy
Calhoun, Sue
Caruso, Kristin
Connor, Jane
Cote, Val
Downing, Lisa
Dube, Judy
Jamo, Debbie
Leighton, Beth
Lougee, Lori
Mitchell, Teresa
Mountain, Debbie
Patterson, Joyce
Roberts, Angie
Scott, Kim
Watson, Linda
Wintle, Lorraine
Hoskins, Dennis
Wing, Daren
Woodbury, Ernie

Speech
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Special Ed Teacher
Phys Ed
Technology
Librarian
Music and Chorus
K-6 Art
Gr 7 & 8 Art
Band and Music
Alt. Ed & Gr 7 & 8 PE
Health

Technology Coordinator

Reading Recovery Gr 2
Title I Math Gr 3-5
Literacy Coach K-2
Literacy Coach Gr 3-5
Reading Recovery Gr K-1
Title I Math Gr 6-8
Title I Math Gr K-2

Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Educational Technician
Custodian
Custodian
Custodian

RIDGE VIEW COMMUNITY SCHOOL MISSION STATEMENT

Ridge View Community School is dedicated to providing a balanced education for all students and to teaching the knowledge and skills required for a lifetime of active learning. It is our intent to provide a positive, caring, and respectful school climate, fostering health, wellness, and safety, where learning is fun, and students are empowered and encouraged to achieve goals and hold high academic and behavioral expectations and provide challenging opportunities for all to succeed fostering positive partnerships that include students, families, staff, and community members.

ADMISSIONS:

To be eligible to attend school in the State of Maine, children must be 5 on or before October 15th of the year they attend kindergarten. A legal birth certificate is required for proof of age. Children must be in school by their seventh birthday. Proof of the following immunizations is required for school entry: 5 DPT (4DPT if 4th is given after 4th birthday), 4 Polio (3Polio if 3rd is given after 4th birthday), 2 MMR (measles, mumps, rubella), and Varicella (chicken Pox). If your child has had chicken pox, a signed letter stating month and year of disease needs to be submitted to the school. Questions about immunizations should be directed to the school nurse.

ALERTNOW SYSTEM/BLACKBOARD CONNECT (NEW NAME):

Keeping you informed is a top priority in SAD #46/AOS94. That's why we have adopted the BLACKBOARD CONNECT notification service that will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using BLACKBOARD CONNECT to notify you of school delays, early dismissals or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls and e-mails sent through BLACKBOARD CONNECT:

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- BLACKBOARD CONNECT will leave a message on any answering machine or voicemail.
- If the BLACKBOARD CONNECT message stops playing, press any key 1-9 and the message will replay from the beginning.
- Primary e-mail addresses will also be contacted with any information you wish.

The successful delivery of information is dependent upon accurate contact information for each student. So please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

ARRIVALS:

All students should arrive between 7:30 A.M. and 8:00 A.M. Students who arrive at school after 8:05 AM will be listed as tardy. Grades 5-8 students will be given a detention for every 3rd instance of unexcused tardiness per semester. All doors will be locked after 8:00 AM to ensure student safety. The front doors will still allow you access to the front office.

ATTENDANCE:

Maine laws recently increased the legal responsibilities for parents and schools regarding student attendance. These responsibilities include fines for failing to send a student to school. Statistics show that students who miss significant time at school are at high risk for dropping out of school

prior to graduation. Students are strongly encouraged to attend school regularly. However, if a child has been sick during the night or before leaving for school, please keep him/her home.

It is necessary to keep accurate records of students' attendance and the reasons they are not in school on any given date in order to comply with state law. Maine Law allows the following as excused absences:

- A. Personal illness
- B. Appointments with health professionals that cannot be made outside the regular day
- C. Observance of recognized religious holidays
- D. Emergency family situations
- E. **Planned absences** of some duration for personal or educational purposes **which have been previously approved by the administration**
- F. Educational disruption due to out of district placement (pg125 Law)

Prior to being admitted to class after being absent or tardy, the student must bring a written statement signed by a parent or guardian indicating the reasons for the absence or tardiness and the date(s) involved. The note must be presented the day of the student's return to school. In the event that a student fails to present a note for an absence or tardiness within 24 hours of returning to school, the principal will assign a mandatory detention hall. It shall be up to the discretion of the teacher and principal as to whether work will be allowed to be made up for unexcused absences. Some examples of non-excused absences and/or tardiness or dismissals are missing the bus, shopping, birthday, hair appointments, vacations not pre-approved, etc.

Parents are required to call the school on the day of a student's absence. If a call is made to the school, no note will be required when the student returns to school. When calling the school to report your child's absence, please choose option #7 on the main menu and leave a message. Please speak clearly and make sure you have good reception if calling on a cell phone. Tell us your child's name, the date/s he/she was absent, and the reason for the absence. The school may call parents at home or at work to verify that the parent knows of the student's absence.

State law mandates that if students are going to be on an extended vacation (more than 3 days), they must get prior approval of their absence from the administration. A written notice after the vacation will not be suitable. Students at school who have taken a 1-2 week family vacation average a two (2) point drop in their overall grade point average at the next grading period or progress report. Students are welcome to make up work following a planned absence but may find work difficult since the classroom explanation has been missed.

Students will be allowed to make up work missed due to excused absences or suspensions as follows: One day absent, one day to make up; two days absent, two days to make up; three days or more absent, one week to make up. Make up work for extended excused absences will be handled at the discretion of the teacher.

BEHAVIOR EXPECTATIONS:

Our school rules (behavioral expectations) specifically address bullying behaviors, provide for a safer school environment, and give more time for instruction. Research shows that children who are in a positive environment where Positive Behavior is acknowledged and valued are more ready and able to learn and academics improve. We nurture this in our school community by establishing a common language and values for behavior: Respect, Responsibility, and Safety.

Every morning after reciting the Pledge of Allegiance, we also recite our RVCS pledge, "I am a Ridge View Tiger, I am respectful, I am responsible, I am safe. I have Tiger Pride!" We welcome parents and caregivers as partners in creating this consistent language at home, at school and in the community.

RVCS' school-wide behavior matrix (see pg. 15) sets clear rules for the behavior we expect in all areas of our school. The expectations for all student behavior are clear in his or her classroom, and ~~through out our building and playground areas, busses, cafeteria, and gymnasium. Individual grade level teachers have behavioral expectations in their classrooms that are consistent with the school wide behavior matrix and developmentally appropriate. Behavioral expectations are taught and re-taught to the students several times throughout the school year and we acknowledge adherence to the rules and expectations frequently. This acknowledgement can be verbal and/or with a "TIGER PAW" (a reward "ticket").~~ Parents and caregivers can reinforce this reward by acknowledging when your child has earned one, and perhaps posting it in a place of honor in your ~~home~~.

BOMB THREATS:

The School Board recognizes that bomb threats are a significant concern to the school unit. Whether real or carried out, ~~or~~-intended as a prank for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority. In case of a bomb threat evacuation, parents will be notified by ALERTNOW.

See policy # EBCC

BUS SAFETY RULES:

- All students must be ready in the morning at the usual time for the bus to arrive at their home or designated bus stop. The bus **will not stop** if students are not "in sight".
- Students who are walking on the main road shall always walk on the shoulder of the road, facing traffic, unless a sidewalk is available.
- If a student has to cross the road, they shall wait for the driver's signal to cross and then remain visible to the driver while walking in front of the bus. Students shall never cross in back of the bus.
- Students shall enter the bus in a safe and orderly manner; be seated promptly, and remain seated while the bus is in motion.
- Students shall obey the bus driver who has full charge of the bus.
- Students shall keep noise at a minimum; swearing, inappropriate language and inappropriate conversations will not be allowed.
- Students shall keep the aisle clear at all times; paper and other items shall not be thrown on the floor.

- Students shall not tamper with any bus equipment; the student will pay for any damage done to bus seats.
- Students shall refrain from eating or drinking on the bus. No glass bottles will be allowed on the bus.
- Students shall not fight or scuffle on the bus or create any disturbance that could distract the bus driver.
- Students shall not open bus windows; this should be done by the driver. Students shall not extend arms, legs or head out the bus windows.
- Students must not shout or gesture inappropriately to pedestrians or vehicles. Students shall not throw objects out or within the bus.
- Students shall treat others with courtesy and respect.
- Students shall not depart the bus at any location other than their normal and regular stop without the school's consent.
- Students shall take assigned seats if requested to do so.

All students transported are subject to these rules. The privilege to ride the bus is conditioned on their behavior and observance of these rules. Drivers are authorized to enforce these regulations.

The student bus discipline procedure is simple and consistent with grades K-12.

- The first time a driver refers a student, a warning letter will be sent home.
- The second time a driver refers a student, the student will be suspended from the bus for three (3) school days.
- The third time a driver refers a student, the student will be suspended from the bus for five (5) school days.
- The fourth time a driver refers a student, the student will be suspended from the bus for ten (10) school days.
- Any further referrals could result in suspension of bus riding privileges for the remainder of the school year.

Any reports of misbehavior that are considered of a serious nature will be handled by the transportation supervisor and the building principal or assistant principal. Disciplinary action will follow the guidelines listed in the student handbook regarding the reported offense.

Parents will be notified in writing at each and every step of the procedure. The transportation supervisor reserves the right to suspend a student from the bus at any step of the procedure.

The following regulations pertain to students who have had their transportation privilege suspended due to disciplinary action:

Students shall not ride on any bus to or from school for the days outlined in the suspension. The student's privilege to ride the activity bus is automatically revoked during the suspension. Students are still expected to be in attendance at school even though their bus riding privilege has been suspended. Absences due to lack of transportation will be considered unexcused. Cancellation of school, holidays, or other non-student days will not count toward a day of bus suspension.

Activity Bus

The activity bus is available for students in grades 5-12 only. There are two busses that run each evening (except on early release days or days when school is dismissed early due to inclement weather) and they leave Ridge View at 4:30 PM. Both busses proceed in different directions to the high school and depart from there at approximately 4:45 PM. One bus goes to Exeter and Garland and the other bus goes to Ripley and Harmony.

Activity Bus Routes

The Exeter and Garland bus starts at the intersection of Free Street and Spring Street in Dexter. It proceeds down Route 94 to the Avenue Road, across the Avenue Road to the Exeter store. The bus then proceeds to the Exeter/Garland Road to the Garland store, up the Oliver Hill Road to Route 7. The bus then stops at the Log Cabin store on Route 7 and continues to Dexter and its last stop is at Acadia Street.

The Harmony and Ripley bus starts at the Float Bridge on Route 23 and goes as far as the Goff Road. The bus then returns to Dexter and starts at the intersection of Skimmer Lane and Route 23 in Dexter, proceeding along Route 23 and Route 154 to the Harmony store. The bus then returns to Dexter via the Cambridge Road.

Activity Bus Stops

The Exeter and Garland bus stops at the Exeter store, Garland store and Log Cabin store. The Harmony and Ripley bus stops at the Harmony store. If you live on one of the designated routes as described above, the bus will drop your child off at your house. If you **do not** live on one of the routes but live on a side road off one of the established routes, your child will be dropped off at the end of that road. You are responsible for transporting your child from that point as well as from the designated stops listed in this paragraph.

For Ridge View students who live within the boundaries of the established routes, each bus will make one in-town stop. The Exeter and Garland bus will drop off students at the parking lot of the Old Dexter Shoe building on Lincoln Street. The Ripley and Harmony bus will drop off students at the skating rink on Pleasant Street. You are responsible for transporting your child from each of these designated stops.

Activity Bus Discipline and Pass System

Students are required to have an activity bus pass signed by a school official in order to ride the activity bus. Students involved in athletics will receive a season pass shortly after the teams have been formed. Riding the activity bus is a privilege for all students and the same bus riding rules apply to the activity bus as they do for regular bus runs. If problems continue to occur while riding the activity bus, the privilege of riding may be removed and the student would be responsible for finding their own ride.

CAFETERIA RULES:

1. Enter the cafeteria in an orderly way.
2. All students must talk softly, not bother other students, eat with appropriate manners, keep their eating area clean, and not share food.
3. All food and drinks must be consumed in the cafeteria.
4. Students will be dismissed to empty their trays one table at a time by the duty teacher.

Students who consistently disregard these rules will lose their privilege to eat in the cafeteria or receive other discipline measures deemed appropriate by the administration.

CANCELLATION OF SCHOOL:

In the event of cancellation, early dismissals or delayed opening, notification will be made from the AlertNow system and on local radio and TV stations. You may also obtain this information by accessing sites of local radio and TV stations from the AOS #94 home page. This is a partial listing of the most common TV and radio stations:

WLBZ TV (2), WABI TV (5), WVII and Fox 22 (7)
Any of the Cumulus broadcasting radio stations, 92 Moose, B98.5, WDME 103.1, WKIT 100.3, WABI 910 (AM), WZON 620 (AM), Kiss 94.5, WVON 103.9, Bear 104.7, and Lucky 99.1.

CLASSROOM ASSIGNMENT:

Each spring there is considerable discussion about placing children in classes for the next school year. This is a matter we do not take lightly at our school, and the staff and administration spend countless hours in forming well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

It is hoped that a thorough review of our procedures for class placement of students will reduce the need for parents/guardians to individualize their concerns or make requests for specific teachers.

When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

1. An even boy-girl balance.
2. A full range of aptitudes within each class.
3. An even proportion of abilities and learning styles across the classes at each grade level.
4. An equal number of pupils in each class on a grade level.

Once these factors have been considered, teachers and administrators begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality and style. Quite understandably, these decisions are based upon observations made by the teachers during the course of the year. While we welcome your input about your child's individual learning needs, we trust that you understand that your comments constitute just one of many factors that we consider in forming classes. The final decision for class placement resides with the school.

COMMUNICATIONS:

With Staff:

Frequent communication between home and school is critical to student success in school. Teachers and parents are encouraged to communicate with each other frequently in the following ways:

1. Telephone
2. Email which may be found on aos94.org web page
3. Notes and letters
4. Scheduled conferences and meetings

Because it is important that teachers not be interrupted during instructional time, we request that you use the automated voice mail. Due to reception issues, messages left from cell phones are not always clear and easily understood.

From Home:

Parents are strongly encouraged to send notes to school with students for the following:

1. Early dismissal for appointments
2. Different bus drop off location
3. Absent notes
4. Medical concerns
5. Calls from home for change in dismissal need to be received in the office by 11:00 AM and confirmed by dropping off a written note, sending an email to rvcsoffice@aos94.org or by sending a signed fax to 924-7668. This will help us to ensure your child's safety. Notes should have the student's first and last name and his/her homeroom teacher's name.

COUNSELING SERVICES:

Our Ridge View Community School counseling services are available to all students. The school counselors provide assistance to students through counseling (individual and group), large group guidance, consultation and coordination. Counseling is a confidential relationship in which the counselor meets with a student to help resolve or cope with problems and concerns. Confidentiality in the counseling relationship is honored except in cases when a student is in danger of hurting themselves, in danger of hurting others, or if someone is hurting the student.

The school also provides space for outside counseling services to be provided during school hours for students.

DANCES:

1. All students are expected to act responsibly at all times while in the building.
2. Only students in grades 6-8 from AOS 94 will be allowed to attend.
3. Students will not be allowed to attend if they are on suspension from school; are absent from school the day of the dance; or have been dismissed from school for any reason other than a medical appointment, a funeral, or a family emergency.
4. Students are to remain in the building after arrival at the dance. Students who go outside will not be allowed to return. Parents will be notified to come get their child.
5. All students are to stay in the lobby-cafeteria areas before, during, and after the dances.

DISCIPLINE:

Grades Pre-K-4:

Classroom discipline is first and foremost the teacher's responsibility.

It is important that students follow school and classroom rules. Cooperation and communication between parents and school staff are essential ingredients to a safe and effective learning environment. Discipline will be based on the safety and welfare of the individual student and the rest of the group. Students will be involved in resolving their own conflicts with others as much as possible. Mutual respect and positive conflict resolution will be modeled by staff and encouraged in students. In order to encourage appropriate behavior, students will be reinforced for positive and appropriate behaviors. Positive reinforcement will range from notes home to participation in classroom activities that will recognize students who make positive choices. Negative choices will lead to consequences for these inappropriate behaviors. The focus of consequences for negative choices will be to help the child make better choices in the future and serve as an opportunity for learning. If the student learns to make better choices, inappropriate behavior will be reduced and the individual student, school, and home environments will be improved as a result. We must not forget to recognize that the vast majority of students make proper, positive choices every day. Parents can assist the school in their endeavor by reinforcing the student's positive behavior that they've heard of at school, and positive behaviors that occur in the home. At the same time, when a student has had a learning opportunity or has made a negative choice at school, the parent can reinforce this lesson at home. This consistency and communication furthers the student's learning process and makes us a more effective school and safer community.

We expect students to keep their hands and feet in their own space at all times. This is known as the “**hands off**” rule. Students are expected to refrain from all activities that involve bodily contact, including (but not limited to): Power Ranger games, Ninja kicking, chasing which may involve catching and knocking down others, grabbing students on the jungle gym, playing tag, dodge ball and touch football. Gum chewing will not be allowed in school.

The Behavioral Expectations matrix is located on page 15.

Grades 5-8:

The Ridge View Community School desires to create an orderly, positive, learning and working environment for all its students and staff. We will attempt to develop and/or reinforce in our students the self-control, orderliness, respect for property, respect for selves and for others that are crucial in an efficient and effective school environment and in society. If all efforts to work with a student and his/her family fail to bring about appropriate behavior conducive to an appropriate learning environment, then it is the intent of the MSAD #46 Board of Directors that those students be referred for additional disciplinary action by the Board, including the possibility of expulsion.

Classroom discipline is first and foremost the teacher's responsibility.

Therefore, each teacher has a progressive discipline system in which students receive increasingly severe consequences for continued misbehavior.

According to Maine law, a principal may suspend a student for as many as 10 days for disciplinary purposes. The school principal reserves the right to take such action whenever necessary and appropriate.

If a student accumulates unserved office detentions, the student may be suspended in increasing numbers of days (1-3-5-10) based on administrator discretion.

1. A detention hall for purposes of academic or disciplinary reasons will be available on Tuesdays and Thursdays from 2:45 - 4:20 PM.
2. Students will be given at least 24 hours notice of assignment to Detention Hall. The student is given a copy of the detention slip, and it is the responsibility of the student to inform parents of their detention.
3. Students must take written work, materials for study, or a book to read.
4. No talking, snacks, beverages, or electronic devices unless for academic detention will be allowed.
5. Students who are removed from or skip Detention Hall may receive a 1-day suspension or reassignment of the detention.
6. Students are expected to leave school grounds immediately after detention and must have transportation following dismissal.


Mandatory attendance at Detention Hall applies to all students unless they have been specifically exempted by action of an Individualized Education Plan. Student athletes will be required to follow the same requirements as all other students relative to attendance at Detention Hall. This rule applies regardless of whether or not a student athlete has practice or a game.

Students have a **“hands off”** rule. This means that inappropriate physical contact between students is not allowed, i.e., “roughhousing”, unwelcome contact, intimate contact, or contact having the potential to escalate will result in disciplinary action.

Students are asked to refrain from chewing gum at school.

It is understood that circumstances may arise which are not covered in this handbook. The administration reserves the right to assign consequences to students when conduct is not conducive to a positive school environment.

RVCS Behavioral Expectations

	Hallway/Stairway	Cafeteria	Bathroom/ Locker Room	Recess/ Playground	Assembly	Bus
Be Respectful	<ul style="list-style-type: none"> Greet others appropriately Respect hallway displays Respect working classrooms Respect personal space 	<ul style="list-style-type: none"> Use a quiet, inside voice Use appropriate language and table manners Follow all directions the first time Show appreciation/ thanks to staff 	<ul style="list-style-type: none"> Respect the privacy of others Use appropriate language Wait patiently Use an appropriate amount of soap and paper products 	<ul style="list-style-type: none"> Treat others the way you want to be treated Follow directions the first time Use appropriate and positive language Respect working classrooms Take turns and share Respect personal space of others 	<ul style="list-style-type: none"> Enter and exit quietly Raise hand/stand to answer a question Applaud to show appreciation when appropriate Sit quietly and listen 	<ul style="list-style-type: none"> Follow directions Use appropriate language Use a quiet, inside voice Keep hands, feet, and objects to yourself
Be Responsible	<ul style="list-style-type: none"> Keep hands, feet, etc., to yourself Use quiet, inside voices Walk 	<ul style="list-style-type: none"> Sit in the assigned area Raise your hand for help and permission to leave your table Clean up your space Keep hands, feet, etc., to yourself Focus on eating 	<ul style="list-style-type: none"> Flush toilet Wash hands Put paper towels in the trash Use a quiet, inside voice 	<ul style="list-style-type: none"> Follow rules when using equipment and playing games Be a good sport Report unresolved conflicts or injuries Line up quickly in a quiet, calm, and orderly manner 	<ul style="list-style-type: none"> Sit facing the front Look, listen, and learn 	<ul style="list-style-type: none"> Wait for your turn to get on and off the bus Find your seat quickly Keep seat and floor clean Help others Help keep driver free from distraction Keep belongings on your lap
Be Safe	<ul style="list-style-type: none"> Walk in a quiet, orderly manner Stay to the right Pay attention Carry belongings properly 	<ul style="list-style-type: none"> Enter and exit in a quiet, orderly manner Take small bites and chew food well Respect Allergy-Free Area Eat only your OWN food 	<ul style="list-style-type: none"> Enter and exit in an orderly manner Report inappropriate behavior to an adult 	<ul style="list-style-type: none"> Stay within boundaries Use equipment and playground area safely Keep feet, hands, and objects to self 	<ul style="list-style-type: none"> Stay with your teacher/grade level until dismissed Keep hands and feet still and to yourself 	<ul style="list-style-type: none"> Walk to and from the bus Enter/Exit quietly and calmly Stay seated, back against seat, facing forward Keep aisles and exits clear

DISMISSALS:

The school office must be notified in writing if your child will be picked up on a daily basis. All children picked up on a daily basis are considered walkers. For safety reasons, Ridge View Community School will not release any student to anyone unless indicated on the child's emergency card. In order to keep everyone safe and secure **we will not be able to accept changes in a student's dismissal arrangements over the phone except for serious emergency reasons.** If you need to make alternate changes you **must send a written request** with your child on the morning that the change is to occur, or an email to rvcsoffice@aos94.org prior to 11:00 AM. Students should bring the written note to their homeroom teacher upon arrival to school.

All walking students are dismissed at 2:45 PM using the front entrance of the building. Students are to leave the school grounds immediately unless they are supervised by a staff member or coach.

At 2:42 PM, first-wave bus students are dismissed. Second-wave bus students are dismissed at approximately 2:48 PM.

At no time are bus students to leave the school grounds without permission from a school official. If a student should need to leave the school grounds for any reason, written permission must be given to school personnel. A bus student leaving school grounds without permission may not return to take the activity bus home. Any student wishing to ride the activity bus must have a valid activity bus pass which must be obtained from a staff person.

If a student has an activity or practice that is not scheduled immediately after school, they must leave school and return at the appropriate time. Students are not allowed to attend other practices or activities if they are not a member of that group. This is for safety reasons as we do not have adults to supervise after 3:30 PM.

If you occasionally need to pick up your child before 2:40 PM, you must sign him/her out in the office and the child will be called to the office. For safety reasons, we must know who is in the building at all times and also we must monitor students being signed in and out of school. We appreciate your assistance in assuring that we have a safe school environment. Parents are asked to stay outside during dismissal to reduce after school traffic and confusion in the main lobby.

Students are not to contact their parents from school to be excused during the school day – this includes using cell phones to call parents.

DRESS CODE:

Students are expected to dress appropriately for the academic setting of school and in a manner which brings pride to Ridge View Community School. Students while attending school will not wear immodest or suggestive clothing that might create a disturbance or distraction, or clothing that is unclean. Such clothing is disruptive to the learning process and against the overall mission of the school. Any clothing considered inappropriate will result in referral to the administration who will then take appropriate action. The following are examples of clothing deemed inappropriate for a classroom environment:

- A. Clothing with obscene, suggestive or sexually explicit written or visual message.
- B. Clothing which advertises or promotes the use of cigarettes, drugs, or alcohol.
- C. Clothing, footwear, or accessories that are intended to identify the wearer as a member of a particular gang or constitute a threat to safety are prohibited.
- D. Clothing must cover all body parts and under garments to the extent that it does not call attention to the wearer. (Example: No bare midriffs, low cut shirts, underwear showing, pajamas or similar attire.)
- E. No tank tops allowed in Grades 4-8. All sleeveless shirts must meet guidelines listed under D. (Example: must have fitted arm openings and no visible undergarments.) Grades Pre K-3 may wear tank tops with one inch straps or wider and fitted arm openings. All sundresses must have at least one inch or wider shoulder straps and arm openings that are fitted.
- F. Skirts, shorts, pants etc. (*The following guidelines are used to determine violations: Skirts and shorts should be at least as long as the fingertips of an extended arm. Pants should not have torn areas that expose skin above the fingertips of an extended arm.*)
- G. Form fitting leggings and yoga pants are not considered appropriate for the school setting. Skirts, shorts, or long shirts and sweaters, which reach the fingertips of an extended arm, must be worn over leggings and yoga pants.
- H. Jackets designed primarily for outdoor use are to be removed upon the beginning of the school day. Jackets are to be left in designated areas until dismissal time. In consideration of the possibility of cool temperatures on some days and in some rooms, students are expected to dress appropriately
- I. Clothing items that have the potential for causing maintenance problems, such as cleats, pants with metal rivets that scratch furniture, wallet chains, etc. are prohibited.
- J. Flip flops/open-toed sandals are discouraged during recess, on playground equipment and not allowed during physical education classes.
- K. Hats and hoods are to be worn outside only.

The administration shall be the ultimate judge as to what is acceptable. If a child at anytime does not follow the dress code, parents may be contacted to deliver appropriate clothing or the school nurse will provide alternative clothing.

EDLINE (This program is no longer available):

We are now using a new database program called Power School which has a program called Power School Parent Portal. This program is similar to Edline. More information about parent interaction with this program will be available by the first ranking period.

EXTRACURRICULAR ELIGIBILITY (Grades 5-8):

The extracurricular eligibility policy applies to any activity that takes place after school (e.g. athletics, math teams, musicals, computer club, etc.)

Core subjects graded as "Pass/Fail" for special needs students will count towards the eligibility standard.

Students must be passing *all subjects* offered and have not received an incomplete during that ranking period. Reports of academic progress and grades are made in the form of mid-quarter

and quarterly progress reports. While a student is considered to be on academic probation, he/she are expected to attend practices and home games, but may not participate in practices or games for his/her sport/activity for five (5) school days, and must attend required academic detention. Grades will be reviewed on a weekly basis. At the conclusion of the ten (10) school days, a student who is still on academic probation will be removed from his/her team/activity for the remainder of the season.

For students who have completed grade 8, the last quarter grade in the spring will determine eligibility at the high school. An eighth grade student may become eligible for fall activities at the high school if the student attends and passes the MSAD #46 summer school. Students residing outside of SAD #46 during the summer may request permission to attend a comparable summer school in another school unit. Approval of such request shall be at the discretion of the Principal.

Any student participating in extra-curricular activities may be subject to additional contracts where appropriate based on administrative approval.

FIELD/CLASS TRIPS:

Field/class trips can provide students with unique opportunities to see their community, and their own learning in action. Occasionally, parents are asked to assist as chaperons for trips.

Parent chaperones for field/class trips are selected from a list of parents who have volunteered. The number of chaperones selected will depend upon the needs of specific trips. Ultimately, chaperones selected will be those who are most effective in their ability to handle discipline issues, supervise student activities, and carry out other tasks that may be required throughout the trip.

Tobacco-Free policy is in effect for all class/field trips for staff and volunteers. Blanket permission forms will be sent out at the beginning of the year with reminders being sent out the week of the trip. Students are held to the school discipline policy while on field trips. **Final approval for student participation in trips is at the discretion of the administration.**

GRADE POLICY/ ASSIGNMENT:

If at the end of the quarter a student has an incomplete, they will have two (2) weeks to hand in completed assignments from the previous quarter. For the fourth quarter there will be no incompletes given, only a final grade.

Grades for Special Subjects:

Grade 6, 7, and 8 students will receive numerical grades in all of their subjects. Grade 5 students will receive Pass/Fail grades in art, music, band, gym, technology and numerical grades in all other subjects. The grades for specials which **will not** be part of the GPA are as follows: Grades 7-8: Chorus, library, guidance and band. Grade 6: Music, library, guidance, band, and chorus. Grade 5: Music, art, gym, guidance, band, technology and library.

HONOR ROLL:

Academic Honor Roll:

High honors status shall be awarded to those students in grades 5-8 who have an accumulative average of 93-100 in all graded subjects. Honors status shall be awarded to those students in grades 5-8 who has an accumulative average of 85-92.99 in all graded subjects.

Habits of Work Honor Roll:

Honors – all 3s High Honors – 3s and 4s

LAPTOPS:

Use of laptops is a privilege, not a right. It is an educational tool and should only be used in that capacity. Students need to follow the district's acceptable use policy when using them. Any misuse will result in the laptop being taken away for a period of time that will be determined by the teacher, the school technology teacher, and/or the administration.

Students will also lose the privilege to take their laptop home if they have missing assignments or are failing a class at mid-quarter or at the end of a quarter. Once the work is completed or a child's grade has improved, the privilege to take the laptop home will be regained. We will allow the laptop to go home at the teacher's discretion, if a teacher feels it is needed to complete an assignment. However, most homework assignments do not require the use of a laptop.

Students are responsible to return the laptop, charger, and case in good working order at the end of the year or sooner, if requested. Students/parents/guardians may be responsible for any costs resulting from loss or damages caused by intentional or negligent behavior.

Parents and guardians are entitled to know their child's password. Students should never share their passwords with other students. Students must not lend their assigned laptop to anyone for any reason.

All downloaded material should be for educational purposes. Students are responsible for obeying all copyright laws.

In order to take a laptop home, parents must have attended a laptop information meeting within the past year, completed the insurance contract, and paid the laptop fee.

LIBRARY AND TECHNOLOGY FACILITIES:

Ridge View Community School Library serves all students K-8th grade. Borrowed books have a two week loan period. There are no "late fees" or "fines" but there is an expectation that if a book is damaged or lost that it be paid for or replaced.

Because the library serves such a diverse student body, ultimately parents/guardians are responsible for knowing what their student is reading. While we encourage students to select

“appropriate” materials, we do not exclude them from taking out any books. We recommend parents/guardians to be aware of the type of books their child is reading. Parents and students can access the library’s catalog through AOS 94’s homepage and click on “**Destiny**” then select “Ridge View Community School Library.”

The library and technology facilities may be used during study halls and other times designated by teachers. Students must have a hall pass or be accompanied by a teacher. During grades 5-8 Structured Study at the end of the day, students may use the library for research purposes or to take out a book.

LOCKERS:

Grades 3-8 will have lockers in the hallways for books and personal belongings. The lockers in the academic wings do not have locks. Six through eighth grade students will be issued lockers for physical education clothing. Athletes will be issued a locker during their sports season. The school is not responsible for lost or stolen articles.

Students and parents should be aware that student lockers are school property. The administration reserves the right to open and search lockers at any time, without notice, without student consent, and without a search warrant.

LOST AND FOUND:

There are lost and found receptacles in many places in our school. There are receptacles located in the cafeteria and by the exit doors to the playground. Items not claimed after a one-month period of time will be donated to area charitable organizations. Check in the office for other lost and found specific locations.

MID-QUARTER AND QUARTERLY PROGRESS REPORTS:

Communication between home and school is essential, which is why we ask parents to sign progress reports and academic improvement plans. It is our only way of knowing whether these statements of academic status make it home.

[Grades K-8 will use a quarterly reporting system, with progress reports going home halfway through each quarter](#) in grades 5-8 only.

MISCELLANEOUS:

Accident/Health Insurance:

The student accident insurance program is **not** school sponsored, but is offered, through the school, as a convenience to parents. Please contact the insurance company directly on any claim you might have. The school will provide the necessary forms for you to make a claim. All students who participate in our athletic programs must either have school insurance or show evidence of insurance. Neither the school, nor the District, nor the District’s insurance will assume any liability of medical attention required as the result of a school-related injury.

Cell Phones, electronic devices:

Cell phones may be used at school for academic purposes only. Students must turn off all electronic devices (cell phones, hand-held video games, MP3 Players, cameras etc.) upon arrival and through dismissal of school at the teacher's discretion. Electronic books are acceptable. Any exception to this rule must be approved by the administration. A staff member will confiscate any electronic devices, which are deemed inappropriate. Consequences may be issued for violations.

Students who need to call home during the school day for school related purposes will do so from the front office only. Violations of this procedure may result in a parent having to pick up a student's cell phone. The school is not responsible for any lost, stolen or damaged property.

NON-DISCRIMINATION POLICY STATEMENT:

It is the policy of [Maine School Administrative District #46](#) to insure equal employment and education opportunities and affirmative action regardless of race, sex, color, nation origin, marital status, age, handicap, or religion in accordance with all federal and state rules and regulations to discrimination.

Inquiries can be made to Affirmative Action/Title IX/Section 504 Coordinator, Maine School Administrative District No. 46, Dexter, Maine 04930, Telephone: 924-6000; or to the Director, Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Affirmative Action/Title IX/Section 504 guidelines and may be obtained from the coordinator.

Below is MSAD #46's policy on student harassment and bullying:

M.S.A.D. #46

POLICY STUDENT HARASSMENT CODE ACD/JFJ

M.S.A.D. #46 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, M.S.A.D. #46 employees should not engage in harassment of students and students should not harass other students. Harassment includes, but is not limited to, verbal abuse based upon race, color, sex, religion, age, ancestry or national origin, or disability. Examples of prohibited behavior:

1. Sexual advances, gestures, comments or contact
2. Threats which imply physical abuse or are inappropriate to an educational setting
3. Offensive jokes
4. Ridicule, slurs, derogatory action or remarks

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Officer at the earliest opportunity. Students, who believe that they are victims of harassment, should report such occurrences to the Affirmative Action Officer. The Affirmative Action Officer shall advise the person who has allegedly been harassed of the various options available to the person: Title IX civil action; formal request for discipline by the M.S.A.D. #46 Superintendent of Schools and/or School Directors; or by filing a complaint to the Directors of the United States Civil Rights, Department of Education, Washington, DC.

Legal Ref: _____ **Date Adopted:** 04-11-90
Date Revised: 10-06-99

SAD #46

**POLICY: BULLYING AND CYBERBULLYING IN SCHOOLS NEPN/NSBA Code:
JICK**

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the SAD #46 School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and wellbeing. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the SAD #46 schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

III. Bullying and Cyberbullying Defined

- A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student's property; or
 - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- (2) Interferes with the rights of a student by:
 - (a) Creating an intimidating or hostile educational environment for the student; or
 - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other

student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;

4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.
- B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

- D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

The school principal or a superintendent's designee will:

- A. Promptly investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;
- C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances.

Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
 2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
 4. Counseling;
 5. Anger management;
 6. Health counseling or intervention;
 7. Mental health counseling;
 8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 9. Community service; and
 10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
- D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;
 - E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;
 - F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

VII. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

NURSE'S NOTES: (Date Adopted: 5/1/13)

Dismissal from School:

Students who are ill will be dismissed via the office after consultation with the school nurse. Students may not call home themselves. Parents will receive a call from school if their child is sick and needs to go home.

Health:

1. No child should be sent to school if there are any symptoms of illness present. This is to assure the quick recovery of the sick child and to protect the other children.
2. The School Nurse is available to meet with students, parents, or staff. The nurse maintains all health records and conducts routine screenings. In case of a child's illness or accident at school, the school will contact the parent to care for the child if deemed necessary by school personnel. If the parent or the parent's designee cannot be reached in an emergency, the school reserves the right to take any necessary steps to provide for the needed medical attention of the student. This may include calling an ambulance service to transport the student to the emergency room. The school nurse does not take the place of a physician and is unable to diagnose an illness.
3. Please be sure to include emergency numbers to call when filling out the Emergency form. Please notify the school office of any changes during the year. If your child is involved in an accident, which, in the judgment of school personnel, may require medical attention, you will be contacted using the information supplied by you on this form.
4. If your child needs to stay in from recess for health reasons, please provide the school with a doctor's note supporting this fact.

Hygiene:

Private shower facilities are available if it is deemed necessary or requested for a student to shower.

Medications:

It is the intent of MSAD#46/AOS 94 to discourage the dispensing of medications. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all doses at home. However, when the parent deems medicating during the school day to be necessary for the student's health and attendance in school, it may be done in school by the parent or in accordance with this policy by the school nurse/designee or unlicensed personnel. All unlicensed personnel who administer medication will be required to receive training before receiving authorization to do so.

The Board disclaims any and all responsibility for the diagnosis of and prescribing of treatment for any student. Before any medicines will be administered long term to a student in school, the school board requires the following conditions to be met:

1. Non-prescription medications or prescriptions for less than 15 days require a medication form signed by the parents.
2. The medication must be provided in an original bottle with a pharmacist's label designating patient's name, instruction, name of medication, and name of physician.
3. The parent/guardian will be responsible for informing the school nurse, in writing, of any changes in the child's health or medication.
4. Prescription medications to be given longer than two weeks require a medication form signed by the health care provider and the parent.
5. Medication permission forms must be renewed annually.

Failure to comply with the recommended protocol will be grounds for school to discontinue the administration of the medicine in question.

Students shall be permitted to carry and self-administer prescription medicine in school only under special circumstances as requested by the student's physician and parent/guardian (such as in the case of an adequately instructed asthmatic/allergic student with an inhaler or epinephrine pens (Epi-Pens)/bee sting kits).

Transportation of medicine to school will be as follows:

- ⇒ Parents of Ridge View Community School students will transport medicine to the school and may bring up to one (1) month's supply. Medicine must be brought directly to the school office or nurse's office and given to the nurse, secretary or principal.

All medication will be appropriately maintained and secured by the school principal, school nurse, or school secretary. Reasonable confidentiality will be observed.

Ridge View Community School is an allergy aware school. Accommodations will be made for students with severe or life threatening allergies such as allergies to latex or peanut products. We also provide an allergy free lunch table in our cafeteria.

PARENT INVOLVEMENT:

❖ **Pre-K-8 Conferences:**

Parent/Teacher conferences for all students are held in the fall of each school year. If you have questions or concerns about your child's progress at any time and desire a conference with your child's teacher, please do not hesitate to contact that teacher.

❖ **5-8 Student Led Conferences:**

During Student Led Conferences students compile three to five pieces of work that they have done or are working on for each subject area that he/she would like to share with their parents. The student runs the conference beginning with parent and teacher introduction and the student discusses his/her academic work and other activities. The conference traditionally is held in the student's homeroom and the teacher will discuss grades and attitudes with parents.

❖ **Open House Pre-K-8:**

Every year our school has grade level Open Houses and Book Fair nights. They are scheduled for three evenings during the first quarter.— *Open House is for parents, grandparents, children and the community to see what goes on in our school and classroom.* Open House is scheduled as an opportunity for our students to "show off" their work, their classroom, their teacher, and their school. Open House is not planned to be a time to discuss student issues. This can happen at Parent/Teacher or Student Led Conferences or by arranging an individual conference directly with the teacher.

❖ **Parents:**

Parents can support their children in the following ways:

1. Parents are encouraged to initiate contact with their child's teacher with any concerns or problems that arise.
2. Parents are urged to share with us any information about how we can provide their child with the best education possible.
3. Parents should be sure that their child is well rested so he/she can attend to learning activities.
4. Parents can be supportive of their child's formal education by showing interest in their child's school day. Talk to them about what they did in school, go over any papers they bring home, ask them about their writing and what books they are reading at school, and encourage/help them with their assignments-
5. Parents should help students to be responsible for all books and equipment they use. The parents or child will be expected to pay for any lost or damaged books or equipment.

PARENT'S RIGHT TO REQUEST INFORMATION:

Federal legislation, referred to as the No Child Left Behind Act, provides parents the right to request information regarding the professional qualifications of their student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

PTO:

The PTO is a group of parents, teachers and community members who help support our school. They do fundraising activities to provide the school with funds for extracurricular activities and to assist the teachers with unexpected needs. They compile and coordinate volunteers who are used within the school or who do projects for the teachers and staff at home.

The purpose of the Ridge View Community School PTO is to promote communications and cooperation between parent or guardian, teachers and school administrators through fundraising and volunteer activities in order to enhance the educational experience for children attending RVCS. The PTO will develop, maintain, and finance programs, functions and projects that:

- Support enrichment of the educational community, including the students, parents, teachers and the staff of Ridge View Community School;
- Support activities that provide enhancement to the school curriculum;
- Promote positive school and community relations by fostering communication between school administrators, teachers, staff, parents and the RVCS community.
- Provide special family-centered activities and community events to families of students at RVCS and;
- Provide recognition events for administrators, teachers, and employees at RVCS and to the citizens of the school’s participating communities.
- More information about the PTO is available on the school’s website.

PARKING LOT:

There are two loops for dropping off students. The lower one is for buses only and the one closest to the school lobby is for parents dropping off students. Anyone visiting the school for any length of time should park in one of the parking lots and not in the driveway loops. For safety reasons, the parent loop is reserved for **quick drop-off or pick-up.**

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PETS AND ANIMALS:

For legal liability purposes and to protect those with certain allergies, please do not bring any pet or animal onto school grounds or in the building without first having prior approval from the building principal

PLAYGROUND RULES:

1. No roughhousing at any time. HANDS OFF!
2. Students will use all equipment properly.
3. Students will stay within the boundaries of the designated playground area.
4. No hardballs are allowed. Only soft Nerf balls are allowed.
5. Other activities will be subject to the grade level staff discretion.
6. Attire appropriate to the weather must be worn. Children not dressed appropriately may not be allowed out for recess.

[On windy and cold days teachers will use the guideline of going outside only if the “real feel” temperature is above 10°F.](#)

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PROMOTION/RETENTION:

Students are expected to achieve educational growth to proceed and may be asked to attend summer school to supplement their school year. The administrators shall have discussions that look at both the educational and psychological aspects of each student in regards to promotion or retention.

SCHOOL NUTRITION PROGRAM:

Our cafeteria serves a well-planned breakfast and/or lunch each day. If children prefer to bring their own lunch, milk may be purchased. Each child will receive a packet containing an application for free or reduced meals. Income guidelines for reduced price meals are printed on the application. If you are not sure whether you qualify, complete the application anyway. All applications are confidential by law. **Since many grants available to us depend upon the number of students who are eligible for free and reduced lunches, it is extremely important that each child return a completed application.** If choosing not to apply, write, "not applying" on the application itself and return it as soon as possible. We need to verify that each family has seen the application.

STUDENT RECORDS:

Parents have the right to inspect and review education records maintained on their children and to request an amendment of records. Parents must give consent prior to the disclosure of personally identifiable information about their children, except directory information. Directory information includes the following information related to the student: The student's name, address, and telephone number, date and place of birth, weight and height of student athletes, date of attendance at SAD #46 schools, and the most recent previous educational institution attended by the student. A copy of the district's policy on student records may be obtained by contacting the school principal or superintendent of schools. If parents are dissatisfied with the school's response concerning student records, a complaint may be filed with the U.S. Department of Education.

STUDENT SERVICES:

We now offer the following services to students who qualify for these programs at our school: School Guidance Counselors, School Social Worker, Outside Counseling Services, Positive Action Program, Library, Nurse Supervision, After School Programs, and Study labs.

SUBSTANCE ABUSE:

The consequences of a student's possession, use, and/or distribution of illegal substances are governed by school board policy (JHCF).

It is the intent of Ridge View Community School that tobacco, being an illegal substance for minors, is covered under this policy.

Students are not allowed to have [any potentially harmful substances as deemed by the administration](#) because of the potential for abuse. [These include but are not limited to whiteout, permanent markers, etc.-](#)

TELEPHONE USE:

Students may use the phone in the lobby. Students must have permission from staff to use the phone during school hours such as break time, lunch, and before and after school.

TEXTBOOKS/LIBRARY BOOKS:

Lost or damaged textbooks and library books will be paid for by the students.

VISITING THE SCHOOL:

Students and parents who are not from RVCS may visit the school only with prior approval of an administrator.

VOLUNTEERS:

A volunteer is a person who works on an occasional or regular basis at school sites to support the efforts of teachers and staff. Volunteers may be involved in virtually every facet of the operation of the school district, working with students on a one-to-one basis or performing tasks not involving students. Tasks may involve services in the library, classroom, school store, athletics, music, school plays, or assisting on field trips and similar activities. Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Volunteers are expected to comply with all rules and regulations set forth by the District including fingerprinting and criminal history background checks. Regular [volunteers may have the cost of fingerprinting reimbursed based on administrative approval](#). For additional information please refer to school board policy (IJOC).

WEAPONS:

No weapons of any nature are allowed on school property and will be confiscated. Students who bring guns of any type, including cap guns, BB guns, pellet guns, starter pistols, etc., will be suspended and may face expulsion proceedings through the SAD #46 Board of Directors. Students are not allowed to have knives at school. Students who bring knives with the expressed intent of using the knife to potentially inflict bodily harm will be suspended and may face expulsion proceedings. Students are not allowed to have any other weapons including brass knuckles, nunchucks, etc., and may face disciplinary action as determined by the principal, which may include suspension or the recommendation for expulsion.

WITHDRAWALS:

Students who wish to transfer to another school need to have that school fax a records request form to Ridge View Community School. Upon receipt we will transfer educational records.