

DURHAM
COMMUNITY SCHOOL
GRADE Pre K - 4th
HANDBOOK



2017 – 2018

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Durham Community School

654 Hallowell Road
Durham, ME 04222

RSU 5 – DURHAM FREEPORT POWNAL



Will Pidden, Principal

Hiram Sibley, Asst. Principal

Tel: 207-353-9333 Fax 207-353-2731

Dear Durham Student,

Welcome to Durham Community School. This is an excellent school with a lot of great children and wonderful teachers. This handbook has several purposes. It is designed to give you and your parents/guardians information about the school, school rules and expectations. It also contains a number of the RSU No. 5 policies as a point of reference. You will need to be aware of the information in the handbook, however the rules and policies are mostly common sense and not too difficult to follow.

We have high expectations for you and hope that you have high expectations of yourself. School is more enjoyable and you will be more successful if you get involved in your education, participate in class, help your fellow students and take advantage of the activities and opportunities that are offered.

I hope you have a great school year.

Sincerely,
Will Pidden
Principal

Staff 2017 - 2018

William Pidden	Principal	Cindy Hjorth	Grade 2
Hiram Sibley	Asst. Principal	Molly Hogan	Grade 4
Tiffany Alden	Grade $\frac{7}{8}$ ELA	Amber Holmes	Ed. Tech
Priscille Allard	Bus Driver	Lexi Hunt	Ed. Tech
Jess Anderson	Bus Driver	Emily Ivers	Ed. Tech
Debi Bartlett	Adm. Secretary	Rachel Kelsea	Ed. Tech
Deborah Bartlett	Technology/Engineering	Devon Koenig	Grade 6
Tracy Beaulieu	Bus Driver	Debbie Koval	Kitch. Staff
Carrie Begley	Grade 1	Molly Leding	Grade 4
Moe Bernier	Bus Driver	Jamie Lemont	Kindergarten
Dana Bisbee	Grade $\frac{7}{8}$ Spanish	Pam Lizotte	Guidance
Tiffany Blanchard	Custodian	Nick Lyons	Phys. Ed
Alex Briasco-Brin	$\frac{7}{8}$ GaTe Math	Cecelia Martin	Ed. Tech
Jessica Carr	Kitch. Staff	Bobbi Maunsell	Grade 2
Lindsay Carter	Choices	Heidi McCarthy	Music
Kate Cass	Kindergarten	Patty McLaughlin	Grade 5
Diane Chabot	Ed. Tech	Stephanie McSherry	Instruct. Strat.
Amanda Chisholm	Grade 3	Stephanie Merrill	Pre K
Renee Cloutier	Bus Driver	Jim Millhime	Custodian
Eliza Damone	Library	Melissa Mills	Special Education
Beth Daniels	Math RTI	Cheryl Morse	Kindergarten
Susan Dee	Literacy Strategist	Patrick Moulton	Tech. Support
Alicia Deroche	Ed. Tech	Megan Nealey	Grade $\frac{7}{8}$ Math
Ruth Dodge	Speech	Lynn Perrotta	Grade 3
Sara Domingo	Grade 4	Rose Pinette	Secretary
Allison Edwards	Music	Amanda Salve	Ed. Tech - RTI
Celeste Emery	Grade 3	Ashley Shoukimas	Art
Devon Freeman	Ed. Tech	Bob Simmons	Grade $\frac{7}{8}$ Soc. Stud.
Kerry Giles	Bus Driver	Kathy St.Michel	Kitch. Manager
Amy Goodwin	Ed. Tech	Robin St.Michel	Ed. Tech
Kim Gormely	Nurse	Kenny Sylvester	Bus Driver
Tom Green	Ed. Tech	Erin Valle	Reading RTI
Colleen Gridley	Grade $\frac{7}{8}$ Science	Carolyn Vavro	Grade 1
Hannah Hall	Special Education	Dani Vinci	OT
Jacky Hammond	Grade 6	Julie Walters	JMG
Adele Hassett	Grade 5	Kelli Wedgewood	Social Worker
Missy Heald	Custodian	Nicole Williams	Custodian
Terry Hickey	GaTe	Laurie Zinni	Grade 2

RSU5 School Calendar 2017-2018

AUGUST/SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F					
		PLD	PLD		2	3	4	5	PLD			1	2	3					1										
4	5	6	7	8	9	10	11	12	13	6	7	8	PLD	10	4	5	ER	7	8	1	PLD	3	4	5					
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	8	9	10	11	12					
18	19	20	21	22	23	24	25	26	27	20	21	PC	23	24	18	19	20	21	22	15	16	17	18	19					
25	26	27	28	29	30	31				27	28	29	30	25	26	27	28	29	22	23	24	25	26						
																				29	30	31							
				19					20					17					16					20					
8/30 & 8/31 Professional Learning Days 4 Labor Day 9/5 First Student Day K-9 9/6 All K-12 Students					6 Professional Learning Day 9 Columbus Day					9 Professional Learning Day 10 Veterans Day Observed 22 Professional Compensation Day 23-24 Thanksgiving Break					6 ER Early Release - Half Day 25-29 December Vacation					1 New Years Day 2 - Professional Learning Day (1/2) 15 Martin Luther King Day									
FEBRUARY					MARCH					APRIL					MAY					JUNE									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F					
			1	2				1	2	2	3	4	5	6		1	2	3	4					1					
5	6	7	8	9	5	6	7	8	9	9	10	11	12	PC	7	8	9	10	11	4	5	6	7	8					
12	13	14	15	16	12	13	14	15	PLD	16	17	18	19	20	14	15	16	17	18	11	12	13	14	*15					
19	20	21	22	23	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	*18	*19	*20	*21	22					
26	27	28			26	27	28	29	30	30					28	29	30	31		25	26	27	28	29					
				15					21					15					22					10					
19 Presidents' Day 20-23 February Vacation					16 Professional Learning Day					13 Professional Compensation Day 16 Patriots' Day 17-20 April Vacation					28 Memorial Day					10 Graduation 14 Last day - If No 'Snow Days' Half Day Schedule * Storm Make up Days (15-21)									

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- NO SCHOOL - Holiday/Vacation
- PLD** PROFESSIONAL LEARNING DAY - No Students (5 1/2)
- PC** PROFESSIONAL COMPENSATION DAY - No Students (2)
- ER** EARLY RELEASE FOR STUDENTS - Half Day Schedule
- LAST DAY OF SCHOOL-(if no snow days)-PK-12 HALF DAY Storm Make-up days if needed: 6/15-6/21

Date Adopted by Board of Directors: 3-22-17

EDUCATIONAL MISSION AND VISION

Our Mission:

To provide our students with a world-class education that will challenge minds, engage creativity, develop self-discipline, and advance inherent strengths.

Our Vision:

Our schools provide a safe, engaging environment that fosters a passion for life-long learning.

Our educators are mentors dedicated to providing our students with the knowledge and skills that will help them adapt to our changing world.

Our community supports the concept that each individual—be they student, educator, parent, or community member—bears responsibility to the success of our mission.

All stakeholders understand that financial responsibility is a facet of each decision that is and tirelessly seek the resources to support our mission and vision.

Legal Reference: TITLE 20-A MRSA SEC. 4511.3, A

Adopted: April 28, 2010 Reviewed: December 8, 2010

RSU No. 5 School Department Page 1 of 1

MASCOT

The mascot for Durham Community School is the Tiger, representing strength, courage and determination.



Our mascot's name is "Stripes"

CONFLICT BETWEEN POLICY AND HANDBOOK

If there is an inadvertent conflict between this handbook and the RSU No.5 School Department Policies, School Department Policies will prevail. There is a copy of the School Department Policy Handbook in the school office for your reference and on line at www.RSU5/Policies. The Durham Community School has the right to make changes to the student handbook at any time without prior notice. Expectations are subject to change. Any new expectation will be posted in the handbook.

The RSU 5 School Board conducts its regular meetings on the 2nd and 4th Wednesday of each month at the High School. Meetings convene at 6:30 P.M. and the public is cordially invited to attend. Special meetings will be announced in the school's weekly newsletter as well as local newspapers and on the local cable T.V. channel.

OFFICE HOURS

Office hours are from 7:45 A.M. to 4:00 P.M.

Voice Mail messages may be left for staff members 24 hours a day. Staff members will return your phone call when they are not working with students. **In order to keep disruptions to the learning environment to a minimum, calls will not be put through to a room during the school day except in case of an emergency.**

SCHOOL SCHEDULE

The School day begins at 8:45. Students are expected to be in homerooms at this time. Students who come in after that time will be considered tardy and will have to report to the office for a late slip. Students are dismissed at 3:15 P.M.

If you are picking up your child after school please call BEFORE 2:30 P.M. (or send a note) to have your child put on the pick-up list.

HALF DAYS: All students are dismissed at 12:00 on half days. Any ½ day is noted on your school calendar. Special arrangements for day care need to be made known to the school at least one day in advance of these days. A pre-ordered bagged lunch option will be available on a half day.

STUDENTS SHOULD ARRIVE NO EARLIER THAN TEN MINUTES BEFORE SCHOOL BEGINS.....8:35 A.M. as there is no supervision available.

ATTENDANCE

Students are expected to be in school every day. Regular attendance is closely linked to academic success. If a student is absent, the parent must phone the office by 9:00 A.M. Students are expected to make up missed work. It is the student's responsibility to contact his/her teacher for this. Students may not attend or participate in extracurricular activities on the day of an absence. (NEPN/NSBA Code JEA)

Perfect and Outstanding Attendance

In order to qualify for perfect attendance a student must attend every class every day of the school year. Recognition is given for achieving this remarkable goal.

We understand that there are appointments that may need to happen during the school day, therefore we also recognize students who achieve outstanding attendance. In order to qualify for outstanding attendance a student must attend school every school day.

DISMISSALS

No student is allowed to leave school without proper permission. Students will only be dismissed to a parent or guardian, unless special written permission is provided. Parents picking up students at the end of the day should come to the office to have their child's name placed on the call list. A parent wishing to pick up a child should call the DCS main office by 2:30 of that day. Children will be dismissed at 3:10.

DISMISSAL PRECAUTIONS POLICY

Students will be released only to parents, legal guardian, and other persons specifically authorized in writing by the parents/legal guardians to pick up the student. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons.

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

ILLNESS PROCEDURES

If your child is going to be absent, please call the school by 9:00 a.m. to notify us of the absence. The school nurse will make safety calls to parents/guardians of any students not accounted for. The school nurse's phone number is 353-8638.

Students will be sent to the nurse's office when the teacher believes the student is ill. Parents will be notified if necessary. **It is important to keep an up-to-date telephone number on file with the office and an emergency number where the parents can be reached.**

If a child is ill, he/she should stay home and/or be taken to a physician. Students should not come to school until they are well.

SCHOOL CANCELLATIONS/EARLY DISMISSALS

The RSU 5 Board authorizes the Superintendent to cancel or close school for the day, delay opening or dismiss school early in the event of severe weather, hazardous travel or other emergencies which present threats to the safety of students and staff.

When school is closed for the day or dismissed early, all PK – 8 after-school and evening school-sponsored activities and community uses of school facilities will be cancelled or postponed. Cancellation of high school after-school and evening school-sponsored activities will be decided by the building administrator/designee.

The school will be issuing an early dismissal consent form to parents so you will have the chance to list any special conditions or considerations that impact your children on those days. In the event of a delayed start to the school day, bus pick up times will be adjusted to match the delay.

The Superintendent or designee will provide notification of school closings, delays and early dismissals by contacting local radio and television stations. (Administrative Procedure)

BUS CHANGE PROCEDURE

In order to help transport students, as safely and as efficiently as possible it is preferred that students have a set bus schedule. If a change in the schedule is needed on a particular day a written request must be received in the school office by 10:30 a.m.

For the purpose of childcare a student may ride a different bus route to and/or from school with proper notification to the school. ***We stress that this is not intended to provide transportation for play dates, parties, or other activities.***

A student needing to change to a bus not on their regular schedule will be issued a “**BUS PASS**” to hand to the bus driver. Bus passes will be issued from the school office, and will not be issued after 3:00 pm.

Proper behavior is expected of all students. Children riding a different bus may **lose the privilege** of changing buses **in addition to further disciplinary action** if their behavior does not meet expectations.

EMERGENCY DRILLS

At regular times throughout the year fire evacuation and code red and yellow lock-down drills will be held. These drills are necessary for the safety of the students. Copies of evacuation and fire procedures are available in the office.

ACCIDENTS

In spite of our caution, accidents sometimes happen at school. All accidents and illnesses, which occur at school or at a school function, are reported to the office and recorded. Minor accidents will be handled at school. If they are considered serious, the school nurse will notify parents. If the parents cannot be contacted, the person or physician designated on the Student Information Card will be notified. The school is NOT liable for accidents, which happen at school, on school vehicles, or at school functions.

STUDENT IMAGE BROADCAST

DECLINATION FORM PHOTOGRAPHING OR VIDEOTAPING OF STUDENTS

There are occasions when newspapers, television cameras or videographers will come to the school for special events. There are other occasions when teachers or the principal will take pictures of students involved in an interesting classroom or school activity. Our intention is to capture special moments in our students' education.

You will be asked to let us know if you do not want your child photographed or videotaped.
(Administrative Procedure JRA-E-1)

TRANSFER STUDENTS

The Durham Community School, in accordance with 20A M.R.S.A. 6001-B, shall request all of a transfer student's education and disciplinary records from the school he/she is transferring from. The Durham Community School may also request oral or written reports from the previous school as to whether the student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension, the student will not be allowed to enroll in the Durham Community School until the Superintendent has made a determination as to whether to admit the student and if so, under what condition.

If an applicant is allowed to enroll in the Durham Community School pending receipt of education and disciplinary records, such enrollment shall be considered conditional until the superintendent has made a determination as to the student's disciplinary status in the previous school.

CORE VALUES

To create and maintain a positive learning environment, staff work with students throughout the year on a variety of Positive Behavioral Intervention Support (PBIS)

activities designed to increase student understanding of and the application of the following core values:

- **Honesty** **H**
- **Empathy** **E**
- **Respect (for others, self, and property)** **R**
- **Responsibility (Own choice)** **O**



Older students also work with younger students to explain and model these core values.

STUDENT RESOURCES

Durham Community School provides many services to students in an effort to ensure success. Such supports include Special Education, Reading and Literacy, Guidance Services, Occupational Therapy, Library Services, School Nurse, Speech Therapy, Physical Therapy, The Student Assistance Team, and others. (NEPN/NSBA Code IHBA)

VOLUNTEER OPPORTUNITIES

There are many ways for parents to become involved at the school – PTA, Booster’s Club, volunteering in the classroom or elsewhere, chaperoning field trips or dances, etc. Please get involved today by contacting your child’s teacher. In order to maximize the volunteer experience for all concerned, please do not show up unannounced or bring siblings while you are volunteering. Volunteer sign-up forms are available in the office.

FIELD WORK CHAPERONES

Fieldwork outings require a great deal of planning and organization as well as different requirements for chaperones. Your child’s teacher will notify you of the number of chaperones needed for specific fieldwork outing and who will be chaperoning each trip. Every effort will be made to include those who express an interest in chaperoning at some point during the year. Unfortunately we cannot honor all requests to chaperone trips.

When groups of students are being transported to and from field work on a bus, all students will ride the bus together.

Fieldwork trips are an important part of the student's school experience. Please do not bring siblings along, as the focus must be fully on the children participating in the fieldwork.

VISITING SCHOOL

Parents are always welcome at the school. Visits and meetings must be arranged with the classroom teacher prior to the visit. To help ensure the safety of our students, all visitors must register at the office each time upon entering the building and obtain a Visitor Pass. Visitors must return their pass when they sign out for the day.

Student visits are limited to arrangements made for students who will be attending Durham Community School within that school year. Students in grades 1 – 7 who will be attending Durham Community School for the following school year will be invited to attend step up day. **PARKING:** All visitors should use the main parking lot. No cars are permitted in the bus loop area.

SCHOOL PICTURES and YEARBOOKS

School pictures are taken in the fall of each year. An announcement concerning the cost and exact date will be given to the students and parents in advance. Money for pictures is collected on the day pictures will be taken. Parents are under no obligation to buy the package. A re-take date will be scheduled for those missing school on picture day. A school yearbook will be sold during the spring semester in grades 6, 7 & 8.

LUNCH

Students may bring a bagged lunch from home or purchase a hot lunch from the school cafeteria. **Lunches for students are \$2.65 per day; snack milk or milk to go with a lunch brought from home is .60 cents.** Durham Community School has an “offer vs. serve” policy for hot lunch. A variety of food items are offered daily, including meat/meat alternatives, grains, fruits, vegetables, and milk varieties. In order to meet the nutritional requirements as set forth by the National School Lunch Program, students

taking a hot lunch must take an entrée and at least 1 other item. (NEPN/NSBA Code: EFBA)

Weekly lunch and milk money are due on the first day of each week. Payment may be made either by putting money in an envelope with your child/children's name and amount enclosed on the front (please indicate if any change is needed) **OR** by using the online payment service of MyNutriKids.com. Go to the Durham School website www.rsu5.org and click on Durham Community School and then Lunch. Use the MyNutriKids.com link to check on account balances and make deposits.

While payment is required prior to eating a school lunch, it may be necessary for a student to charge a lunch or milk. Students are responsible for telling parents when they charge a lunch and should bring in the owed money the next day. A notice will be mailed home when five charges have accumulated and payment will be expected immediately. If payment is not received after notification of charged lunches, students will be required to bring lunch from home. If they have none, they will only be served a peanut butter sandwich and a carton of milk.

Applications for free or reduced price lunches are sent home at the beginning of each school year. They are also available any time throughout the year if financial circumstances should change. (NEPN/NSBA Code: EFC)

Parents are welcome to join their children for lunch but must call the kitchen by 11:00 a.m. if planning on buying hot lunch. **The price for an adult lunch is \$4.50**

A pre-ordered bagged lunch is available on the last day of school, which is a 1/2 day.

LOST AND FOUND

An area for lost and found items will be maintained in the building. Several times a year the unclaimed items are donated to a local charity. Please label your children's clothing, lunch boxes, and back packs.

GUM CHEWING

In general, gum chewing at school is not permitted. Some students receive special permission from the school to chew gum, as part of their learning plan. If students are

allowed to chew gum, they may do so at times that their teacher permits, and they must throw it into the trash before leaving the room. Permission may be revoked at any time.

VALUABLES

Students are asked not to bring large amounts of money and/or items of value to school. Card collections, electronic games and devices should be left at home. The school will not be responsible for items brought to school. Students are prohibited from buying, selling and trading items at school.

ELECTRONIC DEVICES

In order to minimize disruptions to the learning environment – cell phones (including texting), MP3 players, video equipment or other similar devices, etc. are not permitted to be used during school hours. We encourage students to leave these items at home. If students do choose to bring these devices to school, the devices must remain de-activated and out of sight during school hours. The school is not responsible for lost, damaged or stolen items, or the misuse of the device by another person. In case of emergencies during the school day your child may be reached by contacting the school office.

Electronic devices used during the school day will be confiscated and returned to the student at the end of the school day for the first offense. A second violation will lead to the device being confiscated and kept in the office until parents meet with school administration and pick up the device. Further incidents of violating this procedure could result in disciplinary action.

DRESS CODE

Students are required to dress appropriately while attending school. Appropriate attire is that which is safe, does not call undue attention to the wearer and does not cause disruption to the learning environment. In addition, clothing that seems to promote the use of alcohol, tobacco, or illegal substances is not permitted. Clothing that has messages including profanity or vulgarity is not permitted. Jackets and hats may not be worn in the building. Clothing with spaghetti straps, tube tops, tops that expose the midriff, and basketball-type jerseys are not permitted unless they are worn over another garment. Garments that expose undergarments are not permitted. Shorts should be long enough

that when the wearer stands with his or her arms at his or her side, his or her fingertips do not reach beyond the shorts. Students can wear shorter shorts over lycra tights or lycra shorts, however. State laws prohibit bare feet in public buildings.

If students are not appropriately dressed for school, as determined by school administration, their parents will be called to bring a change of clothes. Students who continue to violate the DCS dress code will be subject to disciplinary action.

BICYCLES/SKATEBOARDS/ROLLERBLADES

Durham Community School supports walking and biking as transportation to and from school for students and staff who live within a reasonable distance and where there are adequate facilities such as paved shoulders, and/or bike lanes. Walking and biking promote well-being by providing useful life skills and daily physical activity. Walking and biking decreases traffic congestion and the resulting pollution improving the safety of our school environments. Durham Community School supports participation in programs like Safe Routes to School Programs to foster more bicycling and walking to school.

Durham Community School regards walking or the riding of bicycles to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. The school assumes no liability for injuries occurring outside school property. The School District/Board or its subsidiaries are not liable for any equipment or property theft or damage.

Durham Community School strongly recommends that students and their parents – and all staff who walk and bike – follow walking and biking safety guidelines and always use their common sense and good judgment. Organizations such as the Bicycle Coalition of Maine and Go Maine offer bicycle safety programs for children and adults. Durham Community School recommends that every child participate in a similar walking and/or bicycling safety program. School employees and parents/caregivers are role models for all children, and older children should be models for younger children. Role models have a responsibility to follow laws and rules for safe walking, bicycling, and driving to ensure the safety of our school community.

Durham Community School will share the responsibility with parents and guardians to make students aware of bicycle rules and conditions and the safety reasons for supporting them. Students and staff who ride bicycles to and from school should follow these safety laws and guidelines:

1. According to Maine State Law, anyone under the age of 16 that rides a bicycle must wear a helmet at all times. (29-A MSR, §2323 (1)). Durham Community School students will not be permitted to leave school grounds with their bicycles without a helmet.
2. In Maine, bicycles are defined as vehicles under the state motor vehicle code contained in 29-A MRS. Parents and students should be aware of these state bicycling laws and follow them at all times. Riders must follow the rules of the road including but not limited to:
 - a. Obeying all traffic lights and signals (29-A MRS §2057)
 - b. Using hand signals before making turns (e.g. left arm extended horizontally to left to indicate a left turn, and similarly with the right arm for right turns) (29-A MRS §2071 (5))
 - c. Only one rider per seat – never let a friend ride on the handlebars or wheel pegs (29-A MRS §2063 (3), (3A), & (4))
 - d. Stopping and looking left, right, then left again before leaving driveways or entering any street
 - e. Riding with traffic (29-A MRS §2063 (5)). Don't ride too close to parked cars – doors can open suddenly.
 - f. Riding in a straight line, where drivers can see you, and not swerving between cars
 - g. Riding as far to the right as practicable except when passing, avoiding hazards, or preparing for a left turn (29-A MSR §2063 (2)) and yielding to pedestrians in crosswalks
 - h. Stopping for a school bus that is stopped with its red lights flashing to receive or discharge passengers – as a vehicle you must stop your bicycle before reaching the school bus, regardless of which direction you are traveling. You may not proceed until the school bus resumes motions or until signaled by the school bus operator to proceed (29-A MRS §2063 (9))
 - i. If you must ride at dawn, dusk, or after dark, you must use a white headlight and be sure your bike is equipped with a rear red light or reflector and foot/ankle/pedal reflectors (29-A MSR §2084(1)). A rear red blinking light is strongly recommended.
3. Bicycles ridden to school should be roadworthy and regularly maintained. It is the responsibility of the student and their parent/guardian to test tires for air

before riding and ensure that the brakes work (29-A MSR §2084 (1))

While at school, students and staff must comply with these rules:

1. Bicycles may not be ridden on school grounds during arrival and dismissal; they must be walked.
2. Bicycles must be parked in the racks provided. It is recommended that students bring and use bicycle locks.
3. Helmets must be stored in locker, backpack, or attached to the bicycle.
4. Students are not to interfere with any bikes, helmets, or other equipment (steal, unlock quick releases, bounce helmets, etc.)

Durham Community School expects parents and guardians to make students aware of pedestrian rules and conditions and the safety reasons for supporting them. Students and staff who walk to and from school follow these safety guidelines:

1. If there is a designated “Safe Route” to your school, use it.
2. Before crossing, look left, right, and left again to make sure the road is clear. Continue looking while you cross and listen for traffic.
3. Do not cross the street between parked cars.
4. If you are walking at dawn, dusk, or after dark, wear light-colored or reflective clothing.

Those students who do not exhibit cyclist courtesy or who do not follow safety rules shall be prohibited from bringing their bicycle to school. The student's parent/guardian will be contacted explaining the reasons for denial to the student of this privilege. **MOTORIZED VEHICLES OF ANY KIND, SKATEBOARDS, ROLLERBLADES OR SCOOTERS are NOT permitted at school.**

TEACHER CONFERENCES

Parent/teacher conferences are scheduled at appropriate times in the Fall and Spring. In addition, parents and teachers are encouraged to call a conference at any time during the year when either party feels the need to discuss some aspect of the pupil's development.

GRADES

All student progress is monitored relative to the specific standards of the Maine Learning Results and reported to parents three times a year.

Grades K – 8 receive a grade for each standard using the following scale:

- 4 = Exceeds Standard
- 3 = Meets Standards
- 2 = Partially Meets Standards
- 1 = Does Not Meet Standard
- (blank) = Not evaluated at this time

In addition, students in grades 7 – 8 receive an overall grade in each subject using the following scale:

HOMEWORK

Homework is an important part of your child's education. Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it. Homework also helps: students and teachers maximize classroom instruction; families to become more involved with their child's education; to communicate the high expectations that schools hold for their students; and it helps students develop self-discipline and organizational skills. Based upon the RSU No. 5 School Board's adopted policy for homework (NEPN/NSBA Code IKB), homework will be assigned with the following guidelines:

Grades K-5: Gradually adding minutes with each grade to a maximum of 60 minutes in grade 5 for all subjects combined.

Grades 6-8: A maximum of two hours per night for all subjects combined;

TEACHING ABOUT CONTROVERSIAL ISSUES

American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching. Training in reflective and responsive thinking is impossible, or at least severely hampered, if the community does not respect the principals of freedom and recognize that dissent does not necessarily mean disloyalty. Individual student and parental rights will not at any time jeopardize an educator's right to academic freedom as defined under current law.

In the study of controversial issues, the student has the following rights:

1. The right to study any controversial issue which has political, economic, or social significance and concerning which (at the appropriate level) he/she should begin to have an opinion.
2. The right to have free access to all relevant information.
3. The right to form and express opinions on controversial issues without thereby jeopardizing relations with the teacher or school.
4. The right to study under competent instruction in an atmosphere free from bias and prejudice.

The teacher employs the same method in handling areas of controversy as characterizes the best teaching at any time.

1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
2. The teacher has assured himself/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have some opportunity to grow.
3. The teacher handles the classroom presentation in ways, which will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
4. The teacher does not use the classroom as a personal forum. He/she does not employ the techniques of a demagogue or the propagandist for attention, for control, or simply for color. The teacher has the right to identify and express

his/her own point of view in the classroom as long as he/she indicates clearly that is his/her own.

5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis is on the method of forming an opinion as much as on the opinion formed.
7. The teacher should help the student make responsible decisions by using decision-making skills. He/she must encourage the students to arrive at their own decisions through personal examination of their own individual family and religious convictions and examination of accurate factual information. Decisions made are private and to be shared only if the individual chooses to share them publicly and if such revelation is pertinent to the lesson.
8. Certain issues are considered sensitive as they relate to family privacy and parent-child relationships. The teacher must be prepared to redirect and keep discussions general in nature.
9. "Family life" discussions must be approached with a sincere concern for the feelings of all children in the class. A child may be very sensitive to a particular family situation that may or may not be known to the teacher. A teacher should respond to a child's personal or family problem in private, referring the child to home and/or guidance counselor for further discussion.
10. To encourage further discussion at home on sensitive issues such as puberty changes, reproduction, AIDS, and child abuse.

ALTERNATIVES TO COURSE WORK INVOLVING CONTROVERSIAL ISSUES

Students excluded from curriculum dealing with controversial health and personal safety issues will receive no direct instruction from school personnel (either permanent or contracted) in the area contested by parents. Students who are excluded from controversial curriculum will be assigned to either the library or another classroom and will be allowed to work on other school-related topics as directed by their teacher.

The Durham Community School will purchase and utilize a variety of textual and audiovisual materials related to issues of health and personal safety for classroom and parents use (classroom scheduling having priority). These materials may be used by parents who choose to exclude their children from regular curriculum offerings dealing with controversial issues to instruct their children on this topic.

Parents, students, teachers and other community members may suggest titles and materials to be contained in this collection. Alternative health and personal safety books and materials will be housed in the library and will be subject to the book selection policy adopted by the RSU 5

School Board. Parents of students excluded from issues of a controversial nature will bear the sole responsibility for the education of their children in the area of question

PROMOTION

The highest possible effort in the classrooms is expected of all students at Durham Community School. In order to be promoted to the next grade level, students must meet a minimum standard of achievement. Retention is an action of last resort. However, in some cases, promotion can place a student in a situation where even minimal success is improbable. Parents will be notified as early in the academic year as feasible regarding a student's risk of retention. The faculty and staff at Durham Community School are deeply committed to ensuring success for each individual student.

BEHAVIOR

To promote learning a school must be safe and orderly. Durham Community School students are expected to be courteous and respectful of the rights of others. Faculty and staff have the responsibility to model and maintain these standards and the authority to apply discipline when these standards are not met. Individual behavior reflects on the entire school and community. The ultimate responsibility for student behavior rests with students and their parents.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Unsafe behavior may result in a student and his or her parents being referred to the appropriate outside agency (police, fire, department of health and human services, etc.) for a risk assessment. Based on the outcome of the risk assessment additional conditions may be imposed should the student be allowed to return to school (this may include students and parents attending classes or workshops outside of school hours).

CODE OF CONDUCT

Per School Board policy (NEPN/NSBA Code: JIC).

General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

DISCIPLINE PROCEDURES

In order to ensure an environment where the focus remains on students being engaged in constructive learning and interactions with others, Teachers will establish classroom rules consistent with school policy established by the Board of Directors and the school administration.

- A. Teachers may exercise the following options: (this list need not be followed sequentially, depending on the nature of the infraction and other factors such as the age of the child and the number and nature of prior incidents): have students stay in during student breaks, recess periods, lunch, or take other reasonable action including after school detention when students violate classroom rules and expectations. This

will allow teachers and students to talk and hopefully resolve the issue without further interrupting class instruction.

- B. Teachers will contact parents (by phone, in writing, via e-mail or in person) whenever students fail to respond appropriately to disciplinary action. The quality of the communication and cooperation between home and school is a key factor in student success.
- C. Teachers and staff may ask for administrative assistance in dealing with a student whenever the student fails to respond to teacher intervention or commits a significant and severe infraction of school rules.
- D. Building Administrators may exercise time outs, detentions, or other disciplinary actions consistent with school board policy including but not limited to the following disciplinary options (this list need not be followed sequentially, depending on the nature of the infraction and other factors such as the age of the child and the number and nature of prior office referrals): community service, referral to guidance or the school social worker, office detentions, administrative detentions, in school suspension, out of school suspension and in extreme cases suspension with a recommendation for expulsion. If a student has been expelled or suspended, or withdrew from school before an expulsion hearing or suspension, the student will not be allowed to enroll in RSU No. 5 until the Superintendent has made a determination as to whether to admit the student and if so, under what conditions.

Examples of behaviors warranting detentions, suspension, and/or expulsion are as follows:

1. Skipping class
2. Rudeness, belligerency, or other forms of intolerable behavior
3. Obscene language or gestures, verbal, physical or in writing
4. Stealing
5. Fighting, hitting, tripping, shoving, spitting or other inappropriate, unsafe physical behaviors
6. Chronic class disruption
7. Inciting or participation in a school disruption
8. Forgery
9. Smoking or possession of cigarettes, lighters, matches, etc.
10. Leaving school grounds without permission
11. Possession of tobacco, drugs, alcohol or any illegal substance on school grounds or on a school bus

12. Cheating
13. Harassment (physical, verbal or sexual)
14. Possession of weapons
15. Bullying
16. Vandalism
17. Hazing
18. Other behaviors as determined by staff and/or administration

DETENTION / IN SCHOOL SUSPENSION EXPECTATIONS

Students are expected to observe school / classroom rules while serving detention or in-school suspension. These rules and expectations include attending to school work. If a student acts inappropriately during detention or skips a teacher issued detention, they will be referred to the office for further disciplinary action. (Discipline Procedures A - D)

An office detention is a 1 hour after school from 3:15 to 4:15.

An administrative detention is a 2 hour after school from 3:15 to 5:15.

- In the event that a child's behavior warrants a office detention, twenty four hour notice of the detention will be provided to parents. The twenty-four hour notice to stay may be waived by mutual consent of the teacher and parent. Parental permission is not required for a student to serve a detention. Parents are responsible for transporting their child home from detention. Office detentions will run from 3:15 to 4:15.
- If a student skips a detention they will receive consequences in addition to having to serve the initial detention.
- If a student receives three administrative detentions from the office in one trimester, they will be suspended for one day. Continued incidents (ongoing minor infractions or a major infraction) resulting in additional administrative detentions will result in further consequences at school up to and including suspension or expulsion from school.
- Students suspended Out of School are not permitted on school grounds (including after school events) until the morning of their return date to school. Students

found in violation of this policy will receive an additional day of Out of School Suspension.

- Any student suspended out of school in the time prior to the first dance or between dances will not be allowed to attend the next dance. Students assigned an in school suspension may be eligible to attend a dance.
- Students who receive In School Suspension either full or partial day must leave school grounds directly after school. They may not return to school grounds or participate in after school activities (sports, dances, clubs, etc...) until the day after their suspension is successfully served as determined by school administration.

STUDENT CONDUCT ON SCHOOL BUSES

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that the bus is an extension of the classroom, the Board of Directors requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of building administration by the bus driver. The school administrator will inform parents immediately of the misconduct and request their cooperation in checking the child's behavior

Children who become a serious disciplinary problem on the bus may have their riding privileges suspended by the school administrator. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. (NEPN/NSBA Code EEA, EEAEC)

RECESS EXPECTATIONS

Expectations for respectful and appropriate playground behavior are reviewed with students. Students failing to meet these expectations will be spoken to by staff and may be removed from the playground. Students may face further disciplinary action when removed from the playground. (Discipline Procedures A - D)

CAFETERIA EXPECTATIONS

Expectations for respectful and appropriate behavior in the cafeteria are reviewed with students. Students failing to meet these expectations will be spoken to by staff and may be removed. Removal from the cafeteria may result in a student's eating in an alternative setting as well as other disciplinary measures. (Discipline Procedures A - D)

AFTER SCHOOL EXPECTATIONS

After School Expectations: Students remaining after school to watch co-curricular activities or other school sponsored events are expected to model appropriate behaviors. Attendance at co-curricular activities (including sports, clubs, dances, etc.) is a privilege. Disciplinary referrals due to incidents at school sponsored events may result in students losing the privilege of attending or participating in future co-curricular events as well as further disciplinary action.

Students who have pending consequences for having not met school obligations (such as skipping a detention) are not allowed to attend after school events until their school obligations are successfully met as determined by school administration. Examples of after school events the student would be ineligible to attend include sports, clubs, dances, plays, concerts etc... Students in violation of this condition will be sent home and may face further disciplinary action. (Discipline Procedures A - D)

BULLYING/PEER TO PEER AGGRESSION

It is our mission to provide a safe, orderly, and respectful school environment conducive to teaching and learning for all students. No student should be afraid to go to school because of bullying, and no parent should be worried that their child may be bullied.

Bullying is any hurtful or aggressive act toward a person or group of people. Bullying behaviors include hitting, kicking, insults, threats, name-calling, put-downs, spreading rumors, and making fun of people to name a few. Some acts of bullying break laws when they become extortion, battery, and sexual harassment or hate behaviors. Bullying is cruel, disrespectful and not allowed at Durham Community School.

Any member of the school community should feel free to report bullying without fear of retaliation for reporting. An incident should be reported as soon as possible to the Building Principal. Students, parents, and or staff may report peer Aggression/Bullying to the school. Students who bully others can expect inevitable and escalating consequences. The supervising adult will determine whether or not the conduct constitutes bullying and will deal with the incident as outlined in this student handbook. Bullying procedures do not preclude logical consequences for unacceptable behavior.

After the incident of bullying has been investigated, the school administration reserves the right to move individuals forward in a non-sequential manner

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

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student's property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;

- B. Interferes with the rights of a student by:
 - 1. Creating an intimidating or hostile educational environment for the student; or
 - 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

- C. Is based on:
 - a. A student's actual or perceived characteristics identified in 5 MRSA 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age, physical appearance; weight; or family status); or

- b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect describe in subparagraph A. or B. above. (NEPN/NSBA Code: JICK)

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties. (NEPN/NSBA Code: JICK)

**DURHAM COMMUNITY
SCHOOL
AGGRESSIVE BEHAVIOR
RUBRIC
GRADES K - 4**

BEHAVIOR	1ST TIME	2ND TIME	3RD TIME	
Teasing (name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) Systematic exclusion (including telling others to exclude someone and starting rumors)	* Warning * Student calls Parent	* One inside recess * Student calls Parent	* Three inside recesses * Student calls Parent	After the third time a student shows this behavior in a year, school staff and parents meet to develop an individual plan.
Hitting (pushing, slapping, grabbing)	* One inside recess * Student calls Parent	*Three inside recesses *Student calls Parent	* Five inside recesses Student calls Parent	
Severe hitting (punching, kicking, and similar behavior that may injure others) Harassment (racial, ethnic, or sexual name calling or other severe harassment)	* Three inside recesses * Student calls Parent * School District consequences for some forms of harassment	* Five inside recesses * Student calls Parent * School District consequences for some forms of harassment	* Classes only for three days * Student calls Parent * School District consequences for some forms of harassment	

HARASSMENT

Harassment and sexual harassment of students is defined by the RSU No. 5 School Department's Policy Handbook (NEPN/NSBA Code ACAA & ACAA-R)

BOMB THREATS

Students who make bomb threats will be subject to disciplinary procedures which may include a variety of disciplinary actions up to and including the following: a 10 – day suspension, an expulsion hearing, and a report to law enforcement authorities. Making a bomb threat is a violation of the Maine Criminal Code, which may result in incarceration or fine. (NEPN/NEBA Code EBCC).

PEST MANAGEMENT

The RSU No. 5 School board recognizes that structural and landscape pests can pose significant problems for people and school property. It is therefore the policy of RSU No.5 School Department to incorporate Integrated Pest Management (IPM) principles and procedures per policy NEPN/NSBA Code: ECB.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

FUNDRAISING

All fundraising requests must be submitted for approval to the building administration and the Superintendent. Fundraising project request forms are available in the main office. All fundraising requests should include a description of how the funds raised will be used to support student learning. (NEPN/NSBA Code JJE)

SECTION 504/ADA

NOTICE OF PROGRAM ACCESSIBILITY FOR PERSONS WITH DISABILITIES

All programs or activities offered by the RSU No. 5 School Department when viewed in their entirety shall be readily accessible to individuals with disabilities.

Information relating to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained by contacting the ADA/504 Compliance Coordinator whose name, address and telephone number is listed below:

Director of Instructional Support
ADA/504 Compliance Coordinator
17 West Street
Freeport, Maine 04032
(207) 865-2856

Individuals who need auxiliary aids for effective communication in programs and services are invited to make their needs and preferences known to the ADA/504 Compliance Coordinator.

This notice is available in large print and on audiotape from the ADA/504 Compliance Coordinator.

NOTICE OF NONDISCRIMINATION

The RSU No. 5 School Department does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Curriculum Director
Affirmative Action Officer
17 West Streets
Freeport, Maine 04032
(207) 865-2856

Inquiries concerning the application of nondiscrimination procedures may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, 33 Arch Street, 9th Floor, Boston, MA 02110.

POLICY / PROCEDURE APPENDIX

The following are the policies referenced in the DCS student handbook. All of the RSU5 policies are listed on the RSU5 website. The RSU5 Board of Directors are always reviewing and updating policies. The most up to date policy will always govern, not what is in the handbook.

- ❖ Nondiscrimination: Equal Opportunity and Affirmative Action [AC](#)
- * Harassment and Sexual Harassment of Students [ACAA](#)
- ❖ Student Discrimination and Harassment Complaint Procedure [ACAA-R](#)
- ❖ Hazing [ACAD](#)
- ❖ Tobacco Use and Possession [ADC](#)
- ❖ Bomb Threats [EBCC](#)
- ❖ Student Transportation Services [EEA](#)
- ❖ Student Conduct on School Buses [JICC](#)
- ❖ Staff Conduct with Students [GBEBB](#)
- ❖ Referral and General Education Interventions Policy [IHBAA](#)
- ❖ Student Computer and Internet Use and Internet Safety [IJNDB](#)
- ❖ Student Computer and Internet Use and Internet Safety Rules [IJNDB-R](#)
- ❖ Homework [IKB](#)
- ❖ Compulsory Attendance [JEA](#)
- ❖ Truancy [JHB](#)
- ❖ System-Wide Student Code of Conduct [JIC](#)
- ❖ Drug and Alcohol Use by Students [JICH](#)
- ❖ Weapons, Violence, and School Safety [JICIA](#)
- ❖ Bullying [JICK](#)
- * Bullying - Administrative Procedure [JICK-R](#)
- ❖ Questioning and Searches of Students [JIH](#)
- ❖ Questioning and Searches of Students Administrative Procedure [JIH-R](#)
- ❖ Student Fundraising Activities [JJE](#)
- ❖ Use of Physical Restraint and Seclusion [JCAA](#)
- ❖ Procedures on Physical Restraint and Seclusion [JCAA-R](#)
- ❖ Disciplinary Removal of Students with Disabilities [JKF](#)
- ❖ Immunization of Students [JLCB](#)
- ❖ Communicable/Infectious Diseases [JLCC](#)
- ❖ Administering Medication to Students [JLCD](#)
- ❖ Student Education Records and Information [JRA](#)
- ❖ FERPA Notice [JRA-R-E](#), E FERPA Notice

