Cherryfield Elementary School

Cherryfield, Maine 04622
Tel: (207) 546–7949 Fax: (207) 546-7949
Superintendent of Schools: Derek Perkins 546-7770

To All Students and Parents

This handbook has been prepared to share important information regarding our school with Cherryfield Elementary School families, including information about our school policies and state regulations. It gives you a variety of information that will make your years at Cherryfield Elementary School productive and enjoyable. Let's work together to make Cherryfield Elementary School the best that it can be!

Please take a moment to read this handbook carefully. Some changes have been made and new information has been added. Do not hesitate to reach out and ask questions.

All Cherryfield School Department Policies are available on our school website: **cherryfieldschool.org.** New policies are added to the website as they are adopted by the Cherryfield School Board. We encourage you to review our school policies.

Regular daily attendance for your child is crucial in ensuring that your child makes the academic and social gains within a given school year. It is essential that your child attend school on a consistent basis unless they are sick. I would encourage you to schedule vacations and family experiences around our school calendar to help support your child with their learning at school. Chronic absences can result in loss of learning, a child falling behind their peers, lower reading skills, and ultimately, higher high school dropout rates. A child who misses just two days per month of school misses out on 10% of the school year. As we know, it is hard to replicate classroom instruction and build necessary skills when students miss school. Good attendance is a commitment to your child's learning. Please partner with us to ensure that your child is getting the most out of their education.

CES students are known for doing well academically and becoming future leaders in our community. To help support our students with both academic and social needs, CES will be working on implementing school-wide programs to support all students with their social-emotional development along with academic achievement.

I am looking forward to working with you to create the best educational experience possible for your child. Cherryfield Elementary has a rich history that is unmatched by other schools across the State of Maine. Together we will continue to build a positive and memorable legacy for Cherryfield Elementary School. If you have any questions or concerns, feel free to send me an email at mtenney@cherryfieldschool.org or give me a call at 546-7949.

Melissa L. Tenney, Superintendent of Schools and Principal of Cherryfield Elementary School

Cherryfield School Department's Mission Statement

Cherryfield School Department promotes the belief that all students can learn. To facilitate this process, children need positive parental involvement, community participation, and a safe and supportive school environment.

Cherryfield School Department must set high, realistic goals for all the students and staff. Development of self-esteem, self-discipline, respect, pride, and compassion, along with a well-rounded educational program, will enable our students to become lifelong learners.

We Believe in Our Mission that:

* Children need to develop self-control and assume responsibility for their actions.
* Students must assume ownership and responsibility for their learning.
* Positive parental involvement is a must.
* Every student needs to experience success.
* Each learner is an individual and is part of our school community.
* Every child can learn.
* In providing a safe and supportive environment for all students and staff.
* Each child will be encouraged to develop self-esteem and a sense of accomplishment and their own growth mindset.

CHERRYFIELD ELEMENTARY SCHOOL

CREATING EDUCATIONAL SUCCESS!

Staff Directory

Administrative Staff

Melissa L. Tenney	Superintendent/Principal
Shanna Blackwood	Administrative Assistant
Kim Smith	Principal's/School Secretary

General Education Staff

Patricia Beal	Pre-K Teacher
Sandy Alley	Kindergarten Teacher
Nancy Thompson	Grade 1 Teacher
Meghann Grover	Grade 2 Teacher
Sara Brown	Grade 3 Teacher
Tara Moffitt	Grade 4 Teacher
Seaira Smith	Grade 5 Teacher
Richelle Leighton	Grade 6-8 Teacher-ELA
Crystal Perry	Grade 6-8 Teacher-Math
Jason Snider	Grade 6-8 Teacher-Science/Social Studies

Specialist Staff

TBD	School Counselor/Guidance
Jason Snider	Part-time PE Teacher
MAMM	Part-time Music Teacher/Workshop
TBD	Part-time Art Teacher

Special Services Staff

Melissa Tenney	Special Education Director/McKinney-Vento
Ralph Hirtle	Asst. Special Education Director
Veronica Potter	Title 1
Laury Worcester	Title 1
Ralph Hirtle	Special Education Teacher/IT
Katherine Fitzpatrick	Educational Technician
Paula Judge	Educational Technician
Starley Moffitt	Educational Technician
Nicole Ripley	Educational Technician
Kelly Kennedy	Speech Therapist
Katelyn Cyr	Physical Therapist

Casey Openshaw	Occupational Therapist

Support Staff

TBD (if needed)	Pre-K Educational Technician
Kasey Reid	Day-time Custodian
n/a	Evening Custodian
Angela Farren	Nurse
Christen Beal	Food Service Director/Cook
Gabriella Wood	Assistant Cook



Attendance

School is in session from **8:00 A.M. to 2:30 P.M. daily**. Students should arrive at school **no earlier than 7:25 A.M.** Sometimes the school buses do arrive early. In the event that the bus arrives early, we have staff assigned to supervise in the gymnasium

Students arriving after 8:00 A.M. are marked as **tardy** and must report to the office prior to going to their classrooms. Students who walk or are driven to school are expected to arrive on time. If your student is going to be absent, tardy, or is being dismissed early, please make sure to let the office know in a timely manner.

If a student has an appointment during the day, a **note** needs to be sent in with the student. A student who becomes ill during the day, or has some other type of emergency, must report to the office before leaving school. Parents or a guardian must sign students in or out through the main office.

When a student is not going home on his or her regular bus, the parent/guardian must write a note of permission. If a student is not taking a bus home and other arrangements have been made for transportation, a note must be given to the classroom teacher. Without proper notation students will need to take their normal route home. All notes or permission must be given prior to normal bus dismissal or students will go on their normal bus. Bus drivers will not make an exception without a note from parents/guardian. Planning ahead and communicating transportation changes is important.

All attendance information is recorded with MEDMS, the Maine Department of Education's record system. Maine's attendance law requires that the adult having control of a person of compulsory school-age, shall see that the child attends school. A student is considered habitually truant when they miss 7 full days of school, or 5 consecutive days of unexcused absences in a school year. Formal letters will be sent home when a student has reached the maximum days allowed for absences, and a meeting with the superintendent will be scheduled if absences continue. We will need to work together to ensure the best plan for your child.

Valid reasons for absences include:

Personal illness
Family emergency
Absences approved by Principal in advance
Emergency medical or dental attention
Observance of religious holidays

All absences require a written, signed, and dated excuse from a parent or guardian and/or a doctor's note. Work missed during an excused absence may be completed for credit as assigned by the classroom teacher. The classroom teacher will provide a reasonable timeframe for the completion of the work, normally 1-2 days for each day missed. If the work is not completed as expected, the classroom teacher may keep the student in for recess or after school to complete the work. Effective learning requires participation in the classroom during instruction. Students will miss vital instruction when absent. If a student is absent, the classroom teacher may keep the student in at recess time to provide your child with access to the missed instruction.

Absences without a note are all considered unexcused.

In the event of excessive absences, the principal, classroom teacher, guidance counselor, and/or nurse will call a meeting with your child's educational team to develop a plan to increase attendance. Perfect attendance is a credible goal, however, a student should not attend school when they are sick.

Awards

Each year awards are given in the following areas: academics, attendance, athletics, and participation in other activities. Honor rolls will be published each quarter in the local newspaper. Guidelines for these awards are as follows:

- Athletic honors are as follows for those who complete the season in each sport: Students in Grades K–5 will receive a certificate for each sport that they successfully complete.
- Students who have successfully completed a Junior High Sport in the first season will receive a sports pin for each sport they successfully complete, as well as a certificate for each sport that they successfully completed.
- Students in Grade 8 will receive a sports trophy (in the sport of their choice) upon the successful completion of ***two*** sports, as well as a certificate for each sport successfully completed.
- Grade 8 class award will be determined by staff.
- Honor Awards will be determined based on student proficiency.
- Students with perfect attendance will receive an award.
- Any other awards to be presented at the Cherryfield Elementary School are to be done with the permission of the school principal.

Bicycle Rules

Those students who ride bicycles to school will put them in the bicycle area. They will be kept in this area until school dismissal. When school is dismissed bike riders are to leave school premises.

Bus Rules/Conduct

Bus rules are distributed to each student. The rules are also discussed with the students on the first day of school. The rules can be found on our web site: **cherryfieldschool.org**, as well as enclosed in this handbook. Students are expected to obey all bus rules. Assigned seats will be given. Bus drivers will give warnings and may suspend a student from riding the bus if rules are broken and safety is at stake. Should questions arise regarding any busing concern, please contact the student's bus driver. You can call Superintendent Melissa Tenney at 546-8111. CES

contracts with West's Bus Service, and we abide by their bus conduct guidelines. Any changes to bus guidelines will be provided.

Breakfast, Lunch, and Milk Program





Our school breakfast, lunch, and milk program are run in compliance with State and Federal Regulations, therefore it is necessary for the parents or guardians of all students attending the Cherryfield Elementary School to complete the necessary paperwork that is sent home regarding breakfast/milk/lunches. **Filling out this paperwork is important to our school's continued funding.** It is easy to fill out and all information needs to be completed.

The Cherryfield Elementary School will be able to offer free breakfasts and lunches for students through the 2025-2026 school year. To do so, it will be necessary that **all** parents or guardians complete the free/reduced lunch application. The more applications that we receive helps the school to be able to offer the free breakfasts and lunches. Any questions, please contact the school. Support on how to fill out the paperwork will be provided for those that need it. If you have any questions, do not hesitate to contact Mrs. Smith.

Breakfast/Lunch money for extra milk is to be brought to school at the beginning of the week and may be paid weekly, or for longer periods. **Payments are expected by the end of the week**, at the latest. Please send money in an envelope labeled with the child's name, days the child wishes to get extra milk, and the amount of money enclosed. Please send the money to each individual student's homeroom teacher.

We hope to offer a la carte throughout the year. A notice/price list will be sent home to notify parents when a la carte will be offered.

If a child is going to be late for school, please call us so that we can order his/her lunch for them. The orders are completed by 8:15 am each morning and by that time the kitchen has

started their daily preparations.

If a child is going to be dismissed from school before lunch, either send in a note or call the school. This will help us to only prepare what is needed.

2025-2026 Breakfast and Lunch Prices

Breakfast-FREE

Lunch---FREE

Milk-------.35 cents

Discipline, Student Suspension, and Expulsion

Discipline and accountability is one of the most important lessons taught through education. It is the training that develops self–control and character. It is the key to good conduct and proper consideration for other people.

Students at Cherryfield Elementary School are expected to conduct themselves in a manner that will not interfere with the rights/safety of others in order to ensure an atmosphere of learning. Rules and regulations are established and maintained throughout our school. When violations of the rules occur, there are consequences.

Teachers are responsible for discipline in the classroom, study halls, recesses, lunchroom, and throughout the school. Students are required to respond to any member of our staff. Teachers may assign any reasonable penalty as a consequence for a student's inappropriate actions.

Teachers may require students to serve lunch detentions and/or after school detentions. After-school detentions may be given for non-completion of work or for disciplinary reasons. Teachers who hold after school detentions will communicate with parents/guardians as to why the child is serving detention and when it is to be completed by. Transportation is provided from parent/guardian at the completion of the detention.

Students that repeatedly violate school rules or who engage in an act of a serious nature may receive an after-school detention, an in–house suspension, or an out-of-school suspension to be administered at the discretion of the school principal. The penalty may vary according to the nature and seriousness of the rule infraction and the number of infractions the student has had previously.

As part of our school program, we try to teach students respect and consideration for both their fellow students and the adults with whom they have contact. All playground and

classroom rules are based on the premise of respect for others and insurance of safety. Certain rules are adopted to give students specifics as to what behaviors are acceptable and what ones are not. Most students cooperate well, but occasionally school staff will have to address unwanted and/or unsafe behaviors. If frequent corrections have to be made, we will inform the parents/guardians so that we can work together to help resolve the problem. Occasionally, a written incident report might be sent home if a staff member feels that parental involvement is required.

CES has a zero-tolerance policy towards bullying. The legal definition of bullying per Maine Law and the CES Bully Policy states the following:

Bullying

"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:

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
b. personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
c. 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 described in subparagraph A. or B. above.

Students who violate this policy will face disciplinary action which may include suspension, expulsion, or alternative disciplinary consequences. Please review this policy in this handbook.

Dress Code

The school dress code ensures that students are neat and clean, wear clothes that are whole, clean, and that fit properly. Students may not wear clothing that interferes with and/or detracts from the normal educational process and atmosphere of the school. It may not be offensive, revealing, or attract undue attention to the wearer, or cause a disturbance.

1. Hats are not to be worn in the building at any time, unless an exception is made by the Principal.

2. Any garment that does not adequately cover a student's body will not be allowed unless worn over a t–shirt or some other garment that covers the student properly. This includes tank tops and spaghetti strap tops. Leggings/yoga pants should be worn under clothing that properly covers the student. Common inadequate garments include, but are not limited to: training shorts (such as are worn for volleyball), tanks with wide open sleeves, shirts that show the midriff, and low cut shirts.

3. Students must make sure that they are dressed appropriately for the weather. Shorts may be worn (as long as the length is no shorter than the fingertips of the hands extended down the legs) from the first day of school to Indigenous Peoples' Day and from April vacation to the end of the school year. Students may not wear shorts from Indigenous Peoples' Day to April Vacation. **Students are expected to go outside during recess and must be dressed appropriately for the weather.**

4. Clothing with suggestive slogans or that promotes drugs and alcohol, or tobacco products are not permitted and if a student is wearing one they will be asked to change or turn it inside out so that slogan/ drug/alcohol product is no longer visible.

5. Pants are to be worn around the waist and not hanging below the waist area. Pants are to be for all practicable purposes whole. Underclothing shall not be visible. This could be a safety issue as well as a modesty issue.

6. Items of a dangerous nature are not permitted. This could be, but is not limited to, large chains, or chained wallets.

7. During recess and gym, open-toed shoes are not recommended for safety purposes. Please bring appropriate footwear for both of those activities.

Drug and Alcohol Use by Students

(Refer to appendix and website: cherryfieldschool.org)

The Cherryfield School Board and staff support a safe and healthy learning environment

for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents/guardians, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

Early Dismissal

Your child's welfare is our primary concern. Therefore, we will not dismiss a child early unless we have authorization from a legal guardian or a parent with legal custody as stated on the student emergency forms.

If you plan to be away or plan on someone else (friends, neighbor, relative) picking up your child, please send a note to the school with the adult's name and the time of dismissal and have your child give this note to the teacher or call the school secretary. Students will be sent home as per usual procedure without a signed and dated note.

Students may be dismissed early for medical and dental appointments, family emergencies, and illness. A signed, dated note excusing them of their absence should accompany the student upon returning to school.

Enrollment Process

We are excited to have new students and families joining the Cherryfield Elementary School community. We understand that it can be a trying time for students to enter a new school setting. **To attend Cherryfield Elementary School, students/parents/guardians must be residents of Cherryfield, unless the family lives in a school choice area such as Beddington, Deblois, or a Township. If this is not the case, a superintendent's agreement is necessary to attend CES.** In order to make this transition as smooth as possible for your child, we request that the following procedures be followed:

1. Parents or guardians should contact the secretary or school principal in person.
2. Parents or guardians should bring with them any records that they have—this must include a health record and birth certificate (not a hospital copy) and any other records that are needed. These must be up–to–date.
3. Parent or guardians will fill out all necessary paperwork to enroll said student(s).
4. Parents or guardians will supply students with necessary equipment (pens, pencils, notebooks, etc.).

We thank all parents, guardians, and students for their understanding and support during this process. Our hope is to make this transition period go as smoothly as possible for all involved.

Expectations for Attending Sporting Events at CES

1. Students are encouraged to attend all sporting events held at CES. We do ask that all students in Grades Pre-K-4th grade be accompanied by an adult.
2. Students are asked to remain in the bleacher section or designated spectator section during the game.
3. ***For basketball, no students should leave the building and then reenter. If students leave the building, they cannot reenter the school building.***
4. Food and drinks will be sold at games to benefit our school. We ask all spectators to make sure that all trash and bottles are cleaned up and disposed of properly. This helps to lighten the load on our custodial staff and is greatly appreciated.
5. All games are considered school functions and are considered an extension to the school day. That means that all school rules apply. Good sportsmanship needs to be always modeled and promoted. Students that cannot abide by the rules will be asked to leave and may be subject to future consequences.

Extracurricular Activities

Our school strongly encourages children to participate in extracurricular activities. Extracurricular activities help to provide a "well-rounded" educational experience. Here is a list of the activities that are offered at CES as long as we have enough interest: Cross Country, Jr. High Soccer, Basketball, Cheerleading, Pee–Wee Basketball, Baseball, Softball, Student Council, Chorus, Drama, and Junior National Honor Society.

Participation in extra-curricular activities requires students to remain in good academic standing at school. Students who receive warning notices from their teacher, owe assignments, or are failing a subject will not be allowed to participate in extra-curricular activities until the grade has improved to a proficient level. Communication with the teacher, student, parents/guardians, and principal is critical in ensuring academic and extra-curricular success for the student.

We also encourage students in grades 2-8 to participate in the after-school program, EdGE. The EdGE program meets four days a week and provides a safe space for after school programs. They also provide academic tutoring and field trips.

Please review the district Athletic Code in the appendix and on our website.

Field Trips



Occasionally students will have opportunities for field trips. CES views field trips as a great way to enhance the learning experience for our students. Parents/guardians will be informed in writing regarding school field trips. You will be asked to sign a permission slip whenever your child's class goes somewhere outside Cherryfield. The teacher will provide the parents/guardians with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when the field trip will extend beyond the school day.

Fire & Emergency Drills

Fire drills and other emergency drills will be held periodically throughout the school year. Each classroom has its own evacuation plan that staff will share with the students. We also have other safety plans in place, which we review and practice intermittently. In this way, we hope to be prepared for any emergency that calls for the evacuation or lockdown of the school. Lockdown procedures are practiced twice a year to ensure that students know what to do in event that we need to lockdown in place or leave the building to go to a designated safe location.

Grading System

Cherryfield Elementary uses a Proficiency-Based grading system. Students are assessed in connection with the state standards and rated. The school year is divided into quarters (indicated on the school calendar). Report cards are prepared for students at the end of each quarter. These report cards reflect how each student is performing in their efforts to meet learning standards.

In Grades Kindergarten–2, the following grading system is used.

4 = Advanced
3 = Proficient
2 = Developing

1 = Emerging

NE= No evidence

Numerical grades are used for grades 3-8. The conversion of the proficiency scale to numerical grades will be determined and notices sent home to inform parents once that conversion has been made.

Harassment and Sexual Harassment of Students

(refer to appendix and website: cherryfieldschool.org)

Harassment of students because of race, color, sex, sexual orientation[1], religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Home and School Communication

It is important to us at CES to have open lines of communication between home and school. CES utilizes the Remind App as a way of updating our school community on changes that occur at our school. The Remind App helps to share snow days, early release days, or important messages with the school community. We also utilize the Cherryfield Elementary School Facebook page to share information on school wide events, along with highlights of the powerful learning that is taking place in our building.

Teachers communicate in a variety of ways, many send home newsletters, others share updates in a group email. Please let your child's teacher know the best means of communication for you, i.e., (email, phone, Seesaw, etc.) to ensure timely communications about successes and concerns. It is also important for students to gradually gain the responsibility of communication. Homework folders, assignment sheets, calendars, and long-range project planning are examples of strategies students should learn to use.

If you need multiple copies of school communications, please let the office and your child's teacher know. We will do our best to be accommodating.

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Home–School Compact

School Responsibilities

The staff at Cherryfield Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Maine's student achievement standards as follows:
    a. By defining essential learning objectives with district assessments based on the Maine Learning Results;
    b. By selecting curriculum that closely aligns with the Maine Learning Results/Common Core;
    c. By using Best Practice strategies in the implementation of the curriculum;
    d. By using the Professional Learning Communities to provide on-going professional support for teaching; and
    e. By supporting students in achieving behaviors that promote learning for all.
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement.
    a. Conferences will be held at the end of the first and third marking periods. Generally, these conferences are held in November and April.
3. Provide parents/guardians with frequent reports on their children's progress.
    a. These contacts may be provided through email notices, notes home, and parent/guardian contact before or after school or by phone.
4. Provide parents/guardians with reasonable access to staff.
    a. Parents/guardians may expect that a teacher or other staff will respond within a reasonable length of time, usually within the week, at a parent/guardian request for a meeting.
5. Provide parents/guardians opportunities to volunteer and participate in their child's class and to observe classroom activities.
    a. Monthly notification of upcoming events will be provided by newsletter or school calendar. Parents/guardians are encouraged to participate. Parents/guardians may request a time and date to observe classroom activities.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

1. We ensure that our children arrive at school on time and ready to learn.
2. We will schedule meetings, doctors' appointments, family vacations and family events so as not to interfere with the academic year.
3. We will monitor our children's homework and provide them with an environment that is not distracting in which to do it.
4. We will encourage our children to read.
5. We will encourage our children's curiosity and interest in the world.

6. We will limit television viewing, computer games, and internet use to reasonable amounts (recommended by American Pediatric Association-an hour a day).
7. We will volunteer in school as much as is practical.
8. We will support our children's participation in school related activities.
9. We will take an active role in promoting the best interests of our children.
10. We will make academic decisions based on academic recommendations and the best interests of our students.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve Maine's high standards by:

1. We will take responsibility for understanding our work and asking for assistance when we don't understand.
2. We will complete assignments, including homework, in a timely manner.
3. We will do our homework and read nightly.
4. We will give to our parents/guardians and other responsible adults all notices and notes sent home from school.
5. We will follow the rules and expectations of the school to improve the atmosphere for all learners.

Homework



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

A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.

B. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents/guardians and schools must work together. Homework is one way parents/guardians can make a meaningful contribution to

helping their sons and daughters achieve. When students see that their parents/guardians think education is important, their performance improves.

C. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

If a student finds that he/she is having difficulty in a subject, the **student** should see his/her teacher for extra help before school, after school, or during the day. A student should not wait to seek help. It is very important that he/she does not allow him/herself to get behind in his/her studies. Almost all homework assigned is practice or extensions of material learned. If your student is having repeated problems *understanding* homework assignments, please contact the classroom teacher. *Assignments/homework are to be done when the class reconvenes. If not, arrangements should be made to make up work that has been missed. When a student has extended absences, it is the student's responsibility to make up for all missed work.*

Intervention

Cherryfield School Department believes that all students should learn at a rate equal to their rate of learning and that fits their learning styles. Staff makes consistent adjustments to ongoing instruction to meet the needs of the students in their classrooms and provide intervention to assist students in learning. Our intervention program is comprehension and includes Title 1 as well as additional classroom interventions.

No–School Announcements

The Superintendent of Schools will notify local television stations of school cancellations or delays. These will be communicated through the Remind app, One Call Now, and our Facebook page. Please sign up for the Remind app and One Call Now.

No-school announcements will be broadcast on local television, Remind app, and the school's Facebook page between 6:00 A.M. - 6:45 A.M. Please do not call the Superintendent or Principal as it will only tie up telephone lines necessary for school cancellation arrangements.

Parent/Guardian Involvement

Cherryfield School Department has a parent involvement policy that meets the federal standards set under No Child Left Behind. (see appendix and web site: cherryfieldschool.org) We encourage parents/guardians to get involved by joining the Cherryfield PTO. Please contact the school office for details.

Parent—Teacher Conferences

We schedule parent-teacher conferences twice a year. This involves some release time for students that is noted in the school calendar section, but we feel that conferences are a valuable part of our student evaluation process because they allow you to have input and to ask specific questions about either the program in general or your child's performance. You are encouraged to take full advantage of this opportunity. Parents/guardians are encouraged to set up conferences with teachers anytime there is concern for your child's progress.

Parties/School Celebrations






Our school traditionally celebrates three parties each year: Harvest, Winter Holiday, and Valentines' Day. The school principal must approve all other parties. Parents/guardians are asked to help with refreshments and some teachers have parents/guardians come in to help with the party itself. Teachers make arrangements for their own classroom. All parties must follow the Wellness Policy guidelines (policy is on our website: cherryfieldschool.org).

Procedures for the Administration of Medications

Parents/guardians are responsible for bringing in all student medication and proper documentation per policy. Under no circumstance should students transport the medicine. Students shall not be permitted to take medication while at school unless such medicine is given under the direction of the school nurse or other designated personnel who shall act on the

specific written request of the parent or guardian and/or under the written directive of the student's personal physician.

The above policy covers all prescription and other drugs, *including over the counter medications* and any drugs as defined in the Cherryfield School Department Drugs and Alcohol policy.

(refer to appendix for policy and our website: cherryfieldschool.org)

Promotion and Retention of Students

Our school believes that the placement of children in classes for a new year is a decision of great importance—one that is made by the classroom teacher after consulting with the principal, parents/guardians, and/or other teachers. In making these decisions, we want to consider all possible and relevant information so placements will be made which will ensure the greatest possible learning for each child.

The Cherryfield School Department administration and staff will strive to create a positive atmosphere toward learning whereby a student may progress through school according to his/her own individual needs and ability.

In situations where there is doubt as to whether to promote, retain, place, or return a student to a former grade, the teacher shall consult with the school Principal. Consideration will be given to a student's record of accomplishment that will be the major criteria for advancement.

In cases of potential retention, the teacher shall notify the parents/guardians in writing of such possibility by the end of the second ranking period or following that when such need is identified. A copy of the letter shall be placed in the student's permanent record folder. The teacher involved will arrange a conference with parents/guardians and anyone they might invite to attend.

Students who are unable to earn promotion by accomplishment will be retained in their current grade except where there are extenuating circumstances.

APPEALS

Parents/guardians may request an appeals hearing with regard to decisions made by teachers to retain, place, return to former grade, or promote students. This request should be in writing and should explain in reasonable detail a basis for the appeal. The request should be addressed to the Superintendent no later than July 15.

A. The Superintendent shall research the situation and meet with the parents/ guardians for the purpose of exchanging information. The Superintendent's role at this point is advisory in nature.

B. A hearing with the parents/guardians will be scheduled with an Appeals Committee. The Committee shall include 1) the Superintendent; 2) the Director of Special Education; 3) a teacher of the same grade as the student from another school; 4) a teacher of a different grade from another school; and 5) a Principal from another school.

C. The Appeals Committee will review all of the relevant documentation concerning the student involved. The Appeals Committee may request additional information relevant to the appeals process. The Appeals Committee will also hear from the parents/guardians and from the student's teacher(s) and Principal.

D. The Appeals Committee shall make its decision no later than August 15.

Recess

During recess time, all students are expected to go outside when the weather permits unless they have a medical reason to stay in, or have to stay in for discipline reasons. Students healthy enough to attend school should be healthy enough to go outside during recess. Students need to dress appropriately for the weather. Students should wear proper foot gear when playing on the playground. Open toed shoes are a safety hazard and should be avoided during recess.

Rules and Regulations for Students

The ultimate purpose of rules is to teach students to have self-discipline. Students need to take control of and responsibility for their own actions. They need to learn skills necessary to govern themselves throughout their own lives. Students are expected to conduct themselves in an appropriate manner. This handbook sets the guidelines for that behavior and the rules and procedures outlined are designed to help our students reach these goals.

The ultimate purpose of education is to help each student become an effective citizen in our society. We need to prepare our students to live, participate, and to be successful in the world of tomorrow. We need to realize that we are jointly accountable for this learning experience. The teachers, parents/guardians, and the students all have important roles to play.

1. School begins at 8:00 a.m. Students arriving after this time will be considered tardy.
2. All students who are tardy must report to the office to verify their lunch status for the day.
3. Pupils returning to school after an absence must present to the classroom teacher a signed, dated excuse for the past period of absence.

4. Walking students attending the Cherryfield Elementary School should not enter the school grounds prior to 7:30 a.m. Students needing to board buses to other schools shall enter the grounds as necessary to ensure their prompt transportation to other schools.
5. Students are not permitted to leave the grounds without permission during the school day.
6. School will be dismissed at 2:30 p.m. and will be called for dismissal through the office.
7. Students are expected to obey the rules for their classroom, bus, and building as presented by their homeroom teacher. This includes appropriate behavior and appropriate language.
8. Written permission is necessary before students can be allowed to leave school other than on their regular conveyance or to their regular destination. These notes must be signed by the parent or guardian and appropriately dated. The notes are to be initialed by the student's classroom teacher and submitted to the bus driver as the pupil enters the bus. The classroom teacher will retain notes for walkers.
9. Students are expected to be neat and clean and to wear clothes that are whole, clean, and that fit properly. Students should dress appropriately for the weather. Students should not wear tank tops or thin straps. Even though outside activities are eliminated or curtailed during extremely cold days, emergency situations may prevail which would require immediate building or bus evacuation. Boots, coat, mittens, and a warm hat should be a part of a student's regular winter attire.
10. Students participating in extra-curricular activities must have a physical examination and carry health insurance. Participants are to be accountable to their coach or advisor at all times.
11. Students are expected to assume responsibility for the proper care of books and materials loaned to them during the school year.
12. Dangerous objects, drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles. (See "Weapons, Violence, and School Safety" in the School Department's Student-Related Policies booklet.)
13. Tobacco use is not permitted in the Cherryfield School building or on school grounds at any time, by students or adults.
14. The principal must approve educational trips and extended vacations in advance.
15. There will be no talking in line or in the halls after the bell rings as other classes are in session.
16. Acts such as physical violence, theft, smoking, or destruction of school property may lead to suspension. Students will receive consequences for hands-on behavior.
17. Students are not allowed to use pagers, cell phones, mp3, iPhones, iPads, and digital playback units in school unless they are school-issued devices. If there are messages, they can be telephoned to the school office and the message will be relayed to the student. Cell phones are to remain *turned off* and remain out-of-sight in the student's backpack. If a student uses a cell phone, the phone will be confiscated. Cell phones will be returned to parents/guardians at the end of the school day.
18. Students may not use radios, CD players, game players, or any I-Pods, or other electronic

equipment. Violation of teachers' rules will result in the confiscation of the electronic equipment. Equipment will be returned to parents/guardians. Electronic equipment is the responsibility of the students and not the school.

19. Students are expected to remove hats upon entering the building, unless an exception has been made by the principal.
20. Sneakers are required in order to participate in gym activities.
21. There is no gum allowed at school unless teacher approved.

Playground Rules are established for your safety. Please obey them at all times.

a. Tire/Swings are to be adjusted only by adults.
b. Tire Swing/Swings are limited to one student each in a sitting position. Pushing is prohibited by small children, as is walking between or behind swing boards.
c. Please swing as directed (only forward and back, no twisting, side swinging.
d. Swings should be slowed to a stop before getting off, no jumping off swings.
e. Basketball rims and nets are to be used for games only. Hanging from or grabbing nets and rims is prohibited, as is climbing the poles.
f. Students are expected to keep their hands off other students. There is to be no unnecessary roughness, pushing, wrestling, or fighting on the playground.
g. Rough play is not permitted at any time. The staff member on duty is empowered to stop play that he/she considers rough or that has the potential to become rough.
h. Students are to use the trash cans on the playground to dispose of their trash and cans, etc.
i. There should be no more than two at a time on the monkey bars. Use your hands only.
j. Walkers and bicycle riders must leave the school grounds immediately after school dismissal and not remain on the school property.
k. Students may not play in the snow unless they are properly dressed with snow pants, boots, gloves, and coats.
l. No throwing snow, ice, or other dangerous objects on the playground !!!

School Dance Procedure

All dances must be scheduled at least two weeks in advance and must be approved by the principal. A maximum of one dance per month will be considered for approval.

Students/adults will be responsible for making all of the necessary arrangements for dances (obtaining approval from the principal; scheduling the gym; securing chaperones; planning for refreshments, if desired; setting up; etc.). Students/adults will also be responsible

for cleaning up after dances are over in cases where a custodian might not be available.

All dances will end no later than 9:00 P.M.

The principal or assistant and at least two staff members will be in attendance at all dances.

School dress code does apply.

During a dance, students will remain in the gym and will not be allowed in any other part of the building with the exception of the bathrooms and lobby to purchase refreshments.

Any student under the influence of alcohol or drugs will be required to leave the premises. Parents/guardians or police will be called to take the student home. The student will be referred to the principal the first school day following the dance and disciplinary action will result in the student being barred from future dances.

Students not attending the dance will not be allowed to loiter on school grounds.

If students fail to comply with this policy, future dances may be denied for all students.

Cherryfield Elementary School dances are open to Cherryfield students in grades 5-8.

Students from grades 6-8 who attend other schools in MSAD #37 are allowed to attend dances at Cherryfield with permission of their building principal via a sign-up sheet.

School Health, Injury, and Illness

At the beginning of the school year, and periodically throughout the year, emergency information sheets are sent home to parents/guardians. This information informs the teachers and administration of what procedure you would like us to follow in case of sickness or injury to your child. Our procedure is to notify parents or guardians as soon as possible after learning about either an injury or an illness. If a student complains about being sick, we will call to let you know. That call does not necessarily mean that we expect you to come and get the student. We will give our opinion, unless severely ill or in need of medical attention, but otherwise the decision is yours.

Students are not to be sent to school when sick (vomiting, fever, etc.). If they arrive at school ill, they will be sent home.

Injuries are handled in a similar manner. However, if it is an obvious problem, we will notify you. If no one can be reached for advice, we will use our own judgment based upon the emergency card information in dealing with the situation. Please keep the school informed if any emergency contact information changes.

School Visitations

The School Board encourages the active interest and involvement of parents/guardians and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the superintendent. It is understood that procedures may vary from school to school due to differing considerations such as age of the students and building layout and location and fingerprinting history should be on file.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

A. The term "visitor" shall apply to any person on school grounds or in school building who is not an employee or student of the school unit.

B. All visitors shall report to the main office upon arrival at the school.

C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.

D. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.

E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school-related business and/or who may disrupt the operations of the schools. This may include, but not limited to, the news media, profit-making businesses, and other organizations seeking access to students and/or staff.

G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.

H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Special Education Referral / Pre-Referral

It shall be the policy of Cherryfield School Department to refer all school-age students suspected of having a disability that requires special education to the pupil evaluation team ("PET") for an evaluation in the suspected areas of disability. Professional school staff may make referrals of students to the pupil evaluation team, by parents/guardians, and by other persons knowledgeable about the child's educational needs.

The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may from time to time amend those procedures, as necessary.

Telephone Usage

Student cell phones should not be used during school hours. Cell phones are to remain “turned off” and out of sight in the student’s backpack. The school telephone can be used by the students only in cases of emergencies, such as illness or accident. Use of cell phones during school hours will result in appropriate consequences, which may include the phone being taken to the office and then picked up by a parent/guardian.

Other calls such as calling a parent/guardian to visit a friend after school, or to stay for after school activities should be taken care of prior to coming to school. Students are to remember books, homework, and sneakers and may not call home for them.

Testing

We administer the NWEA Standardized tests in the areas of Math, Reading, and Language Usage two to three times per year for students in Grades K-8. Starting in 2021, the State of Maine has shifted to using the NWEA assessments as their statewide assessment for students in Grades 3-8 in Maine public schools. In addition, students in Grade 5 and 8 will be completing the MEA test for Science in May.

The special education personnel upon written parental permission through the IEP process can give individual achievement, intelligence, and/or aptitude tests. You are entitled to and will be given the results of all tests that your child has taken when they become available. Do not hesitate to ask for a full explanation of the results if one has not been given to your satisfaction.

Remember that the major purpose of testing is to measure and improve instruction and student performance.

Title I

Title I of the Education Consolidation and Improvement Act (ECIA) is the largest federal education program for schools. Most Title I money is used to provide extra help in reading, language arts and mathematics for elementary school children.

At Cherryfield Elementary we use our Title I funds to provide Educational Technicians in our school. These Ed. Techs. work with students needing extra help in Reading, Math, and Lang. Arts in grades K-8. The Ed. Tech. works under the teachers' directions in giving additional help to all students.

Most Title I students are worked with in the regular classroom under the direction of the classroom teacher. Visit our website: cherryfieldschool.org for more information regarding parent/guardian involvement, parent nights, meetings, homeless act, and handbook.

Tobacco Use and Possession

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, Cherryfield Elementary prohibits smoking and the use of all other tobacco products in school buildings and facilities, on school buses during school-sponsored events, and at all other times on school grounds by all persons, including students, employees, and parents/guardians.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings and facilities, on school grounds and buses, during school-sponsored events and at all other times on school grounds.

The school unit's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification of the tobacco policy and administrative procedures.

Weapons, Violence, and School Safety

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Weapons of

any kind are not allowed on school property at any time. Visit our web site for further information.

Cherryfield School Department

ADMINISTRATION OF MEDICATIONS (PROCEDURES FOR THE)

20-A, MSRA, §254(5) - "MEDICATION, The commissioner may adopt or amend rules for the administration of medication in public or approved private schools. Medications may not be administered by unlicensed personnel at these schools, except as provided by written prescription of physician or dentist or by the written permission of the parent or guardian of the individual receiving the medication."

It is the general policy of the Board of Directors to discourage the dispensing of medication on school premises. With few exceptions, school employees are not trained medical or nursing personnel and are not authorized to dispense medication on a regular basis. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home. Where medication during the day is necessary, it may be administered in accordance with this policy and the following protocol.

PROTOCOL FOR ADMINISTERING MEDICATIONS:

A. Definition: MEDICATION MEANS BOTH PRESCRIPTION AND NON-PRESCRIPTION ITEMS.
B. All medications are to be in the original container appropriately labeled. (Pharmacists will provide a second container for the school if requested.)
C. Parents are urged to schedule administration of medication outside school hours. Medication may be administered in school only when it meets one of the following criteria:
    1. Prescription Drugs:
        a. Medication is part of a physician established medical plan of care;
        b. It has been determined that there is no satisfactory alternate method for administration;
        c. Parents will bring medications to the office with a physician-signed prescription providing directions for administration and dosage.
    2. Non-prescription Drugs:
        a. Parents will **bring** the medication to the office with directions for administration and dosage;
        b. Parents will authorize, in writing, school personnel to administer the medication using their best judgment as to need;
        c. *Under no circumstances will aspirin be given at school due to the possibility of Reyes Syndrome.*
D. Medication administered by school personnel.
    1. Medications are to be kept in centrally located, locked area and labeled with the name of the child, name of the medication, dosage, and when it is to be given.
    2. Only the amount of medication necessary to cover daily dosage for the duration of treatment or a twenty (20) day supply, whichever is less, will be left at school. When the medication is discontinued, the parent must notify the school and pick up any unused medicine. If it remains in the office for over a week, it will be destroyed.
    3. Designated personnel, preferably the school nurse, will review and document requests for administering medication.
    4. Administration of any medication shall be documented by the person administering the medicine in a designated log which will include the student's name, name of drug, time, dosage, etc.
    5. Parents or guardians are expected to bring the medication to the school. Students are not to bring the medication to school.
    6. All unlicensed personnel who administer medication must receive training before being authorized to do so.
E. Self-Administered Medication. Students who have a valid medical need for medication on an as-needed basis (such as asthmatics requiring inhalers, diabetics, convulsive disorders, and those with allergies requiring epinephrine auto-injectors) may be allowed to keep these medications with them if the following criteria are met:
    1. There is prior written approval from the student's health care provider indicating that the student has the knowledge and the skills to safely possess and self-administer such medication. The written notice from the student's primary care provider must also specify the name and dosage of medication, frequency with which it

may be administered, and the circumstances that warrant its use.

2. Written permission from the parents and discussion with the school administration had been completed, so that the principal is aware of the situation and can monitor the child's status. Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be reviewed annually.

3. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when a student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

4. The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of the prescribed self-administered medication.
5. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

F. Medications in Emergencies. In case of students prone to suffer acute, life threatening allergic reaction to insect stings, food, or medication:

1. Appropriate school personnel will be made aware of the student's allergic condition.
2. Medications, as provided by the parent, will be kept in a predetermined place at the school. All personnel involved with the child will know its location
3. A clear emergency procedure will be outlined on the child's health record.
4. At least two staff members at that school will be instructed in the administration of said medication.
5. The student should wear a medic-alert emblem indicating his/her condition.

The above procedure will also be implemented for diabetics who need Glucagon and who have a written order from their physician and parental permission for such emergency care.

Administration of Medication During Off-Campus Field Trips and School Sponsored Events

1. If able, the parent/guardian will be encouraged to accompany the student, and to care for the student and administer medication.

1. The school will accommodate students requiring administration of medication during field trips or school-sponsored events.

2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physician's order and/or an appropriately labeled, original medication container.

3. When there are no contradictions to student participation, an appropriately trained staff member will be assigned to administer medication.

4. Either a standardized, preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used by students attending a field trip.

5. The medication envelope or label will contain the following information:

    a. Date to be administered
    b. Name of student
    c. Name of medication
    d. Dose to be given
    e. Time to be given
    f. Physician prescribing medication
    g. Special directions
    h. Phone number of school nurse (cell)
    i. Emergency directions

Approved: August 25, 1999
Revised: February 25, 2014

Cherryfield School Department

BULLYING POLICY

The School Committee believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. 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 in and witness such behavior.

Bullying Prohibited

Bullying, including "cyberbullying," is not acceptable conduct in Cherryfield schools and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.
In adopting this policy, it is not the School Committee's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

Bullying

"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:

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

b. 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 described in subparagraph A. or B. above.

Cyberbullying

"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 or personal digital assistant.

Application of Policy

This policy applies to bullying that:

A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or

B. 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 the definition of "bullying."

Consequences for Policy Violations
Students

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 School Committee 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.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of School Committee approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

The Cherryfield School Department will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Unusual Circumstances

Under unusual and grave conditions, the Superintendent can suspend a student from school if the student is summons to court for a crime in the community that would constitute a felony indictment and/or detention if perpetrated as an adult.

In such dire circumstances, the Superintendent is exercising due diligence to balance the rights of that child that is summoned with the responsibility to retain good order and discipline within the school.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing

ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICIA - Weapons, Violence and School Safety
JK - Student Discipline

JKD - Suspension of Students
JKE - Expulsion of Students

DATE ADOPTED: September 10, 2013
DATE REVISED: March 11, 2014

Cherryfield School Department

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the Cherryfield School Department support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug/substance, hallucinogenic drug/substance, inhaled substances, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.
These prohibitions 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.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is harmful and illegal; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol use/abuse.

Intervention

Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents/guardians on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Adopted: June 28, 2000

Cherryfield School Department

DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURE

Cherryfield School Department recognizes drug and alcohol dependency as a treatable disease whose progress can be arrested. It is the responsibility of the school to provide students with learning experiences and skill, which will help them to function successfully in society without the use or abuse of alcohol or other drugs. It is the responsibility of Cherryfield School Department to notify students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Cherryfield School Department has a responsibility to establish policies and procedures for drug and alcohol dependency education, prevention, and early intervention for its students.

For the purposes of this policy, "parent" means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

Cherryfield School Department will present age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in all grades. The programs will address the legal, social and health consequences of drug and alcohol use/abuse and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

No student will possess, use, or be under the influence of drugs/alcohol in school, on school grounds, on the school bus, at school related functions or when representing the school system in any other location. Repeated violations of this policy may lead to expulsion/referral for prosecution. It is not a violation for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

A. Role of School Staff

1. Disciplinary Action – Any staff member who has reasonable basis to suspect any student of possession, use or selling to another student of a prohibited substance(s) has the responsibility to:
    a. Take whatever immediate action that may be necessary to secure the safety and health of the involved student(s).
    b. If possible, using appropriate search and seizure procedures, obtain the alleged substance.
    c. Report the case immediately to the proper administrator.
2. Voluntary Referral – Any staff member who is approached by a student who is seeking help is expected to:
    a. Maintain the confidentiality of the student.
    b. Refer him/her to the Principal/guidance counselor.

    A staff member may respond to a student seeking help with drug/alcohol use or abuse problem without being compelled to use the information in a disciplinary manner. Staff members should be aware of the distinction between students who are violating the law (disciplinary action) and those who are seeking help (voluntary). Students will be held responsible for the consequences of their behavior while under the influence of prohibited substances

B. Administrative Procedures

1. Disciplinary Action
    a. Possession/Use - First Offense
        1. Verification/confiscation
        2. Administrator meets with student
        3. Notification of parent
        4. Notification of Superintendent

5. Notification of police (if appropriate)
6. Appointment with guidance counselor/other appropriate personnel
7. Restricted school day/suspension (up to ten days)/medical attention or other counseling

b. Possession/Use - Second Offense
1. Verification and/or confiscation
2. Administrator meets with student
3. Notification of parent
4. Notification of Superintendent
5. Notification of police (if appropriate)
6. Appointment with guidance counselor/other appropriate personnel
7. Suspension (for 5-10 days) with possible recommendations for expulsion
8. Parent meets with administration and guidance counselor to develop a contract to determine the follow-up

Note: If parents do not seek assistance for the student, notify the Department of Human Services.

c. Possession/Use - Third Offense
1. Follow second offence steps 1-8
2. Recommend formal evaluation for treatment at the student's family's expense

2. Voluntary Referrals
a. Type One: Concerned Person
1. Notify administration of incident or concern
2. Administrator meets with student
3. Notify parent (if appropriate)
4. Encourage student to meet with guidance counselor or other appropriate personnel
5. Follow recommendations of guidance counselor/other appropriate personnel

b. Type Two: Self-Referral
1. Listen to concerns
2. Refer to guidance counselor
3. Administrator meets with the student
4. Notify parent (if appropriate)
5. Encourage student to meet with the guidance counselor/other appropriate personnel
6. Follow the recommendations of the guidance counselor/other appropriate personnel

C. Drug and Alcohol Use/ Abuse by Student at a School Function

1. Disciplinary Action
a. First Offense
1. Remove from the function/return to school grounds
2. Call parent to assume responsibility
3. Call the police department to transport home, if the parent cannot transport the student home
4. If the student must be driven home by school personnel, another adult is to accompany him/her
5. Notify school administrator of the incident
6. Administrator meets with student and the parent
7. Student meets with guidance counselor/other appropriate personnel
8. Restricted school day/suspension (up to ten days)

b. Second Offense
1. Follow first offense steps 1-7
2. Suspend the student for 5-10 days
3. Parent meets with administrator to develop a contract determining a follow-up plan

D. Furnishing/Selling

Whenever a Principal receives information which he/she deems reliable that a student is involved in furnishing/selling drugs and/or alcohol, he/she will inform the Superintendent, the student and the student's parent. If the Superintendent concurs that the information is reliable, he/she will then notify the local law enforcement authorities requesting an investigation. If the investigation by law enforcement authorities results in formal legal

action, the school administration must consider the student innocent until proven guilty and take no disciplinary action against the pupil that would prejudice the rights of the individual and the State of Maine to a fair trial.

E. Regulations for Athletic and Other Inter-School Activities

Because participation in athletics and other co-curricular activities is a privilege and not a right, students are expected to abide by the following regulation:

Student participants are not permitted to have in their possession, nor use alcohol or drugs at any time or location during the period of time the student initially starts participation in an activity until the end of the season or conclusion of the activity for the school year.

Violation will result in suspension from the activity for a period of time, 1 day to 125 days, to be determined by the Principal in consultation with other appropriate personnel (i.e. coach, advisor, athletic director, etc.). Disciplinary measures enforced will be consistent for similar offenses regardless of the type or athletic and other co-curricular activities the student is participating in.

A second occurrence in a school year could result in suspension of the student from all school activities for one calendar year.

If a student is in trouble with his/her use and goes through the voluntary referral process, his/her place on the team or in the activity will not be in jeopardy.

Cherryfield School Department recognizes that despite education and prevention programs, some students will become dependent on drugs/alcohol. Cherryfield School Department will encourage students who are dependent on drugs/alcohol, as determined by a substance abuse counselor, to seek treatment. The following is a list of some of the local resources where treatment may be sought:

Community Health and Counseling Service
Machias, ME 04654
Tel. No. 255-8311

Families United of Washington County
Machias, ME 04654
Tel. No. 255-3000

Harrington Family Health Center
Harrington, ME 04643
Tel. No. 483-4502

Down East Community Hospital
Machias, ME 04654
Tel. No. 255-3356

Open Door Recovery Center
8 Old Mill Road
Ellsworth, ME 04606
Tel. 667-3210

Local AA Groups and Al-Anon Groups

A copy of this policy will be given to all students, parents and staff.

DATE ADOPTED: August 11, 2015

Cherryfield School Department

Student Activities - Athletic Code

In order to continue the fine tradition in athletics that Cherryfield Elementary School has built over the years, the following Elementary Athletic Code has been adopted. Parents, too, should be familiar with the code.

A. GENERAL RULES

1. Before any athlete can participate in tryouts or intramurals, they must have returned to the coach or advisor:

    a. a written permissions slip from the doctor completing a physical examination of the student stating that the athlete is fit to participate. This physical will be adequate for all sports unless there are restrictions placed on it. Any physical other that those given by the school physician at the scheduled time will be at the individual's own expense.

    b. a written statement from the parent indicating the medical coverage in force for the student athlete during each particular sport season.

    c. a signed parental permission slip to acknowledge the athletic code and the risk of injury involved while participating in interscholastic athletics or intramurals.

    d. the district could require a second physician's note if the child is injured or suffers an illness or condition which could further endanger the athlete's well-being. If the district has a factual basis to believe that the child's continuation/participation in a sport would jeopardize the safety of that child or the safety of the other children involved in the sport, it could require a second physician's opinion, at the district's expense, by a physician mutually chosen by the district and the parents.

2. It is expected that all participants have a good attendance record as well as a good overall standing as a school citizen. It is especially important that all squad members be in attendance and on time to school the day following a weekday activity.

    a. Students must be regularly enrolled in school, and in the judgment of the teacher and principal, working academically at an acceptable level.

    b. A student becomes ineligible when he/she turns sixteen (16). If however, he/she has begun a regular season of play, the student will be allowed to finish that particular sports schedule.

    c. No student will participate in Pee-Wee basketball if he/she turns fourteen (14) before January 1. If he/she turns fourteen (14) on or after January 1, he/she will be allowed to finish the season.

3. Regular school attendance is required of all students. Athletes absent from school any part of the day of a game or practice, or the practice before a game, shall not participate without the written excuse of a parent or physician and the full sanction of the school administration.

4. Participants should, by some method, notify the coach/advisor by the end of the school day if lateness or justified absence is anticipated.

5. Vulgar language cannot be tolerated and is just cause for disciplinary action.

6. For all school sponsored trips, athletes should be neatly and appropriately dressed.

7. Managers shall be considered active participants and shall meet the same requirements as participants.

8. Athletes suspended from school shall not be allowed to practice or participate in contests while on suspension.

9. Individual coaches/advisors have the responsibility to take disciplinary action pertaining to any problem that may arise that has not already been mentioned. These recommendations should be submitted to the principal for approval.

10. Participation is strictly on a voluntary basis. Therefore, membership in any group implies understanding of, and adherence to all sections of this code.

B. SPECIAL GUIDELINES FOR STUDENT ATHLETES

1. Members of a team shall recognize that they have the following responsibilities:

   a. They are official representatives of Cherryfield Elementary School

   b. They represent their families, friends, and town.

   c. They are expected to be leaders in promoting good school citizenship.

   d. Their actions in and out of school build student respect and contribute to school spirit. This responsibility implies that proper respect be given to administration, teachers, coaches, officials, fellow athletes, and the student body.

DATE ADOPTED: August 11, 2015

Cherryfield School Department

STUDENT ACTIVITIES-ATHLETIC ACKNOWLEDGEMENT

PLAYER'S ACKNOWLEDGEMENT

I, with the undersigned, have read and fully understand the Cherryfield School Departments Athletic Code (Policy JJ) and agree to abide by it.

Player's Signature _____ Date _____

PARENT'S CONSENT AND ACKNOWLEDGEMENT

I give my consent for _____ to participate in interscholastic
Student's Name
athletics or intramurals. I authorize the school and its employees to act in my place in all respects. This permission shall include, but not be limited to obtaining emergency medical care. I acknowledge the fact that any athlete can be seriously injured while participating in intramurals, as well as interscholastic athletics. I furthermore release and indemnify the school and the district from any claim or damage arising from participation in this activity or from related travel.

I the undersigned, have read and agree to the Athletic Code and the information above and agree to abide by it.

We have medical insurance with:

Name of Insurance Company _____ Policy Number _____

Parent/Guardian's Signature _____ Date _____

PHYSICIAN'S STATEMENT

This is to certify that _____ has been examined and may
Student's Name
participate in the school athletic program.

Comments/Restrictions:

Physician's Signature _____ Date _____

DATE ADOPTED: August 11, 2015

FERPA

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the building administrator in writing and must identify the record(s) to be inspected. The building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/ eligible students may obtain copies of education records at a cost of $0.10 per page.

Amendment of Records

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

Disclosure of Records

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

1. **Directory Information**

   Cherryfield School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want Cherryfield School Department to disclose directory information must notify the Superintendent in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information if not to be designated director information with respect to that student. This opt-out request will remain in effect unless and until it is rescinded.

   Any such requests should be sent to the Superintendent at the following address:

   Superintendent of Schools
   PO Box 58
   Cherryfield Maine 04622

1. **Military Recruiters/Institutions of Higher Education**

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

   Any such notice should be sent to:

   Superintendent of Schools
   PO Box 58
   Cherryfield, Maine 04622

2. **School Officials with Legitimate Educational Interests**

   Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the

School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education;

persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks; and volunteers who are under the direct control of the School Department with regard to education records.

1. **Health or Safety Emergencies**

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

5. **Other School Units**

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

6. **Other Entities/Individuals**

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

Publishing on the Internet

Under Maine law, Cherryfield School Department shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including, but not limited to, the student's full name, photography, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

Complaints Regarding School Department Compliance with FERPA

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

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

Adopted: 8/27/2008
Revised: 5/19/2014

Cherryfield School Department Policy

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

A. Harassment

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. TITLE IX SEXUAL HARASSMENT

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. SEXUAL HARASSMENT UNDER MAINE LAW

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference:
Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Maine Human Rights Act, 5 MRSA § 4551 et seq.
20-A MRSA § 6553
MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference:
ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD – Hazing
GBEB – Staff Conduct with Students
JFCK – Student Use of Cellular Telephones and Other Electronic Devices
JICIA – Weapons, Violence and School Safety
JICK - Bullying

DATE ADOPTED: September 10, 2013
DATE REVISED: November 10, 2020

Cherryfield School Department

PARENT INVOLVEMENT IN TITLE I

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make recommended revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;

B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

III PARENT INVOLVEMENT MEETINGS

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review, and improvement of the school's Title I programs and the parent involvement policy.

In addition to the required annual meeting, at least one (1) other meeting shall be held for parents/guardians of students participating in Title I programs.

These meetings shall be used to provide parents with:

A. Information about programs the school provides under Title I;

B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

IV. PARENT RELATIONS

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal/teacher and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents may also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.

Adopted: November 17, 2013

Cherryfield School Department

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules implement Board policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges/disciplinary action/ legal action.

Computer Use is a Privilege, Not a Right
Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary/legal action. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a Building Administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. The Building Administrator shall have the final authority to decide whether a student's privileges will be denied or revoked.

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

Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.

Students also must comply with all specific instructions from the teacher(s) or other supervising staff member(s)/volunteer(s) when accessing the school unit's computers, networks and Internet services.

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

1. **Accessing Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. **Illegal Activities** – Students may not use the school unit's computers, networks and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

3. **Violating Copyrights** – Students may not copy, share or download any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. See Board policy EGAD-Copyright Compliance.

4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified;

5. **Use for Non-School-Related Purposes** – Students may not use the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.

6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.-** Students may not access blogs, social networking sites, etc. to which student access is prohibited.

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

Compensation for Losses/Costs/Damages
Student and their parent(s)/guardian(s) are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while students are using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by students while using school unit computers.

Student Security
Students are not allowed to reveal their full names, addresses, telephone numbers, social security numbers or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security
The security of the school unit's computers, networks and Internet services is a high priority. Students who identify a security problem must notify a teacher or a building administrator immediately. Students shall not demonstrate the problem to others or access unauthorized material.

Additional Rules for Laptops Issued to Students
1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

2. Parents/guardians are required to attend an informational meeting before a laptop will be issued to their child. Students and parent(s)/guardian(s) must sign the school's acknowledgment form.

3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. The school unit offers an insurance program for parents/guardians to cover replacement costs and/or repair costs for damages not covered by the laptop warranty.

4. If a laptop is lost or stolen, the building administrator should be notified immediately. If a laptop is stolen, a report should be made to the local police and superintendent immediately.

5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.

6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

7. Parents/guardians will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.

9. All use of school-loaned laptops by all persons must comply with the school's Student computer Use Policy and Rules.

10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: IJNDB – Student Computer and Internet Use

DATE ADOPTED: August 11, 2015

Cherryfield School Department

STUDENT COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

Student:

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules and agree to comply with them.

_____

Signature of Student

Date

Parent/Guardian:

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules and understand that my son/daughter's use of school computers is subject to compliance with these rules.

_____

Signature of Parent/Guardian Date

DATE ADOPTED: August 11, 2015

Cherryfield School Department

STUDENT HAZING

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student's organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full School Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be distributed to all students enrolled in Cherryfield School Department.

Legal Reference: 20-A MRSA § 6553
Adopted: June 14, 2013

Cherryfield School Department

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, Cherryfield School Department prohibits smoking and the use of all other tobacco products in school buildings and facilities, on school buses, and at all other times on school grounds by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings and facilities, on school grounds and buses, during school-sponsored events and at all other times on school grounds.

Employees and all other persons are also strictly prohibited , under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

The school unit's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification of the tobacco policy and administrative procedures.

Adopted: August 28, 1996
Revised: March 29, 2000
Revised: April 30, 2013

Cherryfield School Department

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco Use and Possession" policy.

PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco products by **all** students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this Board's policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.)

ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal and/or designee of a school in which prohibited conduct occurs. The Principal and/or designee shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st Violation

1. Verification of student use/possession by administrator and/or his/her designee;
2. Administrator and/or his/her designee meets with student;
3. Notify parents/guardians and Superintendent.
4. Up to three days suspension. Upon return to school the student will be required to meet with guidance to receive educational information on the legal and health risks associated with possession and/or use of tobacco products.
5. For the first violation, a student will be ineligible to participate in athletics and/or other extra-curricular activities or to represent Cherryfield School Department for six weeks from the date of the infraction (if there are fewer than six weeks remaining in the activity period, the suspension carries over to the next season. Whether or not the student is able to try out for that sport will be at the discretion of the administration). The student must continue to attend, but not participate in, practices during his/her suspension, but will not be allowed to participate in games.
6. Prior to reinstatement, the student and his/her parent(s) must attend a meeting with the Principal and the Athletic Director.
7. If all of the above conditions are met by the fourth week of the suspension, the student may request to be reinstated to athletics early. The decision to reinstate the student early will be made at the sole discretion of the Principal and the Athletic Director. This early reinstatement option is only available to students for the first violation.

2nd Violation

1. Verification of student use/possession by administrator and/or his/her designee;
2. Administrator and/or his/her designee meets with student;
3. Notify parents/guardians and Superintendent.
4. One to ten days' suspension. Upon return to school the student will be required to meet with guidance to receive educational information on the legal and health risks associated with possession and/or use of tobacco products.
5. For the second violation, a student will be ineligible to participate in athletics and/or other extra-curricular activities or to represent Cherryfield School Department for 4 months from the date of the infraction.

6. Prior to reinstatement, the student and his/her parent(s) must attend a meeting with the Principal and the Athletic Director.

3rd Violation

1. Verification of student use/possession by administrator and/or his/her designee;
2. Administrator and/or his/her designee meets with student;
3. Notify parents/guardians and Superintendent.
4. One to ten days' suspension. Before returning to school the student will be required to enroll in a smoking cessation program.
5. A third violation will result in the student being barred from athletic participation for the remainder of their period of high school eligibility.

Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the superintendent/ designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.
Any employee violating this policy shall be subject to appropriate disciplinary measures.

NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this Board's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Adopted: February 25, 2013

Please Detach This Page and Return It to School

I, _____, the parent/guardian of _____
Parent/Guardian *Student*

have seen, read, and understood the student/parent handbook for Cherryfield Elementary School (2022–2023).

_____ _____
Signature of Parent/Guardian Date

_____ _____
Signature of Student Date



Please make sure that you have read this handbook, as it has been revised! Policies and procedures are included.

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Cherryfield Elementary School

Student ~ Parent Handbook

2025–2026

Also on website: (cherryfieldschool.org)

Subject to Revision

APPROVED AUGUST 15, 2023

