

# Reeds Brook Middle School

## HANDBOOK FOR STUDENTS AND FAMILIES 2022-2023



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Principal

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*A supportive learning community  
challenges all students to achieve  
individual success*



Dear Students and Families,

Welcome to the 2022-23 school year!

Please join the Reeds Brook staff in creating a supportive learning environment that challenges students to learn and grow. Our school is a place where staff, students, and families work together to foster strength, resilience, and caring in our young people.

We all look forward to the school year with the anticipation of new opportunities to be the best we can be – to be strong students, to create new relationships, to honor each other's differences, and to encourage each other's success. Please join us in facing the year ahead with enthusiasm and positivity.

Please feel free to contact me if you have any questions

Sincerely,

Susan Thibedeau, Principal

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# Reeds Brook Middle School Mission Statement

*A supportive learning community challenges all students to achieve individual success*

## Our Beliefs and Expectations

- Teaching respect and fostering pride are important components of education.
- Health and safety, both physical and emotional, are essential to learning.
- A partnership among home, school, and the community is vital.
- A dedicated staff, committed to professional development and lifelong learning, provides optimal educational experiences.
- A challenging curriculum coupled with appropriate accommodations ensures the success of all students.
- Integrated learning experiences and varied instructional approaches allow students to make connections between disciplines and their own lives.

## Reeds Brook Middle School Values

At Reeds Brook Middle School we work hard to maintain a school climate that is positive and supportive of all students and their individual needs. Our beliefs which guide our academic and social expectations are fostered through the core values of respect, responsibility, compassion, and honesty. The staff and students have defined the school's core values which guide our actions. Reeds Brook Middle School students and staff are committed to fostering these values.

**Respect:** A member of the RBMS community appreciates the worth of self, others, and property in ways which serve the entire community.

**Responsibility:** A member of the RBMS community is accountable for their actions. The member honors commitments to the community, self, and others and considers the consequences of their actions.

**Compassion:** A member of the RBMS community shows kindness and caring for others. This is exemplified by accepting the worth and contributions of all members of the community.

**Honesty:** A member of the RBMS community has a high regard for truth, sincerity in action, and genuine concern for honor and integrity.

## **Anti-Discrimination**

It is, and shall continue to be, the established policy and practice of Regional School Unit #22 to avoid discrimination because of race, color, religious creed, sex, sexual orientation, national origin, ancestry, age or handicap in the performance of its responsibilities and function of service in all phases of its administrative and educational concerns, unless related to a bonafide requirement. Regional School Unit #22, its officers and employees, shall not discriminate in the educational and employment policies which it operates and will honor all appropriate laws relating to discrimination. Adopted: May 17, 2017 (Refer to policy file: AC)

## **School Hours**

The school office is open from **7:00 AM to 3:30 PM** during the school year. If you have any questions or concerns, you are encouraged to stop by or call 862-3540. School starts promptly at 7:45 AM. Students may arrive at school **no earlier than 7:15 AM**. Students who are dropped off by their parents should not arrive after 7:40 AM.

Please note students should not bring drinks (except water) into the building before school. Dunkin Donuts drinks, energy drinks, juices, etc. should not be brought into school. If students receive breakfast from the school cafeteria, that food and drink will be consumed in the cafeteria.

# **Reeds Brook Middle School Staff**

## **Administration and Office Staff**

Susan Thibedeau	Principal
Sandi Bellerose	Dean of Students
Rose Giggie	School Secretary
Abbe-Jaye Soohey	School Secretary
Sandi Bellerose	Athletic Director
Ann Moody	School Counselor
Nick Oyler	School Nurse

## **Teachers**

	Spanish
Chris Beckwith	Health, Technology
Audrey Cliff	Math
Olivia Comstock	Special Education
Tracy Cowan	Language Arts, Writing
Jill Duplissis	Library Skills
Reed Farrar	Health, Language Arts, Writing
Michelle Freeman	Science
	Spanish
Carol Gourmelon	Social Studies
Amanda Grove	Math
David Haggan	Social Studies
Joshua Jenks	Math
Jason Kash	Social Studies
Alyssa Kilgour	Special Education
Stacy LaBree	Language Arts, Writing, Math
Andrea Lee	Health, Physical Education
Cedena McAvoy	Special Education
Danielle McKinley	Science
Becky Mallory	Music
Laurie Matthews	Math
Stephen Metcalfe	Art
Lucienne Moore	Math
Carolyn Newhouse	Language Arts, Writing
Laurie Robichaud	Special Education
Colleen Shink	Language Arts, Writing
Kelsey Stoyanova	Language Arts, Writing
Brooke Trask	Language Arts, Writing

## **Educational Technicians**

Brandi Chase  
Becky Chamberlain  
Bob Donnelly  
Julie Dorrity  
Paul Druan  
Nancy Hagar  
Linda Kehr  
Julie Nealley  
Marcey McIntyre  
Mary Raczek  
Quan Soyini  
Alicia Studley

## **Custodial Staff**

Doug Bodge  
Barry Spofford  
Travis Mason

## **Kitchen Staff**

Theresa Brown  
Michele D'Amario  
Patty Preston Ginn  
Laurel Maddocks



## Attendance

**Absences:** Attendance is one of the most critical factors in student success. Students are expected to be in school every day that school is in session unless legally excused. The following are considered legal excuses for being absent.

1. **Personal Illness** - the school may require the certificate of a doctor if deemed advisable
2. **Appointments** - with health professionals that cannot be made outside of the regular school hours
3. **Religious Holidays** - observance of a recognized religious holiday during the regular school day
4. **Emergencies** - family situations
5. **Personal/Educational-** planned absences which have been approved in advance by the school principal
6. **Disability related** - absences for which a student's PET determines is disability related
7. **School-sponsored or approved trip or event**
8. **School-imposed disciplinary suspension**
9. **Education disruption** resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with M.R.S.A 20-A §5205(2). This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

An emailed message from parents is necessary whenever students are absent from school. These are due on the day the student is absent and need to state the reason for the absence. Absences for which emails are not received are recorded as unexcused after the second day. *Students who are absent from school on the day of an after-school athletic event, concert, dance, or special event are ineligible to attend these events. Special circumstances may arise and will be considered by the building principal to enable students to participate.*

**Tardiness:** Students will be considered tardy if they arrive in homeroom **later than 7:40 AM** for the start of school. Students who are tardy need to report to the office to update attendance information. Students need to bring a written excuse signed by a parent/guardian or parents should call the office stating the reason for the tardiness. **Five unexcused tardiness may result in an after-school, office detention.**

**Dismissals:** Students will not be dismissed during the day without a signed authorization from a parent/guardian for safety reasons. **We cannot allow call-ins because we may not be able to verify the person on the other end of the phone.** If you are picking your student up early, you will need to come into the building and sign

your child out. If emergencies arise that change your child's dismissal destination and you are not able to provide a note or see us in person, please call the office before 1:30 PM to allow us time to verify your identity. Unexcused dismissals (leaving school without following this procedure) will be treated as an unexcused absence.

**Chronic Absences:** A student is considered chronically absent after missing ten percent or more of a school year or approximately 18 days a year. Families will be notified of absence status at the end of each quarter. School administrators will contact families to generate ideas for improving attendance.

**Truancy:** According to state law, a student who has completed grade 6 and has the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year is considered truant. A student who has not completed grade 6 is truant if they have the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year. The principal and/or designee will then intervene by contacting the family and follow legal protocols for family support. This meeting will discuss truancy law and generate ideas for support in improving school attendance.

**Storm Day/Delay/Early Release:** When inclement weather arrives, school may be canceled, delayed, or dismissed early. Please pay attention for alerts via messenger.

## Make-Up Work

Students who are absent for any reason are required to make up missed work. In general, each student will be allowed two days for make-up for each day of absence, and long-term assignments are due on the date assigned. It is permissible for a student and a teacher to extend this period by mutual agreement.

## Work Completion

In order to support students in development of time management and organization skills, Reeds Brook students are expected to meet assignment deadlines unless they are absent. If students are absent, see the section above about make up work.

**Students should complete their work on time.** However, if there is a reason that impedes work completion, please let teachers know. **Students will be allowed to complete missing assignments up to TWO weeks past the due date.** After two weeks, students will not be able to complete missing assignments and zeroes will remain in PowerSchool. Deductions for late work is up to individual teachers and should be communicated to students through class expectations and/or a syllabus. If there are extenuating circumstances, like extended absences or individual accommodations, teachers will work with students about longer deadlines.

## Bus Policy

Reeds Brook Middle School staff work closely with Cyr Bus Company to ensure safe riding for all students. If your son/daughter receives a bus behavior form from the bus driver, you must sign it. Please keep one copy and have your student return the other one to the bus driver the following morning. This process will let the school know that you are aware of the problem and that we can work together to change unwanted behavior. Failure to return the form may result in your student being denied bus-riding privileges until the form is returned. ***Students are to ride the bus to which they are assigned and will not be permitted to ride an alternative one without written permission from a parent/guardian and the office. Students will only be allowed off the bus at school, home, or locations requested in writing by parents/guardians. We cannot allow call-ins because we may not be able to verify the person on the other end of the phone. Students must receive a bus pass from the school secretary.***

**After-School Bus:** Students must obtain a bus note signed by the office or a teacher and then submit the note to the bus driver. The bus company will not allow late bus students to ride without a note. Students should only stay after school in supervised settings with a teacher, club advisor, or sports coach. Due to teacher meetings, students should not stay after school on Wednesdays except for athletic practices.

## School Lunches

Maine provides free meals for all. We still ask families to complete free and reduced lunch forms on the RSU 22 [School Nutrition web page](#). Please contact the school office if you have any questions about accessing free or reduced lunch. Breakfast and lunch will be available for all students during in person days.

## Lockers/Backpacks

Lockers are the property of Reeds Brook Middle School and will be subject to periodic searches when deemed necessary. All lockers need to be kept free of stickers, posters and any other materials. **Backpacks, includes drawstring sacks, will not be permitted to be carried to and from classes unless special arrangements have been made with administration.** Students are to keep backpacks in lockers during the school day and they are subject to periodic searches when deemed necessary by Administration. If a student refuses to comply with the administrative request for a search, it will result in the enforcement of the suspected infraction's consequences. **Cell phones should be off and kept in lockers.**

## Student Discipline

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables our school to carry out its primary responsibility to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws,

and/or those whose conduct directly interferes with the operations, discipline, or general welfare of the school. (RSU22 Policy JK)

RSU 22 is committed to maintaining a safe, respectful, and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens. (RSU22 Policy JIC). Positive reinforcement and restorative interventions are ways to promote compliance with behavior expectations. Working with families is another method used to encourage positive behaviors.

Students who fail to follow established school and/or classroom procedures may be issued social or after school detentions. Parents will be notified of detentions. A social detention is a detention served during lunch, when the student will spend that time in the office or another designated area instead of having the opportunity to socialize with their friends. An after-school detention will be served on Tuesday or Thursdays. Students will not be able to participate in any after-school activities until the detention is served. Students will be notified of the dismissal time from the after-school detention and must have made arrangements for transportation. Students will come to detention properly prepared with ample work or reading material to keep them productively occupied for the entire designated time. Failure to follow these guidelines or misbehavior during detention will result in the assignment of additional consequences. Skipping detention (with or without parental consent) or repetitive misconduct will result in a longer detention period or a suspension.

Students who violate the code of conduct beyond a level 0 will be required to fill out a reflection sheet and to come up with a plan of action to prevent future behavioral incidents.

The procedure outlined below will be the course of action taken if students violate the behavior code at Reeds Brook Middle School. However, the principal reserves the right to take additional or alternative action when circumstances warrant. **If the behavior is habitual and/or repeated, then progressive discipline will take place.**

## Code of Conduct

Students who fail to follow established school and/or classroom procedures may be issued social or after school detentions. Parents will be notified of all detentions. A social detention is a detention served during lunch, when the student will spend that time in the office or another designated area instead of having the opportunity to socialize with his/her friends. An after-school detention will be served as assigned by school staff. Students will not be able to participate in any after-school activities on the day the detention is assigned. Students will be notified of the dismissal time from the after-school detention and must have made arrangements for transportation. Students will come to detention properly prepared with ample work or reading material to keep them productively occupied for the entire designated time. Failure to follow these guidelines or misbehavior during detention will result in the assignment of additional

consequences. Skipping detention (with or without parental consent) or repetitive misconduct will result in a longer detention period or a suspension.

Students who violate the code of conduct beyond a level 0 will be required to fill out a reflection sheet and to come up with a plan of action to prevent future behavioral incidents.

The procedure outlined below will be the course of action taken if your son/daughter violates the behavior code at Reeds Brook Middle School. However, the principal reserves the right to take additional or alternative action when circumstances warrant. **If the behavior is habitual, then progressive discipline will take place.**

### Code of Conduct

	(Level 0) Warning/ Reteach	(Level 0 - 2) Minor	(Level 2-7) Major	Expected Behavior
	Teacher handled; teacher discretion for consequences and documentation	Teacher handled; teacher assigns own or office consequence; home contacted; referral form completed	Administrators assign consequence with teacher input; administrator communicates with home; referral form completed	Follow school’s social and academic expectations
Inappropriate Language	inappropriate comments or gestures, including swearing and insults	repeated pattern of inappropriate comments or gestures, including swearing and insults	inappropriate comments and gestures used to harass, intimidate, show defiance, and/or create an unsafe climate	use language that shows empathy, courtesy, and respect for others
Fighting  Physical Aggression	roughhousing and unsafe behavior	aggressive posturing; wrestling, bumping into others; behaviors meant to intimidate or	physical contact meant to inflict pain; encouraging another to fight or retaliate	respect others’ personal space; walk away from and report possible conflicts; practice self-discipline

		scare others		
Defiance Disrespect Noncompliance Disruption	refusal to cooperate with school and classroom expectations in a manner that affects only the student involved	refusal to cooperate with school and classroom expectations in a manner that affects the learning of others	refusal to cooperate with school and classroom expectations in a manner that interferes with teacher instruction	act in a cooperative manner by following school and classroom expectations, including all handbook policies
Harassment Teasing Taunting Bullying  RSU22 Board Policies ACAA and JICK	behavior that is meant to hurt others' feelings or create an unsafe environment	repeated behavior is meant to hurt others' feelings or create an unsafe environment	engaging in unwelcome sexual advances, gestures, comments, or contact; threats; offensive jokes; ridicule, slurs, derogatory action or remarks	demonstrate behavior that shows empathy, courtesy, and respect for others
Property Damage Theft	not returning items to appropriate places	borrowing or trading personal or school items; accidental or minor damage to property	theft; purposely damaging or defacing school property	respect personal and school property; use equipment in an appropriate manner; return items to appropriate places
Personal and Academic Dishonesty	plagiarism; copying work from peers; not taking responsibility for own actions or community	repeated incidents of plagiarism; repeated incidents of copying work from peers;	continued repeated incidents of plagiarism; continued repeated incidents of	demonstrate integrity and honesty; take responsibility for actions

	safety	repeated failure to take responsibility	copying work from peers; continued repeated failure to take responsibility	
Possession of a Controlled or Illegal Item  RSU22 Board Policies JICH and JICIA	inappropriate drug, alcohol, and/or weapon references	repeated inappropriate drug, alcohol, and/or weapon references	possession, use, and/or distribution of weapons, drugs, tobacco, and alcohol, including vaping devices; possession of weapons or ammunition	recognize the importance of good health practices for self and school; make good choices

## Levels of Consequences

**Level 0:**  
**Warning/Reteach**

**Level 1:**  
**Social and/or After School Detention**

**Level 2:**  
**2 Social and/or After School Detentions**

**Level 3:**  
**1 Day In-School Suspension**

**Level 4:**  
**1 Day Out-Of-School Detention**

**Level 5:**  
**Up to 3 Days Suspension; In or Out of School**  
\*Note: A parent conference with the principal must be arranged before the student may return to school

**Level 6:**  
**Up to 5 Days Suspension; In or Out of School**  
\*Note: A parent conference with the principal must be arranged before the student may return to school

### Level 7:

#### **Up to 10 days Suspension; In or Out of School**

Note: Students will be suspended from school for up to 10 school days and a parent conference with the principal and superintendent must be arranged. The superintendent will decide at this point whether to start expulsion proceedings or to take other appropriate action.

\*Note: Cell phone infraction will result in the phone being confiscated and must be picked up in the office by parent/guardian.

\*Note: Computer misuse will result in loss of computer privileges.

**Restorative Justice Practices:** In addition to these discipline levels, students will participate in restorative practices. These practices encourage students to take personal responsibility in developing an intrinsic sense of right and wrong. Students will be asked to reflect on and discuss the harm the behavior infraction caused on relationships in the school and come up with a plan on how to repair the damage.

**PBIS:** Reeds Brook Middle School will also be practicing components of Positive behavioral interventions and supports (PBIS). The goal is to create a positive school climate in which the students learn and grow through recognizing and rewarding positive behavior. See Reeds Brook Values Matrix on page 23.

**Cheating:** Cases of cheating, plagiarizing, or giving/receiving information on anything to be evaluated as the student's work and to count toward the student's grade; i.e., quizzes, exams, reports, compositions, homework, term papers, and projects, will result in a need to have the assignment redone and a Discipline Notice sent home. Additional incidents of cheating will receive progressive consequences.

**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 physically harms a student or damages a student's property or places a student in reasonable fear of physical harm or damage to his/her property; interferes with the rights of a student by creating an intimidating or hostile educational environment for the student; or is based on a student's actual or perceived characteristics identified in MRSA §4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics. Students who engage in bullying will be subject to disciplinary action as well as participate in restorative practice. RSU22 Board Policy JICK

**Harassment:** RSU22 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. 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. RSU22 Board Policy ACAA

**Examples of prohibited harassment are:**

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks; and
- E. Basing employment decisions on practices of submission to harassment.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, or inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Coordinator, Principal, or any school department employee with whom they feel comfortable. Any employee who receives such a report from a student will report such occurrences to the Affirmative Action Coordinator or Principal, who shall advise the student who has allegedly been harassed of the various options available.

**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.” 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. RSU22 Board Policy JICFA

**PDA (Public Display of Affection):** Kissing, embracing, and hand holding are inappropriate during school and at any school event.

**Weapons:** No weapons (including toy models or replicas) will be allowed on school grounds. Prohibited from school property is the possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons. Examples of such articles include but are not limited to the following: firearms, ammunition, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks. Violations of the weapons policy will be dealt with on a case-by-case basis and will include suspension or expulsion as outlined in current statutes. RSU22 Board Policy JICIA-R

**Bomb Threats:** Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001 (9-a) and policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual

circumstances. The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by the law.

**Dress Code:** Appropriate dress and grooming allow students to engage fully in school learning. Students should wear clothing that covers from shoulders to bottom and top clothing must meet bottom clothing (RSU22 Board policy [JICA](#)). Top garments must have shoulder straps that connect the front and back of the clothing. Any type of clothing or accessory, including masks, which in the judgment of the administration is offensive, unsafe, or promotes illegal activity, is unacceptable. Clothing that contains logos or ads for alcohol, drugs, tobacco products, makes sexual references, or insults others (e.g., racial/ethnic slurs) may not be worn on school grounds or at school functions. Baseball caps, beanies, bandanas and other headwear that do not obstruct the view of the face may be worn. Hats of excessive size that interfere with the education of others are prohibited. Hoods are prohibited. Teachers may ask students to take off hats when engaged in activities, performances, or assessments as needed for specific purposes. Anything that could be hazardous/damaging to oneself, to others, or to property should not be worn and must be removed upon request. Students will be asked to change their clothes or may be asked to go home (**with parent /guardian knowledge only**). Repeated offenses will result in possible discipline that includes detentions or suspensions. Thank you in advance for your cooperation in contributing to a positive learning environment!

## Computers

All students and families must sign a computer use agreement before they will be allowed to utilize the district computers. This computer agreement form is available on Family ID. Procedures have been developed for the use of laptops with students, and these procedures will be reviewed with all students at the beginning of the school year.

## Copy Machines

Copy machines are expensive pieces of machinery and require the staff using these machines to be properly trained. Students should only use copies under teacher supervision.

## Dances

In the event that we have dances this year, they will be held from 7:00 pm to 8:30 pm. Any student leaving the dance after it has begun will not be allowed back into the dance. If a student is going to arrive later than 7:30 PM, the student needs to discuss this with the principal before the end of the school day of the dance. The intent is that dances will be held for Reeds Brook students, but they may bring a guest, providing they have provided the name and emergency contact information for their guest, again no later than

the end of the school day of the dance. **Use of cell phones is prohibited during the dance. Phones will be collected before students enter the dance.**

## **Extracurricular Activities and Athletics**

Reeds Brook Middle School offers many opportunities for students outside the classroom. All of these programs require students to maintain academic excellence as well as proper classroom behavior.

### **Standards and Conduct for Participation in Extracurricular Activities**

Participation in extracurricular activities is a privilege, which must be earned and maintained, RSU#22 has established the following eligibility criteria:

#### **Academics:**

1. The student must maintain regular daily attendance; students with unexcused absences will be placed on monitor status.
2. Each student must be enrolled in all regular classes offered at the middle school level and maintain a minimum grade of 70 for each class throughout the duration of the extracurricular activity.
3. If a student has been identified as having a grade below a 70 during a grade check, they will be moved to academic probation. The student will have one week to either increase the grade to 70 or above, or the student needs to show significant effort in doing so. If the growth or effort is not shown, the student will be dismissed from the sport or activity.
4. We recognize that circumstances may arise that might make it difficult for a student to meet the above criteria. Whenever the academic criteria are in question by a student or a parent, the student may appeal an ineligible decision to the building principal. Following an appeal, the principal, social worker, teacher(s), student, and parent will meet to discuss the issue.

**Citizenship:** All participants in extra-curricular activities are expected to observe all school and coach/advisors rules, procedures, and policies. A violation of any of the above expectations may lead to disciplinary action. It is the school's position that good citizenship is a requirement for extracurricular participation.

1. Participants will be neatly groomed and attired when traveling as a group/unit.
2. Participants will assume financial responsibility for all issued equipment and clothing.

Any member of an extracurricular activity will be automatically dropped from that activity for its duration if that participant has:

1. Consumed, possessed, transported, or knowingly been in the presence of alcoholic beverages during that season.
2. Used, possessed, transported, or knowingly been in the presence of unprescribed drugs during that season.
3. Used or possessed tobacco products or marijuana during that season.

Continued violation of the above rules may result in dismissal from all extracurricular activities for the remainder of the school year. Notification will be made in writing stating the reasons for dismissal.

### **Standards and Conduct for Participation in Athletics**

#### **Attendance:**

Student athletes must be in school for the full day to participate in practice or games after school unless excused by athletic director, principal, or physician.

#### **Academics:**

1. Must have a minimum grade of 70 in ALL subjects prior to the start of the season. For fall sports, the final grade report of quarter four from the previous year, will be used to determine eligibility.
2. Grade checks will take place bi-weekly and student-athletes are expected to maintain a 70 average in ALL classes. If a student has been identified as having a grade below a 70 during a grade check, they will be moved to academic probation. The student will have one week to either increase the grade to 70 or above, or the student needs to show significant effort in doing so. If the growth or effort is not shown, the student will be dismissed from the sport or activity.

#### **Detention:**

Student athletes cannot participate in practice or games on the same day they have school detention.

#### **Health/Personal:**

Each participant in athletics is required to file the results of a physical examination with the school prior to the season, as well as signed parent/guardian permission to participate.

## **Library**

Our libraries offer a variety of materials for students and teachers and are open for student use during each school day. All students will have an instructional library period periodically throughout the year, at which time they are taught the use of the library and

research techniques. Students must follow the RSU 22 Acceptable Use Policy and have parent/guardian permission. The library offers the opportunity for students to check out books. They are responsible for ensuring that the book(s) are returned on time and in acceptable condition. Students and their parents/guardians will be held accountable for lost or damaged books.

## Guidance

Guidance services are available for every student in school. The principal, teachers, and parents/guardians may refer students. Appointments can be made with the counselor for individual or group counseling, or students may drop in. All students' appointments and issues are kept confidential.

## Music

### **Band and Chorus:** *Academic Performing Ensembles*

Here at Reeds Brook Middle School, students are given the opportunity to enroll in both instrumental and choral performing ensembles. Concert band and chorus are performance-based large group, academic classes. A solid musical foundation based on state and national music standards is offered in these classes along with team building, music theory, listening skills, time management skills and a whole lot of fun!

### **Show Choir and Jazz Band:** *Co-curricular Performing Ensembles*

Students are given the opportunity to participate in supplemental music activities such as Jazz Band and Show Choir. These ensembles meet before school. The foundational skills for these groups are provided during their corresponding academic ensembles. Students who wish to participate must also be a member of those academic ensembles. Auditions may also be required. Rehearsals will begin in October following the COVID-19 response guidelines.

## Personal Property

Students are encouraged **NOT** to bring personal property to school (Airpods, smart watches, iPods, MP3 players, cell phones, Ipads, video game devices, etc.). **Neither the school nor its personnel will be held responsible for lost, stolen, or damaged property of students.**

**Bicycles/Scooters:** Students may bring bicycles and scooters to school at their own risk. Bicycles and scooters are to be parked in a designated area upon arrival to school. All students are encouraged to follow good riding safety to and from school.

**Skateboards / Roller Blades:** These items are to be brought to the office in the morning before reporting to homeroom. Skateboards and rollerblades may be picked up at the end of the day when a student's bus has been called for dismissal. Skateboarding and rollerblading are not allowed on school property.

## Phones and Technology

Use of school phones by students is limited *to only emergency calls and school business calls*. Students are encouraged to take responsibility for making arrangements with parents before they report to school. **The use of personal cell phones or texting devices during school hours is not allowed and will result in the phone or device being confiscated and disciplinary action. Cell phones should be off and in lockers.**

Use of technological devices, including AirPods, Smart Watches, Fitness trackers (e.g., Fitbits), and other smart devices capable of texting and internet access are NOT to be used during school hours.

## Health Services

The purpose of the school nurse is to provide the fullest possible educational opportunity for each student by minimizing absences due to illness and creating a climate of health and well-being in district schools. The school nurse has several areas of expertise. In addition to giving first-aid, the school nurse performs many screening tests for students and staff, visits homes for a variety of health reasons, monitors immunization status according to state law, evaluates medical aspects of handicapped children, acts as a liaison between educational and medical personnel, deals with communicable diseases to prevent its spread to others, maintains health records, acts as a source for health education programs, and communicates with parents, students, and staff about medication problems that can affect the student in the classroom.

**Medication:** All medications are to be kept in the office with the school secretary. A parental consent form which includes the student's name, medication name, dosage and the time(s) to be given must be on file in the office before any medications can be given. In addition, the medication must be in its original container. If long-term medicines are to be given during school hours, a doctor's note of authorization must also be filled out. Both the parent request and the doctor's release forms may be obtained at the office. ***The medications must be brought in by the parent who is to fill out the authorization forms.***

Students will be able to carry and self-administer inhalers and epinephrine auto-injectors as an immediate response to potentially severe allergic reactions if they adhere to the following procedure:

- 1) There is prior written approval from the students health care provider (Doctor's office) indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector.

- 2) There is prior written approval (for minor students) from the student's parent or guardian.
- 3) The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Please call if you have any questions regarding this policy.

## **Integrated Pest Management Plan Policy**

RSU#22 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the Policy of RSU#22 only to use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible, to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve the desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds or disinfectants used for routine cleaning. It will be this school policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full school IPM policy statement and this school IPM plan will be maintained in the principal's and superintendent's office and available upon request.

## **Registration / Student Moving**

**Registration:** Students new to Reeds Brook are requested to report to the school secretary with their parent(s)/guardian(s) to complete the necessary enrollment forms. Once student records have been sent from their previous school and their schedule is created with that information, they may begin attending Reeds Brook the following day. In the case of special needs students, a PET meeting may be necessary before enrollment or attendance can be completed.

**Moving:** Students who are planning to leave Reeds Brook should let the office know as soon as possible. Students should return textbooks, library books, and laptop computer; settle lunch payments and fines; and clean out their desks and lockers before they leave.

## **School Records**

**Parental Access to School Records:** The Administration at RSU#22 wants all parents to be aware of their right to inspect and review their child's school records. Under provisions of the Family Education Rights and Privacy Act of 1974. (PL 93-380), Education of all Handicapped Children Act of 1975, (PL 94-142), the Maine Special Education Regulations of 1988 (Chapter 101), RSU#22 School Policy File #JRA "Student Educational Records, " parents or guardians may: Request, and receive, a list of the types and locations of education records on the child; Receive copies of the records; Have someone at the school explain, or interpret items in the records not understood; have someone else inspect and review records; Ask for amendment of any record on the grounds that it is inaccurate, misleading or violates privacy rights; Request an administrative review on the issue if the district refuses to make an amendment; Refuse consent for disclosure of personally identifiable information related to the child to anyone other than school officials or officials of the State Education Agency or U.S. Department of Education, or for purposes other than identification, evaluation, individualized education plan or placement of the child, or the provisions of free appropriate education to the child; Receive notice when the personal information is no longer needed to provide educational services; request that information be destroyed. However, permanent identifiable records including, educational program, attendance, grades and grade levels, shall be maintained without time limit.

**Transfer of Educational Records:** The 119<sup>th</sup> Legislature amended Title 20-A, Section 6001-B, Transfer of Education Records, to read: "A school administrative unit shall include in written notice to parents or guardians of every student enrolled in the school administrative unit that educational records must be sent to a school administrative unit to which a student applies for transfer." Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

## **Special Services Referral Process**

According to Maine law (20-A M.R.S.A. Chapters 301 and 303), all school-age students are entitled to a free and appropriate public education. Classroom teachers and other school personnel utilize a child find process to determine which students may have disabilities that may require being referred to a Pupil Evaluation Team. Once a referral is made, a more individualized evaluation is completed. Another meeting, including school staff and parents, is convened to discuss the results of this evaluation. Other people having knowledge of the student may be invited to attend the PET. At this meeting, it will be determined whether he/she is a student with a disability in need of special education services. If eligible, what special education and supportive services are appropriate for the student's educational needs will be determined. Once these determinations are made, the Pupil Evaluation Team shall write an Individualized Education Program (I.E.P.) for the student. If you have any concerns regarding your child's ability to be successful in the regular classroom setting, see your son/daughter's teacher. For further information about the referral process, feel free to call the school and talk to one of the Special Education teachers.



**504 Process:** Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities.
2. Has a record of such impairments; or
3. Is regarded as having such impairment. Major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

To fulfill its obligation under Section 504, RSU#22 believes it has a responsibility to all its citizens, beyond its prescribed legal one, to set an example and to assume a leadership role in providing nondiscriminatory policies and practices to its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in this school system. If you would like further detailed information, please feel free to contact the Principal's Office for a handout on the 504 Act.

## **Visitors**

The school policy is to accept only those visitors who have legitimate business at the school. Unless attending a sports or spectator event, all visitors need prior approval about the purpose for the visit. Please contact the Reeds Brook Main office before visiting our school. Visitors must follow all school rules and administrative directives and minimize disruptions of the school's learning environment.

In order to manage the instructional program and to promote the safety of students and staff, all visitors shall report to the main office upon arrival at the schools (RSU 22 Policy KI). At this time, visitors to Reeds Brook will sign in and provide information about the purpose of their visit to the school. Visitors are provided visitor badges and are asked to wear them while in the building and return them to the office upon departure.