

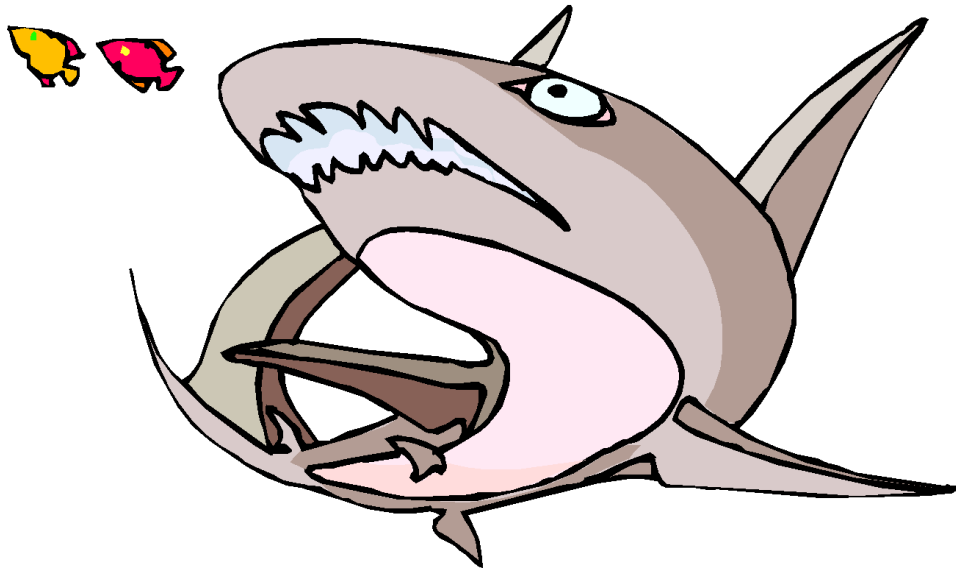
(Updated September, 2020)

# SHAPLEIGH SCHOOL

GRADES 4-8

STUDENT/PARENT HANDBOOK

2020-2021 SCHOOL YEAR



*Home of the Sharks*

*Shapleigh School  
43 Stevenson Road, Kittery, Maine 03904  
(207) 439-2572  
Follow us on Facebook*

# INDEX

<b>Topic</b>	<b>Page Number</b>
Index	2-3
Parent Letter	4
School Committee Contact Information	5
Staff List	6-8
Building Layout	8
Shapleigh Middle School Mission Statement	9
Student and Self-Assessment	9
PPE	9
Social Distancing	9
Absence/Arrival/Attendance/Tardiness	9
Classroom Assignments	10
Walking Through the Halls	10
Eating/Drinking in Classrooms	10
Lunch	10
Recess/Playground	10
Nursing	10-11
Outdoor Space	11
Dismissal	11
Visitors	11
Animals in School	11
Assemblies/Concerts/Plays	11
Athletics and Extracurricular Activities	11-12
Books/Equipment	12
Curriculum	12
Electronic Devices	12-13
Parent/Student Communication and Cell Phones	13
Expectations for Shapleigh Students Dress	13
Field Trips	13-14
Evacuation	14
School Counseling	14
Homework	14
Infinite Campus/Jump Rope	14
Laptops/iPads	14-15
Library/Media Center	15
Lost and Found	15
Lockers	15
Moving/Withdrawing From School	15
Physical Education Classes	15
Project Childfind	15-16
Report Cards	16
Retention	16
Student Assistance Team (SAT)	16
School Closing/Delayed Opening Procedures	16-17
School Hours	17

School Nurse	17
Selling	18
Special Education Referral Process	18
Student Activities	18
Student Conduct and Discipline	18-19
Student Insurance	19
Student Services Program	19 - 21
Valuables at School	21
Website	21
District Policies	21
STUDENT/PARENT TRANSPORTATION HANDBOOK	22 - 25

**Our mission at Shapleigh School  
is to help students grow in mind, body and spirit  
in a caring and safe environment.**

September 8, 2020

Dear Parents/Guardians,

Welcome to a new year at Shapleigh School. As children progress through grades four through eight, they are undergoing dramatic changes in physical, emotional, social, and intellectual growth. Our challenge is to help them integrate these changes with the knowledge, skills, and attitudes they need to succeed in school and later in life. We are looking forward to working with you as your children continue on their journey to becoming productive citizens, lifelong learners, and healthy, caring, and intellectually reflective individuals.

Our student/parent handbook was designed to assist you in understanding the educational organization and operation of our school as we strive to provide the best possible education for your child. Contained in the handbook are the guidelines and procedures used at Shapleigh School, including updates and changes we have made due to Covid-19. Please review and discuss the Student/Parent Handbook and Bus Transportation Handbook with your child. We hope that this information will clarify our expectations as together we provide a caring and safe environment for all members of our learning community. As a cost saving measure, we have placed the handbook on the Shapleigh website (<http://shapleigh.kitteryschools.com>). If you would like a hard copy, please call or email the main office at 207-439-2572 or email [jjordan@kitteryschools.com](mailto:jjordan@kitteryschools.com) to request one.

Research shows that when families and schools work together to nurture emotional and social growth, to hold and act upon high expectations, and to cultivate a caring and safe environment, they promote a sense of community that encourages success. We look forward to working collaboratively with you while your children are entrusted to our care. If you have questions or concerns, please contact your child's teachers, our school counselors Kristin O'Neill and Kelly Martin, Assistant Principal Michelle Perry or me at 207-439-2572. We look forward to working with you throughout the 2020-2021 school year.

Respectfully,

Anne Ellis  
Principal

Please Note: This handbook has been developed within the framework of the Kittery School Department policies. In case of a conflict between a School Committee policy and the rules in this handbook, the policy will prevail. The Kittery School Department reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of students, parents, and staff. The Kittery School Department to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

## KITTERY SCHOOL COMMITTEE MEMBERS

<b>Julie Dow, Chair</b> 1 Bartlett Road, Kittery Point, ME 03905 jdow@kitteryschools.com	Term Expires 11/2022	(207) 439-7866
<b>Kim Bedard</b> 100 Martin Road, Kittery, ME 03904 kbedard@kitteryschools.com	Term Expires 11/2022	(207) 703-2979
<b>Annie Cicero</b> 124 Dennett Road, Kittery, ME 03904 acicero@kitteryschools.com	Term Expires 11/2021	(910) 990-6181
<b>Nick Chalupa</b> 5 Folcutt Road, Kittery Point, ME 03905 nchalupa@kitteryschools.com	Term Expires 11/2020	(781) 473-3350
<b>Anne Gilbert, Vice Chair</b> 17 Park Avenue, Kittery, ME 03904 agilbert@kitteryschools.com	Term Expires 11/2021	(207) 439-9067
<b>Danielle Hoffman</b> 7 Otis Avenue, Kittery, ME 03904 dhoffman@kitteryschools.com	Term Expires 11/2020	(617) 285-1155
<b>Rhonda Pomerleau</b> 32 Stevenson Road, Kittery, ME 03904 rpomerleau@kitteryschools.com	Term Expires 11/2022	(207)703-2128

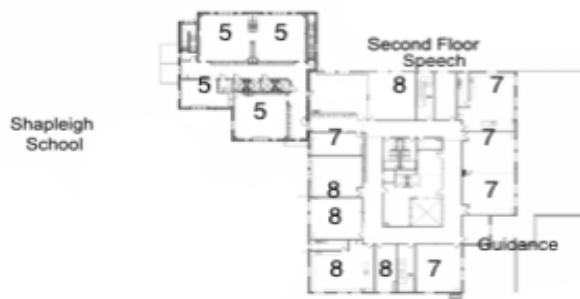
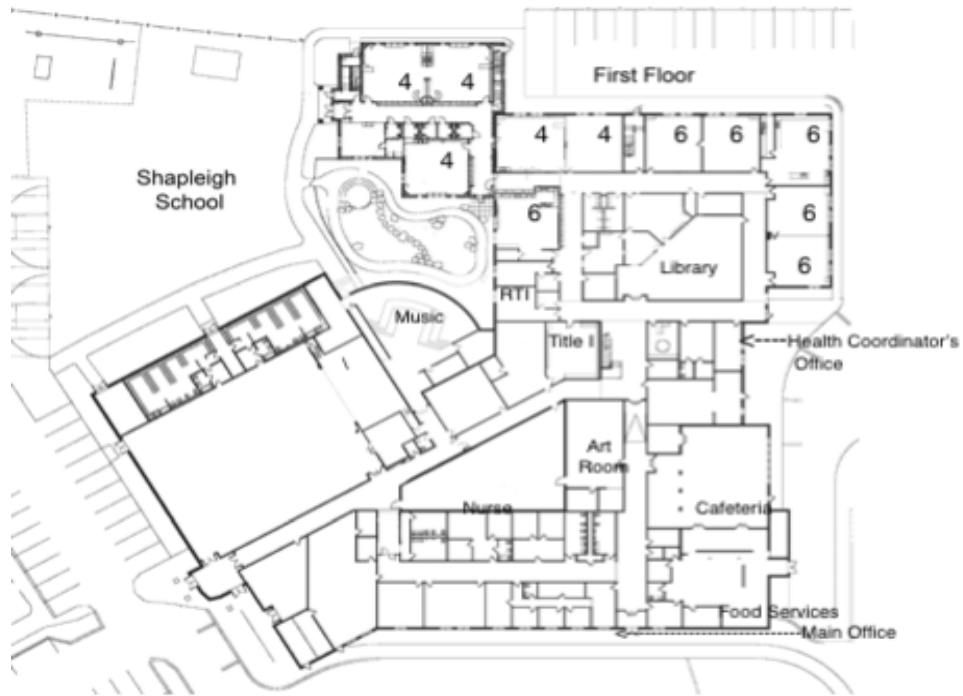
**Superintendent of Schools**  
**Eric Waddell - Superintendent 207-475-1334**  
**ewaddell@kitteryschools.com**  
**Donna Schoff - Administrative Assistant**  
**dschoff@kitteryschools.com**  
 Anne Ellis, Principal  
 aellis@kitteryschools.com  
 Michelle Perry, Assistant Principal  
 mperry@kitteryschools.com  
 Kristin O'Neill, School Counselor  
 koneill@kitteryschools.com  
 Kelly Martin, School Counselor  
 kmartin@kitteryschools.com

Ankerman, Tracie.....Grade 8  
 April, Karen.....School Nutrition Manager  
 Aumand, Bethany.....Grade 4  
 Baker, Bruce.....Custodian  
 Bassett, Joe.....Special Educator  
 Bastianelli, Christine.....Grade 5  
 Bertrand, Douglas.....STEM Educator  
 Bertrand, Gabrielle.....Grade 6  
 Bladen, Brenda.....Nurse  
 Casciotti, Allison.....Special Education Technician  
 Casey, Miranda.....Grade 6  
 Cedergren, Kenneth.....Education Technician  
 Cedergren, Yvonne.....Special Education Technician  
 Cole, Seth.....Technologist  
 Cole, Ted.....Custodian  
 Collins, Wendy.....School Nutrition Director  
 Conant, Katherine.....English Language Learning  
 Cortez, Rosa.....Spanish  
 Diharce, Eva.....Speech & Language  
 Durgin, Emilie.....Grade 8  
 Embry, Nancy.....Data Manager  
 Fickett, Janice.....Grade 4, Remote  
 Ferland, Lynda.....Special Educator  
 Fifield, Renee.....Spanish  
 Foye, Jennifer.....Special Education Technician  
 Gagnon, Corrine.....Grade 7  
 Gilpatrick, Kristen.....Grade 4

Goettlich, Dylan.....Special Educator  
Harris, David .....Grade 6  
Hasty, Melissa.....School Nutrition Assistant Manager  
Hayward, Jolyn.....Special Educator  
Holland, Stephanie.....Special Educator  
Jordan, Jessica.....Bookkeeper/Administrative Assistant  
Kennison, Lauren.....Grade 7  
Jemery, Tiffany .....School Nutrition  
Lambert, Laurie.....Behavior Strategist  
Lemont, Karissa.....Grade 8  
Lutts, Sandra.....Special Education Technician  
Martine, Rachel .....Administrative Assistant / Receptionist  
Matty, Blayne.....Gifted & Talented Coordinator  
McKone, Daniel.....Health Education  
Murdock, Ashleigh.....Special Education Technician  
Pearl, Betsy .....Grade 4  
Plocinski, Melissa.....Special Educator  
Powell, Jeff.....Custodian  
Randall, Heidi .....Grade 5, Remote  
Reeve, Joanne .....Title I / 4th Grade, Remote  
Rhames, Wesley.....Physical Education  
Roth, Jonathan.....Music Education / Band  
Roy, Lauren.....Grade 6  
Roy, Patrick.....Grade 8  
Sebert, Nancy.....Grade 7  
Segedy, Jayne.....Music Education / Chorus  
Sheldon, Kate.....Grade 5, Remote  
Shusta, Jenny.....Special Education Technician  
Stith, Kate.....Special Education Technician  
Sutherland, Aimee.....Art Education  
Walker, Robin.....Special Education Technician  
Waters, John.....Grade 7  
Waters, Kerry.....Grade 4  
Watson, Janis.....Special Educator  
Webb, Katherine.....Special Education Technician  
Westman, Diana.....Grade 5  
Whited, Ethan.....Grade 5

Wicker, Rich .....Library Educational Technician  
 Woollacott, Jennifer.....Special Education Technician  
 All staff members may be reached via e-mail by applying this format: firstinitiallastname@kitteryschools.com

## SHAPLEIGH FLOOR PLAN





## SHAPLEIGH SCHOOL

**Our mission at Shapleigh School is to help students grow in mind, body and spirit in a caring and safe environment.**

The ages from nine to fourteen represent a time of great change, physically, socially, emotionally, and intellectually. We are a community, and we must have guidelines and expectations that are clear. We each have a responsibility to make Shapleigh School a safe and comfortable learning environment, and our handbook has outlined our expectations.

Due to the circumstances and the current pandemic related to COVID-19, there are adjustments made to our typical rules, procedures and protocols that we will be following for this school year. We thank you in advance for your cooperation with each of these important pieces. Together we can do this!

### STUDENT AND SELF-ASSESSMENT

A self-assessment must be done daily to determine if either a student or staff should be in the school building. We are asking that everyone adhere to this assessment to keep the school community as safe as possible.

Here is the link to the self-assessment:

[https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Pre-Screening%20Tool\\_4.pdf](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Pre-Screening%20Tool_4.pdf)

### PPE

#### Face Coverings/Masks

Face coverings/masks must be worn while at Shapleigh School. Masks with one way valves may only be worn with a cloth or medical mask over it. One way valve masks are not recommended by the CDC.

Face coverings that will not be allowed may include (but not limited to):

- Masks made of tulle or screen
- Gaiters
- Bandanas/Neckies

#### Face Shields

In order to wear a face shield as an alternative, we will need a doctor's note stating why a face covering/mask cannot be worn. *\*\*Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.*

Staff whose role requires they be within 6 feet of a student must wear a face shield in addition to the face mask.

### SOCIAL DISTANCING

Students and staff will remain 6 feet apart to the greatest extent possible. All desks and spaces at Shapleigh School have been set up so that this is possible. Students will be taught how to identify 6 feet of distance and how to maintain that distance while still socially interacting with their peers.

### ARRIVAL/TARDINESS/ABSENCE

#### Arrival 7:00-7:30

Busses will enter through Stevenson Ave and drop off at the main entrance (front of the building).

Parents dropping off will exit off of Stevenson Ave at the field entrance (by the fence), using double lanes merging at the corner and pull all the way up the curb to the stop sign and let the children out onto the sidewalk. If a child requires assistance getting out of the car, the parent should park the car and walk the student to the drop off area.

Grades 4 and 5 enter through the marked doors adjacent to the playground.

Grade 6 enter through the gym doors.

Grades 7 and 8 enter through the front main entrance.

Any students requiring breakfast will enter through gym doors. Breakfast available in the gymnasium to bring back to the gymnasium.

Tardiness: Being on time is important so that students do not miss valuable class time. Students who arrive after 7:30 am are late for school and should report to the main office. If a student is late due to a medical or dental appointment, he/she should bring a note from the medical personnel to the office. Students with excessive tardies to school (more than 4 per trimester) will be referred to the administration for review.

Prearranged absences: A parent or guardian who wishes to remove a child from school for family related purposes should notify the principal in writing preferably two weeks before the absence. The administration or team of teachers may alert a parent or guardian about the possible negative effect a prolonged absence may have on a student's academic performance. Students who are absent miss valuable classroom instruction and discussions, which cannot be replicated. Arrangements must be made with the individual teacher for make-up work. It is not the practice of the Shapleigh staff to provide work ahead of time.

## **CLASSROOM ASSIGNMENTS**

Students will be remaining in their assigned classroom cohort. The only exception to this would be a student who receives services that requires them to go to another space in the school.

Students will be taught protocols for using materials and sanitizing.

## **WALKING THROUGH THE HALLS**

Traffic in the hallways at Shapleigh School will be kept to a minimum as much as possible. Students of each grade level have been assigned specific hallways to use along with specific stairways to travel through the building as necessary.

## **EATING/DRINKING IN CLASSROOMS**

Students will only be allowed to eat or drink at their desks (placed 6 feet apart) or outside 6 or more feet apart. Hands and desks must be sanitized prior to eating. Students are encouraged to bring a water bottle to school each day as water fountain use will not be permitted. Water bottle filling stations are available throughout the school. Shared food will not be allowed AT ANY TIME during the school year. Unfortunately, this means no birthday or holiday celebrations.

## **LUNCH**

### Ordering

Students who are attending school in person will let teachers know each morning whether they will be getting the main meal or alternative meal. Students who are attending school remotely should fill out the Remote Learning Meals Order Form daily prior to 8:00am.

### Delivery of Lunches

Cafeteria staff will load lunches into identified plastic totes and will be delivered daily to the classrooms.

### Hand / Desk Sanitizing

Students will wash or sanitize their hands and desk surface prior to eating

### Disposal of Trash

Each classroom has been given a large trash can for all food trash. After each lunch, the custodians will empty that trash and remove it from the classrooms.

## **RECESS/PLAYGROUND**

Grades 4 and 5 have access to the playground, with only one class visiting the playground at a time. Masks will be worn while on the playground and students will remain 6 ft apart to the greatest extent possible. Students will sanitize their hands on the way out and again upon returning to the classroom. The playground will be sanitized daily. The track/field facilities and playground are not open to the public between the hours of 7:30-2:30.

## **NURSING**

### Nursing Office

The nursing office will be run differently this year. Entrance to the Nursing Office will be limited in order to prevent exposure to illness. Staff will call the nurse regarding anything other than a major issue and the nurse will either respond to the classroom or meet the student in a waiting area. Care for illness versus injuries will be kept in separate spaces. An exhaust fan has been installed for quicker turn over of air in the Nursing Office. An algorithm similar to the self-assessment done prior to school will be utilized to determine what symptoms determine that a child should not be in school in the midst of this pandemic. Instructions

on next steps will be provided to you. Please note that the nurse will follow the Maine American Academy of Pediatrics, the Maine School Nurse Association, Maine CDC and Maine DOE recommendations for how illness should be handled at school.

### Waiting Room

This isolation space has been identified for students who appear to have one common or two less common symptoms of COVID-19. If a child is being sent home for this reason, he/she will stay in this room until their parent/guardian arrives. We have installed a monitoring system and an exhaust fan for air exchange and we are calling it a waiting room for the students as they will be waiting for transportation home. When the weather permits, we will be using an outdoor space for this.

### **OUTDOOR SPACE**

The use of outdoor spaces at Shapleigh School, including two “event tents” will be encouraged for both outdoor instruction and as an alternative to eating lunch in the classrooms, weather permitting.

### **DISMISSAL**

#### Dismissal During the School Day

No student is allowed to leave school without authorized permission. If your child must be dismissed early, please send us the change in writing, preferably by email to [jjordan@kitteryschools.com](mailto:jjordan@kitteryschools.com) and a note to the classroom or homeroom teacher. When you arrive to pick up your child, please go to the office, ring the buzzer and verify the pick-up with the school secretary and wait outside for your child. The secretary will call down your student and the student will be dismissed to the awaiting parent. Students will not be released to anyone except a parent or guardian, unless prior arrangements have been made with the office. Students who walk or ride a bicycle must have a note from a parent or guardian on file. Please do not block bus pickup areas when dismissing your child between 12:10-12:30 or 1:55-2:30 pm.

#### Students Getting Picked Up From School by a Parent

Cars will enter the parking lot in double lanes adjacent to the field/fence area and pull up as far as possible. We ask parents to place an identifying label on their dashboard that identifies the riders by name and grade in bold writing. A staff member will be present in the parking lot who will radio into the school to dismiss the student. The child will immediately exit through their assigned door, and into the awaiting car. Cars will be able to carefully exit the line (to the right) and exit the parking lot safely.

#### Riding the Bus

Buses will be available for those who are unable to transport their students to and from school. The CDC guidelines require every child riding a bus to wear a mask. Students will also sanitize their hands when entering/exiting the bus. Each child will be assigned a seat. There will be 1 child per seat with 1 child sitting near the window and the seat in front and behind sitting next to the aisle. This stagger will happen on each side of the bus. Siblings from the same household will sit in the same seat (max of 2/seat). Buses will be sanitized after the AM and PM routes with an EPA/CDC/DOE approved sanitizer.

### **VISITORS**

Visitors/volunteers will not be allowed to enter Shapleigh School this year, unless pre-approved by the administration.

### **ANIMALS IN SCHOOL**

We recognize the benefits of animals in schools for educational purposes. In an effort to provide a safe environment for all students, anyone wishing to bring in a pet or animal for educational purposes must obtain prior permission from the principal and may be asked to provide proof of current rabies vaccination and insurance.

District Policy: [IMG ANIMALS IN SCHOOL](#)

### **ASSEMBLIES/CONCERTS/PLAYS**

**\*\*There will be no in person assemblies, concerts or play performances while in yellow or red status.**

Assemblies are scheduled periodically throughout the year and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior, and courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or the movies, the performers are very aware of their audience. Talking, whispering, stamping of feet and booing violate the rights of the audience and are therefore unacceptable behaviors. We ask all audience members to remain seated while person(s) are speaking or performing.

### **ATHLETICS and EXTRACURRICULAR GRADES 6-8**

**\*\*There will be no in person after school athletics or extra curricular activities during Yellow or Red Status.**

**REGULATIONS:** Any sixth, seventh, or eighth grade student at the Shapleigh School who participates in any athletic /extra-curricular activity is expected to abide by the following regulations:

1. **Have a parent or guardian's written approval to participate.**
2. **Have a complete physical examination by the family physician, the school physician, or a private physician.**
3. **Have proof of insurance on file with the school.**
4. Participate in one school sport per season.
5. Conditioning and training:
  - a. All student athletes have a responsibility to keep themselves in condition. Those known by a staff member to use tobacco in any form, to drink alcoholic beverages, or use drugs illegally while enrolled on an athletic team will undergo disciplinary procedures. The willingness of an athlete to stay in condition is a very important factor to a coach in his/her decision to accept or cut an athlete at early season tryouts.
  - b. All athletes will find a minimum of nine hours of sleep each night beneficial while participating in a sport. Each coach may have specific regulations regarding curfew for his/her sport. Violations of curfew may involve suspension from the team.
  - c. Athletes are expected not to attend any social affair, which includes drinking or any illegal activity. Proof of such may result in suspension from the team.
  - d. Athletes who are suspended twice for breaking training rules forfeit their athletic eligibility for a calendar year from the date of the second violation.
  - e. The rules of eligibility will be enforced from the beginning of fall practice to the end of the school year.
6. Team members must be in school during the day of a contest or activity unless excused by the administration.
7. Each student is responsible for the care of the equipment, which is issued to him/her. Restitution must be made for loss or willful damage of equipment, which has been issued to a player.
8. Students in poor academic standing should discuss their problem with their coaches or advisor before committing themselves to a program. It is better to improve grades and then participate than to leave the sport or activity because of poor grades.
9. To be eligible for participation in Shapleigh School interscholastic programs, the student must have no missing summative assessments. In addition, students must have demonstrated a 2 or above on the HOW standards in all courses. Students' academic and HOW achievement will be reviewed bi-weekly through a *Co-Curricular Eligibility Form Grades 6-8*. Students will have each teacher provide a current academic and HOW grade which will then be given to the coach or advisor.
10. Violations of school regulations will not be tolerated. If a student is unwilling to work and behave in school, he/she will lose the privilege of participation.

## **BOOKS/EQUIPMENT**

All laptops, textbooks, library books, and equipment are loaned to students for use during the school year. Students are responsible for returning books and equipment at the appropriate times, in a condition similar to when they were issued. Students will be required to pay for any lost or damaged books or equipment. Textbooks should be handled carefully and kept covered at all times.

## **CURRICULUM**

The staff of Shapleigh School believes that teaching and learning must reflect the best practices and current research on cognition and developmental needs of adolescents. We strive to provide learning experiences that nurture intellectual, social, physical, emotional, and creative growth as outlined in the *Maine Learning Results*. All students are instructed in reading, language arts, mathematics, science and social studies on a regular basis. In addition, students receive instruction in physical education, health, technology education, and art at all grade levels. Sixth, seventh and eighth grade students receive instruction in Spanish. Fourth and fifth grade students also receive instruction in music and additional music education is available for interested students through band (grades 5-8) and chorus (grades 6,7 & 8).

## **ELECTRONIC DEVICES**

### Regulations for the use of iPods, iPads, Smart Phones, Cell Phones, eReaders, and Related Devices

Electronic devices including but not limited to iPods, iPads, Smart Phones, Cell Phones, eReaders, and similar devices are a part of modern society and the school accepts that many students will possess them. Teachers and students have a right to teach and to learn in a classroom environment free from interruption by such devices. iPods, iPads, Smart Phones, cell phones, eReaders and similar devices in schools present a number of challenges. These include:

- Interruption of lessons and disruption of the learning

- Theft of devices
- Creation of a barrier to teacher-student communication
- Photographing, videotaping, or other cheating such as photographing tests, texting answers or test questions

Rules/Regulations:

- We prefer that students not bring personal electronic devices to school.
- **The school accepts no responsibility for electronic devices that are brought to school and undertakes no responsibility to investigate their misplacement, loss, or theft.**
- Electronic devices may only be used with specific staff permission between the hours of 7:00 am and 4:00 pm.
- Electronic devices must be switched off and out of sight during school hours. They may be stored in a student's backpack, purse, locker, vehicle, or the homeroom crisis backpack.
- If a cell phone or similar device rings or is visible during testing, the device will be confiscated and the student removed from the testing situation.
- If such a device is observed or heard by school staff, it will be confiscated. Photographing, videotaping, or otherwise recording individuals without their permission is strictly prohibited. Exceptions to this may be granted by the site administrator for purposes relating to the health needs of a student. If a parent/guardian needs to get in touch with a student during school hours, he/she may call the Main Office at 439-2572.

Consequences:

When students breach these guidelines, their devices will be confiscated by the teacher and secured in the Main Office. On the first offense, the device will be returned to the student at the end of the day. Administration will review the rules/regulations for electronic devices with the student.

In the case of a second offense the device will be confiscated, and the parent/guardian will be contacted to pick up the device. For subsequent offenses the device will be confiscated, the parent/guardian will be contacted to pick up the device, and the student will serve an administrative detention.

If a student refuses to give the device to a staff member upon request, the student additionally will be written up for noncompliance.

**PARENT/STUDENT COMMUNICATION and CELL PHONES**

Students will not be allowed to respond to routine phone calls. Parents may call and leave a message, which will be delivered to a student, or in most cases, to a student's homeroom teacher. In case of an emergency, a parent should request the child return the call to him or her. Cell phones are disruptive to the educational environment and must be turned off and stored during school hours. Consequences for inappropriate use of cell phones are outlined under Electronic Devices in the policy above. Students should make after school plans before coming to school.

**EXPECTATIONS FOR SHAPLEIGH STUDENTS DRESS**

The responsibility for the dress and appearance of students shall rest with individual students and parents or guardians. It is our hope to foster a positive school culture with a focus on respect and healthy self-esteem and student attire is viewed as an extension of this. Student dress should not interfere with the safety, order or effectiveness of the educational process. Examples of unacceptable attire include, but are not limited to clothing that

- a) Promotes alcohol, tobacco or other drugs
- b) Contains a message that is obscene, vulgar or inflammatory
- c) Presents a safety hazard within the classroom
- d) Causes maintenance problems such as cleats or shoes that scratch floors
- e) Is excessively revealing

In the event that a student is attired in a manner that is in violation of our expectations, we will request him/her to change. Usually the student, the nurse, or a friend has something that can be worn. If the student is unable to find suitable attire, he/she may call home.

**FIELD TRIPS**

**\*\*There will be no in person field trips during Yellow or Red Status. Virtual field trips may be held.**

The overall purpose of field trips is to enhance and enrich curricular, co-curricular and extracurricular offerings of the total K-12 educational program. Students must have submitted permission forms signed by a parent or guardian in order to participate in field trips and excursions. Families undergoing financial hardship may contact the principal to apply for a scholarship to cover the cost of the trip admission fees and other related costs.

## **EVACUATION**

Fire drills are held throughout the school year. Each classroom teacher will outline the proper route and meeting place from his/her room.

These rules apply to all citizens of Shapleigh:

1. Check the posted instructions in each classroom, indicating how to leave the building.
2. WALK! No talking or horseplay when going to the assembly point or returning to the building.
3. Everyone must leave the building; there are no exceptions.
4. All staff and students will assemble at their designated area along the field / track.
5. Students will line up alphabetically by homeroom.

## **SCHOOL COUNSELING**

School Counseling is an important part of our community of learning, and services are available to all students. Parents who are in need of services or information for their child should call the school counseling office at 439-2572. Our counselors Kristin O'Neill and Kelly Martin are active members of each grade level team. School Counseling services include:

- Orientation to Shapleigh and Traip for parents and students
- Program planning and scheduling
- Individual and group counseling (The counselor does not provide individual or group therapy sessions.)
- Consulting time with all grade level teams for self-esteem, decision-making, career-awareness, suicide, child abuse, and peer interaction.
- Assistance connecting students/families with resources in the school and community

## **HOMEWORK**

Generally speaking, grades 4-8 students may expect homework on a regular basis that is developmentally appropriate for the grade level. The general rule is 10 minutes per grade level, e.g., grade 6 = 60 minutes. Homework should be viewed as an extension of the school day. Assignments are designed for students to practice skills learned in class, to prepare for the next day's work, or to provide enrichment. Classroom teachers will carefully outline their requirements for homework assignments, and throughout the year they will help students develop study skills. Homework is due on the date specified and individual teachers will define arrangements for missing or late homework. Parents requesting homework for a student who is absent from school should make arrangements with their child's teachers. Following are some tips for parents and students to insure the development of good homework habits:

- Provide a quiet place with appropriate supplies for homework to take place.
- Create a consistent time for completing homework during the afternoon or early evening.
- Monitor your child's assignment book or calendar.
- Speak of education and its benefits in a positive manner.
- Ensure that your child asks for additional help if needed.
- Compliment your child's good study habits.

## **JUMP ROPE GRADE REPORTING SYSTEM**

Parents may view their child's grades and other pertinent student information on the Parent Portal of our student database/grade reporting systems. Directions for admittance to the portal will be passed out each fall. Should you have difficulty accessing the sites, please contact Nancy Embry at [nembry@kitteryschools.com](mailto:nembry@kitteryschools.com). Parents/guardians and students are encouraged to check these sites on a regular basis.

## **LAPTOPS / iPADS**

Shapleigh is part of the statewide Maine Learning Technology Initiative (MLTI) sponsored by the State Of Maine. MLTI made Maine the first state to seize the potential of technology to transform teaching and learning in classrooms statewide. Through assistance from the State of Maine the Kittery School Department is able to provide every student at Shapleigh School with a laptop or iPad to use for educational purposes. Shapleigh has developed expectations for the use of those laptops and iPads.

### Laptop / iPad Expectations

- Students must understand that the laptops belong to the State of Maine and / or the Kittery School District.

- No food or drink next to your laptop while in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry the laptop with the lid open.
- Laptops should be shut down or placed in “sleep mode” before moving between classes to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Kittery School Department.
- Laptops / iPads should be charged nightly and brought to school daily with a full charge
- Students are responsible for their laptop / iPad having a full charge at the beginning of each day.
- Laptops / iPads and power supplies should always be within the protective case when carried.
- Do not stack items on the laptop / iPad (books, etc.).
- Report all laptop / iPad issues to a staff member immediately.
- Laptops / iPads must be used on a table or desk ONLY.
- Only school appropriate backgrounds and screensavers may be used on the laptops.
- The laptop / iPad is for school use - therefore, the Kittery Acceptable Use Policy is always in effect.

**\*Breaking these rules results in laptop / iPad infractions\***

### **LIBRARY/MEDIA CENTER**

**\*\*The library/media center is closed during Yellow or Red Status. Students may request books through the systems set up with their teacher and the library technician.**

Students are encouraged to use the library/media center frequently to help with studies and to select books for leisure reading. The library enables students to have a more comprehensive educational experience and to appreciate the library as a source of pleasure and information to be used throughout their lives. Guidelines for library use will be explained at the beginning of the school year.

### **LOST AND FOUND**

Lost items should be reported to the Main Office, and any found items should be brought to the Main Office. The school is not responsible for lost, stolen, or broken personal property of students. At the end of the school year any items that have not been claimed will be donated to charity.

### **LOCKERS**

**\*\*Lockers will not be utilized during Yellow or Red Status.**

Students will be issued a hall locker and a gym locker for their convenience are expected to understand these are the property of the school and need to be treated as such. Damage to lockers is considered vandalism. Lockers are subject to search at any time for any reason by a member or members of the school staff or authorized designees. A five-dollar fee is required for the use of the lock that accompanies the gym locker. This fee is returned to the student at the end of the eighth grade year, or when a student leaves our school, unless the student owes any school provided supplies and/or equipment (library books, textbooks, lunch program, etc.). Only school provided locks are permitted on any locker.

### **MOVING/WITHDRAWAL FROM SCHOOL**

If your family is moving, please notify the school (439-2572) several days in advance. Your child will be given a withdrawal form to be completed by each teacher, with grades to date of leaving included. Your child will also be asked to have the technologist, librarian, and cafeteria manager indicate that all materials have been returned and all accounts are balanced. Records will be sent when the new school sends a formal request.

### **PHYSICAL EDUCATION CLASSES**

Students must have suitable clothing and sneakers at school on the day(s) they have physical education class.

A doctor's note is necessary to be excused from physical education classes for any extended period of time. A Physical Education Program can be adapted for long-term injuries, illnesses or disabilities.

### **PROJECT CHILDFIND**

If you are aware of a child or young adult with a disability who is between the ages of 3 years and 20 years and who is not receiving services, please contact: Director of Special Services, 200 Rogers Road, Kittery, Maine 03904

Telephone (207) 475-1331 (Voice/TDD). The Kittery School Department, in cooperation with Project Childfind, maintains a listing of all individuals between the ages of 3 to 20 years with a disability and will provide or direct the provision of screening, identification, and evaluation.

**REPORT CARDS**

**The staff of Shapleigh School believes that all students can meet high standards of performance in a rigorous, relevant, and meaningful curriculum.** Report cards are issued to students four times each year, during the week following the close of the quarter as shown on the district calendar. Parent conferences are scheduled during the school year, but parents are encouraged to contact teachers as questions arise.

All classes at Shapleigh School will use a proficiency-based system to reflect the student’s progress towards meeting the standard. Parents are encouraged to refer to the Shapleigh School PBL Guide for a thorough explanation of this system. A student’s final course grade is cumulatively-based over the entire length of a course using the following grading scales and proficiency levels.

<b>Grading Scale Grades 4-8:</b>
<b>Point in Time:</b> Students’ grades communicate their level of proficiency at any given point in time. The depth of knowledge expected of students will increase as the year progresses. Students’ grades should be in the proficient range (3.0 - 3.5) at all times.

<b>Proficiency Levels</b>		<b>Proficiency Description</b>
Exceeds Proficiency	3.6 - 4.0	Student’s work exceeded the expectations of proficiency for competencies assessed.
Proficient	3.0 - 3.5	Student’s work has demonstrated proficiency on every competency during the grading period.
In Progress	2.0 - 2.9	Student’s work has met proficiency in some of the competencies or learning targets assessed, but has only partially met or not met on others.
Not Demonstrated Yet	1.0 - 1.9	Student’s work has not met proficiency in the majority of the competencies or learning targets assessed.

**RETENTION**

Retention is an action of last resort. However, in some cases, promotion puts a child in a situation where even minimal success is in doubt. If a student is at risk for retention, his/her parents will be notified at the end of the second trimester, or as soon thereafter as the need is apparent. If a student is recommended for retention, parents have the right to meet with the teachers and administrator to discuss the situation. After that conference, if parents still do not agree with the recommendation, they have the further right to meet with the Superintendent of Schools for a final decision.

**STUDENT ASSISTANT TEAM (SAT)**

**The staff of Shapleigh School believes that all students have the power to learn, to be successful, and to be a responsible and involved citizen.** The SAT reviews students who have been referred by identifying those who are at risk academically, socially, or emotionally. The SAT is comprised of professional staff who assess, identify, and intervene on behalf of students to develop a plan for success using school and community resources.

**SCHOOL CLOSING/DELAYED OPENING PROCEDURE**



Announcement of “NO SCHOOL” or delayed opening on stormy days or for any other reason will be posted on the school department website @[www.kitteryschools.com](http://www.kitteryschools.com), online at [www.maintoday.com](http://www.maintoday.com), and made over the following radio and television stations:

WOKQ 97.5 FM (Dover)	WHEB 100.3 FM (Portsmouth)
WTSN 1270 AM (Dover)	Channel 6 (Portland)
WERZ 107.1 FM (Portsmouth)	Channel 8 (Poland Springs)
WPOR 560 AM (Portland)	Channel 13 (Portland)

“**School Messenger**” is an automated communication tool. This service will make automatic phone calls to parent/guardians in the event of school closings, delayed openings and emergencies. The contact information we receive on the emergency forms will be used for this service. Please be sure all current contact information is given to the school to ensure you receive these messages.

### **SCHOOL HOURS**

Shapleigh’s academic day begins at 7:30 am and ends at 2:10 pm for grades 6-8 and from 7:30am-12:15pm for grades 4-5. Upon completion of their school day, students are expected to leave the school grounds.

### **SCHOOL NURSE**

A Health Aide/School Nurse is available on a daily basis to provide health services to our students. The school nurse’s office is located near the main office. Students who become ill should receive a pass from their teacher and report directly to the nurse’s office. In case of illness or accident, the school will contact the parent or guardian using the information provided on the student’s Emergency Information Form. **Parents are responsible for updating or amending information when there is an address or phone number change or temporary out of town status.** The Emergency Information Form also provides the opportunity for parents to consent to the administration of school stock over the counter medications per the discretion of the school nurse.

### Illness/Communicable Diseases

Children should not be sent to school if there is an illness. This is to assure the quick recovery of the child and to protect other children and adults. If your child is to be excused for medical reasons from any school related activity, a written note from the parent, guardian, or medical care provider is required, including duration of exclusion from the activity. All communicable diseases are to be reported to the school nurse. Any student out of school with such a disease shall be readmitted to the school only after a physician or school nurse has certified that the danger of conveying the disease has passed. The following are a few examples of common communicable diseases:

Chicken Pox	Whooping Cough	Pinkeye/Conjunctivitis	Fifth’s Disease
Strep Throat	Impetigo	Ringworm	Scabies

### Immunizations

All students in K-12 must meet minimum immunization requirements mandated by the State of Maine. Parents should check with their health care provider or school nurse for further information. Failure to meet these requirements within 90 days will cause exclusion from school until requirements are met. Students who are exempt must submit an annual note of declination to be kept in the child’s health file.

### Insurance

Each family is responsible for its own accident insurance. Information about insurance will be available for purchase through the school early in the school year.

### School Sport Physical Eligibility Requirements

Proof of physical exam must be provided in order to determine health eligibility for sports participation. Exams are valid for one calendar year. The school physician will perform school physicals with the nurse in attendance. The exams are scheduled yearly for Shapleigh grades 6-8 and Traip students. They will be advertised in advance and require parental permission and a fee.

### Annual Screening

Students receive a vision and hearing screening in 5th and 7th grade.

We wish to take this opportunity to extend an open invitation for you to call the nurse any time you have a health question or concern about your child. We work best as a team, and together we will make your child’s school experience healthy and productive.

## SELLING / FUNDRAISING

Students are not permitted to sell items on school premises for personal gain or for non-school organizations, unless the principal has given permission.

## SPECIAL EDUCATION REFERRAL PROCESS

A referral may be made to the Special Services Department by anyone with information about the student. The principal or Director of Special Services should be contacted for specific information and for appropriate forms. School-based referrals should be brought to the *Student Assistance Team* (SAT). Pre-referral strategies may be suggested. The referral form must be signed by the principal and then forwarded to the Director of Special Services. Once accepted, Consent to Evaluate will be forwarded to the family. Upon a signed return of this document, evaluators will complete testing within 45 school days. Upon completion of testing a meeting will be scheduled to review testing results.

## STUDENT ACTIVITIES

**\*\*Only virtual student activities will take place after school hours when in Yellow or Red Status.**

**The staff of Shapleigh School believes that all students should be active participants in our school community because an active mind and a healthy body foster success and influence attitude, motivation, and self-esteem.** Announcements will be posted for the activities offered to each grade level. We encourage students to be involved in school activities.

### Yearbook

Students will compile and edit information collected from classmates and staff members and share with their advisors in any decisions that must be made.

### Interscholastic

Cross-country (6,7 & 8), field hockey (7 & 8), soccer (7 & 8), basketball (7 & 8), and track (6,7 & 8) are available for students. Tryouts are held prior to each season. **Physicals and insurance are required for participation.**

### Intramural

After-school intramural sports are offered at various times throughout the year.

### Student -2- Student

Student -2- Student is open to all students in grades 4 – 8. S2S focuses on building strong school and community ties for our military-connected student and also coordinates and organizes various school events such as social events, and school service projects.

### Music

Shapleigh offers a wide variety of music activities - chorus and band, as well as jazz band, stage band, and brass ensemble. Students' interests and skill levels determine which activities are offered, as numbers and time permit.

### Japan Homestay Program

This activity encourages enthusiasm and support for Shapleigh's ongoing sister school relationship with five schools in three cities in the Aomori Prefecture in Japan.

### Odyssey of the Mind

OM is a program that provides creative problem-solving activities for students. Teams compete at the local, state, and national levels.

Other clubs and activities are offered in response to student interest and supervisor availability.

### Coding Club

Students in grades 4-8 learn about different coding programs as well as 3D Printing. Student use their skills to create various projects through the support of a technology advisor.

### Garden / Greenhouse Club

This activity focuses on sustainability and environmental awareness and responsibility. This group is open to students in grades 4-8 and meets in the spring, growing various greens and vegetables.

### Lego Club

Lego Club is open to students in grades 4 and 5. This club meets extensively afterschool during the fall to prepare for lego robotics competitions throughout Maine.

## STUDENT CONDUCT AND DISCIPLINE

### Discipline Philosophy

**The staff of Shapleigh School believes all members of our learning community should feel safe, supported, and respected in a positive and productive environment.** Our mission is to help students learn about their behavior, their choices, and their impact on others by accepting responsibility for their actions and decisions. Staff has the responsibility to establish and maintain

the rules of our school and the authority to apply consequences when these expectations are not met. Students must follow the rules of conduct in or on school property and at all school-related functions. Disciplinary consequences shall be applied with the intent of helping students learn how to accept responsibility for their actions. The ultimate responsibility for student behavior rests with the student. Parents or guardians will be informed of serious or chronic behavior problems and be advised of the necessary disciplinary procedures.

### Student Behavior

Shapleigh School students are expected to:

- Arrive at school on time and maintain regular school attendance
- Come to class prepared and actively participate in all classes and activities
- Respect the learning environment and all members of the learning community, including classmates, adults, visitors, and self
- Walk quietly and appropriately and stay to the right in the hallways
- Keep hands and feet to self
- Follow expectations in the cafeteria, at assemblies, and after school activities
- Abide by and follow the school dress code
- Use language that is deemed appropriate for school
- “Change the world one act of kindness at a time.”

### Disciplinary Process

The disciplinary process begins when students and parents read, discuss, and agree to abide by the rules, policies, expectations, and procedures described in this handbook. Teachers, staff, and supervising adults will also discuss expectations of behavior particular to their classroom or activity. When disciplining a Shapleigh School Student, the faculty member, staff person, or supervising adult will employ the following steps:

- Identify the inappropriate behavior and explain the consequences to the student.
- Apply the consequences in a manner that is both consistent with school policy and applied to achieve particular goals. Teachers, staff, and supervising adults will document repeated disciplinary action.
- If the behavior is serious or if the student does not respond to discipline, the student may be sent to the Principal’s Office with a written explanation of the behavior. At this stage, staff and administration will meet to discuss the most effective action.

### Parental Notification

Parents may be notified at any time during the disciplinary process. Some students do not adjust readily to a disciplined environment, find excuses for their behavior, or criticize the policies and decisions of the faculty and staff. When this happens, parents should listen to their student objectively, voice support for the faculty and staff, emphasize that they have agreed to abide by the policies outlined in the school handbook, and offer to make an appointment to talk with the involved faculty and/or staff to clear up any misunderstanding. Working together as a team, we can help students learn to accept responsibility for their actions.

### **STUDENT INSURANCE PROGRAM**

Each family is responsible for its own accident insurance. Information about insurance available for purchase through the school will be distributed early in the school year. Athletes are required to carry medical and accident insurance, since the school does not carry a policy on the individual athletes. Student-athletes will be given a card to be signed by a parent or guardian authorizing the school administration to procure emergency treatment in case of an injury, at no expense to the school. All students participating in school sponsored overnight field trips are required to carry insurance.

### **STUDENT SERVICES PROGRAM**

The goal of the Student Service Program is to enhance the social, emotional and intellectual development of all students. The guidance counselor and social worker will provide a collaborative approach through short-term and/or crisis intervention counseling to small group experiences (i.e., divorce, family change, social skills, etc.) Area resources available include the following:

#### ALA-NON

(888) 425-2666

Offers support groups to families and friends who are affected by a loved one's substance use or abuse

#### ALCOHOLICS ANONYMOUS

(800) 737 6237

Offers support to those who wish to establish or maintain their sobriety

AMERICAN RED CROSS (207) 874 1192  
Offers disaster relief, health and safety education, training in First Aid, CPR, and water safety

BIG BROTHERS-BIG SISTERS (207) 773-5437  
Organization that matches adult volunteers with children from single parent families to provide companionship to children

CARING UNLIMITED - YORK COUNTY DOMESTIC VIOLENCE PROGRAM (207) 324-1802 (800) 239-7298  
Provides crisis intervention, emergency shelter, 24-hour hotline, and support groups to parents and children

CENTER FOR GRIEVING CHILDREN (207) 775-5216  
Nonprofit agency that provides group counseling to children who have experienced the death of a loved one

CHILD ABUSE PREVENTION COUNCIL OF YORK COUNTY (207) 985-5975  
email: [kidsfreetogrow.org](mailto:kidsfreetogrow.org)  
A nonprofit agency that provides education and prevention services to York County regarding child abuse and neglect

COTTAGE PROGRAM AT YORK HOSPITAL (207) 351-2118  
Provides evaluation and treatment for substance abuse, as well as a six-week education program for 14-18 year olds

CRISIS RESPONSE SERVICES (888) 568-1112 (207) 282-6136  
Provides crisis intervention, referral services, and support for individuals experiencing a mental health crisis.

DAY ONE (207) 874-1045  
Provides alcohol and other drug evaluations, treatment, and residential services for children and adolescents

DEPARTMENT OF HEALTH AND HUMAN SERVICES (207) 287-3705  
Provides services to families regarding child protective, rehabilitative, and public assistance issues

FAIR HARBOR (207) 874-1137  
A short term shelter for girls 7-17 who need a temporary placement outside their home due to parent/child conflict

PINE TREE LEGAL ASSISTANCE, INC. (207) 774 8211  
Provides legal assistance and assistance with other non-criminal issues

SEACOAST OUTRIGHT (603) 552-5824  
Provides support & advocacy services for LGBTQA youth

SOUTHERN MAINE PARENT AWARENESS (207)324-2337 (800) 564-9696  
Offers parent support groups for parents of children with special needs

SWEETSER CHILDREN'S SERVICES (800) 434-3000  
A multi-service agency that provides services to preschool through adolescent-aged children and their families. Family preservation, crisis intervention, case management, and residential services are available.

U.S. DEPARTMENT OF EDUCATION (617) 289-0111  
Office for Civil Rights, 5 Post Office Square, Boston, MA 02109-3921  
The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

THE OPPORTUNITY ALLIANCE (207) 874-1175  
A private nonprofit organization that serves youth and families. It provides the following services: group homes for adolescent boys, emergency or therapeutic foster homes for adolescents, an emergency shelter for boys 7-17, outreach family counseling, and family mediation.

Maine Behavioral Healthcare

(844) 292-0111

Behavioral health services including mental health counseling, child & family intervention services and crisis response.

Sexual Assault Response Services of Southern Maine (SARSSM)

(800) 871-7741

**VALUABLES AT SCHOOL**

Students should not bring large sums of money or valuables to school. Students are encouraged to leave cell phones, portable electronic devices, skateboards, computer games, fingerboards, toys etc. at home. Should a student choose to bring any of these items to school, they must be turned off and /or stored in his/her backpack during the school day. The school will not be responsible for items that are lost, stolen, or damaged.

**WEBSITE**

This site will introduce you to Shapleigh School in Kittery, Maine, and our school district. Here you will find homework and other important information . Visit our district website at: [www.kitteryschools.com](http://www.kitteryschools.com)

All staff members may be reached via e-mail by applying this format: firstinitiallastname@kitteryschools.com

**Kittery School Department Policies and Regulations**

It is not possible to address all situations in a student/parent handbook. In addition, due to ever changing state and federal requirements, district policies may change throughout the school year. In an effort to keep students and parents informed, we strongly encourage you to review the current Kittery School Department policies on our webpage at [www.kitteryschools.com](http://www.kitteryschools.com).

**Hard copies of any policy are available from the Superintendent’s Office upon request by calling 207-475-1334.**

Please note that if and when the guidelines in the handbook are contradictory to District policies, the District policy will prevail.

More specifically, the following policies may be most relevant to student and parents: (when accessing electronically, please click on the link and you will be directed to each policy)

- [AC](#) [Nondiscrimination/Equal Opportunity and Affirmative Action](#)
- [ACAA](#) [Harassment and Sexual Harassment of Students](#)
- [ACAD](#) [Hazing](#)
- [ADC](#) [Tobacco Use and Possession](#)
- [EBCC](#) [Bomb and Contamination Threats](#)
- [ECAD](#) [Security Camera System](#)
- [IJNDB-R](#) [Student Computer and Internet Use Rule](#)
- [IKF](#) [Graduation Requirements](#)
- [JB](#) [Transgender and Gender Expansive Students](#)
- [JEA](#) [Compulsory Attendance](#)
- [JICH](#) [Drug and Alcohol Use by Students](#)
- [JICI](#) [Weapons, Violence and School Safety](#)
- [JICK](#) [Bullying](#)
- [JLCD](#) [Administering Medications in School](#)

To All Parents:

We hope that you will find this **Student/Parent Transportation Handbook** helpful as a means to better understand the policies and regulations which govern the transportation of students in Kittery. It is also hoped that this handbook will serve as a useful source of information for you in instructing your children in sound safety practices related to school bus transportation.

The Kittery School District provides transportation as a convenience, and it is intended to save your child long walk to and from school each day as well as to get to their destination safely in all kinds of weather and over roads heavy with traffic. Students' attitudes concerning bus safety should be fostered at home before they begin their bus ride to school. You should plan to have your children leave home each day at approximately the same time so that they will arrive at the bus stop about five minutes before the bus arrives. Arriving at the bus stop too early may create a dangerous situation at the edge of a busy road. Ledgemere bus routes are accessible on the Kittery School District website.

I hope that you find this information useful, and if you have any questions or concerns, please contact your school principal.

Sincerely,

Eric Waddell

Eric Waddell  
Superintendent of Schools

---

**Student/Parent Transportation Handbook**

I. Conduct of Students before Boarding (on the road and at school).

A. Students must:

1. Arrive on time at their designated bus stop in order to help keep the bus on schedule. (Five minutes prior to pick up time).
2. Walk on the side of the road facing traffic to get to the bus stop.
3. Stay off the road while waiting for the bus.
4. Conduct themselves in a safe manner while waiting for the bus.
5. Wait until the bus comes to a complete stop before attempting to board the bus.
6. Line up in an orderly, single file manner to board the bus.
7. Use the handrail and watch their step while boarding the bus.
8. Be courteous.

II. Conduct of Students on the School Bus

A. Students must:

1. Remain seated until the bus is fully stopped.
2. Enter and leave the bus in an orderly manner only at the front door except in cases of emergency.
3. Take a seat when they enter the bus and remain seated while the bus is in motion.
4. Move from one seat to another only by permission of the driver and at a time when the bus is not in motion.

5. Keep articles and feet out of the aisles.
- B. Students must not:
1. Use indecent or profane language.
  2. Be rowdy or talk loudly.
  3. Eat or drink on the school bus.
  4. Throw waste paper, hats, caps, books, lunches or other articles while they are in the bus.
  5. Open bus windows without the permission of the driver.
  6. Extend their arms or head out of the bus windows at any time.
  7. Throw articles from bus windows or throw articles from outside the bus into the vehicle.
  8. Shout out the bus windows at people or passing vehicles.

### III. Conduct of Students After Leaving the Bus

- A. Students must:
1. Cross the road immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.
  2. Be alert to danger signals from the driver.
  3. Walk on the left side facing traffic when it is necessary to walk along the highway.
- B. Students must not:
1. Leave the bus at any stop other than the one to which they have been assigned unless proper authorization has been given, in advance, by the parent and approved by the principal.
  2. Loiter around the bus or run beside it when it is in motion.
  3. Throw balls, paper, rocks, snowballs or other objects while they are either on or off the school bus.

### IV. Other

- A. Parents of any students who damage, injure, or deface any bus or any equipment on any bus, shall be held liable for such damage.
- B. Students shall not challenge the authority of the bus driver while entering, riding, or leaving the bus.
- C. All complaints shall be directed, in writing, to the building principal.

### V. Responsibilities of the Bus Driver and Bus Company

- A. The driver is, at all times while students are being transported to and from school, in full charge of the bus and all riders.
- B. The bus driver is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus.
- C. The bus driver will promptly report, in writing, any violations to the principal by giving the student's name, bus number, time and date, and a brief description of the violation. Copies of this report will be sent to the parents, bus company, driver and school for follow-up in a timely manner.
- D. The driver will adhere to all State and Federal laws.

### VI. Procedures for Handling Offenders on School Buses

- A. Students are expected to conduct themselves in an appropriate manner at all times, while waiting for and riding the school bus
1. Students who conduct themselves in an inappropriate manner, either through behavior, safety violations or directions by the bus driver may lose their privileges to ride Kittery School Department Transportation.
  2. Prior to suspension, the principal will notify the parent or guardian, stating the reason for and duration of the suspension, with an opportunity for a hearing.
  3. Any behavior of either the student or the driver that violates state law will be reported to the Kittery Police Department for their action.

### VII. The following list should serve as a sample of behaviors that may result in a bus suspension:

- A. Smoking
- B. Lighting matches or playing with hazardous items on the bus.
- C. Other behaviors relating to safety.
- D. Use of obscenities or abusive behavior.
- E. Vandalism.

VIII. The following list should not be interpreted to be all inclusive but to merely serve as examples of unacceptable behavior:

- A. Bringing articles of injurious nature aboard bus.
- B. Failure to remain seated while the bus is in motion.
- C. Refusing to obey driver.
- D. Fighting, pushing or tripping.
- E. Hanging out the windows.
- F. Throwing objects in or out of the bus.
- G. Spitting or littering.
- H. Unnecessary noise.
- I. Tampering with bus equipment.
- J. Rude or discourteous conduct.
- K. Destruction of property.

IX. Disciplinary Guidelines for School Authorities;

- A. Depending upon the seriousness of the incident, the following will take place:
  - 1. 1st Offense Warning
  - 2. 2nd Offense Parental contact and/or detention (24 hour advance notice).
  - 3. 3rd Offense Bus suspension of riding privileges. The number of days depends on the seriousness of the infraction. (24 hour advance parental notice).
- B. The following steps may be taken in the event of any violation:
  - 1. The principal or bus driver may assign seats if unacceptable behavior cannot be controlled. Pupils may regain the privilege of seat selection when they have demonstrated improvement.
  - 2. The punishment for each offense will be decided by the principal on an individual basis depending on the seriousness of the offense.

X. Suspension of Bus Routes

In cases where there is a mass disruption on a bus route which creates an unsafe situation, or cases of significant vandalism, the principal, in consultation with the Superintendent of Schools, will refer the matter to the School Committee. The School Committee may temporarily suspend a bus route when other measures to bring about corrective action have not been successful. It is recognized that the suspension of a bus route is a serious step and may be taken only after other measures have been proven unsuccessful and/or deemed inappropriate. A bus route may be temporarily suspended for a period not to exceed five school days at any one time. Five days notification will be given to parent or guardian.

XI. Emergency Drills

- A. Rules and Regulations
  - 1. The emergency drills in school buses shall include practices and instruction in the location, use and operation of the emergency door, fire extinguisher, first aid equipment and windows as a means of escape in case of fire or accident. The carrier shall give the instruction and conduct the drills twice a year per Maine law.
  - 2. No emergency drills are to be conducted when buses are en route.
  - 3. The carrier will make a written report to the Superintendent of Schools immediately following the emergency school bus drill.

XII. Responsibilities and Duties of the School Department

- A. The School Department is obligated to:
  - 1. Enforce board policies relating to transportation of children.
  - 2. Provide a school bus safety program and enforce its regulations.
  - 3. Maintain proper standard of pupil conduct on the school bus in cooperation with the driver.
  - 4. See that school children recognize the important duties of the bus driver and to respect his/her orders.
  - 5. Provide supervision for loading and unloading of school buses with the assistance of the school staff as required by law.
  - 6. Support the school bus driver in taking whatever disciplinary action is necessary in order to maintain good behavior on the school bus.



7. Provide information to the families of pupils regarding the bus route, pick up location, and other information pertaining to the transportation needs of the children. The School Department will also ensure that families of new students arriving during the school year receive the same information.
8. Consult with parents concerning any infraction of safety rules committed by their children.

**VIDEO CAMERAS - IN AN EFFORT TO REDUCE STUDENT BEHAVIOR VIOLATIONS, THE CAMERAS MAY BE USED TO MONITOR STUDENT BEHAVIOR DURING TRANSPORT TO AND FROM SCHOOL, EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS.**