

*School Superintendency Rangeley Lakes Regional School District #78  
Rangeley Lakes Regional School  
43 Mendolia Road*

*Brian Foster  
Superintendent*

*Sharon Connally  
Principal*

Dear Parents/Guardians/Students:

Welcome back to what I believe will be an exciting and productive year. We here at the Rangeley Lakes Regional School are working hard to ensure that all students meet with success in all aspects of their educational experience. However, the school, alone, cannot ensure that success. Students, parents, and those serving as parents, must work with us to assist our “children” to “reach for the stars” educationally.

Please note that this handbook is meant to be an informational guide for all who read it. It is a compilation of past practice, current policy, and, hopefully, common sense. It does not, and cannot, contain all information that the reader might need. Thus, if questions do arise, please call your child’s teacher, the Principal or myself.

Sincerely,

Brian Foster  
Superintendent

*TOWN OF RANGELEY  
AND  
PLANTATIONS OF  
DALLAS                      MAGALLOWAY                      SANDY RIVER                      RANGELEY*

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**Please Note:** The school reserves the right to change the terms of this handbook at any time, without notice.

<b>ADMINISTRATION</b>			
Brian Foster	Superintendent	130	<a href="mailto:bfoster@rlrs.org">bfoster@rlrs.org</a>
Sharon Connally	K-12 Principal/Curriculum Coordinator	104	<a href="mailto:sconnally@rlrs.org">sconnally@rlrs.org</a>
Gordon, Monica	Transportation Director	N/A	<a href="mailto:mtgordon1@myfairpoint.net">mtgordon1@myfairpoint.net</a>
Philbrick, Tom	Athletic Director/Assistant Principal	101	<a href="mailto:tom@rlrs.org">tom@rlrs.org</a>
Raymond, Sheila	Adm. Assistant/Business Manager	134	<a href="mailto:sraymond@rlrs.org">sraymond@rlrs.org</a>
Lynn Richards	Technology Director	123	<a href="mailto:lricha@rlrs.org">lricha@rlrs.org</a>
Deery, Heidi	Director of Student Services	109	<a href="mailto:hdeery@rlrs.org">hdeery@rlrs.org</a>

<b>TEACHING STAFF</b>			
Brown, Donna	First Grade Teacher/ESL	115	<a href="mailto:dbrown@rlrs.org">dbrown@rlrs.org</a>
Butterfield, Sheila	Special Education Teacher	136	<a href="mailto:sbutterfield@rlrs.org">sbutterfield@rlrs.org</a>
Campbell, Georgia	Reading Teacher/IASA	137	<a href="mailto:gmccambell@rlrs.org">gmccambell@rlrs.org</a>
Damm, Susan	Title I	132	<a href="mailto:sdamm@rlrs.org">sdamm@rlrs.org</a>
Ellingwood-Simpson, J.	High School Science/Math Teacher	122	<a href="mailto:jellingwood@rlrs.org">jellingwood@rlrs.org</a>
Emami, Maryam	High School Social Studies Teacher	127	<a href="mailto:memami@rlrs.org">memami@rlrs.org</a>
Gacki, Lily	K-5 Art/Ed Tech Computers	140	<a href="mailto:lgacki@rlrs.org">lgacki@rlrs.org</a>
George, Robin	Sixth Grade/Middle School Teacher	120	<a href="mailto:rogeorge@rlrs.org">rogeorge@rlrs.org</a>
Gosselin, John	Physical Education/Health Teacher	108	<a href="mailto:gosselin@rlrs.org">gosselin@rlrs.org</a>
Haggan, Holly	Social Worker	100	<a href="mailto:haustin@rlrs.org">haustin@rlrs.org</a>
Jacobs, Jeanette	Alternative Education Teacher		<a href="mailto:jmccbride@rlrs.org">jmccbride@rlrs.org</a>
Jennings, Barbara	Fourth Grade Teacher	117	<a href="mailto:bjennings@rlrs.org">bjennings@rlrs.org</a>
Johnson, Sonja	Art Teacher	111	<a href="mailto:sojohnson@rlrs.org">sojohnson@rlrs.org</a>
Laliberte, Michelle	Kindergarten Teacher	129	<a href="mailto:slaliberte@rlrs.org">slaliberte@rlrs.org</a>
Luce, Beth	Nurse	103	<a href="mailto:bluce@rlrs.org">bluce@rlrs.org</a>
Mitchell, Doris	Fifth Grade Teacher	128	<a href="mailto:dmitchell@rlrs.org">dmitchell@rlrs.org</a>
Nichols, Martha	Sp. Ed. Coordinator/Teacher	110	<a href="mailto:menichols@rlrs.org">menichols@rlrs.org</a>
Orestis, Kelsey	Eighth Grade/ Middle School Teacher	121	<a href="mailto:korestis@rlrs.org">korestis@rlrs.org</a>
Schrader, Shirley	Gifted and Talented Teacher/Title I	112	<a href="mailto:shschrader@rlrs.org">shschrader@rlrs.org</a>
Simonds, Lucy	Seventh Grade/Middle School Teacher	119	<a href="mailto:lsimonds@rlrs.org">lsimonds@rlrs.org</a>
Smith, Erin	Music Teacher	131	<a href="mailto:epsmith@rlrs.org">epsmith@rlrs.org</a>
St. Louis, Priscilla	Second Grade Teacher	118	<a href="mailto:pstlouis@rlrs.org">pstlouis@rlrs.org</a>
Straub, Tim	High School English Teacher	126	<a href="mailto:tstraub@rlrs.org">tstraub@rlrs.org</a>
VanEtten, Kate	Spanish Teacher	123	<a href="mailto:kvanetten@rlrs.org">kvanetten@rlrs.org</a>
Warren, Tina	Third Grade Teacher	116	<a href="mailto:tiwarren@rlrs.org">tiwarren@rlrs.org</a>
Welch, Janet	High School Math Teacher	125	<a href="mailto:jmwelch@rlrs.org">jmwelch@rlrs.org</a>
Woodman, Darlene	High School Science Teacher	124	<a href="mailto:dwoodman@rlrs.org">dwoodman@rlrs.org</a>

<b>SUPPORT STAFF</b>			
Attura, Alison	Ed. Tech. III	136	<a href="mailto:aattura@rlrs.org">aattura@rlrs.org</a>
Christensen, Nini	Resource Room Ed. Tech. II	138	<a href="mailto:nchristensen@rlrs.org">nchristensen@rlrs.org</a>
Clark, Tony	Maintenance Director	139	<a href="mailto:tony@rlrs.org">tony@rlrs.org</a>
Clark, Zelda	Assistant Cook	133	<a href="mailto:zclark@rlrs.org">zclark@rlrs.org</a>
Ellis, Danielle	Ed. Tech II	140	<a href="mailto:dellis@rlrs.org">dellis@rlrs.org</a>
Elmes, Debbie	Bus Driver-Dallas Plantation	N/A	
Frost, Debbie	Secretary to Principal/Receptionist	102	<a href="mailto:dfrost@rlrs.org">dfrost@rlrs.org</a>
Glidden, Carmen	ESL Ed. Tech. II	142	<a href="mailto:cglidden@rlrs.org">cglidden@rlrs.org</a>
Jackson, Keith	Custodian	143	<a href="mailto:jackson1@rlrs.org">jackson1@rlrs.org</a>
Kessler-Parrett, Ann	Resource Room Ed. Tech.	141	<a href="mailto:akparrett@rlrs.org">akparrett@rlrs.org</a>
Lowell, Mike	Bus Driver – Sandy River Plt/Rangeley	N/A	
McGarvey, Tami	Foster Tech Bus Driver	N/A	<a href="mailto:tjmcgarvey@myfairpoint.net">tjmcgarvey@myfairpoint.net</a>
Millbury, Betty	Bus Driver – Rangeley Plantation	N/A	
Morin, Kim	Ed. Tech II	N/A	
Morton, Sheryl	Ed. Tech. III	146	<a href="mailto:smorton@rlrs.org">smorton@rlrs.org</a>
Murphy, Karen	Ed. Tech. II	129	
Muzzy, Lori	Head Cook	133	<a href="mailto:lmuzzy@rlrs.org">lmuzzy@rlrs.org</a>
Nowers, Keith	Custodian	144	<a href="mailto:k2@rlrs.org">k2@rlrs.org</a>
Perry, Lisa	Ed. Tech II	N/A	
Raymond, Joanne	Assistant Cook	133	
Roy, Sarah	Bus Driver-Magalloway Plantation		
Steward, Wendy	Bookkeeper	135	<a href="mailto:wendyl@rlrs.org">wendyl@rlrs.org</a>
Waugaman, Janet	Librarian Associate	113	<a href="mailto:jwaugaman@rlrs.org">jwaugaman@rlrs.org</a>

Harold Schaetzle , Chair	207-864-7348	P.O. Box 274, Rangeley, Maine 04970	<a href="mailto:lakesideme@myfairpoint.net">lakesideme@myfairpoint.net</a>
Michele Elliott	207-864-3695	P.O. Box 1032, Rangeley, Maine 04970	<a href="mailto:mainebat@myfairpoint.net">mainebat@myfairpoint.net</a>
Pamela Ellis	207-864-2556	P.O. Box 227, Rangeley, Maine 04970	<a href="mailto:pjellis1@myfairpoint.net">pjellis1@myfairpoint.net</a>
Jennifer Farmer	207-831-0546	P.O. Box 902, Rangeley, Maine 04970	<a href="mailto:jenn_farmer@yahoo.com">jenn_farmer@yahoo.com</a>
Ricky Godaire	207-864-3326	P.O. Box 165, Rangeley, Maine 04970	<a href="mailto:parks@rangeleyme.org">parks@rangeleyme.org</a>
Rangeley Member			
Carol Hall	207-486-7793	3786 Dam Road, Errol, NH 03579	<a href="mailto:cnhall@surfglobal.net">cnhall@surfglobal.net</a>
Bill Hayes	207-485-8829	P.O. Box 94, Rangeley, ME 04970	<a href="mailto:wirhayes@juno.com">wirhayes@juno.com</a>
Jamie Lavallee (alternate)	207-486-9309	19 Kenney Road, Errol, NH 03579	
Virginia Nuttall	207-864-5057	P.O. Box 159, Rangeley, Maine 04970	<a href="mailto:mingolop@megalink.net">mingolop@megalink.net</a>
William Roy	207-864-3717	P.O. Box 394, Oquossoc, Maine 04964	<a href="mailto:wrgatehouse@gmail.com">wrgatehouse@gmail.com</a>
Rangeley Plt. Member			
Brad Stokes	207-864-2047	P.O. Box 538, Oquossoc, Maine	<a href="mailto:bradstokey@gmail.com">bradstokey@gmail.com</a>

### School Board Calendar

2011-2012

Board meetings are generally held on the second and fourth Tuesdays  
of each month in the Rangeley Lakes Regional School  
Multi-purpose room beginning at 6:00 p.m.

**The Rangeley School community provides an atmosphere of life-long learning to nurture the intellectual, emotional, social and physical growth of students towards realization of their individual potential. We encourage high expectations to prepare students for life as responsible stewards in a rapidly changing global community.**

*High Expectations for All*

*School Superintendency Union No. 37  
Rangeley Lakes Regional School  
43 Mendolia Road  
207-864-3311*

*Sharon Connally  
Principal*

*Superintendent*

Dear Parent, Guardian, or Staff Member,

Schools are by law required to provide annual notice re: pests, pesticides and your right to know about the school's use of pesticides.

Please consider this letter to be the annual notice.

**1. Pests**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort – pesticides. This holistic approach is often called Integrated Pest Management (IPM).

**2. Pesticides**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If high risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

**3. Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Tony Clark at 864-3311.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

**2011-2012 HIGH SCHOOL PERIOD SCHEDULES**

Doors open at 7: 30 a.m.

	<b>M, W, TH, F</b>	<b>TUES</b>
<b>HOMEROOM</b>	<b>7:45 – 7:55</b>	<b>7:45 – 7:55</b>
<b>PERIOD 1A</b>	<b>7:55 – 8:32</b>	<b>7:55 – 9:10</b>
<b>BREAK-ADVISORY</b>	<b>9:12 – 9:22</b>	<b>9:12 – 9:22</b>
<b>PERIOD 2A</b>	<b>9:24 – 10:01</b>	<b>9:24-9:54</b>
<b>PERIOD 2B</b>	<b>10:03 – 10:39</b>	<b>9:56– 10:26</b>
<b>PERIOD 3A</b>	<b>10:41 – 11:19</b>	<b>10:48-11:18</b>
<b>PERIOD 3B</b>	<b>11:21-12:01</b>	<b>11:20-11:49</b>
<b>LAKER TIME</b>	<b>12:03 – 12:33</b>	<b>10:28-10:46</b>
<b>LUNCH</b>	<b>12:33-12:55</b>	<b>12:33-12:55</b>
<b>PERIOD 4A</b>	<b>12:57– 1:36</b>	<b>11:51-12:33</b>
<b>PERIOD 4B</b>	<b>1:38 – 2:17</b>	<b>12:57-1:30</b>

**FIRST DAY OF SCHOOL- 8/31 - IS GOLD**

Bus students will be dismissed at the end of announcements.  
Walkers will be dismissed by announcement.

**2011-2012 MIDDLE SCHOOL PERIOD SCHEDULE**

Doors open at 7: 30 a.m.

	<b>M, W, TH, F</b>	<b>TUES</b>
<b>HOMEROOM</b>	<b>7:45 – 7:55</b>	<b>7:45 – 7:55</b>
<b>BLOCK I</b>	<b>7:55-9:10</b>	<b>7:55 – 9:10</b>
<b>BLOCK II</b>	<b>9:24-10:39</b>	<b>9:24-10:39</b>
<b>SPECIALS (PE, ART, MUSIC)</b>	<b>10:41-11:20</b>	<b>See Middle School Tuesday Schedule</b>
<b>LUNCH</b>	<b>11:20 – 11:40</b>	
<b>RECESS</b>	<b>11:40-11:50</b>	
<b>S.S./SCI</b>	<b>11:55 – 12:40</b>	
<b>S.S./SCI</b>	<b>12:43 – 1:27</b>	
<b>LAST PERIOD</b>	<b>1:30 – 2:17</b>	

**LUNCH SCHEDULE M, W, TH, F**

<b><u>K - 2</u></b>	<b>11:40– 12:05</b>
<b>3-5</b>	<b>12:05-12:25</b>
<b>6-8</b>	<b>11:20-11:40</b>
<b>9-12</b>	<b>12:35 – 12:55</b>

## **ADD/DROP**

1. To be in good standing for school activities and privileges, all students must maintain a minimum of six academic classes each semester.
2. Students may add or drop classes within the periods listed below with no conditions, except that they must make up missed work in the class they are adding.
  - 2.1 **Open period:** Fall semester – Ten days before the opening of school and the first five days of classes.  
Spring semester – The first five school days of the spring semester.
  - 2.2 **Conditions beyond the open period:** After the end of the add/drop period, classes may be dropped *only* after consultation between the parent, teacher and Principal.
3. Students permitted to drop a class after the set time limit, will receive either a withdrawal-pass (“WP”) or a withdrawal-fail (“WF”) on their permanent record based on their average at the time of withdrawal.
4. A WF will be considered for the quarter in which it occurs and will affect the student’s eligibility for extracurricular activities.
5. If a student is permitted to switch levels of a class after the set time limit, the numerical average of the class being dropped will be transferred into the class being added and will be averaged into the quarter grade on a prorated basis.
6. Changes in class periods not related to add-drop or course level must have the approval of a parent, the teacher and the Principal.

## **ADVANCED PLACEMENT AND WEIGHTED GRADES**

Rangeley Lakes Regional School offers advanced placement (AP) courses in several subject areas. These courses are college-level courses, and many colleges give regular college credit or advanced standing to those students attaining a predetermined score on the advanced placement examination. Students enrolled in AP courses are expected to take the AP exam(s) in May. Students who elect not to take the AP exam(s) will be given a final exam, which will count as one-fifth of their final grade.

Any student who enrolls in and successfully completes an Advanced Placement Course or a course from an accredited college or university in which the student is awarded full credit will have his or her grade in that course multiplied by a weighting factor of 1.06 for the purposes of creating a weighted Grade Point Average (GPA) used to determine class standing. The weighted grade(s) will also be reflected on the student’s transcript and report card (School Board Policy IKC).

## **BASIC QUALITY of WRITTEN WORK STANDARDS**

### **1. K-2**

- 1.1 It is the intent of the K-2 team that by the end of second grade, students will be able to read early and beginner chapter books fluently, have basic understanding of numeration and number sense, be able to compute using addition and subtraction and be able to write complete sentences with beginning punctuation, some capitalization and correct spelling of frequently used words.

### **2. Grades 3-5**

- 2.1 By the second draft, students in grades three through five will have included the following performance indicators in their written work:
  - Legible cursive writing
  - Using proper headings (name on left top line, date on right top line, skip a line and put title)
  - Within the body of writing, not skipping lines

### **3. Grades 6-8**

- 3.1 Same writing requirements as high school for name, due date, date submitted and title of assignment.
- 3.2 Middle school students will have graduated expectations for writing assignments.
- 3.3 All students are responsible for written work that is neat, legible, and edited carefully with regard to spelling, punctuation, capitalization, usage, and content accuracy.

#### **4. Grades 9-12**

- 4.1 On every assignment the following information must be included, unless otherwise directed by the teacher:
  - First and last name
  - Due date and date submitted
  - Title of the assignment
- 4.2 Finished product must be typed or written in ink. Math work should always be done in pencil.
- 4.3 All work must be completed on 8 ½" X 11" paper with no perforated edges.
- 4.4 All work is due at the beginning of class.
- 4.5 The consequence for late work will be determined and published by each individual teacher. See attendance policy for make-up work guidelines.

#### **5. General Expectations**

- 5.1 All final drafts will be in pen or typed. Cursive writing is required when final draft is handwritten.
- 5.2 All students will be held accountable for content and skills related to the Maine Learning Results that are taught through the Integrative Studies program.
- 5.3 Graduated grading expectations are applied in multi-grade classes.
- 5.4 All students are responsible for their own work: in other words, cheating and plagiarism are unacceptable.

#### **CLASS STANDING**

1. Class standing for Grades 9-12 shall be compiled by semester using the student grade point average (GPA). For the purposes of selecting the Valedictorian and Salutatorian, the GPA following the fifteenth (15<sup>th</sup>) quarter shall be used.
2. In order to be considered for Valedictorian or Salutatorian, the following apply:
  - 2.1 The student must have attended Rangeley Lakes Regional School for a minimum of four (4) semesters, two (2) of which must constitute the traditional senior year.
  - 2.2 In no case shall grades earned by either home schooling or a private school "recognized as providing equivalent instruction for purposes of 20-A M.R.S.A. 5001-A (compulsory attendance) be employed to determine class standing.

#### **COLLEGE VISITATIONS**

Sophomores, Juniors and Seniors are encouraged to visit colleges as part of the post-secondary process and will, therefore, be allowed a day of excused absence for each visit to a maximum of four days. The student is to schedule an appointment with the college. The "College Visitation Form" is to be submitted to the Main office at least five days in advance of the visit. This form may be obtained from the guidance office.

#### **CONCURRENT COLLEGE COURSES**

Some students like the challenge of taking an additional course at a college. The grade earned for the approved course will be recorded as received from the college and will become part of the student's high school transcript. Such courses may not be used to replace a course offered at Rangeley Lakes Regional School. See the Academic Services Coordinator for information.

## **EARLY ADMISSION TO POST-SECONDARY SCHOOLS**

A junior desiring early attendance at an accredited post high school institution, to include a two-year Junior or Community College, two-year Vocational-Technical College, or a four-year college shall meet with the Guidance Director to discuss the plan for early admission. (See Policy IKEBA)

## **EARLY GRADUATION**

Juniors may petition for early graduation if all the following circumstances will be met prior to graduation. (See Policy IKF)

In order to be considered for Valedictorian or Salutatorian, the following apply:

- The student must have attended Rangeley Lakes Regional School for a minimum of four (4) semesters, two (2) of which must constitute the traditional senior year.
- In no case shall grades earned by either home schooling or a private school “recognized as providing equivalent instruction for purposes of 20-A M.R.S.A. 5001-A (compulsory attendance)” be employed to determine class standing. (School Board Policy, IKD)

## **GRADING SYSTEM (GRADES 3-12)**

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
			F = 59-0

Information related to Weighted Grades may be found in the Advanced Placement section of the Student Handbook.

## **GRADUATION REQUIREMENTS**

See Policy IKF for minimum guidelines to achieve a Rangeley Lakes Regional School diploma based on both state and local requirements.

**Note: With the exception of courses taken under Policy IHCDA, the student’s transcript will reflect one-half (0.5) credit for each semester course successfully completed. Courses taken under Policy IHCDA shall be awarded one (1.0) credit per semester course if successfully completed. RLRS will not fund any expenses incurred in the election of this option with the exception of courses taken under Policy IHCDA. In all cases, the grade will be entered on the transcript as a “P” for “passed”. Students wishing to exercise this option must have the approval of their parent/guardian, the Student Services Director and the Principal.**

## **HIGH SCHOOL CREDITS BY MIDDLE SCHOOL STUDENTS**

The Rangeley Board of Education believes that the awarding of high school credit to middle school students taking high school level courses will offer an incentive for students to take more rigorous and demanding courses when they reach high school.

Middle school students wishing to enroll in high school level courses must have parental, teacher, and Principal permission and Superintendent approval prior to enrollment.

## **HONOR ROLL**

Rangeley Lakes Regional School's Honor Roll is established to recognize student academic achievement. The Honor Roll\* consists of three (3) levels: Highest Honors, High Honors and Honors. (See Policy IKD)

**\*Note: In all cases, an "incomplete" shall remove the student from Honor Roll status.**

### **INCOMPLETES**

Students whose work is not completed at the end of each term and who have made arrangements with the teacher re: make-up of missed work will be issued an "Incomplete". After ten (10) days, the "Incomplete" shall become an "F" unless an agreement to extend the ten (10) day period is agreed to by the teacher. In all cases, an "Incomplete" shall render the student as non-eligible for the Honor Roll.

### **MAKE-UP OF FAILED CLASSES**

Please refer to "Graduation Requirements" above. (See Policy IKF)

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS), sponsored and supervised by the National Association of Secondary School Principals (NASSP) was established to recognize outstanding high school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

In order to be considered for membership, students must first demonstrate Scholarship by meeting the cumulative grade point average established by the NHS selection committee; they are then eligible for further consideration on the basis of service, leadership, and character. Service is defined as the voluntary contributions made by a student to the school or community, without compensation and with enthusiastic contributions made by the student to the school or community, without compensation and with an enthusiastic spirit. Student leaders are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and exemplify positive attitudes. Leadership experiences can be drawn from school or community activities. The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy concern and respect for others.

### **PROGRESS REPORTS**

Mid-term progress reports are given to students to share with their parents. The progress reports are prepared halfway through each quarter. Parents and students are urged to review these progress reports together and to contact teachers to devise a plan of action aimed at academic improvement. Parents of 6-12 students can access student progress on Infinite Campus by going to the school's website.

### **PROMOTION, RETENTION AND ACCELERATION OF STUDENTS**

While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention, or acceleration of a student should be consistent with the best educational interest of that student.

NOTE: When a middle school student's grade in any core course averages "F" for the year, retention will be considered.

(See Policy IKE)

### **REPORT CARDS**

Students receive one report per quarter. In Grades 3-12, report cards are mailed to parents/guardians for examination. In Grades K-2, report cards are handed out to students to present to their parent/guardian.

## **RE-TAKING OF PASSED COURSE**

Please refer to “Graduation Requirements” above. (See Policy IKF)

## **STUDENT EDUCATIONAL RECORDS AND PROCEDURES**

The school’s policies on Student Education Records, Information, and Procedures and Notification of Rights under FERPA are posted on the school’s website. In addition, school administrators will provide copies of these policies and procedures to parents/eligible students upon request. Please refer to **Policies JRA, JRA-E, and JRA-R**.

### **Complaints**

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office  
Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **STUDENT SERVICES PROGRAM**

The Rangeley Lakes Regional School Student Services Program is an integral part of the school curriculum. Its goal is to help each student, in any way possible, to be successful in school. The program gets to know, understand, and work with students. Classroom guidance time, small groups, and individual sessions may involve the social worker, the school nurse, a psychological services provider, and focus counseling. The program is developmental, K-12, and is available to all students. In addition to the guidance services program, the student services director assists with career and post secondary preparation and serves as a resource to teachers and parents.

## **GENERAL INFORMATION**

### **ACTIVITIES AND CLUBS**

Rules and guidelines for participation in interscholastic activities appear in the **Interscholastic Activities Handbook**.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student’s self-administration of medication. (See **Policies JLCD and JLCD-E**)

### **ADVERTISING IN SCHOOLS**

Product advertising and/or endorsement is discouraged at RLRS. (See Policy KHB)

### **ACCIDENT AND EMERGENCY PROCEDURES**

Any life-threatening emergency must be handled as efficiently as possible. Report the incident to the office and, if appropriate, complete any forms provided. (*Emergency shower and eye wash equipment are available in the chemistry lab.*) Any emergency or accident on school grounds or in association with any school activity must be reported to the responsible supervisor immediately. If a teacher or adult is not immediately available, the student is to:

1. Go to the nearest phone and dial 9-911;
2. State their name and where they are;

3. Say, "I have an emergency!"; and
4. State the type of emergency

(In the event of an accident or emergency it is imperative that students notify the nearest adult. That adult will take immediate action.)

### **AFFIRMATIVE ACTION**

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, or disability are prohibited. (See **Policies ACAA, ACAA-R, ACAB, ACAB-R**)

### **ALTERNATIVE EDUCATION**

Some students require more support and direct supervision than is reasonably available in a conventional school setting, while others require a highly structured academic experience and a special focus on life skills and/ or vocational education. The Board will provide alternative education programs when there is an identified need, when establishment of such programs is feasible, and when such programs fall within the function normally associated with the public schools. (See **Policy IHBH**)

### **ASSIGNMENT NOTEBOOKS**

At the beginning of the school year, each student in Grades 3-8 will be given an assignment book. Students are expected to record their assignments daily. This is an excellent way to organize the work that needs to be done. Parents are strongly encouraged to check these daily to keep up with assignments. Teachers and parents often find them a handy place to write a note to each other regarding a student.

### **ATTENDANCE (See CODE OF CONDUCT and Policy JEAA)**

### **BULLETIN BOARDS**

Any materials other than educational and safety information to be posted on the Student Bulletin Board must be approved by the Principal. For student information and convenience, the Bulletin Board has been placed outside the office. If a request is made to the school for help, such as baby sitters, lawn workers, etc., a card will be typed and placed on the Board. *Please do not remove the notice if you are interested in the job. Take note of the telephone number and other information, but leave the card.* If students have items they wish to buy, sell, or swap, they may also use this Board. Please check with the school secretary before posting.

### **CLASS PLACEMENT**

See "Promotion, Retention and Acceleration of Students".

### **CONTROVERSIAL ISSUES**

Training in reflective and responsive thinking may be incorporated in course offerings at all grade levels. This training is impossible or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent, which is incompatible with freedom, is that which attempts to end freedom. Irrational fears do just this, and, thereby, may block the school in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness. (See **Policies IMB, IMB-R, IMB-RE, IMBB**)

### **DANCES**

1. Dances for high school students will run from 8:00 p.m. to 11:00 p.m.  
(Prom hours are 8:00 p.m. to 12:00 a.m.)

2. Dances for middle school students will run from 7:00 p.m. to 9:30 p.m.
3. No one will be admitted to the dance/prom after 9:00 p.m. (7:30 p.m. for middle school). Once a student and/or his/her date leave the dance, he/she/they cannot re-enter. If a student should, however, have to leave for a legitimate reason, e.g. forgot purse in a car, a chaperone must accompany that student and that student may re-enter.
4. The no smoking policy is in effect during dances/proms.
5. All school rules concerning student behavior are in effect.
6. Dances/proms are only open to Rangeley Lakes Regional School students and their dates. If the date does not attend RLRS, a "Guest Request for Dance/Prom" form must be completed by the sponsoring student and presented to the Principal a minimum of three (3) school days prior to the event.
7. Middle school students are not permitted to attend Rangeley High School dances and vice versa.

### **DELIVERIES**

Flowers...Balloons... It's a nice thought, but it does disrupt class time. We ask parents to refrain from having flowers and/or balloons delivered to students at the school. We appreciate your understanding and cooperation in this matter.

### **DISMISSAL PROCEDURES**

#### **1. Early dismissal due to illness**

- 1.1 Students who are sick and need to go home must see the school nurse or report to the office. The school nurse or office secretary will call home to arrange for transportation. Students leaving without following this procedure will be given unexcused absences for the classes missed.

#### **2. Early dismissal for appointments**

- 2.1 After a student reports to school, he/she is not to leave before the scheduled dismissal time for any reason without receiving permission from the Principal or his/her designee. Students requesting an early dismissal shall present to the office before school a note signed by a parent/guardian. In lieu of personal or written contact, the presentation of a doctor's appointment card or court appearance form shall be acceptable.
- 2.2 No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the Principal.
- 2.3 The Principal shall not excuse a student before the end of the school day unless the student is ill, or unless the student's parents or legal guardian has submitted a written request for early dismissal. Telephone requests for early dismissal of student shall be honored only if the caller can be positively identified as the pupil's parent or guardian.
- 2.4 Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. No student shall be sent on any errand outside the school building except on matters pertaining to the student's own interest, and then only for the most imperative reasons, unless specific consent is given by his/her parent or guardian.
- 2.5 Before releasing a student to a parent or guardian, the Principal or designee will ascertain that the person calling for the student is the parent/guardian. A student will be released to either parent if the parents are divorced and have joint custody. A student will be released to a non-custodial parent only if there is permission for doing so signed by the custodial parent on file with the school office.
- 2.6 Before releasing a student to any authorized person, including parent or guardian, the school employee will ensure the safety of the student. A student may not be released to a potentially dangerous situation. An unsafe automobile or a driver (parent or

other) who appears impaired in any way which could affect the safety of the student are sufficient grounds to not allow the student to be released.

### **DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS**

Students should not be used to distribute or carry home flyers, brochures or other materials that are not directly related to school programs, school curriculum and/or school related activities. Notices or posters from other non-profit groups concerning activities or other programs that directly support the educational goals of the schools and benefit students may be posted in a designated location. (See Policy KHC)

### **DRUG, ALCOHOL, AND TOBACCO USE**

See the Code of Conduct and Policies JICH, JICH-A, and JICH-R.

### **EDUCATIONAL RESEARCH**

No student shall be required, as part of any school program that is wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals personal information. (See Policy IED)

### **ELECTRONIC DEVICES: USE OF CELLPHONES, IPODS, ETC.**

See RLRS Code of Conduct and Policies JFCA, JFCA-R.

### **EXEMPTION FROM REQUIRED INSTRUCTION**

Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal. (See Policy IMBB)

### **FOOD SERVICE**

Rangeley Lakes Regional School's Food Service Program provides to all students at a minimum cost a breakfast and lunch program that is nutritionally balanced and prepared with the highest standards of safety and cleanliness. Meals will be presented in an attractive manner and served in a friendly and courteous manner. (See Policies EF, EF-R)

Meal prices are as follows:

1. Breakfast
  - 1.1 \$1.00 (K-8)
  - 1.2 \$1.50 (9-12)
  - 1.3 \$2.00 (adults)
  - 1.4 Students qualifying for reduced meals get breakfasts free
2. Lunch
  - 1.1 \$2.00 (K-5)
  - 1.2 \$2.25 (6-12)
  - 1.3 \$3.50 (adults)
  - 1.4 Reduced Lunches \$.40

**Students with Special Dietary Needs (See Policy EFA, EFA-R)**

### **FREE and REDUCED MEALS (See Policy EFC)**

- Your child can get free school meals if you get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below the amount on the Income Chart, your child can get meals either free or at a reduced price. A free/reduced application form can be completed at any time during the school year.
- Any questions on this program should be directed to Sheila Raymond, Business Manager.

## **FOREIGN TRAVEL: SCHOOL SANCTIONED**

The educational program for students can be enhanced through the wise use of foreign travel. However, it is expected that the reasons for the travel are to be clearly defined and consistent with the learning outcomes of the content area(s) sponsoring the trip. (See **Policies IICA, IICA-A**)

## **FOREIGN TRAVEL: NON-SCHOOL SANCTIONED**

Teachers, on a voluntary basis, may lead student trips. These unofficial trips may not occur during the school day and are not endorsed or supported by the Rangeley Board of Education. (See **Policy IICAA**)

## **FUND RAISING**

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. However, the Board acknowledges that student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes. It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

### 1. Approval Process

- 1.1 All student fundraising activities must be approved in advance by the Principal. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity. The faculty advisor shall submit to the Principal the "Fundraising Request" Form (See Policy JJE-A) to the Principal a minimum of twenty (20) school days prior to the event/activity.
- 1.2 All fundraising events/activities that impact classes, student clubs or organizations to include athletic teams whether held during the school year or during off school times, must have the approval the RLRS Student Council and Principal a minimum of ten (10) days prior to the event.. The Principal shall have final approval authority.
- 1.3 The RLRS Student Council shall make every effort to avoid conflicts in scheduling fundraising activities. They will keep and post (website, school newsletter, school bulletin board, etc.) a fundraising calendar to assist in spreading fundraisers over the school year.
- 1.4 When resolving conflicting fundraising requests, the Student Council will use this priority queue: Seniors, Juniors, 8<sup>th</sup> grade, Sophomores, Freshmen, 7<sup>th</sup> grade, 6<sup>th</sup> grade.

### 2. Guidelines and Regulations

- 2.1 The advisor or teacher in charge of the event must be present at all times during the event/activity.
- 2.2 The activity must be one in which the school and students may appropriately engage and must not subject the school or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity or the proposed fundraising activity is one that is new to the school system, the Principal shall consult with the Superintendent.
- 2.3 Participation by students shall be voluntary. The advisor will ensure that all students in the group are aware of the fundraising activity and will encourage their participation.
- 2.4 The staff advisor is responsible to determine an equitable basis on which funds will be credited to each participant, taking into consideration the hours worked and monies raised.
- 2.5 The activity must not be unduly demanding of student or staff time or work. Neither students nor staff shall miss instructional time to plan or implement fundraising activities; acquire, demonstrate or distribute products; distribute promotional materials; solicit sales; or to collect or record monies. Students may participate in fundraising activities during non-instructional time such as lunch periods and before and after school.

- 2.6 There shall be no mandatory quotas for product sales or donations.
- 2.7 Students may not be involved in a fund raising activity where alcohol beverages are being sold or consumed.
- 2.8 Students may not be involved in fundraisers, except for raffles, where gambling is involved.
- 2.9 Students participating in fundraising activities must conduct themselves in accordance with Board policies, school rules, and the Student Code of Conduct.
- 2.10 Class time should not be used for planning or soliciting funds, or to distribute promotional materials.
- 2.11 In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.
- 2.12 Elementary fundraising: monies earned will be deposited into the Elementary Fund with all financial decisions determined by the K-2 and 3-5 Team Leaders. Grades K-5 will not fundraise for their individual grades/classes.
- 2.13 The advisor or teacher in charge is responsible to ensure that clean up occurs once the Event/activity is completed.
- 2.14 Groups failing to cleanup shall lose the right to conduct their next scheduled fundraiser.
- 2.15 Fund raising activities may not interfere with The Food Service Program (see **Policy EFE**).
- 2.16 Any class or student group that already has a specific fundraising activity retains sole “ownership” of that fundraiser until the majority of the class vote to give up the rights to the fundraiser. If that occurs, the fundraiser goes back to the Student Council for distribution.
- 2.17 Any class who creates a new fundraiser keeps possession of it until the class graduates. Upon graduation, that fundraiser will be given to another group by the Student Council on a “first-come: first-served” basis.
- 2.18 Concession stands at soccer, basketball or baseball games shall be rotated among the classes as follows: 6, 7, and 8 for middle school games and 9, 10, 11 and 12 for high school games. Varsity Sports: Seniors choose first, juniors second, sophomores third, and freshmen fourth. Middle school sports: 6<sup>th</sup> grade has soccer and 5<sup>th</sup>/6<sup>th</sup> grade basketball, 8<sup>th</sup> Grade has basketball, 7<sup>th</sup> grade has softball/baseball. Any group failing to clean up shall lose the next rotation with that spot becoming open to the first class to ask for it.
- 2.19 Fundraisers must comply with all local, state and federal laws and regulations.
- 2.20 Student fundraising may be conducted to benefit humanitarian or charitable organizations or purpose only as follows:
  - The fundraising activity or charity drive must be sponsored by a recognized school club, class or student organization and approved according to Section 1 above.
  - The activity or drive must be supervised by an administrator or teacher.
  - The fundraiser must be linked to the school’s curriculum or a humanitarian emergency.
  - All activities must be conducted in accordance with all guidelines listed in this policy.

### 3. Financial Regulations

- 3.1 The advisor or teacher charged with supervising the fundraising activity will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board’s **Policy JFF** - Student Activities Funds.
- 3.2 Funds raised shall be placed in the RLRs Student Activities Account which shall be annually audited as monies therein are considered as taxpayer dollars and thus are considered as RLRs Revenue. Such funds may not be used for any other purpose aside from designated class activities. Funds raised by individual students as part of a class activity may be used to offset all or a portion of that student’s participation in that class

activity. However, under no circumstances shall funds raised by an individual student and not used to financially assist the student in class activities be returned to the student. Such funds shall be kept in the class account in which that student is a member and may only be used to offset graduation, end-of-year activities, or to benefit the school in general once all debts of that class have been fulfilled.

- 3.3 On the school day after the event, all monies gained must be reported on the “Fund Raising Summary Report” form (**See Policy JJE-B**) and provided to the Office of the Principal. A receipt for such will be issued from the Office of the Principal within two school days following the event. The Principal or his/her designee shall ensure that these funds are recorded in the Student Activities Account under the proper heading and that the money is deposited within five (5) days. The bank receipt shall be kept along with a copy of the receipt provided to the advisor or teacher. Standard accounting practices are to be followed at all times.
- 3.4 Once monies from fund-raisers have been deposited, funds may only be accessed by the class or group who raised the money. To access funds, the advisor or teacher must complete a “Student Activities Funds Request Form” (**See Policy JJE-C**) and present such to the Principal for his/her authorization.

#### 4. Fund Raising by School Related Organizations

- 4.1 The Board recognizes that PTO’s, Boosters or other parental groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

- Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved according to Section 1 and be conducted in consultation with the Principal and staff.
- Participation should provide a positive experience for students.
- Aside from “section 3” above, all activities must be conducted in accordance with all guidelines listed in this policy.
- PTO’s, boosters and other parent groups are to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

**See also Policies EFE, JJE-A, JJE-B, JJE-C, JJF, IGDF, JJIBB.**

#### **GREEN AND GOLD DAYS**

Green and Gold Days apply primarily to the high school schedule. We use this schedule to match up with Foster Tech’s schedule where classes meet every other day in double time periods. This allows RLRS students to attend Foster’s and still meet RLRS graduation requirements. This works as follows:

As an RLRS student, I’ve signed up for a Foster’s program that meets on a “Green Day”. Thus on this morning, I leave for Foster’s at 6:30 AM and am there for two double periods. (Periods 1 and 2). I then return to RLRS for afternoon classes. The next day, a “Gold Day”, I remain at RLRS and have two classes in the morning that are double periods and then have the same afternoon schedule as I had the day before. My “Gold Day” colleagues follow the same schedule on Gold Days with this schedule. I attend Foster’s every other day for the year and am at RLRS for all or part of the day everyday.

#### **GUESTS/VISITORS**

Guests/visitors are any person not an employee or student of the school.

**All visitors and/or guests must sign in at the office and take a visitor’s pass.** To avoid disturbances for students and teachers during instructional time, all visitors must respect all school

rules. Following these guidelines will assist us to improve the safety and security for our students, staff, and visitors. Visiting students need to fill out and have a guest form approved by the teacher and principal prior to the day they visit. **Visitors should not enter classrooms after 7:55 AM or before walkers are dismissed in the afternoon, without prior arrangement with the teacher.**

### **HEALTH AND SAFETY SEARCHES OF STUDENT LOCKERS BY SCHOOL OFFICIALS**

The school is under no legal or moral obligation to provide “storage facilities” for student use. All “storage facilities” made available to students by the school are, at all times, the property of, in custody of, and under the control of the school and school authorities. (See Policy JFGA)

**PLEASE NOTE: STUDENTS SHALL NOT KEEP CONTRABAND OF ANY KIND OR VALUABLE PERSONAL ITEMS IN ANY SCHOOL “STORAGE FACILITY”.**

### **HOMEROOM PARENT**

At each elementary grade level a parent will be asked to volunteer to fulfill the role of homeroom parent.

### **HOME SCHOOLING**

Parents/ guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home schooling must comply with the provisions of 20-A MRSA § 5001-A(3)(A)(4). (See Policy IHC)

### **HOME SCHOOL – PARTICIPATION IN SCHOOL PROGRAMS**

Home-schooled students who have obtained approval for equivalent instruction under rules established by the Commissioner of Education may participate in academic, co-curricular, and/or extracurricular activities according to **Policy IHC-R**.

### **HOMEWORK**

#### **1. Grades K-2**

- 1.1 K-2 students may be assigned up to 30 minutes of reading appropriate to each grade level, i.e. being read to, reading aloud, reading silently.
- 1.2 Grades One and Two may be assigned 10-15 minutes of homework occasionally.

#### **2. Grades 3-5**

- 2.1 Third graders may be assigned up to ½ hour of homework, but will not be given homework in the content areas (social studies, science, health) until after Christmas break.
- 2.2 In Grades Four and Five a maximum of one hour of homework per night may be assigned.
- 2.3 Assignments will be completed on time.
- 2.4 Additionally, students in grades 3-5 are expected to read for thirty minutes outside of school daily.

#### **3. Middle school**

- 3.1 A maximum of two hours per night, including all subjects, may be assigned.
- 3.2 All work is due at the beginning of class, unless the teacher has indicated otherwise.
- 3.3 The homework policies of individual teachers are designed to meet the instructional needs of each class and will be shared with students at the start of the school year and posted on the websites of the individual teachers.
- 3.4 Missing assignments will be given a grade of 0.

#### **4. High school**

- 4.1 On average a maximum of three hours per night, including all subjects, may be assigned.
- 4.2 For AP courses additional homework may be assigned.
- 4.3 Late work will receive 50% credit (except in cases of extended absences due to illnesses) and must be handed in the next calendar day. Work turned in after 5 school days after the original due date will be given at most a grade of 50 ('F').
- 4.4 Missing assignments will be given a grade of 0, unless arrangements are made with the teacher prior to the due date.

#### **IMMUNIZATION OF STUDENTS**

All students who enroll in the school unit schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). (See **Policy JLCB**)

#### **INTERNET USE**

See **Technology Handbook**

#### **INTERSESSION**

Intersession is an opportunity for participating in creative, educational activities that offer broader choices than daily classroom curricula.

Following are criteria for the intersession activity:

1. All students and staff members need to be involved in an intersession activity.
2. Activities and lessons need to be written and planned at least one month prior to the activity.
3. All activities must be linked to specific performance indicators of the Maine Learning Results.
4. An assessment process needs to be included in the proposal so that achievement of the performance indicators is measurable.
5. Intersession plans must include activities that require community based coordination and/or that operate outside daily classroom curricula.

#### **LIBRARY/MEDIA CENTER**

The library media center is an educational center vital to the whole educational process. We encourage students, staff and community members to make use of our facilities. The center reflects the needs and interests of students. We ask everyone to cooperate and be respectful of others as they use the media center.

Students are responsible for return of materials and replacement cost of lost or damaged materials. Library procedures are posted and students may be restricted or limited in their usage if policy is not followed.

#### **LIFE-SUSTAINING EMERGENCY CARE**

For students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. (See **Policy JLCE**)

## **LOCKERS**

Students are assigned a locker for storage of books and equipment. It is the student's responsibility to see that the locker is kept locked and in order at all times. As lockers are a permanent part of the community property, students are expected to keep them in good condition. Lockers should be kept clean inside and out. Tape and stickers are not to be used in or on lockers. Schedules, calendars or pictures should be put up with refrigerator-style magnets. In addition, students are encouraged to obtain padlocks to guard against theft. (See also "Questioning and Searches of Students"-**Policy JIH**).

## **MATERIALS THAT DISRUPT THE INSTRUCTIONAL PROCESS**

Commercial materials will not be distributed to students or posted in the schools except for those associated with school activities such as graduation, class pictures, class rings or approved fundraising activities. (See **Policies KHB, KHC**)

Community/non-school materials may not be distributed or posted without the prior written approval of the Superintendent/designee. (See **Policy KM**)

## **PTA**

All parents/guardians and staff are urged to join and be active in the RLRS PTA. This organization of parents/guardians, teachers and administration works diligently to expand educational opportunities in Rangeley through citizen participation and through enhancing the cooperative partnership between home and school. Details for joining the RLRS PTA are available at the school or by visiting the signup table at school functions, such as Open House and the Book Fair.

## **PARENT DROP OFF/ PICK UP OF STUDENTS**

To improve the safety of students and others, parents should drop off students before school no earlier than 7:30 a.m. or pick up students after school in the main parking lot. **BUSES ONLY ARE ALLOWED IN THE BUS CIRCLE DURING DROP OFF AND PICK UP TIMES.** Parents who are accompanying their child inside or picking up students after school should park in the visitor's area of the school parking lot. Students not riding the buses will be released after the buses have departed. Parents whose children are tardy should drop these children off in the office at which point a staff member will escort the child to the classroom if necessary.

## **PARENT INVOLVEMENT IN EDUCATION**

A student's education is a responsibility shared by the school, the student, and the family. Research indicates that involvement of parents in support of the children's education increases student achievement. Schools and parents must work as partners if the school system is to meet its goal of educating students effectively. (See **Policy KB**)

## **PARENT/TEACHER CONFERENCES**

Ongoing parent/teacher communication is a vital piece of school success. We encourage parents to communicate regularly with teachers and advisors. Formal parent/teacher conferences will be scheduled each fall, but parents are encouraged to schedule conferences as needed. At the K-2 level, parent-teacher conferencing is considered ongoing and will be scheduled as needed.

## **PHYSICAL EXAMINATION OF STUDENTS**

Parents/guardians are encouraged to have their children physically examined prior to entering school and again prior to entering Grades 4, 7, 9 and 11. Dental examinations are also encouraged. (See **Policy JLCA**)

## **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

While the law permits that students and adults cannot be required to recite the Pledge of Allegiance, the law also permits that those not reciting are to remain quiet and respectful.

Moments of Silence are permitted under law in the school setting. While students and staff cannot be required to participate in a Moment of Silence, silence and respect for others is required.

## **PUBLIC CONCERNS AND COMPLAINTS**

Parents, students or other citizens with complaints or concerns regarding any aspect of the Rangeley Lakes Regional School or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. (See Policy KE)

## **PUBLIC RIGHT TO KNOW**

The Board will comply with all applicable sections of Maine's Freedom of Access Act. Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection. (See Policy KDB)

## **RAFFLES**

The Superintendent will approve raffles at the Rangeley Lakes Regional School based upon the criteria stated in Policy IGDF.

## **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

A cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property. (See Policies KLG, KLG-R)

## **SALE OF FOODS IN COMPETITION WITH THE SCHOOL FOOD SERVICE PROGRAM**

When foods and beverages are sold to attendees at community events sponsored by the school or held on school property, students, staff, parents or school-sponsored organizations involved in such sales are encouraged to include at least some healthy food choices. (See Policy EFE)

## **SCHOOL CANCELLATION**

The decision to close school due to weather or other emergencies rests with the appropriate administrator. On storm days school closings or delays will be announced over television channels 6 and 8 and a message will be left on the school's telephone system. The staff will be notified by telephone through a calling network. When school is delayed due to inclement weather, bus runs and classes will begin one or two hours later than normal. When school is closed, there will be no school or co-curricular activities held unless the building is re-opened by the Superintendent. If the decision is made to close school after the school day has started, students will be sent home via their normal routes. Every attempt will be made to contact parents of students in grades K-5 by phone before the students are dismissed.

## **SCHOOL NURSE**

The school nurse is on call during the school day to counsel and assist students and parents with health problems. Her function is to administer emergency first aid and provide health supervision, medical counseling, and to call EMS for emergency transportation to an area medical facility. The health clinic is located in the elementary wing. Students wishing or needing a medical evaluation are to report to the main office where contact will be made with the nurse for possible referral.

Whenever an illness or accident requires notification of parents/guardians, such notification will be in writing with the notice sent home with the child or via a telephone call. Please be sure the emergency information that you provide to the school is always kept up to date.

**Exclusions** – Students are excluded from school for communicable diseases. A doctor’s permit to return to school may be required by the appropriate school authorities when they deem necessary.

**Vision, hearing and spinal screening** – Vision, hearing and spinal screening are done in accordance with State guidelines. Parents/guardians will receive a notice from the nurse if the results of their child’s screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor on the problem.

### **SECTION 504 – American Disabilities Act of 1973**

If there is reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

#### **1. Automobile Use**

1.1 Students are permitted to drive automobiles to school. Students must leave the automobiles upon arriving at school and not return to them until they leave school for the day unless they have specific permission by the school administration to do so.

#### **2. Student Parking and Vehicle Use**

- 2.1 The maximum speed limit on school grounds is 15 MPH.
- 2.2 Motor vehicles may not be driven during school hours without permission from the administration.
- 2.3 School buses may not be passed when loading or unloading on school grounds, as well as on the highways. Violators may be subject to prosecution.
- 2.4 No one is to be in or around vehicles during school hours. Park the vehicle, lock it and leave it for the day.
- 2.5 Park only in rows to allow free movement of vehicles. Observe the lines and park between them.

#### **3. Bikes**

- 3.1 Students who ride their bikes to school:
- Helmets must be worn as required by Maine law
  - Know and obey bike safety laws
  - Park only at the bike rack located next to the main entrance
  - Lock their bikes securely to the rack
  - Walk while on the sidewalks in front of the school; and
  - Know that the privilege may be denied if abused.

#### **4. Building Access**

- 4.1 The main building and the office open at 7:15 A.M. If a faculty member is present, students may enter the building at 7:30 A.M.
- 4.2 Students must remain on campus during “break”.
- 4.3 The school day ends at 2:17 P.M.
- 4.4 Teachers will be at their teaching stations until 3:00 PM for student assistance purposes.
- 4.5 Students may remain in the building when supervised.
- 4.6 Students in the building after school hours or on weekends must be accompanied by and under the supervision of a faculty member or coach.

## **5. Distribution of Non-Curricular Student Publications**

- 5.1 Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material, which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:
- Are obscene to minors.
  - Are libelous.
  - Are pervasively indecent or vulgar or contain any indecent or vulgar language.
  - Advertise any product or service not permitted to minors by law.
  - Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, sexual orientation, disability, age or ethnic origin).
  - Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

### **5.2 Procedures**

Any student wishing to distribute unofficial material must first submit for approval a copy of the material to the Principal or his/her designee, five (5) days in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request;
- Date(s) and time(s) of day of intended distribution;
- Location where material will be distributed;
- The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the Principal or his/her designee will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.
- Permission to distribute material does not imply approval of its content by the school, the administration, the Board, or the individual reviewing the material submitted.
- If the person is dissatisfied with the decision of the Principal or his/her designee, the person may submit a written request for appeal to the Superintendent.
- The Superintendent or his/her designee will within 48 hours (not counting weekend or holidays) render a decision relative to Sections I and III. The Superintendent's decision shall be final.
- At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

### **5.3 Time, Place and Manner of Distribution**

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or when it disrupts the use of district technology resources.

#### 5.4 Definitions

The following definitions apply to the following terms as used in this policy:

- “*Obscene to minors*” is defined as:
  - the average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
  - the unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
  - the unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- “*Minor*” means any person under the age of 18.
- “*Material and substantial distribution*”: of a normal school activity is defined as follows:
  - Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption, which interferes with or impedes the implementation of that program.
  - Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.
- “*School activities*” means any activity of students sponsored by the school and includes – by way of example, and not by way of limitation – classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- “*Unofficial material*” includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.

- “*Libelous*” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation, or to lower him or her in the esteem of the community.
- “*Distribution*” means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school that are generally frequented by students.

5.5 Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

5.6 Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

**6. Freedom of Expression**

Public school students have the right to freedom of expression. **(See Policies JICE, JICE-R and the Code of Conduct)**

**7. Hallways**

Students and staff members in each team are responsible for keeping the hallways clean.

**8. Laptop Home Use**

The Rangeley School Board permits the home use of laptops by students who have demonstrated appropriate care and responsibility for their laptops at school. Such students may take the assigned laptops home with teacher approval provided the conditions and procedures outlined in the **Technology Handbook**.

**9. Legal Age**

All students of the school system, including students in regular classes who have reached the age of 18, students in the adult education program, and any post-secondary students attending the high schools, shall observe all the rules and regulations established by Board policy or the school administration for all students unless special exceptions have been made.

All students, regardless of age, are required to provide parent or guardian’s signatures on notes and school forms such as rank cards, courses change slips, discipline correspondence and progress reports. Exceptions may be permitted when students are not living at home and do not have ready access to parents or guardians. Students who have been granted permission to sign their own notes must have them countersigned by the office. **(See Policy JID)**

**10. Limited/Open Forum**

The Equal Access Act (Title VIII of Public Law 98-377) requires that public secondary schools grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. **(See Policy JJAB)**

**11. Lost/Damaged Textbook**

Textbooks are loaned to students free of charge. Each book is numbered and recorded with a date of issue. All books must be covered within one week of issuance. These books are to

be used carefully and returned in good condition. Parents and guardians are liable under state statutes for replacement of any book lost, defaced or damaged by the student. If this condition isn't met the student may have his/her library privileges suspended. **Diplomas may be withheld at graduation and until restitution is made.**

## **12. Lost and Found**

The lost and found is located in front of the nurse's office. Items from lost and found will be removed at the end of each month.

## **13. Organizations**

Student organizations generally will be encouraged when they meet the simple criterion of being related to the curriculum. Such organizations will operate within the framework of the law, Board policy, administrative rules and the parameters of the learning program. (See **Policy JJA**)

## **14. Publications**

The following school-sponsored student publications at the secondary level are authorized by the Board:

1. School Newspaper and/or Magazine
2. Yearbook
3. Web Pages (See **Policy IGDB**)

## **15. Rights and Responsibilities**

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board; the responsibility to attend school as required by law;
3. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
4. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
5. The right to privacy regarding the content of student records—as defined by the Family Educational Rights and Privacy Act
6. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the Board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility.

## **16. Skateboards, Scooters and Rollerblades**

Skateboards, scooters and roller blades are not to be used on school grounds, except at the skateboard park. Students using the skateboard park must have proper safety equipment eg. pads, helmet, etc.

### **17. Senior Privileges**

To be eligible for senior privileges, each senior must be a student in good standing at Rangeley Lakes Regional School, meet eligibility requirements as stated in the *Interscholastic Activities Handbook*, have completed four hours of community service and have their parent's permission to leave school grounds. Senior privileges may be revoked at any time if the conditions on the contract are not followed. (See **Policies JIAA, JIAA-R**)

### **18. Testing**

Testing shall be conducted to provide information on student educational needs and student educational achievement. Testing programs shall be designed as an integral part of the needs assessment and evaluation programs. Learning goals and objectives shall provide the guidelines for determining tests to be utilized. (See **Policies IK, ILA**)

### **19. Work Permits**

Any student desiring a work permit shall initiate the application through the principal's office. The student will need a copy of his/her birth certificate.

## **TITLE IA : PARENT INVOLVEMENT**

For the purpose of strengthening the Title I program, Title I administrators and staff must comply with the following provisions:

1. Parents will be notified promptly that their child has been selected for Title I services and the reasons for the decision;
2. Specific instructional objectives for their child will be discussed with the parent;
3. Parents will receive regular reports on their child's progress;
4. Parents will receive training, materials, and suggestions to help them promote the education of their children at home;
5. Parents' suggestions in the planning, development, and operation of the program will be solicited;
6. Parents' recommendations will be responded to in a timely manner;
7. Volunteer or paid participation by parents in school activities will be encouraged; and
8. Parent coordinators will be designated and parent advisory councils will be established.

## **TRANSPORTATION**

The Board will provide transportation for all students living beyond a reasonable distance from the school or from a scheduled bus stop. (See **Policy EEA**)

### **1. Bus Notes**

Grades K-8 students require a note from the parent or guardian to have the student discharged anywhere other than their personal residence. This includes, but is not limited to: relatives, daycare, caregivers and temporary assignments. Long-term notes will be followed until new instructions are given. The note must include:

- 1.1 Date of service
- 1.2 Student's full name
- 1.3 Teacher and grade
- 1.4 Full address of discharge stop (Grandma's, Bunny's Day care are not acceptable addresses)

- 1.5 Signature and phone number of person writing the note (students often have different last names)

High school students require a note to the driver to discharge any place other than their personal residence. This note may be signed by a parent, guardian, school staff or in their own hand.

## 2. Bus Routes

### **Rangeley Bus**

6:50 a.m. Target Road

7:00 a.m. Bald Mtn. Road

7:05 a.m. Route 17

7:15 a.m. Mingo Loop

7:25 a.m. Loon Lake Road

7:30 a.m. Skylands

Loon Lake Road

7:40 a.m. Arrive at Rangeley Lakes Regional School

### **Dallas Bus**

6:50 a.m. Orris Lamb Road

Dallas Hill

Harold Ross Road

7:10 a.m. Pond Street

Stratton Road

Pleasant Street

7:20 a.m. Oquossoc Avenue

Corner of Oquossoc Ave. & Allan Street

Corner of School Street & Allan Street

Corner of Cross Street & Allan Street

Cross Street

Loon Lake Road

7:40 a.m. Arrive at Rangeley Lakes Regional School

### **Sandy River Bus**

7:05 a.m. Start thru Sandy River

Corner of Rte. 4 & Overlook Road

Corner of Rte. 4 & Lynn Way

Corner of Rte. 4 & Grandview Ave.

7:25 a.m. The Village Scrub Board

Corner of Rte. 4 & Pleasant Street

Corner of Rte. 4 & Center Street

7:35 a.m. Arrive at Rangeley Lakes Regional School Bus

### **Rangeley Plantation Bus**

6:25 a.m. Leave Rangeley Plantation Town Office

6:50 a.m. Arrive at Bemis Track

6:57 a.m. Birches Beach Rd.

Return South Shore Dr.

7:05 a.m. Birdseye Road

7:30 a.m. Arrive at RLRS

### **Magalloway Plantation**

5:45 a.m. Leave the school

Rt. 16 to Kenney Road

6:30 a.m. Kenney Road

Return Rt. 16 to RLRS

7:30 a.m. Arrive at Rangeley Lakes Regional School

### **3. Safety Rules**

In view of the fact that a bus is an extension of the classroom, the Rangeley Board of Education requires children to conduct themselves in a manner consistent with established standards for classroom behavior. (See **RLRS Code of Conduct**)

#### **Private Vehicle (when buses are not available)**

Whenever possible, school buses shall be used to transport students. However, when buses are not available, the Superintendent may authorize the use of private vehicles to transport students to and from approved co-curricular and extra-curricular activities when the conditions in Policies **EEAB, EEAB-E, EEAB-EA, EEAB-R, EEAEA** are met. The Superintendent's decision to approve or deny the use of particular drivers and/or vehicles is final. (See **Policies EEAB, EEAB-E, EEAB-EA, EEAB-R, EEAEA**)

#### **TRIPS (Athletic and Field)**

School field trips are those taken by educators and students that directly coincide with or compliment the academic goal of the school. Athletic field trips are those scheduled by the athletic director in support of various seasonal activities. In order to participate in any school-sponsored trip, a student must have a signed parent/guardian permission slip. Students are reminded that while on a school field trip, they are subject to all rules and regulations and are expected to obtain assignments from their teachers prior to departure. (See **Policies IIC, IIC-R**)

#### **TRUANCY-See RLRS Code of Conduct and Policy JHB)**

#### **VISITOR PARKING**

To ensure the greatest efficiency and safety in the use of the school parking areas the following guidelines and procedures have been adopted.

1. Two handicapped parking spaces have been established to the left of the main entrance walkway for the exclusive use of handicapped individuals.
2. Visitor parking has been established to the right of the main entrance walkway; the use of these spaces is reserved for parents and other visitors. No visitors should park in the bus loop during pick up and drop off times.
3. Staff and students should park to the left of the handicap spaces and in the two center parking aisles by the lights.
4. No individuals should park on any grassy areas, along the driveway entrance, along the diagonal entrance to the parking lot, in any of the walkways or sidewalks, or in any other area posted against parking. Any vehicles parked in such locations may be towed at the owner's expense.
5. In order to maintain a safe and orderly parking lot, all traffic entering the parking area must move in a counter-clockwise direction. The speed limit in the parking lot is **posted**.

#### **VOLUNTEERS AND CHAPERONES**

##### **1. Volunteers**

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization. (See **Policy IJOC**)

##### **2. Chaperones**

The selection and orientation of chaperones is the responsibility of the teacher/supervisor who is in charge of the trip. Chaperones must follow the guidelines set forth in **Policy IJOCA**.

**WEAPONS, VIOLENCE AND SCHOOL SAFETY-See RLRS Code of Conduct and Policy JICIA)**

**SPECIAL EDUCATION**

The following policies related to Special Education can be found on the RLRS website [www.rlrs.info](http://www.rlrs.info): **IHBA, IHBAA, IHBAA-R, IHBAC, IHBAG, IHBAG-R, IHBAL, IHBAL, IHBAL, IHBGB, JKF, JKF-R, JKG, JKGA, JKGA-R, JRA-R, JRA-R.**

**RESOURCES FOR PARENTS/GUARDIANS**

The Maine Department of Education, Special Services provides an informational website about assistance and resources available to parents. This resource guide includes service organizations and agencies that offer information, assistance, materials and/or in-services training.

The resource guide may be found on the website:

<http://www.state.me.us/educational/speced/stateinfor.htm>. You may also call and ask for a copy of this resource by calling 624-6650.

**IMPORTANT FORMS**

The following forms can be found on the RLRS website [www.rlrs.info](http://www.rlrs.info):

- Student Pre-Approved Absence Form K-8
- Student Pre-Approved Absence Form 9-12
- Senior Privileges Contract
- Student Storage Facility Document of Understanding