

Brooklin School Student Handbook 2020-2021



"We come together to learn, to grow, and to explore. We are respectful, curious, and kind. We are unique, and learn together as equal members of one community. We care for each other, we care about ourselves, and we work to make the world a better place."

(Revised 8/26/20)

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SECTION I

STAFF DIRECTORY BROOKLIN SCHOOL: Telephone: 359-2133

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SPECIAL ED SERVICE
504 DIRECTOR
& AFFIRMATIVE ACTION OFFICER

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SECTION II **MISSION/VISION/CORE BELIEFS**

We come together to learn, to grow, and to explore. We are respectful, curious, and kind. We are unique, and learn together as equal members of our community. We care for each other, we care about ourselves, and we work to make the world a better place.

BROOKLIN SCHOOL CORE BELIEFS

Students learn best in a safe, nurturing environment.

Each person at the Brooklin School is expected to be a positive member of the learning community.

Positive relationships empower, engage, and motivate learners.

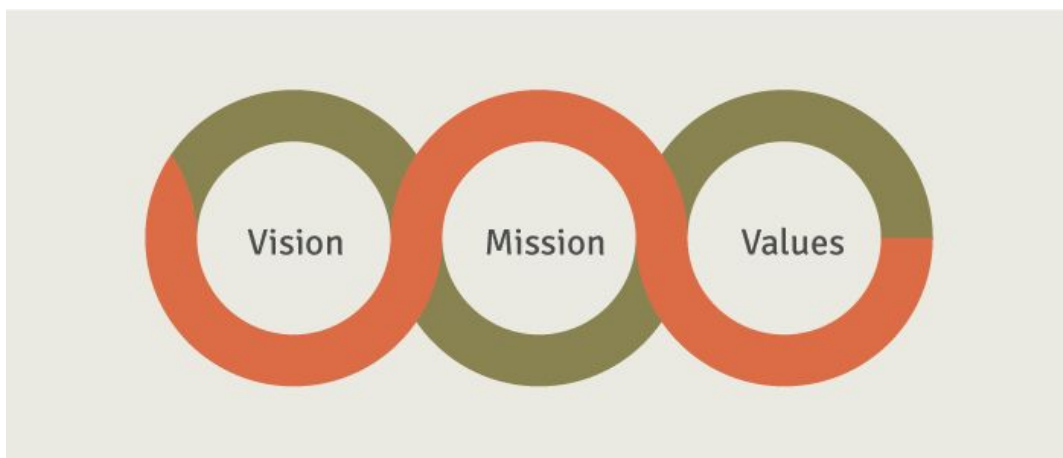
Each student is unique and learns in different ways at different rates.

All students can learn and have the ability to do extraordinary things.

Successful learning includes taking risks, making mistakes, and persevering through challenges.

Learning is enhanced when schools, families, and communities create true partnerships.

Learning is a lifelong endeavor sparked by curiosity.



SECTION III

DETAILS OF SCHOOL LIFE

AFFIRMATIVE ACTION

Union 76 has an Affirmative Action Officer. If you have an affirmative action question or complaint, please contact Mary Bridgham by calling 348-9100.

ARTICLES PROHIBITED AT SCHOOL

Electronic games and devices (i.e.: cell phones, ipods, iphones) are allowed on the bus, but are not allowed during the school day. If a student chooses to bring a device to school, it **MUST** be left in his/her backpack or given to the homeroom teacher in the classroom or it will be confiscated and will be stored in the school office. The school is not responsible for lost or stolen items. In addition, spiked jewelry, chains, weapons or other items that could be used as a weapon are not permitted at school. (See policy 3.22 & 7.07). Gum is not allowed at school, unless a teacher is utilizing the gum as a stress relief for students during testing. Gum is to be used only in that class and disposed of before leaving the classroom.

ATTENDANCE

On days when school is in session, ***attendance is compulsory under state law***. Regular school attendance enhances the learning process. It is expected that on days when a student is absent, the parent will notify the school secretary prior to 9:00 a.m. at 359-2133. If parents are requesting missed school work for their child, they must also call before 9:00 a.m., to allow their child's teacher ample time to get work together for pick up at the end of the day.

Absences- Please note that our Attendance Policy 10.3, updated 01/09/19 states: Regular school attendance is vital to a student's learning and the successful completion of school. On days when school is in session, attendance is compulsory under Maine law (20-A MRSA 5001.4 A-E).

Students may be excused from school by the Principal or Superintendent for one of the following reasons:

- A. Personal illness;
- B. Appointments with health professionals that cannot be made outside the regular school day;
- C. Observance of recognized religious holidays when the observance is required during a regular school day;
- D. Emergency family situations;
- E. Planned absences for personal or educational purposes, which have been approved in advance.

Educational Absence

If the principal approves in advance a student leaving on a vacation or getaway the student will be expected to receive work to complete while away and then return it to their teacher(s) upon their return. If we provide services/instruction and then assess/grade it upon the student's return the day(s) out will count as an educational absence and not a day absent or absent unexcused. It will be coded in our student information system (PowerSchool) and with the state as an Educational Absence. These days will not count towards chronic absenteeism.

Requesting leave for appointments, religious holidays, or personal reasons - To request a student's planned absence for personal reasons, a parent must submit a written request to the Principal. Approval must be granted in advance except for items A. and D. above.

Requesting leave for educational reasons -To request a planned absence for educational reasons, a parent must submit a written or emailed request for approval from administration *at least two (2) weeks prior to the date (s) of absence*. This request must include:

- A. an explanation as to the educational value of the trip;
- B. specific goals that the student will achieve while traveling;
- C. activities which will occur to meet those goals; and
- D. documentation of the merits of the trip in light of these goals.

Make up work- Missed class work can be made up and is due within two (2) days for each day's excused absence. No credit will be given overdue assignments beyond this time limit.

Truancy- Parents of students who accumulate unexcused absences will be notified by the administration of each school. Notification procedures will be developed by each school and approved by the Superintendent. A student is truant if a student completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. The school administration will follow the CSD Truancy Policy 10.3A in truancy cases.

BREAKFAST / LUNCH PROGRAM

- *Student lunch cost - \$3.00 Reduced lunch cost - \$0.40
- *Student breakfast cost - \$1.75 Reduced breakfast - free
- *Milk cost - 40¢
- *Please note this applies starting in January 2021, or when grant for meals is over.

A breakfast and lunch program is provided for all children attending the Brooklin School. Free and reduced priced meals are provided for families that qualify. To apply for free or reduced breakfast and lunch you must complete the form sent home at the beginning of the school year. Send the form back to school as soon as possible because full price is charged for meals until you are notified that you are eligible. If you need help or have questions about the form, please call the school office. You may apply at any time during the year. Menus will be sent home monthly, are posted on the school Facebook page, and they are also published on our website. All students have the opportunity to purchase extra milk or milk for home lunch at a cost of .40¢. Charging is not permitted.

CANCELATION/EARLY DISMISSAL

Announcements of no school or late arrival because of inclement weather or building issues will take place between 5:30-6:00 a.m. When school has to be canceled or delayed for any reason, you will receive an email and be able to get this information by consulting any of the following tools of communication: TV stations (Channel 2 TV -WLBZ, Channel 5 TV-WABI), the Brooklin Facebook page, the Brooklin website. Since an email will also be sent to all families/parents on our email list, it is imperative that emergency information be kept updated. Parents who will not be home should have a backup plan for their child, which has been communicated to the classroom teacher and has been rehearsed/discussed with your child. Announcements of early dismissal will also be communicated utilizing the Brooklin Facebook page, the Brooklin website, and the parent text via Remind.com.

CO-CURRICULAR ACTIVITIES

* Due to COVID Activities may not be happening.
Participation in these activities can be an important part of each student's total educational program. We strongly recommend your involvement. The following activities are offered at our school; Soccer, Basketball, Ultimate

Frisbee, and Tennis. The purpose is to offer students additional learning experiences to supplement academic growth. Students must maintain solid academic and behavior standards to continue their participation. A copy of the Co-Curricular Policy is included at the back of this handbook and the Athletic Director will place a copy of each signed Co-Curricular Activities Policy on file. Students' academic eligibility will be reviewed in the following manner:

1. Student's scores on the academic initiative section will be reviewed once they have all been submitted to the office. Failing scores on any of the indicators will result in academic probation.
2. Parents and the respective coach will be notified of a student's scores and their ineligibility to participate in games or performances.
3. Students performing poorly will be informed they are on academic probation. This ineligibility to play will begin the following day. If on a Friday, ineligibility will be in effect Monday.
4. If the parents are unable to be reached by phone, a letter will be sent home with the student.
5. A check with the student's teacher(s) will take place in 2 weeks from the date of suspension, and if satisfactory, the student will be reinstated to their activity. Serious or persistent violations will result in co-curricular activity ineligibility and/or other disciplinary action.

DAILY SCHEDULE

7:25	BUSES ARRIVE
7:30	PARENT DROP OFF **
7:25-7:45	BREAKFAST/RECESS
7:47 - 7:52	PLEDGE, ATTENDANCE, MORNING MEETING
12:00-12:45	LUNCH AND RECESS
3:00	DISMISSAL BELL

** No parents will be allowed in the building for drop off or pick up. Please pull into the school loop, in the front of the school, after buses have dropped off, and pull up to the door to drop off your child. Do NOT pass school buses in front of the building as it is illegal to do so when the lights are flashing. Do NOT pass other cars in front of you for the safety of the children.

DRESS CODE

The purpose of the student dress code is to ensure a clean, safe, positive environment. Any clothing that disrupts the educational process and/or detracts from a positive school climate is not allowed in our school. While some specifics are mentioned in these guidelines, the principal ultimately has the authority to judge student dress and their appropriateness in the school environment. All students are expected to follow our dress code. Parents may be called at home or work if a student is not properly dressed for school. Brooklin School wants our students to be comfortable, so we set these expectations for them to be safe and healthy from the elements. Please contact the school guidance counselor, if your child needs support to keep your child safe and clothed.

1. Clothing must be clean, neat and in good repair.
2. All clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence or death.
3. Clothing may not have offensive, obscene or suggestive language or pictures on it. No words on the back of pants.
4. Students must have and wear coats and boots when the weather is cold, snowy or muddy. Children must have a pair of shoes to wear in the classroom on days when boots are needed.
5. Students must wear sneakers for physical education class.
6. Hats and hoods may not be worn at school. Bandanas that are folded into headbands are permissible.

7. All midriffs shall be covered. Tops may be sleeveless and shoulder material shall cover all underwear straps at all times with at least 2" of material. Skirts (including a slit) and shorts shall be of an appropriate length.
8. Swimsuits and pajamas are not permitted.
9. Clothing that allows any part of underwear to show is not permitted.
10. Spiked jewelry and chains are not permitted.

Using these guidelines, the Administration will decide what is and is not appropriate school attire. In addition, the display of bumper stickers, lewd sayings on lockers, book covers or automobiles is not acceptable on school grounds.

EXTRA HELP

Children may seek extra help from their teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent and have missed assignments and class discussions. Extra help from the teacher may take place before or after school or at a time convenient during the school day. A teacher may request a student stay after school, if the child is having difficulty with his/her schoolwork. When that request is made, parents will be notified in advance and are expected to provide their child's transportation home. If parents feel their child could benefit for extra help, they may submit a request for additional help with the teacher(s).

FIELD TRIPS

* Due to COVID Activities/Field Trips may not be happening.

Field trips are considered to be an extension of our school curriculum. The expectations for behavior on a field trip are identical to those expectations for behavior at school. All students are representatives of the school and our communities. Written permission slips will be sent home to be signed by a parent or guardian, and returned to the classroom teacher for each field trip. Children may lose field trip privileges as a consequence for misconduct at school. Administration will notify parents in this instance. See Brooklin Policy 6.04.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is also the law that when the fire alarm sounds, everyone immediately leaves the building by the nearest exit. Students must remain outside the building until a verbal signal is given by administration to return inside. Each staff member will review the fire exits and routes with their students at the beginning of the school year.

GRADING

The Brooklin School is shifting towards standards based grading. Research based standards drive instruction. Therefore, student progress reports and end of semester grades will reflect how students are progressing on grade level standards.

Grading Scale

Blue - Exceeds the standard

Green - Meets the standard

Orange - Partially meets the standard

Red - Does not meet the standard

HOMEWORK

Homework offers an opportunity to deepen understanding of material, practice new skills, and promote critical thinking, creativity and positive study habits for academic growth. Homework helps inform parents of their child's

educational progress and encourages communication between school and home, therefore, reasonable, educationally sound, relevant and regular outside-of-class homework assignments are an important part of the total educational program. Homework also allows teachers to assess student progress towards standards and skills being taught and learned in the classroom. The staff develop grade level homework procedures that will achieve consistency in assignment and assessment of homework aligned with the guidelines provided below:

1. Homework is a means of extending learning opportunities beyond the school day.
2. Meaningful, purposeful homework that is directly related to the adopted Brooklin School curriculum produces the strongest achievement gains.
3. Meaningful homework helps students develop goal setting, self-discipline, time management and organizational skills.
4. Homework offers an opportunity for parent involvement and monitoring their child's educational progress.
5. Homework provides teachers with additional opportunities for assessing student progress and determining instructional needs.
6. Specific feedback, inclusive of grading for completion and accuracy, shall be given to students in order for homework to be effective in enhancing student learning.
7. Homework must be realistic in length and difficulty given the students' abilities to work independently within the standards outlined in the Brooklin School Curriculum.
8. Homework should emphasize quality rather than quantity.
9. The amount of homework assigned should be gradually increased from grade to grade and based on the student's learning needs.

ILLNESSES

Children who are sick should not be in school for their own health and for the health of the other children and staff. Children suffering from vomiting, fever, diarrhea, rash, or conjunctivitis should not return to school until they have been symptom free for 24 hours or on antibiotics for 24 hours. ** See Section VIII COVID Reopening of Schools Plan.

OUTSIDE RECESS

When your child returns to school after an illness, he/she will be expected to go out for all recesses. Children who must miss outside recess will need to obtain a note from a medical provider. There are no exceptions to this rule. All children are expected to go outside for recess unless it is too wet or the wind chill is below 20 degrees. Parents are encouraged to contact the classroom teacher or the principal if they cannot provide boots, sneakers or other clothing. We will help get any necessary items for the child's well-being.

LIBRARY

*The library will be closed to students at this time due to COVID.

When books are returned, they need to go out of circulation for a few days before they can go to the next person. Kids will be able to use the online catalog and email Neal to request books. The library will be open to all students during school hours provided the librarian, another staff member, or a volunteer is present. The library may occasionally be closed for special events or meetings taking place there. The library may be used for reading, research, class assignments, signing out or returning library materials, and other activities by invitation. Students will maintain a quiet decorum in the library. Talking should be quiet enough not to disturb others. Students may not have food or drink except water in the library and computer lab. Water bottles will not be allowed on the computer tables. Reference books may be signed out for a class period. They may not be taken home. Books and

magazines will be stamped with a due date and students will be periodically notified of overdue books. At the end of the school year, a replacement cost will be charged for lost or destroyed library materials.

LOCKDOWN DRILLS

In order to maintain the safety of students and staff, lockdown drills will occur on a regular basis. A procedure has been established for teachers and staff to use in the event of an intruder or an unauthorized person in the building or the threat of violence. The procedure will be discussed with all students at the beginning of the school year before a drill is done.

LOST AND FOUND

*Due to COVID ALost and Found may not be happening.

There is a "Lost and Found" area under the bench by office. Children losing or misplacing articles should check this area first. When articles are lost on the bus, students should check with the bus driver. If you are in the building, please check this area from time to time, you might find some of your child's belongings.

PARKING IN FRONT OF THE SCHOOL

Parents are asked to please NOT park in front of the school. It is impossible for buses to get past parked cars. Do NOT pass school buses in front of the building as it is illegal to do so when the lights are flashing. Please park your car in the parking lot. NEVER park your car in a location that blocks someone else. We appreciate your observance of crosswalks and honoring handicapped parking signs.

PROGRAMS INVOLVING OUTSIDE GROUPS

* Due to COVID Outside Groups may not be happening.

It is the intent of the Brooklin School Board to provide opportunities for students and faculty to learn from activities, experiences and programs involving groups from outside the school. The Principal must approve all arrangements, agreements, affiliations or other cooperative relationships that bring outside groups into the school to work with groups of students or school programs/activities.

Once an outside group is approved for participation in a school program and continues that approved involvement, the group will not need to be approved again. Outside groups that have repeatedly participated in a school program/activity and are approved include: Wooden Boat Magazine, Wooden Boat School, Brooklin Boatyard, Brooklin Band, Brooklin Keeping Society, Blue Hill Heritage Trust, Edible Island, Boy Scouts, Girl Scouts, the Masons, The Stonington Opera House, and Dental Hygiene Program. Newly approved groups will be posted on our website and/or newsletter as soon as possible.

REPORT CARDS/PROGRESS REPORTS

Each school year is divided into three grading periods. At the beginning of the year all families are sent a login and password to access PowerSchool. Parents can view a student's progress by logging into PowerSchool at any time. Halfway through each grading period, teachers will send mid-trimester progress reports home for children having difficulty with schoolwork or for children who have improved significantly. If a parent would like to request a printed report or have forgotten how to log into PowerSchool, they may contact the school office for assistance.

Parent-teacher conferences will be held on October 13-16, 2020 and March 8-12, 2020. Report Cards will be distributed three times a year, and will be passed out at Parent Teacher Conferences in October and March, and the final report card will be mailed within 1 week of school ending. If you have any questions about your child's report card or progress report, please address concerns at the Parent Teacher Conferences with your child's teacher.

REVIEWING SCHOOL RECORDS

Parents have the right to inspect and review any and all official records, files, and data directly related to their child(ren), including all materials that are in their child's cumulative record folder. Parents must make an appointment to review the records at least 24 hours in advance. The school principal or counselor will explain to parents the information in the cumulative file.

SCHOOL PHOTOS

*School photos will not be taken Fall 2020. Hoping to schedule, COVID dependent, Spring 2021.

Families may bring siblings on this day for photos, but should plan to be at the school by 7:55 AM. A make-up day will be scheduled at a later date

STANDARDIZED TESTING

Students will be administered standardized testing according to the schedule listed below. Classroom teachers will prepare students to take the tests. Parents can help by encouraging their child to get plenty of rest, eat a nutritional breakfast on the morning of the tests and give his/her best effort in taking the tests. Results of the tests are placed in the student's cumulative folder. Copies of MEA results will be sent to parents. Parents needing help to interpret test scores or who have questions about the tests should make an appointment with the classroom teacher.

Grades K-8: NWEA assessments and F&P will be given in the Fall.

Grades K-8: NWEA assessments and F&P will be given in the Spring.

Grades 3-8: MEA will take place in the Spring.

Grades 5+8: MEA Science Augmentation assessment in the Spring.

What is the NWEA MAP? Northwest Evaluation Association Measures of Academic Progress is an assessment which helps determine your child's instructional level and measure their academic growth throughout the school year (and from year to year) in math and reading. NWEAs are adaptive tests taken on a computer or tablet. This means the test becomes more difficult when your child answers a question correctly. And when your child answers a question incorrectly, the test becomes easier. Since the information presented on the test is aligned with the Brooklin School curriculum, it is the same information that your child should be exposed to in their daily lessons.

What is the F&P Assessment? Fountas and Pinnell Benchmark Assessment System is administered to each child to identify a child's instructional and independent reading levels according to the F&P Text Level A-Z. This system provides Brooklin teachers with precise data, which enables them to plan for meaningful and effective instruction, tailored to every type of learner within their classroom.

STUDENT TRANSFER

Parents must notify the office of the last day their child will be in attendance at school. This will give the secretary the opportunity to prepare a transfer card for your child to take to the next school they will be attending. All library books and other school property are to be returned to the school prior to the last day of attendance.

TELEPHONE USE

Cell phone use/texting is not permitted during school hours. The telephone in the office is not to be used by students except during their break times with teacher approval. Students must have permission to use this phone.

Telephones in the classrooms are for teacher use only. Students are expected to come to school prepared. Students will only be allowed to use these phones with teacher permission and proper cleaning afterwards due to COVID.

WHO DO I CALL WHEN I HAVE A QUESTION/CONCERN?

When you have a question or concern it is best to first talk with the person who is the most knowledgeable about the issue. In many cases, that is the classroom teacher. For bus issues, your child's driver is the first person you should talk with about a problem. Sometimes, however, the problem cannot be solved at that level. Below is a list of people, with phone numbers, to contact in order to get a problem solved. Please contact them in the order given. For a school problem the correct order of people to see to get a problem solved is:

Teacher -> Principal -> Superintendent -> School Board.

Call the school and ask the administrative assistant to have the teacher contact you. For a bus question or concern, please contact Andrea Brown at 359-8053.

PUBLIC WIFI

As a service to the public, the school has a public WiFi network available. There is no password needed. Public WiFi is subject to the same filtering as the school's network.

SECTION IV

PARENT/COMMUNITY INVOLVEMENT

PARENT CONFERENCES

Parents are encouraged to talk with their child's teachers, not just at conference time. Appointments can be scheduled through the administrative secretary or by contacting the teacher. Parent conferences will be held for all parents on October 11th, and March 19th this year. You may request a parent conference at any other time(s) as needed.

PARENTS CAN MAKE A DIFFERENCE

- Read the Student Handbook with your child(ren) to help your child learn what's expected at school.
- Look over your child's schoolwork with them. Your interest and encouragement is very important.
- Fill out the emergency form and **KEEP IT CURRENT**. It is important that one person on the card is able to care for your child, if you cannot be reached. It is also important that mailing and email addresses be kept current for school/parent communications.
- Send a note to your child's teacher when: your child is getting off the bus at a different stop; your child has had an unhappy experience and may not be at his/her best; your child is moving to another school; your child is absent from school indicating the reason.
- Send in lunch money on Mondays, or the first day of the school week. If your child forgets money, send it the next day.
- Come to school and visit - often. Ask your child's teacher how you can help. School is special for children when their parents visit.
- Be enthusiastic! How you talk about school influences how your child feels about school. If there is an issue or concern, call the teacher to get all of the facts before forming an opinion.

- Please do not distribute birthday or other party invitations in your child's classroom unless you are inviting the entire class to prevent hurt feelings between peers.

PARENTS AS PARTNERS IN EDUCATION

Parents play an important role in developing a child's attitude toward school. We suggest the following for parents to consider:

- Make education a family priority. Emphasize the important role education plays throughout life.
- Build your child's self-confidence as a student by recognizing when he or she does well in school or school related activities.
- Help your child develop good study and work habits. At home, set a time and place for homework.
- Schedule a daily period of home study time. Help with homework when needed.
- Develop a system of praise and rewards for good study habits, good grades, and other good school-related behaviors.
- Meet with your child's teachers and other school personnel. They can provide important information into your child's school performance.
- Get to know your child's friends and classmates. They can influence his/her school performance.
- Find ways to discuss issues, subjects and course materials being covered at school.
- Help your child develop an interest in extracurricular school activities such as sports, band, clubs, etc. The benefits are numerous.
- Get the child tutorial assistance with subjects that pose learning difficulties.
- Help the child develop and achieve academic goals.
- Get involved in order to better understand and help change the problems related to school attendance. Show that you have a positive attitude toward school attendance.
- Allow your child plenty of time in the mornings to get ready for school. Refuse to view tardiness as acceptable behavior and discourage early dismissals.
- Make every effort to schedule doctor, dentist, and other appointments before and after school hours.
- Refuse to write excuses for anything other than legitimate absences.
- Plan family vacations in accordance with the school calendar as much as possible.
- Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
- Use good judgment. Don't send a sick child to school.
- Our school staff welcomes phone calls and visits by parents who wish to give or receive information regarding their child. Making an appointment can facilitate such visits.
- Understand our educational programs by spending time in our school. We're proud of our program, teachers and students. Be supportive as we work hard to provide the best possible education for our students.

PARENT-TEACHERS-FRIENDS (PTF)

President: Molly Blake

The PTF meets monthly in the Brooklin School Library.

Feel free to join the PTF!

Purpose: PTF parents get involved by supporting the Brooklin School students, teachers and staff. Parents can volunteer to assist with a variety of tasks, help organize and sponsor a calendar of events, and hold fundraisers. This organization shall exist for educational and charitable purposes only. The PTF has a bulletin board with information in the lobby at Brooklin School and a Facebook page available for families to find information about the organization and events planned.

VISITORS TO THE SCHOOL

*Unfortunately, during the COVID-19 Pandemic, we will not be allowing visitors in the Brooklin School.

All visitors and volunteers are required to report to the school office before proceeding to any other part of the building, see Brooklin School Committee Policy 7.05. Parents/ community members are welcome to visit the school at any time, as long as it does not disrupt the educational programs planned for the time of visit, however all visitors are subject to administrative approval. The Visitor Policy states that:

- All visitors must first report to the office, sign in, and pick up a visitor badge. Upon leaving school, visitors must sign out in the office.
- Visitors under the age of 18 must have prior permission from their parent/guardian, from the building principal and from the classroom teacher of the class they wish to visit - before they attend school. Their visit is limited to one week unless a transfer of records takes place.
- Each student visitor must leave an emergency phone number in the office.
- Upon request from the principal, visitors must leave the building immediately.

VOLUNTEERS TO THE SCHOOL

*Unfortunately, during the COVID-19 Pandemic, we will not be allowing volunteers in the Brooklin School.

All volunteers are required to report to the school office before proceeding to any other part of the building. Parents/ community members are welcome to visit our school at any time, as long as it does not disrupt the educational programs planned for the time of visit, however all visitors are subject to administrative approval. The Visitor Policy states that:

- All visitors must first report to the office, sign in, and pick up a visitor badge. Upon leaving school, visitors must sign out in the office.
- Visitors under the age of 18 must have prior permission from their parent/guardian, from the building principal and from the classroom teacher of the class they wish to visit - before they attend school. Their visit is limited to one week unless a transfer of records takes place.
- Each student visitor must leave an emergency phone number in the office.
- Upon request from the principal, visitors must leave the building immediately.

SECTION V

CODE OF CONDUCT AND EXPECTATIONS **GOAL: TO KEEP OUR SCHOOL CLIMATE POSITIVE AND SAFE**

CODE OF CONDUCT - Belief Statement

Brooklin School strives to provide a safe and supportive environment in which all students have the opportunity to develop to their fullest potential. We recognize the need to foster independence, individuality, self-discipline and responsibility. To these ends, students and staff are challenged to:

- Respect and encourage the right to teach and the right to learn at all times.
- Be actively engaged in learning: ask questions, collaborate, and seek solutions.
- Treat themselves and others with kindness and respect.
- Be truthful and communicate honestly.
- Honor and celebrate the diversity of others.
- Be responsible and accountable for their choices.
- Be on time to fulfill their daily commitments.
- Demonstrate behavior that is considerate of their community, the campus and themselves.

Our first disciplinary priority is prevention. The staff of the Brooklin School will consistently seek out and implement behavior management strategies that prevent student actions requiring a disciplinary response. School staff shall administer discipline in a kind and judicious manner. In responding to problematic student behavior, the staff will place priorities as follows:

- A. Involve parents in the process as much as circumstances allow.
- B. Ensure that the same rules governing student behavior are applied consistently with all students.
- C. Make each response appropriate to the infraction.

COLLABORATIVE PROACTIVE PROBLEM-SOLVING - The Ross Greene Model

The Brooklin School staff uses preventative strategies, common language, and de-escalation strategies to respond to student behavior infractions. The de-escalation strategies help us to respond quickly to triggers for challenging behaviors and defuse potentially unproductive behaviors.

When the need to solve challenging behaviors arises, the process begins with a checklist called ALSUP (Assessment of Lagging Skills and Unsolved Problems). A team completes the list together to guide a discussion and identify specific lagging skills and unsolved problems that pertain to a child, prompted by an incident or pattern of challenging behaviors. The goal of the guided discussion and list is to identify the unsolved-problem/s.

An adult meets with the child to listen and gather information about the child's perspective on the unsolved problem you're discussing. The adult listens reflectively and encourages pertinent information from the child.

The team then involves the child in the solution to the problem. During this step a plan for how to move forward is created. The input from the child about what is getting in their way and the input from the team is utilized collaboratively to find a solution. The goal is to foster a partnership between the child and the adults. Problems are solved collaboratively engaging the student in the process.

CHEATING and PLAGIARISM

Cheating is a serious problem that reflects negatively on a student. It shows a disregard for the standards and values of others and the educational system. Cheating includes, but not limited to, copying homework or allowing homework to be copied, using notes or electronic devices during an exam without teacher permission, removing materials which belong to the teacher or school that will aid a student, and copying from another student or person. If a student directly quotes a source without crediting the source, the student is plagiarizing. If a student downloads materials from the Internet without citing sources, the student is plagiarizing. If a student is found to be cheating or plagiarizing by a teacher, the following will occur:

1. The teacher will notify the parent/guardian for a conference to discuss the problem.
2. The student will re-do the assignment.

COMMON AREA EXPECTATIONS

Brooklin School has clear expectations for behavior and enforces them consistently in common areas. Each year we review the articulated set of schoolwide rules that apply in common areas.

HALLWAY EXPECTATIONS

Students are to walk in the halls and just like when driving, stay toward the right side of the hall. Students will keep feet, hands, and objects to themselves and take pride in their school. They will show respect for classes in session by being quiet in the hallways.

LUNCHROOM EXPECTATIONS

Students are expected to enter and leave the lunchroom in a quiet and orderly manner and use good table manners. They should show respect for peers and supervisors by using quiet voices when visiting during lunchroom time. Students will be dismissed from lunch by duty teachers.

PLAYGROUND EXPECTATIONS

Students need to stay on the school grounds, unless given prior permission to leave. They will follow rules so as not to endanger the health and safety of other students or themselves which includes, refraining from all profanity and showing respect for their peers and supervisors. Playground equipment should be used appropriately and safely. Students should govern themselves when playing competitive games and if a resolution cannot be reached, seek assistance from a playground monitor. Students should wear sensible footwear on the playground and avoid picking up sticks, rocks, woodchips, and other items on the grounds not designed for play.

PLAYGROUND EQUIPMENT

Students should swing straight; no twisting, sideways swinging, under ducks, or jumping out. They should observe or wait their turn for swings by standing away from the swinging area. Students on the swings remain seated at all times and when finished swinging slow down to a stopped position to exit. When going down the slide, students should be seated, feet first, face up and proceed DOWN the slide, one at a time. Students observing or waiting for slides should stand away from the front of the slides. All students should be allowed an equal chance to play.

INDOOR RECESS EXPECTATIONS

As in all places and at all times in the school, hands and feet are to be kept to oneself. The teacher on duty will distribute balls and jump ropes from the equipment closet for use at recess. The games to be played will be at the

duty teachers discretion. Students are not allowed in the storage closet. Students who wish to not participate in activities and/or games, may sit quietly on the bleachers, but are prohibited from running up and down them. Quiet voices are appropriate for indoor recess--no loud screaming. Students who need to use the bathroom must ask permission from the duty teacher. Otherwise, students may not leave the gym unless directed to do so by a teacher.

DANCE EXPECTATIONS

*Unfortunately, during the COVID-19 Pandemic, we will not be having dances at the Brooklin School.

When a dance is advertised for grades 6-8 the following rules apply:

1. A completed building use form is completed and due to the Administrative office within 10 days of the scheduled event.
2. Dance times shall be 6:00 to no later than 9:00 p.m.
3. The dances are open to students in Union 76 and Union 93. Students wishing to bring a guest who does not attend school in Union 76 or Union 93 must receive approval from the Principal at least three (3) days prior to the dance.
4. All students are required to remain inside the building after they have paid. Once they have left the building, they may not reenter.
5. Students who plan to stay until the end of the dance should make arrangements to be picked up (or leave) promptly at the ending time.

DESTRUCTION OF SCHOOL PROPERTY

Students who willfully damage any school owned property or other students' property will be expected to pay for the repair or replacement of the property. The administration may also consider suspension (in or out of school), a meeting with the superintendent or a referral to the School Board for further disciplinary action.

PATHWAYS TO SELF-CONTROL

We recognize that all children will forget rules sometimes. This is part of learning to be a good citizen at school and in life. Whenever possible, staff solve student behavior infractions as they arise by listening to the child and engaging with the child to solve the problem. Teachers and staff will use the following pathways in a consistent manner to handle rule breaking.

1. Proactive discipline (creating, modeling, and practicing expectations)
2. Reminding and redirecting
3. Time-out in the classroom
4. Time-out in a buddy teacher's room for 5 minutes(optional for middle level)
 - a. Buddy teachers will escort students to designated spots in the classroom but will not interact.
 - b. Student's classroom teacher will bring the student back to class in 5 minutes or sooner unless the teacher has given the student permission to return when ready.
 - c. Teacher will process the incident with the student.
5. Involve the principal, student, and teacher in collaborative problem-solving
 - a. Students will fill out a reflection form with the teacher as soon as possible.
 - b. Teacher will fill out a digital behavior form sometime that day.
 - c. Administrator or teacher will notify the parents when Pathway 5 is used.
 - d. By the next morning or as soon as possible, parents and teachers will communicate to reestablish expectations for the student.
6. Involve security/police

- a. Teacher will call Principal to come to the classroom.
- b. If not available, call the front office.
- c. Teacher may remove the class from the situation if necessary.
- d. Students who are out of control will not be left alone or sent from the room unescorted.

RESPONSE TO INTERVENTION (RtI) for BEHAVIOR INSTRUCTION

Response To Intervention (RTI) is a system/process for providing additional behavioral support in helping students continue to progress when behavior challenges arise. When a pattern of challenging behaviors is observed, a referral to RtI to create a behavior plan or seek help from other sources like the guidance counselor may be completed. The RtI behavior process involves the family in the problem-solving. The system is based on three levels (tiers) of intervention that increase (or decrease) in frequency and intensity based on the student's progress. It is common for students to move in and out of this three-tier system as they experience success and encounter new challenges. Classroom teachers, specialists, administrators, the school counselor, educational technicians, or special education staff may be utilized to provide behavior intervention support.

A summary of the system is as follows:

Tier 1: At the first sign of difficulty, a team meets to develop intervention goals and create and implement a specialized plan to assist the child. The family is contacted and the teacher monitors the student's progress. The student remains in Tier 1 if adequate progress is made toward behavior goals, and/or intervention is no longer needed. After approximately 4-6 weeks, if it is determined that more support is required the child moves to Tier 2.

Tier 2: Students in Tier 2 have a team meeting to update intervention goals and increase support. In Tier 2, the Student Support Room personnel are added to the team. The Behavior Plan is more formalized. New goals are set and alternative de-escalation strategies may be suggested and implemented.

Tier 3: Students who require a greater level of support after intensive intervention move to Tier 3. A referral for a special education program/evaluation may be made. Parents are invited and encouraged to attend team meetings as part of the progress review team. New goals are set and alternative instructional strategies may be selected. The updated plan is sent home to parents for review.

SCHOOL/COMMUNITY EXPECTATIONS

We believe that all members of our school and the larger community should conduct themselves in a manner that promotes a positive environment of cooperation and tolerance. The students, staff and community are responsible for modeling appropriate conduct at any time they are involved in a school related event, whether at home or away. We believe that each student has the right to enter school and move about freely without any form of harassment from another person. Any act or conduct that threatens the health and safety (physical, social, emotional or intellectual) of others or that interferes with the process of learning and teaching is unacceptable. We believe that behavioral consequences should be natural and logical as much as possible.

STUDENT SEARCHES

The school board seeks to maintain a safe and orderly environment in our schools. The Principal is authorized to question and/or search students and their lockers in accordance with policy. Student use of all storage facilities including, but not limited to, lockers and desks, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. The principal has the authority

to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. The principal or designee in the presence of a staff member acting as an impartial witness will conduct all locker searches. The staff member shall be a person who has not been involved in the circumstances surrounding the locker search. If a search produces evidence that a student has violated or is violating the law, board policies and/or school rules, such evidence may be seized and impounded by administration and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the Administration.

SUSPENSIONS

Children must have an environment in which they feel physically and emotionally safe in school so they can learn. In cases where the positive approach has not been effective, we have established consequences.

- Any student who displays physical aggression toward another student or staff member may be suspended.
- Any student who threatens the safety of others through words or actions may be suspended.
- Any student who engages in dangerous or abusive behavior or language, substance use or possession, stealing/vandalism, and/or weapons possession may be suspended.

Other examples of behaviors that may result in suspension include: threatening behavior, abusive behavior, abusive language, vulgarity, fighting. When a child is asked to stay home from school or leave before the end of the school day, a parent must accompany the child to school the next day for a re-entry meeting with the teacher/s and an administrator. This meeting is typically held within the first hour of the day, prior to rejoining the class.



SECTION VI

HEALTH POLICIES AND PROCEDURES

GOAL: TO BE HEALTHY AND SAFE

ACCIDENTS

In the case of serious accidents at school, parents are notified. If the parent cannot be reached, a person listed on the emergency card is notified. The child’s physician will be notified if the accident needs immediate attention and no adult can be reached. Children are encouraged to report all serious accidents to a staff member.

COMMUNICABLE DISEASES

Maine law states that all households shall report to the local Health Officer of the town any cases of reportable diseases in their families. Some diseases that must be reported are:

Chickenpox	Diphtheria	Dysentery, Bacillary	Ringworm
Food Poisoning	German Measles	Infectious Hepatitis	Scabies
Measles	Meningitis	Conjunctivitis	Pediculosis (Lice)
Impetigo	Mumps	Polio	Scarlet Fever
Strep Throat	Tuberculosis	Typhoid Fever	Undulant Fever

Students in the elementary school should be kept home or may be sent home if symptoms suggest a communicable disease.

DEPARTMENT OF HEALTH AND HUMAN SERVICES REPORTING

The law requires that employees of schools report to the Department of Human Services any report a child makes or any visible signs of physical abuse, neglect, or sexual abuse. The law further states that if an employee fails to report, the employee may lose his/her job and may be prosecuted for failure to communicate information to the Department of Human Services. Employees must keep the information confidential.

SCHOOL INSURANCE

At the beginning of each school year forms are sent home that give parents the option of buying accident/injury insurance for their child(ren) if they want 24/7 coverage. If you wish to purchase the insurance you must fill out the form and return it to the school office. Call the school office if you need help completing the form.

SCHOOL NURSE

Our school nurse is here a half day each week. Louanne Munson, Medical Assistant is in the office daily. Please feel free to call the school and speak with the nurse directly or leave a message for her with the school’s Administrative Assistant.

HELP NUMBERS/CRISIS/EMERGENCIES

Blue Hill Medical Office	374-2311
Blue Hill Memorial Hospital	1-800-488-2836
Poison Control Center	1-800-442-6305
State Police (emergency)	911

Hancock County Sheriff's Dept. (non-emergency)	667-7575
Fire Emergency	911
Ambulance	911
Dept. of Health and Human Services	1-800-432-7823
Downeast AIDS Hotline	667-3506
Maine AIDS Hotline	1-800-851-2437
Alcohol and Drug Abuse	1-800-499-0027
Adult and Child Abuse-Neglect	1-800-452-1999
Battered Spouses and Children (Next Step)	1-800-315-5579
Maine Drug Enforcement Agency	1-800-822-0380
Environmental Protection	1-800-452-1942
Rape Crisis Sexual Assault Hotline	1-800-432-7810
Suicide Prevention	1-800-228-2470
Downeast Health Services	1-800-492-5550

(Sexually Transmitted Disease Testing/Treatment AIDS Testing and Counseling Family Planning)



Healthy Schools

Healthy Schools

SECTION VII POLICIES

POLICY NUMBER: 1.08 (NEPN/NSBA: ACAA)

Adopted: 08/09/94

Previous Revision: 12/09/97, 04/11/06, 04/14/11

Revised: 09/10/13

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the School Committee policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

The Superintendent or the employee designated as the Affirmative Action Officer and Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

- Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))
5 MRSA §§ 4602; 4681 et seq.
20-A MRSA § 6553
- Cross Reference: 1.07 - Nondiscrimination/Equal Opportunity and Affirmative Action
1.12 - Hazing
1.11 - Student Safety

BROOKLIN SCHOOL COMMITTEE

POLICY NUMBER: 1.13

Adopted: 7/11/06

Previous Revisions: 09/14/10

Revision:

Bullying and Cyberbullying Prevention in Schools

I. Introduction

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the Brooklin School Committee to provide all students with an equitable opportunity to learn. To that end, the

Committee has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Committee’s intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Committee does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the Brooklin School, and the operation of the school.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

“Bullying” and “Cyberbullying” have the same meaning in this policy as in Maine law:

A. “Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

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

OR

2. Interferes with the rights of a student by:

- (a) Creating an intimidating or hostile educational environment for the student; or
- (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

3. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student’s

association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to: Repeated or pervasive taunting, name-calling, belittling, mocking, put downs, or demeaning humor; Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion; Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures; Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing; Blackmail, extortion, demands for protection money, or involuntary loans or donations; Blocking access to school property or facilities; Stealing or hiding books, backpacks, or other possessions; Stalking; and Physical contact or injury to another person or his/her property.

B. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform; Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student; Impersonating or representing another student through the use of that other student’s electronic device or account to send email, text messages, instant messages (IM), phone calls or other messages on a social media website; Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email account, IM account, or cell phone; and using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

D. “Substantiated” means that the outcomes of the investigation on the Responding Form provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. “Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the SU76 Reporting Form

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form

The school principal or a superintendent's designee will:

A. Within 2 to 4 school days investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;

C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agencies if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation

Refer to the Remediation Form

The school principal or a superintendent's designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of the school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this

policy. The appeals procedure must be consistent with other appeals procedures established by the school committee and may include an appeal to the superintendent.

IX. Assignment of Responsibility

A. The School Committee is responsible for:

1. Annually providing and posting of this policy and related procedures on both schools' and the school administrative unit publically accessible websites for students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Including in the student handbook a section that addresses in detail this policy and related procedures.

B. The superintendent or designee is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating the school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or Retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;

[NOTE: The law requires "training and instructional materials related to the policy" be posted on the Maine Department of Education's website. See "Bullying Prevention Resources" at <http://www.maine.gov/doe/bullying/resources/> for further information]

8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Field Trips and Other Student Travel

The Brooklin School Committee recognizes the educational value of school-sponsored trips as a means of supplementing the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances, and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Brooklin School Committee policies and school rules. Students who violate policies or school rules while on a trip will be subject to disciplinary consequences.

This policy provides guidance for the various kinds of trips that may be sponsored and attended by Brooklin School students.

1. School Sponsored Trips

1. Field Trips

1. "Field trip" means a trip that takes place during the school day and is organized and conducted by one or more Brooklin School employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.
2. Field trips must be approved in advance by the Principal.
3. The following factors shall be considered in planning and approval of field trips:
 1. Objectives of the proposed trip and the anticipated learning outcomes;
 2. Specific learning activities to be experienced during the trip;
 3. Suitability of the activity and distance traveled to the age of students;
 4. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;
 5. Arrangements for meals (if applicable);
 6. Availability of funding for all necessary expenses through the school budget or other appropriate sources.
4. In addition, the School Committee requires that:
 1. Parents/guardians give written permission for field trip participation;
 2. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
 3. Students participating in field trips conduct themselves in a manner consistent with School Board policies and school rules.

2. Competition Trips

1. "Competition trip" means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip must be approved in advance by the Principal and Superintendent. All other requirements are the same as for Field Trips above. Approval may be contingent upon availability of funding through the school budget or other sources.

3. Other School-Sponsored Trips

1. Other school-sponsored trips are those that are organized and conducted by one or more Brooklin School employee(s) as a supplement to the curriculum, as a class social activity, or as an activity planned by a student organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.
2. Participation in such trips is entirely voluntary.
3. The Superintendent and School Committee must approve, in advance, any trips involving out-of-state travel and all overnight trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising. These trips include but are not limited to:

1. Overnight trips that are part of the curriculum or part of the overall educational experience at the Brooklin School. Examples of this type of trip are Camp Kieve, Boston Science Museum, and Schoodic Science Trips.
2. 7th/8th Grade Academic Overnight Trip
 1. Sponsored every two years involving two classes
 2. Will include one or two overnight stays
 3. School may rotate academic themes, trip to trip
 4. District will budget an amount for trip expenses, including transportation in the year of the trip
 5. If other funds are needed, the school admin will request approval from the Committee for specific fundraising needs.
3. 8th Grade Celebratory Trip
 1. A one day trip, not an overnight
 2. District will pay for bus transportation
 3. District will budget an amount for other expenses
4. Staff seeking approval for school-sponsored trips must furnish the following information:
 1. Objectives of the trip and anticipated outcomes;
 2. Specific experiences to be provided;
 3. Number and grade(s) of students;
 4. Criteria for student participation;
 5. Maximum number of students who may participate;
 6. Cost per student, including funds requested from the School Department and from individual students;
 7. Fundraising plans (if applicable);
 8. Transportation arrangements;
 9. Itinerary;
 10. Arrangements for meals and lodging;
 11. Arrangements for sufficient employees to serve as chaperones, as determined by the Principal;
 12. Arrangements for a parent to attend if necessary to meet the special needs of a student;
 13. Plans for safety and emergencies;
 14. Plans for communicating information to parents and obtaining parental permission; and
 15. Accountability for student conduct.
5. Once approved, fundraising for the trip may begin. In order to begin fundraising, some of the details of the proposal may be presented for approval at a later School Committee meeting, but not later than thirty days prior to the trip.
6. Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies. As volunteers, Chaperones are expected to follow and support all school staff expectations and school committee policies and to follow the direction and guidance of school staff. Children of chaperones are not permitted to attend unless they are members of the student group taking the trip.
4. All school-sponsored trips that do not fall under sections 1-3 above require School Committee approval as an exception.

2. Non-School-Sponsored Travel

1. Travel that is not an extension of the instructional program or school-sponsored activities and that has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.
2. All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The School Committee accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school department's liability insurance.
3. To minimize the impact of these trips on the instructional program and operation of the schools, the School Committee strongly encourages organizers/sponsors to schedule non-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the Principal of such plans and would be participating on their own time or personal time. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.
4. Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the School Committee's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with School Committee policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the Brooklin School's instructional, co-curricular or extracurricular programs.
5. It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or led by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in all informational meetings or materials promoting the trip:

“This trip is not approved or sponsored by the Brooklin School Committee or the Brooklin School. It has not been reviewed, approved, or endorsed by authorized Brooklin School Department administrators and it is not covered by any Brooklin School Department insurance policies.”

BROOKLIN SCHOOL BOARD

POLICY NUMBER: 1.14 (NEPN/NSBA: ADC/GBED)

Adopted: 09/27/90

Previous Revisions: 01/15/02, 09/09/08

Revised: 09/10/13

TOBACCO USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Brooklin School Department facilities, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco

products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

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

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

Brooklin (SU 76)																														
2020-2021 School Calendar (Adjusted Final 8-20-2020)																														
																								8/20/20						
July 2020							August 2020							September 2020																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
				1	2	H								1			P	P	P	P	5									
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12										
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19										
19	20	21	22	23	24	25	16	17	NSO	NSO	NSO	21	22	20	21	22	23	24	25	26										
26	27	28	29	30	31	23	*P	*P	*P	*P	*P	29	27	28	29	30														
							30	P																						
October 2020							November 2020							December 2020																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5										
4	5	6	7	8	P	10	8	9	10	H	12	13	14	6	7	8	9	10	11	12										
PTCW	H	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19										
18	19	20	21	22	23	24	22	23	24	25	H	27	28	20	21	22	23	24	H	26										
25	26	27	28	29	30	31	29	30						27	28	29	30	31												
January 2021							February 2021							March 2021																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
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31																														
April 2021							May 2021							June 2021																
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							30	H																						
KEY																														
NSO	New Staff Orientation														Aug 18-20 New Staff Orientation															
P	Professional Day														*Aug 24-28, 31 & Sept 1-4 Professional Days															
F	First Student Day														Sept. 8 First Student Day															
W	Holiday / Vacation														Oct 9 Professional Day															
L	Last Student Day														Oct 13-16 & March 8-12 Parent-Teacher Conference Weeks															
	Early Release 1/2 Days (noon dismissal)														March 19 Professional Day															
															June 14 Last Student Day															
173	Student Days																													
183	Teacher Days														Students will be dismissed at Noon each Friday for Staff Professional Time.															
10	Professional Days																													
10	Legal Holidays														Trimesters End (TE): First Nov 24, Second March 12, Third June 10 (Subject to change)															
															*Parent-Teacher Conference Week (PTCW)															
Aug	0	5																												
Sept	17	21																												
Oct	28	32																												
Nov	17	17																												
Dec	16	16																												
Jan	19	19																												
Feb	15	15																												
Mar	22	24																												
Apr	17	17																												
May	20	20																												
June	10	11																												
	173	183																												
School Year will be adjusted if storm days are needed.																														
*Five teacher professional days to begin the year are from the 19-20 School Year.																														

