

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Kady Gould
Superintendent of Schools

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www.msad11.org

Angela Hardy
Director of Curriculum & Instruction

MERLE E. PEACOCK, JR. BOARD ROOM

POLICY COMMITTEE MEETING

September 3, 2026

5:30 pm

AGENDA

The meeting will also be live streamed and available for viewing at www.msad11.org.

- I. Call to Order
- II. Discussion/Vote
 - A. Policy Review
 - BIC-E Certification of Completion
 - B. Handbook Review
 - MSAD 11 Elementary Schools 2026-2027 Student Handbook
 - MSAD 11 PreK 2026-2027 Student Handbook
 - **The following handbooks were not available at posting time.**
 - Gardiner Area High School 2026-2027 Student Handbook
 - Gardiner Regional Middle School 2026-2027 Student Handbook
 - MSAD 11 Athletic Handbook
- III. Adjourn

**CERTIFICATION OF COMPLETION OF FREEDOM OF ACCESS TRAINING
REQUIRED BY 1 MRSA § 412**

I, _____, hereby certify that I have met the
(*Name of elected official, Superintendent, or Asst. Superintendent*)

Training requirements set forth in MRSA § 412 on _____ by
(*Date of training*)

Completing the following training.

- ☐ A thorough review of all of the information made available on the Frequently Asked Questions portion of the State Freedom of Access website,
www.maine.gov/foaa/faq
- ☐ Another training course that includes this information, identified as follows:

(*Title of course*)

(*Name of course provider*)

Dated this _____ day of _____, 20____.

(*Signature*)

(*Printed name*)

(*Elected office or Public Official Role*)

NOTE: Training must be completed within 120 days after an elected official takes the oath of office.

Adopted: November 6, 2008

Revised: January 7, 2016; April 1, 2021; December 2, 2021

MSAD 11 ELEMENTARY SCHOOL HANDBOOK 2026-2027

River View Community School



Helen Thompson Elementary School



**Pittston-Randolph Consolidated
School**



Laura E. Richards Elementary School



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MSAD 11

**PreK to Grade 5
Parent, Student & Staff Handbook
2026-2027**

MSAD 11 Elementary Schools

Gardiner:	Laura Richards School - Grades Pre-K-2 River View Community School - Grades 3-5
Pittston-Randolph:	Pittston-Randolph Consolidated School - Grades K-5
West Gardiner:	Helen Thompson School - Grades K-5, STARS, STEPS

ELEMENTARY SCHOOL PRINCIPALS

Victoria Duguay, River View Community School	582-3402
Cristina Lavigne, Laura E. Richards School	582-3612
Ira Michaud, Pittston-Randolph School	582-6268
Kim Taylor, Helen Thompson School	724-3930

SUPERINTENDENT'S OFFICE ADMINISTRATIVE STAFF

Kady Gould, Superintendent	582-5346
Angela Hardy, Director of Curriculum and Instruction	582-5346
Sarah Bolduc-Ignasiak, Director of Special Services	582-7366
Hope St. Denis, Assistant Director of Special Services	582-7366
Linda Sergent, Director of Child Nutrition Services	582-5346
Gabe Dostie, Director of Facilities	582-5346
Jeff Ellis, Director of Transportation	582-6663
Terry McGuire, Director of Instructional Technology	582-5346
Sara Sims, Title IX/Affirmative Action Coordinator	582-1326

SCHOOL BOARD MEMBERS

Becky Fles (G), Board Chair
Anthony Veit (G), Board Vice Chair
Linda Caputo (P)
Meaghan Carlson (G)
Daniel Coutts (R)
Tyler Eldridge (W)
Jeff Hanley (P)
Barry Manning (R)
Brandon Martin (W)
Janelle McKinnon (W)
Allyce Pepin (G)
Michelle Tucker (G)
Ella Kruk - Student Representative
Isaac Boyce - Student Representative



OUR MISSION

Together, we commit to **helping every student know they matter**. Our goal is to empower students to acquire skills, participate in meaningful experiences, and build community connections to navigate a healthy and productive future.

We believe:

- a positive learning experience is vital for children to have a successful beginning to their lifelong journey.
- education is a shared responsibility between home and school, working as a team.
- your involvement is both welcomed and necessary.

Check out each of our District's and schools' websites at www.msad11.org

MSAD 11 2026 – 2027 SCHOOL CALENDAR WORKSHEET – Revised 3/12/2026

2026

2027

175 Student Days and 181 Teacher Days

JULY						
S	M	T	W	T	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST - 1						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	NS	21	22
23	24	W	W	W	28	29
30	F1					

SEPTEMBER - 21						
S	M	T	W	T	F	S
		F2	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	ER	25	26
27	28	29	30			

OCTOBER - 20						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	ER	W	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER - 17						
S	M	T	W	T	F	S
1	2	3	4	ER	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	TE	V	H	V	28
29	30					

DECEMBER - 16						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	V	V	H	26
27	V	V	V	V		

JANUARY - 19						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	ER	SE	23
24	25	26	27	28	29	30
31						

FEBRUARY - 15						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	ER	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28						

MARCH - 22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	ER/TEW	13	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL - 16						
S	M	T	W	T	F	S
				ER	2	3
4	5	6	7	8	9	10
11	12	13	14	15	W/C	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

MAY - 20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	ER	20	21	22
23	24	25	26	27	28	29
30	H					

JUNE - 9						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	LD	11	G
13	14	15	16	17	H	19
20	21	22	23	24	25	26
27	28	29	30			

H – Holidays

July 3	Independence Day Observed
July 4	Independence Day
September 7	Labor Day
October 12	Indigenous Peoples' Day
November 11	Veterans Day
November 26	Thanksgiving Day
November 27	Day After Thanksgiving
December 25	Christmas Day
January 1	New Year's Day
January 18	Martin Luther King, Jr. Day
February 15	Presidents' Day
April 19	Patriots' Day
May 31	Memorial Day
June 18	Juneteenth Observed
June 19	Juneteenth

*American Education Week is November 16-22

**Religious/Cultural Holidays listed on the back of this calendar

First Student Day F1	Grades K-6 & 9	August 31
First Student Day F2	PreK, Grades 7-8 & 10-12	September 1

NS – New Staff Orientation August 20

W – Workshop Days:

August 25	October 9
August 26	March 12
August 27	April 16 (Teacher Comp Day)

ER – Early Release Days

September 24	February 12
October 8	March 11
November 5 (P/T Conf)	April 1 (P/T Conf)
January 21	May 19

V – Vacation Days

November 25	December 26 - 31
November 27	February 16 - 19
December 23 - 24	April 20 - 23

LD – Last Day June 10 without Emergency/Snow Days

G – Graduation June 12

High School

SE – Semester Ends

1 st Semester Ends (89)	January 22
2 nd Semester Ends (86)	June 10

Middle and Elementary Schools

TE Trimester

1 st Trimester Ends	November 24
2 nd Trimester Ends	March 11
3 rd Trimester Ends	June 11

For access to the full MSAD 11 Policies please click on the links below:

ADMINISTRATION OF MEDICATION TO STUDENTS

Link: [JLCD - Administration of Medication to Students](#)

Although the MSAD 11 Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. 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.

Parents are urged to schedule administration of medication outside school hours. When a student must take medication at school, the parent must complete a medication permission form.

Prescription medication brought to school must be clearly labeled with the student's name, name of medication, dosage, time to be given, name of doctor and date when prescribed in its pharmacy labeled container.

Non-prescription medication will be given only with a note from your child's doctor stating the directions and the container must be labeled with the same information as prescription medication. If medication is not labeled as specified, it will not be administered by school personnel.

ANIMALS IN SCHOOLS

Link: [IMG - Animals in Schools](#)

Permission must be obtained from the building principal before any animal is brought into the school by a teacher, student, or any other person.

ATTENDANCE

Link: [JEA - Compulsory Attendance](#)

Under state law, full-time school attendance is required of every child 6 years of age or older and under age 17, unless they have received a high school diploma or its equivalent. Although not required to enroll in school, if a child who is 5 years of age and under age 6 is voluntarily enrolled in a public school and has not formally withdrawn, that child is required to attend school when it is in session.

BIRTHDAYS

Birthdays are important and significant in the lives of most children. Parents and students who wish to bring treats for the entire class may do so. Please contact the classroom teacher in advance, checking for students who may have food allergies. Invitations to outside of school birthday parties which do not include the whole class are not to be distributed at school.

BREAKFAST AND LUNCH

Link: [EFC - Free and Reduced Price Food Services](#)

Link: [EFBA - Menu Development Options](#)

Our schools offer both breakfast and lunch programs. Students may receive a "pre-pay" envelope at the beginning of the school year or you can pay using [myschoolbucks](#). To make a prepayment, please complete and return the envelope with your payment to the Food Service Manager at your school or make a payment using [myschoolbucks](#). Checks should be made out to the MSAD 11 Food Service Program. Menus for both breakfast and lunch are posted on each school's website <https://www.msad11.org/>.

Please click on the link to set up an account on My School Bucks:

Link: <https://www.myschoolbucks.com/ver2/getmain?requestAction=home>

Note: For the 2026-2027 school year the State of Maine is providing funding for both breakfast and lunch programs free of charge to all students. You will need to pay for milk for students bringing cold lunch using the “pre-pay” envelope or by adding funds to your [myschoolbucks](#) account.

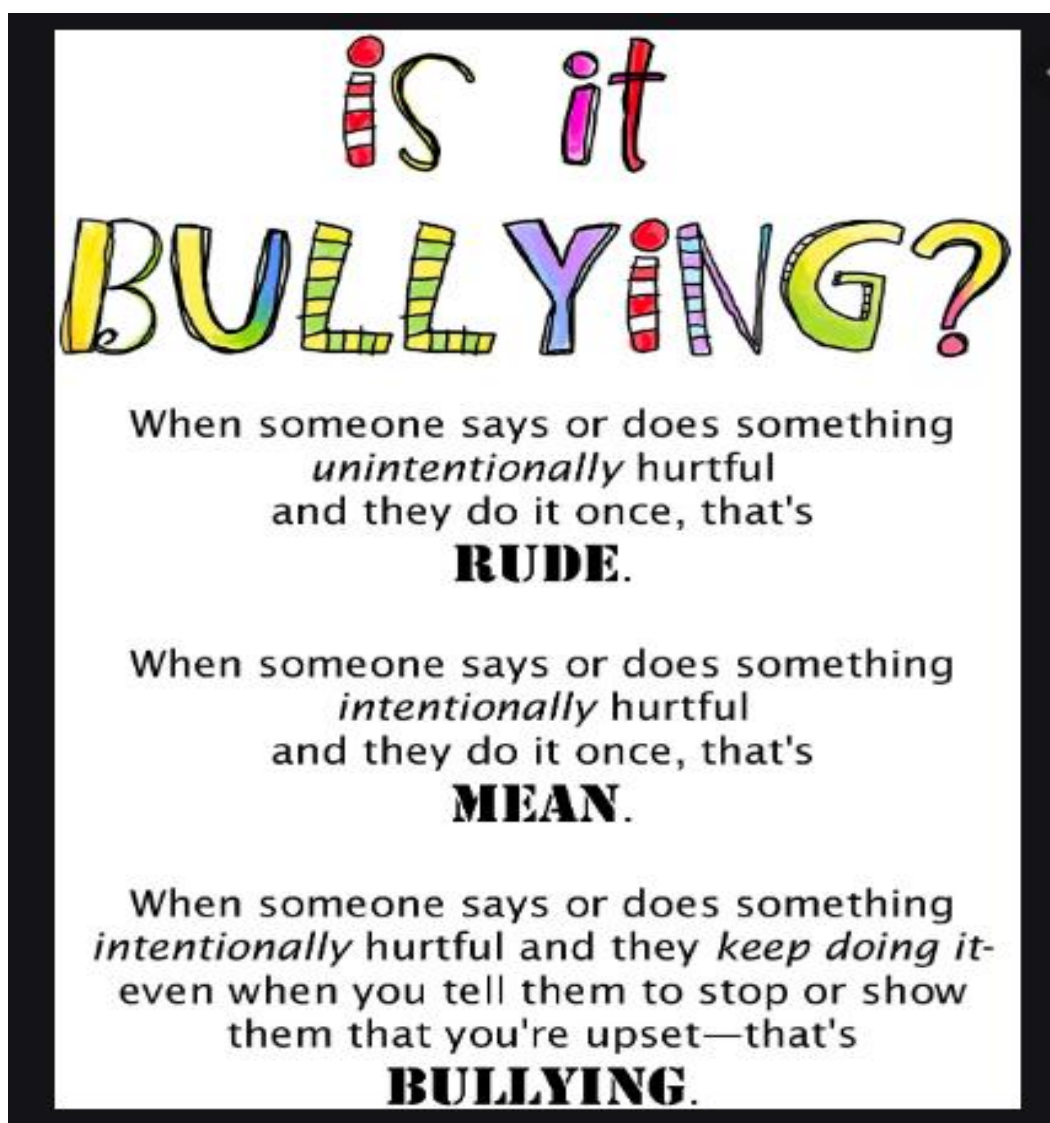
No Free and Reduced lunch applications need to be completed for the 2026-2027 school year.

For any questions regarding the School Nutrition program, please call Linda Sergent, Director of Child Nutrition Services, at 582-5346.

BULLYING AND CYBERBULLYING

Link: [JICK - Bullying & Cyberbullying Prevention in Schools](#)

We take bullying and cyberbullying very seriously. Below is an image that outlines some of the language we use with students to help us all determine what is and isn't bullying as we investigate bullying claims and have discussions with students. Below the image is the district policy on bullying.

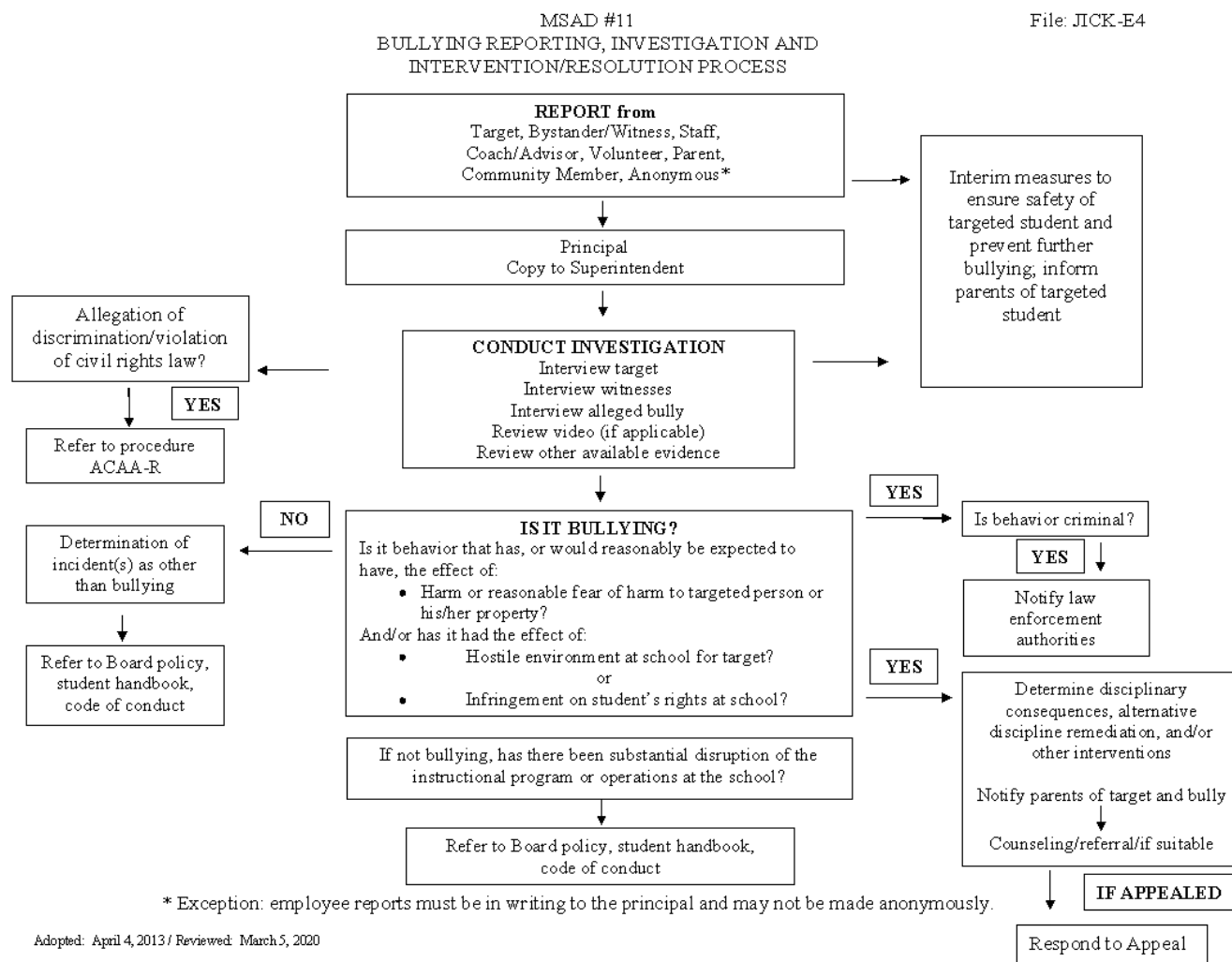


The School believes that including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Board
bullying,

Bullying and cyberbullying are behaviors that are taken quite seriously and thoroughly investigated upon reporting. Appropriate actions are taken as the investigation dictates.

The image below is a procedural flow chart of how MSAD 11 handles the reporting, investigation, and intervention/resolution process for bullying:



BUS RIDERS

Link: [EEEEA - Riders](#)

MSAD 11 students are expected to ride the bus to which they are assigned. Parents/guardians may request temporary changes in transportation arrangements. Such requests must be submitted in advance to the building principal. Approval is subject to available bus seating. MSAD 11 bus drivers shall not permit any person other than a pupil, teacher, school official, mechanic or police or patrol officer to ride in his/her bus without written consent from the Superintendent's Office, School Principal or the Director of Transportation.

STUDENT CONDUCT ON SCHOOL BUSES

Link: [JICC - Student Conduct on School Buses](#)

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus—and only at that time—do they become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the MSAD 11 Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Transportation is a student privilege and safety is our main concern. All children shall act in a manner that will not jeopardize the safety of others, nor shall they distract the bus driver from their duties. For everyone's safety, bus drivers must be in complete control of the bus at all times; therefore, the following bus rules shall be strictly enforced:

STUDENT CONDUCT ON BUSES - RULES

Link: [JICC-R Student Conduct on Buses Rules](#)

1. Riders will take a seat and remain seated, with the aisle kept clear, until the bus stops.
2. Riders will not throw any article in or out of the bus and will not hang any body part out of a window.
3. Riders will not disturb other passengers in any manner such as pushing, slapping, grabbing etc. Rude language and obscene gestures are unacceptable.
4. Riders will respond promptly and courteously to the driver's requests.
5. Riders shall not disturb or talk to the bus driver except in an emergency.
6. After leaving the bus, riders shall go to the front of the bus and wait until the bus driver makes eye contact and signals them to cross the road. No passenger will cross in the back of the bus at any time.
7. The Director of Operations will assign bus stops. Students are to be at the bus stop 10 minutes prior to pick up.

Note: In order to help provide a safe environment for students on school provided transportation, the school board supports the use of video equipment on district vehicles. Cameras may be used to monitor student behavior. If a video becomes the basis for disciplinary action, the parents of the student will be given the opportunity to view the resulting video.

STUDENT CONDUCT ON BUSES – CONSEQUENCES

Link: [JICC-R Student Conduct on Buses Rules](#)

PK – Grade 2

When a PK – grade 2 student does not comply with these rules, they will receive a verbal warning and may be assigned a seat, with the parent notified. Further failure to comply may result in suspension from all buses for a period of time, which is determined by the violation.

Grades 3-12

For grades 3-12 similar action will occur, but based on the violation, suspension from the bus may be immediate. The Director of Transportation or designee will discuss the violation with the student(s), record the incident and notify the parents/guardian in writing and by telephone, if possible. Parents/guardians must provide transportation to and from school for the suspended student. The Director of Transportation maintains contact with the building administrator.

CARE OF SCHOOL PROPERTY BY STUDENTS

Link: [JICB - Care of Student Property by Students](#)

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials.

If reimbursement is not forthcoming within a reasonable time:

- A. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage;” or
 - B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.
- The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.
- For the full MSAD 11 policy on Care of School Property By Students, please click on the following link:

CELL PHONES, SMART WATCHES, and OTHER PERSONAL ELECTRONIC DEVICES

Link: [JICJ - Bell to Bell Cell Phone Ban](#)

This policy is designed to create an environment where all students can thrive academically and socially. This policy applies to all students enrolled in MSAD 11 and includes, but is not limited to, the use of:

- Cell Phones
- Smartwatches
- Earbuds/headphones
- Other personal electronic communication tools, personal computers, or entertainment devices

All students must have personal electronic devices turned off during the school day, and put away or stored in their backpacks from the first bell through the last bell of the school day.

DISMISSAL FROM SCHOOL

Link: [JLIB - Student Dismissal Precautions](#)

No child is permitted to leave school before the regular dismissal time unless ill or upon written request from the parent/guardian. If someone other than a person named on your child’s emergency card is to pick up your child, please send a note. A child will not be released to someone who does not have your permission.

The Transportation office (207-582-6663) and the school office should be notified if you desire to change your child’s regular route home. Please send a signed note to school. Without notification, we will send your child home in the usual way. For safety, your child must also show the note to the driver.

DRUG & ALCOHOL USE BY STUDENTS

Link: [JICH - Drug & Alcohol Use By Student](#)

Link: [JICH-R - Drug & Alcohol Use By Students - Administrative Procedure](#)

It is vitally important for the students, parents/guardians, staff, and community members to understand that the Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction, which may warrant punishment up to and including expulsion.

Disciplinary Action: The building principal shall notify the Superintendent of all violations of the Board's Drug and Alcohol Use by Students.

1. First Offense

- a. Building administrator verifies offense.
- b. Building administrator meets with student and parents/guardians.
- c. Building administrators notify law enforcement.

Any student determined to be selling and/or furnishing will automatically be referred to Board for an expulsion hearing

ELEMENTARY SCHOOL GOALS AND OBJECTIVES

Link: [MSAD 11 Strategic Listening Report](#)

Link: [MSAD 11 Curriculum and Instruction website](#)

In MSAD 11, educators work collaboratively across all phases of the curriculum design and revision process. Our goal is to develop a collective vision for teaching and learning, refine our curriculum to align to that goal, and cultivate a love of learning across our system.

FIELD TRIPS

Link: [IJOA - Field Trip](#)

Field trips are a valuable educational experience. To ensure that all students take part, parents/guardians are asked to complete a permission form for each field trip. Any student for whom permission is not obtained shall participate in appropriate alternative activities within the school during typical school hours. Parents/guardians may be invited to chaperone when the trip is out of the district and will need to complete the District's Chaperone Protocol form. Parents attending field trips may **NOT** bring siblings. All arrangements for chaperones are made by the classroom teacher.

FIRE DRILLS (FILE: EBCB)

Link: [EBCB - Emergency Evacuation Drills](#)

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, PK-12, are required to hold two emergency evacuation drills during the first two weeks of school. PK-5 schools will hold an additional eight emergency drills during the school year.

FORMAL TESTING (ASSESSMENTS)

Link: [ILA - Student Assessment](#)

The District assesses and collects data regarding student performance in the following areas: English/Language Arts, Mathematics, Social Studies and Science.

The Superintendent and Director of Curriculum will be responsible for implementing MSAD 11's assessment system. The Superintendent shall be responsible for ensuring that the assessment system is in compliance with applicable statutes and Maine Department of Education rules.

HARASSMENT & SEXUAL HARASSMENT

Link: [ACAA - Harassment of Students](#)

Link: [ACAA-R - Student Discrimination-Harassment & Title IX Sexual Harassment Complaint Procedure](#)

Link: [ACAA-R1 - Student Discrimination-Harassment Complaint Procedure](#)

Link: [ACAB - Harassment of Employees](#)

Link: [ACAB-R - Employee Discrimination-Harassment & Title IX Sexual Harassment Complaint Procedures](#)

Link: [ACAB-R1 - Employee Discrimination-Harassment Complaint Procedure](#)

Harassment of students because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of MSAD 11 School Board policy and may constitute illegal discrimination under state and federal laws. School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct. Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

HAZING

Link: [Hazing](#)

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a school or any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers the student regardless of the student’s willingness to participate in the activity.” It is the policy of the MSAD 11 School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school district, are inconsistent with the educational process and shall be prohibited at all times.

HEALTH ISSUES

Link: [JLCD - Administration of Medication to Students](#)

Link: [JLCE - First Aid and Emergency Medical Care](#)

It is important that you can be contacted in case of an emergency. Please keep the office updated with a current phone number and emergency contact information.

LIBRARY

Every student is allowed to sign out one book at a time. When the book is returned, it may be renewed or the student may select a new one. Students and parents are responsible for the books signed out. If a book is lost or badly damaged, a bill will be issued for the price of book replacement.

MSAD 11 CODE OF CONDUCT

Link: [JIC - Student Code of Conduct](#)

Promoting ethical and responsible student behavior is an essential component of the MSAD #11 Board’s educational mission.

MSAD 11 is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

MSAD 11 is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules.

The Code applies to students:

- On school property
- While in attendance at school or at any school-sponsored activity
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to the safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Discipline

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses.

MSAD 11 WEBSITE

Link: [IJNDC - MSAD 11 Website](https://www.msad11.org/)

MSAD 11 maintains an official website to provide general information about our school district, as well as information about our educational programs, extracurricular activities, school events, and student and staff achievements. This website is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The website does not create, nor is it intended to create a public or limited public forum. The District website can be accessed at: <https://www.msad11.org/>

MTSS (Multi-Tiered Systems of Support)

MTSS stands for multi-tiered system of supports. It's a framework many schools use to give targeted support to struggling students. MTSS is designed to help schools identify struggling students early and intervene quickly. It focuses on the "whole child." That means it supports academic growth, but many other areas, too. These include behavior, social and emotional needs, and absenteeism (not attending school). The tiers of support are a huge part of MTSS. They get more intense from one level to the next. For example, a child getting small group interventions may need to "move up" to one-on-one help. MTSS isn't the same thing as response to intervention (RTI). MTSS is more comprehensive. But it may *include* the three tiers of RTI. MTSS will guide the work we do with students to help them find the appropriate supports and programs that will help them achieve at faster levels to close the gap and allow them to perform on the same plane as peers of the same age. Ongoing PD occurs with staff to help them understand the MTSS model, the data we track to show its effectiveness, how PLC's support the MTSS work across the school, and the many things available across the district to support MTSS implementation. Here is a link to the Maine DOE MTSS website link that is full of resources: <https://www.maine.gov/doe/mtss>

"NO SCHOOL" ANNOUNCEMENTS

On mornings when storms prevent school from being held, "no school" bulletins will be announced several times on Channels 6, 8, & 13 and on our district website. If you have registered with the automated system, you will be notified by telephone, email, and/or text. The decision to have no school will be made as early as possible. Please listen for the announcement and do not call the schools, superintendent, principal, or teachers.

Occasionally, the weather becomes so inclement during the school day that children will be dismissed early. Bulletins will be announced several times on Channels 6, 8, & 13 and on our district website. If you have registered with the automated system, you will be notified by telephone, email, and/or text.

REMOTE LEARNING DAYS

As we've done in the past few years, this year MSAD 11 will sometimes use remote learning days instead of traditional snow days when road conditions make it unsafe for students and staff to travel to school. Here are some of the benefits and details about what remote learning days will look like for your child(ren):

Key Information and Remote Day Schedule

- **Notice:** If a remote learning day is to be used, notification will be sent ahead of time if possible. Weather patterns change frequently, which may prevent a final decision from being made the day before an anticipated remote day. If power outages are expected to be extensive, we will likely resort to a traditional snow day.
- **School Breakfast and Lunch:** Families who wish to receive a free school breakfast and lunch, a day in advance of a possible remote learning day, please click on this [link](https://forms.gle/kavD5ZNdbgdng9CN9): <https://forms.gle/kavD5ZNdbgdng9CN9> to complete individual surveys for each of your children. Your request to receive a free school breakfast and lunch will be applied to every remote learning day. If at any point you decide not to receive a free school breakfast and lunch, or to be added to the list to receive a free breakfast and lunch, please notify Linda Sergent, Director of Food Services@ 582-5346 or lsergent@msad11.org
- **Elementary Schools:** Paper packets will be sent home for students to complete on remote learning days. Students should complete the literacy and math activities and choose one learning activity from a specialist (art, music, PE, library). Teachers will set up office hours to help students, and families will get this information directly from their child's teacher. Students should bring back their completed packets on the next school day. Returning the packet will mark your child as "present" for the remote learning day.

NON-DISCRIMINATION/EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

Link: [AC - Nondiscrimination/Equal Opportunity and Affirmative Action](#)

MSAD 11 does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability are prohibited.

PHOTOGRAPHS AND VIDEO

Link: [IJNDC-E1 MSAD 11 Student Computer & Internet Use Acknowledgment Form](#)

There are times throughout the school year when your child may be photographed or videotaped. Please complete the "Media Use" permission form. These forms will be kept on file in the office.

PHYSICAL RESTRAINT AND SECLUSION

Link: [JKAA - Use of Physical Restraint and Seclusion](#)

The MSAD 11 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be

used as an emergency intervention when the behavior of a student presents an imminent risk of physical injury to the student or others.

State law and MDOE Rule Chapter 33 do not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as they deem appropriate.

1. Definitions

The following definitions apply to this policy and the accompanying procedure:

- A.
 - 1. Physical restraint: A personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, or head freely.
 - 2. Physical restraint does not include any of the following:
 - a. Physical escort: A temporary, voluntary touching or holding of the hand, wrist, arm, shoulder or back to induce a student to walk to a safe location.
 - b. Physical prompt: A teaching technique that involves voluntary physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
 - c. Protective Physical Interventions: Brief physical contact with a student in response to potentially harmful student action that serves to deflect, block, or redirect the student's actions or disengage from a student's inappropriate grip, but from which the student could freely move away.
 - d. The use of adaptive devices or mechanical supports to achieve proper body position, balance, or alignment to allow greater freedom of movement than would be possible without the use of such devices or supports.
 - e. The use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
- B.
 - 1. Seclusion: The involuntary isolation or confinement of a student alone in a room or clearly defined area from which the student does not feel free to go or is physically denied exit.
 - 2. Seclusion does not include:
 - a. A timeout, an intervention where a student requests, or complies with an adult request for a break.

2. Procedures for Implementing Physical Restraint and Seclusion:

Link: [JKAA-R Procedures on Physical Restraint and Seclusion](#)

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

- 3. Annual Notice of Policy/Procedure: MSAD 11 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.
- 4. Training Requirements:
 - A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
 - B. MSAD 11 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program

approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Comprehensive Emergency Management Plan.

5. Parent/Legal Guardian Complaint Procedure

A parent/guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Director of Special Services as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/guardian within twenty (20) business days of receiving the complaint, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

QUESTIONING AND SEARCHES OF STUDENTS

Link: [JIH - Questioning and Searches of Students](#)

Link: [JIH-R - Questioning and Searches of Students - Administrative Procedure](#)

The MSAD 11 School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks and parking lots, 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. School administrators have 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. Canine patrols may be used to conduct searches anywhere on school property.

RECESS

Recess is part of the elementary school program. It is a time for children to develop social and physical skills in a semi-structured setting. Whenever possible, the children go outside for recess. Weather conditions are considered before a decision for outside recess is made. Students should dress appropriately for varying weather conditions. All students in school will attend recess unless there is a note from the doctor.

SAMPLE: ELEMENTARY SCHOOL DAY SCHEDULE

(Times may vary from school to school within the MSAD 11 district)

8:10 Students may arrive at school. Adult supervision begins.

8:25 The school day begins; lunch count taken; the day organized.

- 8:30 - 3:00 The days are filled with academics, allied arts (art, music, physical education and library), lunch, recess, intervention and enrichment. (For the safety of our students, all doors, except the main door, are locked during school hours.)
- 3:00 Students are dismissed to a designated adult or to their buses.

It is important for students to arrive on time each day and remain at school until the end of the school day. Late arrivals and early dismissals interrupt the flow of the school day for students.

STAFF CONDUCT WITH STUDENTS

Link: [GBEBB - Staff Conduct with Students](#)

The MSAD 11 Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The purpose of this policy is to ensure that interactions and relationships between staff members and students are based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

The Board understands that staff members may interact with and have friendships with families of students outside of school. This policy is not intended to prohibit such interactions, provided that professional boundaries are maintained at all times.

Unacceptable Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- D. Engaging in sexual banter, allusions, jokes, or innuendos with students;
- E. Asking a student to keep a secret;
- F. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- G. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- H. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- I. "Friending" students or engaging in any other interactions on social media or through digital applications (outside of any school-approved activity); and/or
- J. Communicating with students on non-school matters through phone calls, email, text messages, Messenger or any other digital methods, or by notes, letters or any other means (unless the student's parent approves of the activity, e.g., in the context of employment or participation in community activities).

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

STUDENT ABSENCES AND EXCUSES

Every student is expected to attend school punctually and regularly and to conform to the regulation of the school with respect to attendance and tardiness. No pupil shall be permitted to leave school before the regular time of dismissal unless ill or upon written request from the parent/guardian. The only legitimate excuses for absences or tardiness shall be:

- A. Illness of the pupil or appointment with a health professional
- B. Family emergency
- C. Observance of a recognized religious holiday
- D. Planned absence for a personal or educational purpose which has been approved
- E. Inclement weather rendering the safety of the student questionable going to and from school.

STUDENT DISCIPLINE

Link: [JK - Student Discipline](#)

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws.

Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The MSAD #11 Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Recess may not be withheld as a consequence for a violation of the Student Code of Conduct for any student in grade five or below, except that when there is no alternative time available, recess time may be used for restorative interventions related to the student’s conduct.

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school district.

STUDENT DRESS

Link: [JICA - Student Dress Code](#)

Students are expected to adhere to standards of cleanliness and dress that are compatible with the safe and respectful school learning environment. Clothing must be neat and clean with markings that are not offensive.

Grades Pre-K - 5

Hats and headwear, except religious/cultural attire and safety/protective gear, are not to be worn by students upon entering the school building. Upon the discretion of the building administrator, hats may be worn on special occasions (e.g. hat day).

Building principals are responsible to ensure that the classroom learning environment is free from distractions/disruptions. Students whose apparel, hair style/color or other accessories are deemed unsuitable for classroom wear may be asked to make appropriate changes.

STUDENT EDUCATION RECORDS & INFORMATION

Link: [JRA - Student Education Records and Information](#)

MSAD 11 has established a policy regarding student records which is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy assures confidentiality for students and their parents. Only the people involved in your child's education have the right to see your child's school record. Listed below are the most important parts of the policy.

1. Certain facts about students are classified as "directory information". This includes such information as name, address, phone number and age. Directory information may be released to the public unless the parent sends a note to the principal refusing to allow this information to be released. The school district will not release directory information for any commercial purposes.
2. When a student moves to a new school district, MSAD 11 will send all the student's records to the new school.
3. If you wish to inspect your child's records, contact your school's office and sign a request form. An appointment will be made for you to view the records when someone is available to help interpret the records for you.
4. If you feel that your child's right to privacy has not been protected, or if you have other concerns about the school's record-keeping procedures, please contact your school principal.

STUDENT SUPPORT SERVICES/SOCIAL WORKER SERVICES:

Each elementary school has the services of a social worker to help students, parents and teachers develop a positive learning experience. Referrals can come from teachers, parents/guardians or other school personnel. Out-of-school counseling is offered by various agencies in the area.

STUDENT TECHNOLOGY AND INTERNET USE RULES

Link: [IJNDB - Student Computer and Internet Use and Internet Safety](#)

Link: [IJNDB-R - Student Computer and Internet Use Rules and Internet Safety - Administrative Procedure](#)

Each student is responsible for their actions and activities involving school department computers and other technological devices, networks, and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school department's technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Superintendent's office.

Students may not use technology at the schools until the following form is received back at the school signed by both parent/guardian and the student:

Link: [IJNDC-E1 - MSAD 11 Student Computer and Internet Use Acknowledgement Form](#)

TITLE I:

This program provides supplemental and targeted support to students in the areas of literacy and math. Students qualify based on assessment, data and identified needs determined after targeted classroom intervention has been in place.

TOBACCO USE & POSSESSION

Link: [ADC - Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices](#)

Link: [ADC-R Tobacco-Free Schools: Use Possession of Tobacco and Electronic Smoking Devices - Administrative Procedure](#)

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this MSAD 11 Board's "Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices" policy.

I. PROHIBITED CONDUCT

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

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

A. Student Violations

1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco product and/or electronic smoking device violation.
2. The student will be given the option of participating in a smoking/ecigarette cessation program.
3. The student will meet at least three times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco products and/or electronic smoking devices, the social worker, in File: consultation with the Principal, will be

permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.

4. The student will be suspended for four days. If the student and their parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to two days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.
5. The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.
6. The student will not be allowed to participate in any extracurricular activities as outlined in the student/athletic handbooks. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period as outlined in the respective handbooks.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco product/electronic smoking device violation. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.
2. If the student has not yet participated in a tobacco educational program, they will be given the option of participating in a smoking/e-cigarette program.
3. The student will meet at least six times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco products and/or electronic smoking devices, the social worker, in consultation with the Building Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire six days of suspension.
4. The student will be suspended for six days. If the student and their parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to three days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire six days of suspension.
5. The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products and/or electronic smoking devices.
6. Restrictions on extracurricular activities are as outlined above.

3rd Violation

Parents/legal guardians shall be sent written notice regarding the tobacco product and/or electronic smoking device violation. The student will be suspended for eight days. A parent/legal guardian and the student shall be required to meet with the Superintendent and Principal to discuss possible referral to the MSAD 11 School Board for expulsion.

TRUANCY

Link: [JHB - Truancy](#)

1. Definition

A student is truant if the student:

A. Is subject to the compulsory attendance law and

B.

1. Has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year;

2. Is **at least six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year.** Truancy under this paragraph is considered “child abuse and neglect” under Maine law and is reportable to the Department of Health and Human Services (DHHS) when the truancy is the result of neglect by a person responsible for the child; or
3. Is **at least 5 years of age and has been voluntarily enrolled in school;** 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. Truancy under this paragraph is considered “child abuse and neglect” under Maine law and is reportable to the Department of Health and Human Services (DHHS) when the truancy is the result of neglect by a person responsible for the child.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

Link: [EEAEF - Video Cameras on Transportation Vehicles](#)

Many of MSAD 11’s transportation vehicles have video cameras installed. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips.

When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established MSAD 11 Board policy, administrative procedures, and school practices.

VISITORS

Link: [KI - Visitors to the Schools](#)

Parents/guardians and interested citizens are welcome to visit the public schools during the school day. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and the building layout and location.

WEAPONS, VIOLENCE & SCHOOL SAFETY POLICY

Link: [JICIA - Weapons, Violence, and School Safety](#)

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

School and staff are required to immediately report incidents of prohibited conduct by students to the building administrator or designee for investigation and appropriate action. (See policy on website for full statement.)

Board Approved:

MSAD11

4-Year-Old Program

Handbook

2026-2027



MSAD 11 Elementary Schools

Gardiner:	Laura Richards School - Grades Pre-K-2 River View Community School - Grades 3-5
Pittston-Randolph:	Pittston-Randolph Consolidated School - Grades K-5
West Gardiner:	Helen Thompson School - Grades K-5, STARS, STEPS

ELEMENTARY SCHOOL PRINCIPALS

Victoria Duguay, River View Community School	582-3402
Cristina Lavigne, Laura E. Richards School	582-3612
Ira Michaud, Pittston-Randolph School	582-6268
Kim Taylor, Helen Thompson School	724-3930

SUPERINTENDENT'S OFFICE ADMINISTRATIVE STAFF

Kady Gould, Superintendent	582-5346
Angela Hardy, Director of Curriculum and Instruction	582-5346
Sarah Bolduc-Ignasiak, Director of Special Services	582-7366
Hope St. Denis, Assistant Director of Special Services	582-7366
Linda Sergent, Director of Child Nutrition Services	582-5346
Gabe Dostie, Director of Facilities	582-5346
Jeff Ellis, Director of Transportation	582-6663
Terry McGuire, Director of Instructional Technology and Title IX/Affirmative Action Coordinator	582-5346

SCHOOL BOARD MEMBERS

Becky Fles (G), Board Chair
Anthony Veit (G), Board Vice Chair
Linda Caputo (P)
Meaghan Carlson (G)
Daniel Coutts (R)
Tyler Eldridge (W)
Jeff Hanley (P)
Barry Manning (R)
Brandon Martin (W)
Janelle McKinnon (W)
Allyce Pepin (G)
Michelle Tucker (G)
Ella Kruk - Student Representative
Isaac Boyce – Student Representative



Our Mission:

Together, we commit to **helping every student know they matter**. Our goal is to empower students to acquire skills, participate in meaningful experiences, and build community connections to navigate a healthy and productive future.

We believe:

- a positive learning experience is vital for children to have a successful beginning to their lifelong journey.
- education is a shared responsibility between home and school, working as a team.
- your involvement is both welcomed and necessary.

Check out each of our District's and schools' websites at www.msad11.org

MSAD 11 2026 – 2027 SCHOOL CALENDAR WORKSHEET – DRAFT 6/8/26

2026

2027

Holidays Listed on Page 2

JULY						
S	M	T	W	T	F	S
				1	2	H 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST – 1/0						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	NS	21	22
23	24	W	W	W	28	29
30	F1					

SEPTEMBER – 21/17						
S	M	T	W	T	F	S
		F2	2	3	4	5
6	H	8	9	10	PK	12
13	14	15	16	17	18	19
20	21	22	23	ER	PK	26
27	28	29	30			

OCTOBER – 20/16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	ER	W	10
11	H	13	14	15	PK	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER – 17/13						
S	M	T	W	T	F	S
1	2	3	4	ER	PK	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	TE	V	H	V	28
29	30					

DECEMBER – 16/15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	PK
12	13	14	15	16	17	18
19	20	21	22	V	V	H
26	27	V	V	V	V	

JANUARY – 19/15						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	ER	PK	23
24	25	26	27	28	29	30
31						

FEBRUARY – 15/13						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	ER
13	14	H	V	V	V	20
21	22	23	24	25	PK	27
28						

MARCH – 22/19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	ER/TE	W 13
14	15	16	17	18	PK	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL – 16/13						
S	M	T	W	T	F	S
				ER	PK	3
4	5	6	7	8	9	10
11	12	13	14	15	W/C	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

MAY – 20/16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	ER	20	PK	22
23	24	25	26	27	28	29
30	H					

JUNE – 9/3						
S	M	T	W	T	F	S
			1	2	LD	4
5	6	7	8	9	LD	11
12	13	14	15	16	17	H 19
20	21	22	23	24	25	26
27	28	29	30			

140 PreK Student Days

175 Student Days

First Student Day F1 Grades K-6 & 9 August 31
First Student Day F2 PreK, Grades 7-8 & 10-12 September 1

NS – New Staff Orientation August 20

W – Workshop Days:

August 25 October 9
August 26 March 12
August 27 April 16 (Teacher Comp Day)

PreK Students DO NOT ATTEND on Early Release Days

ER – Early Release Days

September 24 February 12
October 8 March 11
November 5 (P/T Conf) April 1 (P/T Conf)
January 21 May 19

Pre-K Students Attend on the following Fridays:

September 11 December 11
September 25 January 22
October 16 February 26
November 6 April 2
November 13 May 21

V- Vacation Days

November 25 December 26 - 31
November 27 February 16 - 19
December 23 - 24 April 20 - 23

PreK Last Day: June 3, without Emergency/Snow Days

LD – Last Day June 10 without Emergency/Snow Days

G – Graduation June 12

High School

SE – Semester Ends

1st Semester Ends (89) January 22
2nd Semester Ends (86) June 10

Middle and Elementary Schools

TE Trimester

1st Trimester Ends November 24
2nd Trimester Ends March 11
3rd Trimester Ends June 11

H – Holidays

July 3	Independence Day Observed
July 4	Independence Day
September 7	Labor Day
October 12	Indigenous Peoples' Day
November 11	Veterans Day
November 26	Thanksgiving Day
November 27	Day After Thanksgiving
December 25	Christmas Day
January 1	New Year's Day
January 18	Martin Luther King, Jr. Day
February 15	Presidents' Day
April 19	Patriots' Day
May 31	Memorial Day
June 18	Juneteenth Observed
June 19	Juneteenth

2026-2027 MAJOR RELIGIOUS AND CULTURAL HOLIDAYS

September 4	Janmashtami
September 11-13	Rosh Hashanah*
September 20-21	Yom Kippur*
November 8	Diwali+
December 4-12	Hanukkah
December 25	Christmas
January 7	Eastern Orthodox Christmas
February 6	Chinese New Year
February 7 – March 8	Ramadan*+
February 10	Ash Wednesday
March 9-10	Eid al Fitr
March 22	Holi
March 26	Good Friday
March 28	Easter
April 21-29	Passover*
May 2	Eastern Orthodox Easter
May 20	Buddha Day+

*New Year's Day is a special observance day as cited in Title 20-A
MRSA §4803

*Legal Reference: Title 20-A MRSA §4802, 4803, and 4804

*Jewish holidays begin at sundown on the first date
specified.

Registration:

Schools will begin sending out and receiving registration materials for the upcoming school year on March 1st.

Eligibility:

- This program is offered to all children who live in the MSAD 11 District.
- Children must turn four on or before October 15th of the current school year.
- Students may only access one session of MSAD 11's 4-Year-Old Program.
- **Other Eligible Students:**

At the end of August, once all eligible MSAD 11 students have enrolled, any available slots may be granted to students based on the following priority:

1. Children of District employees
2. Children whose families live outside of the District but work within the District. *
3. Children whose families live outside of the District. * (May be charged tuition)

*Note: This policy does not supersede public school district's legal authority to grant or deny a family's request to attend MSAD 11's 4-Year-Old Program through a Superintendent's Agreement.

Exception(s) to the October 15th date:

- In some instances, the PreK team (teachers and administrators) may determine through the screening process that children are not developmentally and/or emotionally ready for the demands of a structured PreK program. Based on the screening results and, only if the child's birthday falls between **July 1st and October 15th**, the PreK team may recommend the child wait until the following school year to enroll in the PreK program. The final enrollment decision will be made by the PreK screening team (teachers and administrators) based on specific criteria (See page 4).
- **Chapter 101 (676):** Parents of children whose fifth birthday falls between July 1st and October 15th and who already receive Free Appropriate Public Education (FAPE) services through Child Development Services (CDS) have the right to choose not to enroll their children in kindergarten until the start of the following school year and to have their child continue receiving FAPE services from CDS in the interim. These children would have an active Individualized Education Plan (IEP) in place through CDS by December 1 of the school year. An IEP meeting must occur between April 1st and April 15th in order for the District and CDS to present to parent(s) how each could provide programming for the child. This allows the parents to make an informed decision. Parents must inform the CDS site in writing on or before May 1st of the year their child becomes school age eligible. A teacher from the 4-Year-Old program must be present from the District.

Maine School Administrative District No. 11

Birthdays that fall between July 1st and October 15th:

Please understand that the **screening team will make the final enrollment decision** based on the criteria below.

Criteria (2 or more):

1. Birthday falls between July 1 - October 15
2. Significant refusal to participate in the screening
3. Significant separation anxiety (hard to separate from caregiver, crying, refusing to speak, it was necessary for the caregiver to accompany the child)
4. Significant self-care concerns, such as:
 - a. Unable to dress independently
 - b. Unable to feed themselves
 - c. Unable to toilet independently
5. Scores from DIAL-4 (16%):
 - a. Concepts (out of 32 points): 15 or less
 - b. Motor (out of 30 points): 15 or less
 - c. Speech (out of 24 points): 15 or less
 - d. Potential delay in one or more areas
 - e. Overall score (out of 86 points): 45 or less

Based on 2 or more of the criteria above, your child will need to wait another year **due to individual developmental needs**. Every child grows and develops differently. The gift of time will give your child the opportunity to be more successful when he or she enters a structured, educational environment. **We believe it is in your child's best interest to attend a PreK program. We will hold a spot for your child in a PreK class for the next school year.**

Birth Certificates:

Maine state law requires that schools receive a copy of an original birth certificate in order to enroll in public schools.

Immunizations:

Maine state law requires that children attending a public-school program be in compliance with their immunizations, unless exempted under the law.

4-Year-Olds must have the following:

- 4 DTaP
- 3 Polio
- 2 MMR
- 1 Varicella

Placement:

Currently there are two classrooms at Laura E. Richards School. Morning and afternoon sessions are offered with no more than 16 children in each session, serving a total of 64 students. Placement considerations for MSAD 11's school programs are based on where students live, daycare, classroom availability, and bus schedules. Placement in a school program will be completed in August. Parent(s)/Guardian(s) must notify the school immediately if their daycare or residence changes. This could impact school placement.

Classroom Schedules:

Morning sessions are from **8:10-11:10**. Afternoon sessions are from **12:15-3:00**. Students remain in the same session for the entire school year.

PreK students attend 4 days/week, Monday through Thursday. Please see the MSAD 11 PreK School Calendar for Early Release days and Friday attendance. Parents must commit to the 4-day program.

Transportation:

MSAD11 transportation services are available for resident students. However, if a student registers after the start of the school year or moves to another town in the district and a program opening is not available, parents may need to provide transportation.

Transportation for non-resident students will be the responsibility of the family unless the transportation needs can be met through pre-established routes.

Childcare:

In order to provide transportation services, placement in the District's 4-year-old program is significantly impacted by where a student receives his/her childcare services.

Class sizes and Staff:

The classroom will not exceed a maximum staff-to-child ratio of 1 to 8 with a maximum class size of 16 children, with one teacher and one educational technician per classroom.

Child Development Services:

The Child Development Services (CDS) system is an Intermediate Educational Unit that provides both Early Intervention (birth - two years) and Free Appropriate Public Education (FAPE for ages three - five years) under the supervision of the Maine Department of Education. CDS provides case management and direct instruction for families with children from birth through age five. Informational pamphlets about CDS are available at each school.

For more information on Child Development Services, visit:

<http://www.maine.gov/education/speced/cds/index.html>

Screening:

Public schools screen each child prior to the school year to determine if special education services are needed and to help staff create balanced classrooms. Screening is the first step of the assessment process for special education services and is a requirement of the ChildFind law. However, screening does not provide enough information to determine if a student requires special education.

The areas evaluated in a screening include:

- Visual-Motor/Adaptive: block building, drawing, and copying forms
- Language and Cognition: verbal expression and memory
- Gross Motor: jumping, hopping and other physical coordination tasks

The screening takes 15-20 minutes to administer to each child. If the screening reveals a possible need for special education services, staff will refer the child to Child Development Services within 10 school days. Final identification of students with disabilities and programming for such students occurs only after appropriate evaluations are completed. A team made up of the CDS coordinator, teacher, service providers (ie. Occupational Therapy, Speech), and parent(s) will meet to determine what services are needed and to write the student's Individualized Education Plan (IEP).

For more information on the ChildFind policy, please click on the link

Link: [IHBAC Child Find Policy](#)

Serving Children with Special Needs:

As in any K-12 public school program, schools are required to provide services and programming to children with special needs. MSAD 11 works with Child Development Services (CDS) to evaluate students' needs, create Individualized Education Plans (IEP), and implement service plans with providers for these students. Actual services for Pre-kindergarten students are provided by CDS, not the public school. A teacher from the District's 4-Year-Old Program must be present at all IEP meetings.

Progress Reports:

Trimester progress reports are completed as well as two parent teacher conferences per year. Assessments will be collected to document student progress for fine and gross motor skills, social and emotional development, early literacy and math skills, and listening and speaking skills. This program complies with MSAD 11 District curriculum and the Maine Early Childhood Guidelines.

Snacks:

Parents provide daily snacks and drinks. Milk is available at school for \$.05 per day.

Toileting:

- MSAD 11's 4 Year-Old Program will not refuse to enroll a child who is not toilet trained. Parent(s)/legal guardian are required to supply clean clothes and pull-ups, if needed.
- No child shall be punished for soiling, wetting, or not using the toilet.
- If a toileting issue arises, the staff will work in the following ways to address toileting issues:
 1. Communicate with the family to establish whether there are medical needs involved. If there are medical needs, staff will work with the family using a medical plan of care to support the child.
 2. Meet with parents to develop a plan for toilet training.

School Delays:

In the event of a late start to school due to bad weather, the morning 4-year-old program will be closed.