

M.S.A.D. #30 PARENT AND STUDENT HANDBOOK 2025-2026

Offered as an Electronic version on www.msad30.org



Breakfast and lunch will be at NO COST

www.msad30.org

Lee/Winn Elementary (207) 290-4992

Mt. Jefferson Jr. High (207) 290-4996

To be updated throughout the year

Approved: August 22, 2022

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STAFF DIRECTORY

MSAD # 30 / AOS 90 ADMINISTRATIVE STAFF:	LEE/WINN ELEMENTARY SCHOOL STAFF:
William Braun: Superintendent	Pamela Porter: 4 YO Program Teacher
AnnMarie Milhomme: Superintendent Secretary	Loni Worster: 4 YO Program Education Tech.
Nancy Tremblay: Bookkeeper	Patty Harris: Kindergarten Teacher
	Kyra Bourgoin: Grade 1 Teacher
MSAD # 30 ADMINISTRATIVE STAFF:	Lois Hardy: Grade 2 Teacher
Fredy Lazo: District Principal	Jeanne Noonan: Grade 3 Teacher
Beth Lorigan: Special Ed. Director	Stacy DeLaite: Grade 4 Teacher
Paula Lowell: Special Services Secretary	Christine Bartlett: Reading Recovery Teacher
	Vacancy: Special Educator
	Bridget Hanson: Special Education Technician
DISTRICT-WIDE STAFF:	Melissa Ouellette: Special Education Technician
Computer Tech: Joel Peters	Nicholas Fiske: Special Education Technician
Erin Yates: Physical Education Teacher	Toni Whitney: Special Education Technician
Callie Peters: General Music	Maddy Currier: Education Technician
Tara Smith: School Nurse	Jenny Burrill: Special Education Technician
School Counselor: Abby McCarthy	Dianne Worster: Special Education Technician
Wendy Dunbar: Staff Developer	Emily Kirby: Secretary & Food Service Director
Stacy DeLaite: Assistant Staff Developer	Delcie Rideout: Head Cook
Kali Severance: Safety Officer	Brenda Jones: Assistant Cook
	MAINTENANCE/CUSTODIANS:
MT. JEFFERSON JUNIOR HIGH SCHOOL STAFF:	Chester Glines: Maintenance/Custodial Supervisor
Samantha Smith: Grade 5/6 ELA/SS	Devin Glidden Maintenance
Robbie Arnold: 5/6 Math/Sci	Julie Emery: Custodian
Steve Larrivee: 7/8 Math/Sci	Joseph Marquis: Custodian
Wendy Dunbar: 7/8 ELA/SS	
Amy Noble: Special Education Technician	SCHOOL PHYSICIAN:
Lorraine Sawtelle: Title 1 Technician	Dr. Carl Alessi
Amy Renaud: Special Education Technician	
Jennifer Modarelli: Special Education Technician	
Jaime Barnes: Special Education Technician	
Jayleen Boulrisse: Education Technician	
Donna Donay: Special Education Technician	
Sarah Westberry: Special Educational Technician	
Candace McAlpine: Head Cook	
Gloria Dineen: Assistant Cook	
Sara Cooper: Secretary	
BUS DRIVERS:	
Sandra Pullen	
Susan Langley	
Steve Waite	
Sandra Barnes	

Staff members can be reached by calling the school (MJJH 290-4996, Lee/Winn 290-4992) or by email. Email addresses are available on our school website (www.aos90.org)

The contents of this handbook are subject to change at any time without notice. In the event that there is a conflict between the handbook and MSAD # 30 policy, the policy will govern. This handbook does not contain all school rules. The district reserves the right to administer school rules not contained in this handbook.

SUPERINTENDENT'S MESSAGE

To: All Students and Parents of the MSAD #30 School Community
From: William P. Braun, Superintendent of Schools

The MSAD #30 Board of Directors, teachers, and support staff welcome you to another school year. It will continue to be an exciting opportunity for all of you to be sure! We welcome our new staff to our schools for the 2025-2026 school year.

We all hope that the summer has provided both students and their families an opportunity to spend some quality time together and to enjoy the area where we reside. Summers in Maine offers a variety of wonderful outdoor activities and events. We welcome the return of our students to the classroom and are excited for this opportunity to work with them.

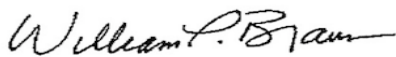
I encourage you to be involved in your child's education as school starts and progresses throughout the school year. We welcome you to attend school events, games, concerts, and plays at your child's school, and we encourage you to be involved. Please consider setting some time aside in the evening to talk to your child about their day, and schoolwork. As they progress through the grades, their educational programs become more complicated, and they will appreciate your interest in their studies. Be sure to attend your students' open house and introduce yourself to Mr. Lazo and to your child's teacher.

Schools, parents and others will need to work together in order to enable the student to acquire the skills they will need to be successful in an ever increasingly competitive world. As you are becoming aware, the requirements of the PK- 12 educational system are changing and will now require the student to reach a level of proficiency in order to meet the standards to graduate from high school with an academic diploma. The school system is continuing to work with and support Lee Academy as it moves forward under the leadership of Mr. Murphy. We will continue to work collaboratively to find multiple ways to share resources and staff.

This summer break was a very busy one while we provided summer enhancement programming through our Title funds. We also accomplished a number of facilities upgrades, including replacing the septic system at Mt. Jefferson Jr. High and removing the storage building.

Please review the student handbook as it contains information about our school policies and procedures. If you have any questions or concerns, feel free to call the school or district office.

Sincerely,



William P. Braun
Superintendent of Schools

Eastern Maine Area School System Alternative Organization System 90 (AOS 90)

Mission Statement

Our mission is to foster a love of learning; to provide a safe and caring learning environment in which each individual is respected; to teach essential academic, social, and career skills and concepts to meet our changing world; to nurture individual excellence; to help students acquire values and attitudes that will promote self-sufficiency, independence, and responsibility; and to provide well-informed, healthy, and active members of the community.

Academic Expectations

Students will demonstrate:

- ◆ literacy skills (reading, writing, speaking, thinking, and listening) across the Curriculum.
- ◆ the ability to critically analyze and solve problems in a variety of ways;
- ◆ competencies in using a variety of technological tools;
- ◆ an understanding for a variety of art forms;
- ◆ effective and active communication and involvement among themselves, their teachers, parents, and the community; and
- ◆ high expectations from all – themselves, the staff, and their parents.

Social Expectations

Students will:

- ◆ demonstrate compassion, courtesy, and respect for themselves and others;
- ◆ demonstrate responsible choices and behaviors, within clear guidelines that have specific consequences, in a caring and disciplined environment;
- ◆ be cooperative learners and problem solvers, and honest and productive members of society;
- ◆ contribute to a safe school environment; and
- ◆ be inquisitive lifelong learners.

Our Guiding Beliefs and Values

Students need:

- ◆ to be challenged and motivated at their own levels;
- ◆ clear and respectful behavior guidelines with specific consequences;
- ◆ adequate resources available to facilitate and enhance all programs;
- ◆ opportunities to develop positive self-esteem and good social and health habits;
- ◆ a well-trained professional staff that works with them, their parents, the school board, and the community;
- ◆ a safe environment in which to learn; and
- ◆ high expectations from all.

Adopted by M.S.A.D.#30 Board of Directors: April 2013

**EASTERN MAINE AREA SCHOOL SYSTEM
ALTERNATIVE ORGANIZATION STRUCTURE (AOS 90)**

This includes the communities of Baileyville, Cooper, Grand Lake Stream, Meddybemps, Princeton, Topsfield, Codyville, Lee, Springfield, Winn, Webster Plantation, Carroll Plantation, Drew Plantation, Lakeville, Macwahoc Plantation, and Reed Plantation. AOS 90 is governed by an elected 14-member Board of Directors. MSAD #30 shares a superintendent with the above towns.

The superintendent can be reached at:

Superintendent's Office
31 Winn Rd.
Lee, ME 04455-9730
Telephone: 207-290-4989

MSAD #30 GOVERNANCE & ORGANIZATION

MSAD #30 is comprised of four towns: Lee, Springfield, Webster Plantation, and Winn. The school district is governed by an elected 15-member Board of Directors. Their meetings are usually held on the fourth Tuesday of each month except in December. If any citizen wishes to have an item placed on the agenda, he/she should call the Superintendent of Schools.

<u>Member</u>	<u>Term Expires</u>	<u>Telephone</u>	<u>Town</u>
Roger Ek	2026	290-5508	Lee
Hollie Worster (Vice)	2027	290-3491	Lee
Nancy Christensen	2028	515-230-4936	Lee
Cathy Coffey	2027	578-2293	Lee
Kevin Ritchie	2028	290-3769	Lee
Ashlee Averill	2026	403-3005	Lee
Ryan Jipson	No Exp	794-5344	Webster
Anne Stepien	2028	403-3535	Webster
Irene Perkins	2028	446-5522	Springfield
Dan Aldrich (Chair)	2027	794-4355	Springfield
Christine Burrill	2027	403-3540	Springfield
Mariah Archer	2027	403-0154	Winn
Zechariah Jacobs	2027	478-7864	Winn
Theresa Miller	2028	521-6772	Winn

Lee/Winn Elementary School

4YO program- Grade 4 Phone: (207) 290-4992 Fax: 738-3070
(1009 Route 168, Winn, ME 04495)

The Lee/Winn Elementary School provides one classroom per grade, with an additional technology room, Title I, Special Education services, music, and physical education. Each building provides cooperative and collaborative experiences where students from different grade levels are grouped together for special units or purposes.

Mount Jefferson Junior High School

Grades 5-8 Phone: (207) 290-4996 Fax: 738-3817
(61 Winn Rd., Lee, ME 04455)

Although Mount Jefferson Junior High School still maintains a "junior high" in name, many of the middle-level concepts, based on research to meet the developmental needs of this age group, have been very successfully implemented in its programs. The teachers are very knowledgeable in the middle-level concepts and provide

educational opportunities for their students for a smoother transition from childhood to adolescence. Teachers help students to better understand and adapt to their ever-changing physical, social, emotional, and intellectual needs, and to better understand themselves and others.

REGULAR TIME SCHEDULES

LEE/WINN ELEMENTARY SCHOOL

7:15	Students become supervised
7:55	Classes start
9:45-10:00	Morning Recess
10:55-11:40	Lunch K-4/Recess
2:10	Dismissal

MOUNT JEFFERSON JUNIOR HIGH SCHOOL

7:15	Students become supervised
7:50	Classes start
9:30-9:50	Recess
11:30-12:05	Lunches/Recess
2:20	Dismissal

LENGTH OF SCHOOL DAY

The bell for students to go to their rooms for attendance and lunch count rings at 7:45(MJJH) and 7:50 (Lee/Winn). The school day ends at 2:20 (MJJH) and 2:10 (Lee/Winn.) Please make sure your child is here on time in the morning and does not leave before dismissal in the afternoon. Please try to schedule health care appointments early in the morning or late in the day, so as to avoid loss of valuable instructional time. Note: the dismissal times are different on Fridays. See Friday's schedule below.

Parents are asked to please plan ahead if their child will be going somewhere different at the end of the school day. Last-minute phone calls, with a change of plans, are for emergency use only. **If your child is absent, you must call the school as soon as possible that day to let the office know.** If the absence is a planned absence and you know ahead of time, call the school or send a note prior to the absence. Any Absences that are not explained or are unexcused absences will be counted toward truancy.

FRIDAY EARLY DISMISSAL

This is an important update regarding our Friday schedule, we will have earlier dismissal every Friday. Lee Winn Elementary will begin dismissal protocols at 12:30 and Mt Jefferson Junior High will begin dismissal at 12:40. The students' academic schedule on Fridays will remain the same with a few adjustments to the length of instructional time for each subject. We believe this change will benefit both our students and our educators, as they will have more time to collaborate, plan, and learn from each other. Our focus will be on professional development, curriculum design, and data analysis. This change will enhance the quality of education and foster a positive learning environment for everyone.

EARLY DISMISSAL

Throughout the school year we have several early release days built into the schedule and a few instances when weather dictates dismissing students early. In the case of a planned early dismissal the students meet for all their regular scheduled classes as normal, just for an abbreviated duration. On an early release day, Lee/Winn students will end their day at 11:30 and MJJH students will end at 11:45.

PARENT DISMISSAL

If you do need to bring your child in late or need to pick him/her up early, please report to the office first. Children will be called down; please do not go directly to your child's classroom. No child will be released to anyone, except a parent or guardian. A dismissal slip must be filled out and signed before any child is released from school. Please sign in at the office whenever you are in the building.

ATTENDANCE - PHONE CALLS

Our emphasis is to maximize the time we have with students for on-task activities. You, the parent and student, are an important part of the team effort needed to improve the time spent on developing educational skills. Students should strive to be in school every day, all day, and parents should encourage this. Please avoid early dismissals and other disruptions of the teaching-learning process. Students will not be allowed to receive telephone calls during class time.

Mandatory and compulsory attendance at school "is required of all persons who are at least 7 and under 17 years of age" unless enrolled in an alternative instruction program. Habitual truancy is a civil violation of Maine law. Truancy is when a child has 7-10 or more unexcused absences in the school year, depending on the child's age. Truancy will be reported to the state. An excused absence is defined in Title 20-A Section 3272 as: "A person's absence is excused when the absence is for the following reasons:

1. Personal illness.
2. Appointments with health professionals that cannot be made outside of the regular school day.
3. Observances of recognized religious holidays when the observance is required during the regular school day.
4. Emergency family situations.
5. Planned absences for personal or educational purposes, which have prior approval from the District Principal.

If a student does not meet one of the above requirements for not being in school, that student will receive an unexcused absence and may not be allowed to make up any missed assignments. For excused absences, one day will be allowed for each day missed to make up work. If a child is to miss school for a planned absence, it is necessary to obtain prior approval from the District Principal. A note requesting permission for a child to miss classes should be sent to the District Principal at least two weeks prior, stating the reason for, as well as the dates of, the absence.

For an excused absence, a note must be sent to school with your child upon returning to school or a phone call made to the school within 24 hours of the absence.

In an attempt to curb chronic absenteeism and truancy, to reflect 3 or more days require a doctor's note to receive an excused absence. Ten or more days of absence, excused or unexcused, is reportable by state mandate as the student being chronically absent.

Attendance awards: Everyday Matters 0 days missed
 One day away 1 days missed

SICKNESS

Students should attend school every day unless they are excused according to the attendance policy (see policy section of the District Policies). Please keep your child home only if he/she displays signs of illness. If your child becomes ill at school, we will attempt to contact you by telephone. If you cannot be reached, we will contact someone listed on the student's emergency contact list. When your child is absent, please call the school or send in a note upon his/her return to school. Please notify the school if your child is ill and must be absent for several days. The

school should be notified immediately if your child has a contagious disease, and a note from the doctor stating when the child can return to school will be necessary.

PARENT/TEACHER COMMUNICATIONS

Parents are encouraged to communicate with their child's teachers whenever the need arises. Teachers' email addresses are listed on our school website. Formal conferences are scheduled each autumn to discuss your child's progress. Notification of the need for a conference may be made through a note, the report card, or personal contact. Teachers make every effort to accommodate parents when they request a conference during the school year and are required to provide you with best times or ways to contact them.

Parents are asked to notify the school at least two weeks in advance, if you are going on vacation and your child will miss school. Please notify the teacher in writing so he/she can prepare make-up work. A follow-up meeting between the child and teacher will occur upon his/her return to school.

WALKERS/TRANSPORTED BY PARENTS

Students must be at school by 7:40am (MJJH) or 7:50 (L/W) so as not to be marked tardy.

Parent drop-off will begin no earlier than 7:15 am (LW & MJJH), we will not have supervision before that time. Parents, please use the designated areas for drop-off and pick-up. If you arrive earlier than 7:15 am please wait to release your child. In the afternoon, parent Pick-up will be in the same fashion as drop-offs. Our school day ends at 2:10(Lee/Winn) and 2:20 pm(MJJH). Students for parent pick-up will be dismissed at that time. Parents/guardians may arrive before that time and park in the appropriate areas. Please remain in your vehicles. We will dismiss students through the gym doors. We understand change is hard but thank you for working with us to help create a smooth transition to this plan to help create a more safe and structured system.

MEDICATIONS

Due to state law, medications (including Tylenol, Advil, etc.) may not be administered by unlicensed personnel in school, except as provided by written prescription from a doctor or dentist or by written permission of the parent/guardian of the individual receiving the medication. The school nurse is not available to give students personal attention at all times during the school day; therefore, we have adopted a policy for dispensing medications. The parent/guardian must complete and return this form to school. Any time medication is to be administered at school it will be brought in by the parent/guardian and in the original prescription bottle. No medications are to be transported by the student on the bus.

PARENT VISITORS

Parents are always welcome. For the safety of your child and all children, all visitors are asked to check in and out at the office. We encourage parents to visit and to become active in the school. We ask that parents not bring young children to school to visit, if they are planning on staying for any length of time in the classroom due to the potential for classroom distraction. Students are not to bring visiting children to school.

RECESS-CLOTHING

All children are expected to go outside for recess. They should be dressed appropriately for the weather. During cold weather, hats, boots, and mittens should be worn. Whenever the temperature drops below 10 degrees, with a wind chill, the children are given an indoor recess.

TOYS/ELECTRONIC GAMES/CDS/DVDS/MONEY

Students are asked **not** to bring toys to school. There is equipment at school for them to play with outside. In the past, toys have been broken, taken by other children, or traded, which has resulted in difficult situations. Toys will

be confiscated from your child, if they are used during class, and returned at the end of the day. This is to ensure that the toy belongs to the correct student.

Students in all schools are asked not to bring electronic games, CD/ tape players, trading cards, “fidgets” or large sums of money to school. Too often students trade these items without their parent’s knowledge, or they are stolen by other students. The staff works hard to prevent these types of situations, but they do happen, and the school cannot be liable for missing items. Students are also not to stick on tattoos or temporary tattoo devices to school. If a student does bring these items to school and the devices are disruptive, and divert a student’s attention away from class work, they will be held in the office until arrangements can be made for a parent to take the items home.

ELECTRONIC DEVICES

Upon entry to the building student will place cell phones in a basket labeled with their homeroom teacher’s name. The devices will be returned to students at the end of the day during dismissal by their homeroom teachers. Cell phones, MP3 players, iPods, and other electronic devices are prohibited from use during the school day. These items will be confiscated by staff and turned into the office. Parents will have to come in to pick these items up. All cell phones are to be turned off and turned into their homeroom teacher every morning.

LOST ITEMS

Students should report lost items as soon as possible. However, MSAD #30 takes no responsibility for lost/stolen items.

INVITATIONS

If parents are planning a birthday party or other type of gathering and are planning on inviting children from their child’s class, they need to be aware that children’s feelings can be hurt if other children are invited, and they aren’t. Therefore, parents are asked to not send invitations to school, unless the whole class is invited. Invitations need to be unsealed, with an accompanying note to the teacher explaining the situation.

CARE OF FACILITY AND BOOKS

Students are expected to take proper care of school property including textbooks, library books, the building, sports equipment and uniforms, school grounds, and the athletic fields. Students are responsible for returning all books, materials, equipment, and uniforms issued to them in useable condition. Students will be held financially responsible for any lost or damaged property.

INSURANCE

The student accident insurance program is not a school-sponsored program but is offered to parents through the school as a convenience for parents. Please contact the insurance company directly on any claim that you might have. The school will provide the necessary forms for you to make a claim. All students who participate on our athletic teams must either have school insurance or show evidence that they are covered by some appropriate policy **BEFORE THEY MAY PARTICIPATE.**

STUDENT LOCKERS/CUBBIES

All students are required to keep their locker/cubby clean and orderly at all times. Periodic inspection and cleaning of lockers will be held during the school year. Lockers will be assigned by the school. Lockers are not kept locked; therefore, students are advised not to keep money or other valuables in their lockers. Students are reminded that the school will not be responsible for lost or stolen articles.

All storage facilities of any kind, either located on school property or made available by the school in conjunction with school activities away from the school, are at all times the property of, in the custody of, and under the control of the school. School authorities may, without prior notice, at any time, open, search, clean, inventory, relocate, reassign, or dispose of any such storage facility or its contents. The term “storage facility (ies)” includes, but is not limited to: lockers, clubs or society offices, closets, bins, cloakrooms, locker rooms, and desks.

All students using any such storage facility shall thereby imply consent to the opening, searching, cleaning, inventory, relocation, reassignment, or disposal of such storage facility or its contents without prior notice. Personal locks may not be put on the lockers.

DRESS CODE

MSAD #30 students are expected to dress appropriately for a school environment. This is the students’ place of work. Therefore, students have requirements for clothing. Clothing that attracts undue attention to the wearer and thus causes a distraction to the educational process is unacceptable. The dress code applies to all school sponsored events.

The following clothing and accessories are unacceptable for school attire:

- Clothing or accessories that present a safety concern and/or present a maintenance problem to school property. For example, cleats, studded collars, wristbands, rings, and chains.
- Footwear is required at all times except in the locker rooms.
- Students are expected to remove any head coverings while on school premises. such as hats, hoodies, caps, headbands, or bandanas etc.
- Extreme garment length or size.
- Clothing that is intended for sleepwear, such as pajama pants.
- Clothing and headwear covered with inappropriate pictures or language. This includes, for example, clothing with pictures or language depicting alcohol, tobacco, drugs, promoting violence, sex, sexual innuendo, and double meanings of an inappropriate nature.
- Clothing that exposes bare skin or undergarments from the middle of the thigh to upper chest, where the limit is established with a taut string stretched from armpit to armpit.
- The length of shorts or skirts is to be gauged by mid-thigh. Mid-thigh is the halfway point between the knee and hip.
- It is also unacceptable to wear spaghetti strap tops, narrow tank tops, “racer” back or strapless tops.
- Tank tops are acceptable with straps wide enough to cover undergarments.
- Outdoor jackets may not be worn in the classroom and are to be kept on coat hooks at the elementary school and lockers at the junior-high school.
- Jeans or other articles of clothing with holes in them or “distressed” must comply with all of the above rules. If the holes are above mid-thigh, they must be patched accordingly.
- Coaches, physical education instructors, and advisors may set more stringent standards for players and performers.
- For formal events students’ attire should cover the area from the middle of their thighs to a horizontal line connecting the armpits.

Exceptions may be made for medical, religious, or cultural reasons with prior approval from the school administration.

Persons in violation of the MSAD #30 Dress Code will be required to do one of the following:

- Parents may bring a change of clothing that meets the standards set by the MSAD #30 Dress Code.
- Cover the clothing or exposed areas with additional clothing that meets the MSAD #30 Dress Code, and which must remain on for the duration of the school day. (The school will loan students appropriate attire for students if necessary.)

- Be dismissed from school by a parent/guardian to go home and change to clothing that meets the MSAD #30 Dress Code.

Appropriate disciplinary action will be taken by the school administration for refusal to follow the MSAD #30 Dress Code. Exceptions may be made for medical, religious, or cultural reasons with prior approval from the school administration.

STUDENT BEHAVIOR

Statement of Philosophy:

We believe that our public schools, through a disciplined study of educational tasks, must prepare students for work and subsequent levels of study and for effective citizenship. Therefore, a student who displays behavior that shows respect for necessary rules and regulations, other people, and who is self-controlled, will be a good citizen. It is our belief that a discipline policy that is based on humanitarian principles that recognize the dignity and worth of each student, and that calls for teachers to use those methods and procedures which research and experience have proven to be most effective, will be the most useful in achieving our goal. Teachers strive to have a well-ordered, friendly atmosphere in their classrooms.

We also believe that certain student rights must be protected. However, students must also be responsible for the consequences of actions that infringe upon the rights of others. The Board believes that the best discipline is self-discipline and that the school environment should allow students to make responsible decisions about their behavior. The board believes that giving students the opportunity to practice self-discipline in school will lead to their making more responsible choices when not in school.

Student Rights and Responsibilities:

Each student has the right to a free public education and the responsibility to attend school regularly and not to interfere with, or threaten, the education of others. Every student has the right to express his/her opinions as long as that expression does not infringe upon the rights of others. Students have the right to determine their patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others, and do not interfere with the educational process of the school.

CODE OF CONDUCT

The object of this code is to establish rules of student conduct, which have been deemed by the board to be necessary for the successful accomplishment of the mission of the schools. Students must be responsible for their actions and behavior. The rules of student conduct and administrative procedures for use in schools and at any school function is based upon, but not limited to, the following:

Disruption of the school process: A student shall not cause disruption in any way to the functioning of the school.

Violence/Physical Harm: A student shall not use violence, force, noise, coercion, or intimidation toward others; nor shall any student urge others to engage in any such conduct. No fighting, pushing, shoving, or kicking is allowed.

Threatening/Bullying: No student shall threaten, harass, assault, or cause physical injury to other students or any school personnel.

Verbal Harm: All students shall refrain from libel, slander, obscenity, personal attacks, or incitement to illegal action(s).

Theft: No student shall steal or intentionally damage any school or private property on school premises, on any school bus, or during any school-sponsored activity.

Weapons: On school property, a student shall not possess, handle, or transmit a knife, razor, gun, or any other object that can reasonably be considered a weapon.

Drugs: A student shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any illegal substance, including alcohol.

Tobacco: No student is allowed to possess or use tobacco in the building or on school property at any time.

Fire Danger: Students are not to bring any type of incendiary devices, such as matches, lighter, etc.

Public Display of Affection: Students are not to engage in any type of displays of affection, such as kissing, hugging, or touching of others at school or at a school activity. Proper behavior is expected at all times.

Cheating/Plagiarism: Students are not to copy others' work and submit it as their own.

Insubordination/Rudeness/Disrespect Toward Others: Students are expected to maintain good manners and comply with basic rules and requests.

GENERAL GUIDELINES

- a) Good discipline is always fair, dignified and in good temper.
- b) Conferences with teachers, the principal, and parents should be effectively employed to bring about acceptable classroom behavior.
- c) Minor infractions of the above code of conduct are to be handled in accordance with the disciplinary procedures developed by the administration and instructional staff. Keeping students in at recess, loss of privileges, such as PEP(Physical Ed. Plus), field trips, etc., and detentions are examples of acceptable consequences for misbehavior. More serious infractions may be punishable by suspension and expulsion.
- d) School personnel may use a reasonable degree of force to control a student who creates a disturbance or to remove students from the scene of a disturbance. Corporal punishment, however, is not permitted in Maine.

Administrative Procedures:

The Board requires the Superintendent to develop and make known to parents and students specific procedures for carrying out this policy. In doing this it is understood that the staff of each building under the direction of the District Principal is responsible to develop school rules and school regulations, eliminating vagueness from rules, and for enforcement of rules. Each teacher is responsible for assisting the enforcement of school rules, developing specific classroom expectations, and establishing effective classroom management procedures.

Discipline of a Student With a Disability:

The student with a disability is subject to the same treatment under the policy as the student without a disability, except that it is our intention to follow the regulations under Chapter 101, Section 10.10, pages 53 and 54. A copy is available from the superintendent's office.

SUSPENSION OF STUDENTS

The Board of Directors delegates to the District Principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days for each incident. A suspension of a student may be out-of-school suspension or in-school suspension.

Prior to the suspension, except as hereinafter provided:

- a) The student shall be given oral or written notice of the charge(s) against him/her;
- b) The student shall be given an explanation of the evidence forming the basis for those charge(s); and
- c) The student shall be given an opportunity to present his/her side of the case.

However, students whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from school; in such cases, the notice of charges, explanation of evidence, and the student's opportunity to explain his/her side of the story, shall be arranged as soon as practical after removal of the student from school. The parent or guardian shall be notified of suspension of his/her son or daughter by telephone immediately, if possible, and/or by written notice.

Students are responsible for any schoolwork missed during their suspension. After reinstatement, they shall be permitted to take any tests, quizzes or any other form of evaluation affecting their grades.

EXPULSION OF STUDENTS

No pupil shall be expelled from school except by the action of the Board of Directors. Under the law, the Board shall expel any student who is deliberately disobedient or deliberately disorderly, or for infractions of violence, or for possession, furnishing or trafficking of any scheduled drug as defined in Title 17-A; chapter 45; for possession and/or use of a weapon as defined by 20-A MRSA § 1001 (9-A) and 19 USCA § 921 et seq.; after a proper investigation of the student's behavior, and due process, if found necessary for the peace and usefulness of the school. The Board also has the power to restore an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur.

Procedures for expulsion must follow all legal provisions for due process and are to be carried out without undue delay. The parent or guardian must be notified at least five days prior to the date of a Board hearing. The hearing shall be in a properly called executive session and may be attended by persons designated by the Superintendent to present information in the case.

In all cases of expulsion, the student and parent/guardian shall be provided:

- a) A clear definition of the disciplinary rule;
- b) A written notice of the charge;
- c) The following rights in the hearing before the Board of Directors:
 - 1) Right to counsel;
 - 2) Right to confrontation of the "accusers" and to cross examination; and
 - 3) The right to present evidence.

TRANSPORTATION RULES

Riding a school bus is a privilege that can be discontinued for any disruptive student. Bus drivers are entrusted with the very important care, custody, and safety of all students from the time they get on the bus until they are discharged from the bus. Managing students and providing a safe environment for the driver and passengers is a high priority. The bus environment is an extension of the classroom environment and riders should conduct themselves accordingly. Therefore, students are subject to the same rules and consequences that students are at school.

All students riding M.S.A.D. #30 busses are required to follow the rules listed below. Video cameras are used on the bus to monitor student behavior.

BUS RULES FOR MSAD #30

Meeting the Bus:

1. All pupils must be on time.
2. Pupils walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.
3. Pupils, when crossing the highway, should walk not run.
4. Pupils shall not run alongside the bus when it is moving.
5. Students should be out waiting for the bus at least 5 minutes before it is expected. In bad weather, book bags should be left out in the driveway to signal the driver to wait for the child.

The Osgood, Fairgrounds, Brown and Town Line Roads are all roads that can be very slippery in bad weather. During these conditions, it is up to the discretion of the driver if he/she will go down these roads. If you have any questions, please call the Superintendent's office at 290-4989.

On the Bus:

1. Pupils shall obey the driver who has full charge of the bus.
2. Pupils shall not extend arms, legs, or heads out of the bus.
3. Pupils shall go to assigned seats, without crowding or pushing and remain seated while the bus is in motion.
4. Pupils shall refrain from talking with the driver except in an emergency.
5. Pupils shall not tamper with the emergency door or any part of the bus equipment.
6. Pupils shall not mar or deface the bus. Damage done to seats or other equipment is to be paid for by the pupil.
7. Pupils shall not open windows unless verbal permission from the driver is given.
8. Pupils shall not fight or scuffle in the bus or create any disturbance.
9. Pupils must not shout or wave to pedestrians or occupants of other vehicles, or throw objects out of or within the bus.
10. Prior to alighting from the bus, pupils shall remain seated until the bus stops.
11. Pupils shall not place lunch boxes or other objects in the aisle of the bus.
12. Pupils, after alighting from the bus, (if they must cross the highway), shall go to the front of the bus and wait until the bus driver directs them to cross the highway.
13. Pupils are not to use foul or vulgar language on the bus.
14. Pupils shall wear seatbelts (if equipped) at all times.

Discipline:

The following procedure will be followed in dealing with misbehavior on the bus:

1. Bus driver identifies misbehavior and
 - a. talks to the student to change behavior
 - b. completes a Bus Conduct Report
 - c. contacts the district principal and makes a recommendation
2. Bus Conduct Report:
 - a. completed by the driver
 - b. student receives parent's copy

- c. student returns parent's copy to the driver signed by the parent. The student should not be allowed to ride until the parent's copy is signed and returned. It should be noted that a suspension from the bus does not excuse a student from attending school.
3. Review by district principal: Each Bus Conduct Report will be reviewed to determine what discipline action will take place. The school administrator will meet with the student and usually have a conference with the parents, which may also include the bus driver, if possible. The bus driver will be informed as to the discipline action that was taken.
 4. Discipline action can take many forms depending upon the severity and/or frequencies of the inappropriate behavior. Possible disciplinary actions include:
 - a. loss of recess, detention or other school consequences.
 - b. cleaning the bus
 - c. restitution for damages
 - d. conference with school administrator, and/or bus driver
 - e. suspension of bus riding privileges. The suspension of bus riding privileges does not excuse a student from attending school.

TRANSPORTATION NOTES

If a student comes to school on a bus, the student is expected to return home on his/her assigned bus. Students are not permitted to "hitch-hike" home, or to ride with anyone else, unless a written and signed permission request is received from home and presented to the office in the morning. Simply, telling the driver is not enough. Parents must send a note to the office or call the office directly if the child is going somewhere else after school that day. These requests must be kept to a minimum and may be refused if abused. Do not put the bus driver in a position of deciding that a pupil should get off at a neighbor's or friend's home on the word of the pupil only. We request that parents of young elementary children come to a window or door of their home when the child is arriving home so that the driver can see that the parent is home ensuring that the child can be safely dropped off.

MJ students: **If a student will be walking to Lee Academy after school to attend a MIJH game, a note will be needed.** It should be noted that after 2:30p.m., there is no student supervision and students should not loiter outside the building.

SPECIAL SITUATIONS

Many of our buses are at maximum capacity for the number of children allowed on the bus. Therefore, it may not be possible in some cases for many children to take a different bus at the end of the day to attend a birthday party, a 4-H meeting, a Boy Scout meeting or other type of party. Parents and club advisors are asked to call the school and ask about making arrangements prior to the event.

SCHOOL NUTRITION PROGRAM

Our school nutrition program is available for all students; we offer breakfast and lunch. Whether students choose to participate in school lunch or bring a bag lunch, it is important that they eat a nutritional meal so that they will be able to learn and grow. We send home menus at the beginning of each month so as to help in your planning. This year 2025-2026 all schools will be able to have breakfast and lunch **AT NO COST**. This is the last year of the CEP program to be able to serve **NO COST breakfast and lunch**. We will be applying again in the spring for a new program. Students may choose to take only three of the five foods served. In order to eliminate waste, we encourage you to ask your children not to take servings that they don't plan to eat. We do, however, like to see students at least try foods they may not get at home.

Milk may be bought for \$.30 per carton. Students **must pay for milk when bringing a bag lunch** or requesting extra milk. Students may purchase a carton of milk in the morning when they arrive at school in addition to the one served with lunch.

The School Nutrition Program is committed to fostering a healthy learning environment by ensuring that our students have access to nutritious and balanced meals. To support this commitment, we have updated our guidelines regarding the types of beverages allowed on school premises.

The following items are strictly prohibited from being brought to school:

- Soft drinks or any sugary drinks
- Coffee and any caffeinated-based beverages
- Energy drinks

We understand that habits can be hard to change, but we encourage parents and guardians to support our initiative by not allowing their children to bring these prohibited items to school. We want to support students in making healthier choices and stay focused on their educational journey. Together, we can create a supportive and health-conscious school community. Thank you for your cooperation and understanding.

SCHOOL NURSE

MSAD #30 hires a school nurse (RN) to help us comply with the State Law concerning student health. She also advises parents when certain health problems arise. A limited amount of her time is spent on health education and on preventive health. The school nurse may be a good resource to you.

Maine Law requires that all children in grades K-12 (unless qualified for an exemption) be immunized against the following diseases before entering school: polio, diphtheria, whooping cough, tetanus, measles, German measles (rubella), and chicken pox.

The school nurse's office is at Mt. Jefferson Jr. High and she will make building rounds when needed. In case of emergency, the teacher in charge will first contact the parent. If the parent cannot be contacted, then the child's doctor will be called as written on the student emergency sheet. All teachers will be expected to use these emergency procedures recommended by the Department of Education. These procedures are posted throughout each building. School personnel are required to fill out an accident report for any serious accident that happens during the school day.

MEDICINE – ADMINISTERING

NO MEDICATIONS MAY BE TRANSPORTED BY CHILDREN. PARENTS/ ADULTS MUST BRING THE MEDICATIONS TO SCHOOL IN THE ORIGINAL CONTAINER WITH SIGNED INSTRUCTIONS STATING WHAT THE MEDICATION IS FOR, AND WHAT THE DOSAGE IS. IT IS PREFERRED THAT ALL MEDICINE BE TAKEN AT HOME IF POSSIBLE.

Taking such medication is to be supervised by the nurse or her designee. No medication can be given without a parent's permission. MSAD #30 requests that medication NOT be sent to school unless ABSOLUTELY NECESSARY. Physicians will often accommodate your request to schedule medication times outside of school hours.

PARENT CONFERENCES AND VISITATIONS

The staff of MSAD #30 intends to have open and frequent communication with parents in as many ways as possible. Parent Information Nights are scheduled within the first days of school opening. It's very important for all parents to attend this informational session so that all of your questions or concerns can be addressed at that time. All parents will be asked to attend a parent teacher conference at the midpoint of the first trimester. Teachers will contact the parents with possible dates and times. It is very important that parents attend this conference.

All parents are also encouraged to visit school at least once during the year. Teachers will welcome your visit and will be happy to talk to you about the school and its programs. Some parents will be asked to come and talk with teachers when a student is in academic difficulty or when a student consistently refuses to follow school rules and regulations. If this happens, please come at the appointed time, bringing with you the student concerned. Our experience has been that this often brings about the desired changes in student behavior or achievement. Face-to-face discussions bring much better results than telephone conversations.

STUDENT PROGRESS

The Parent Teacher Conferences mentioned above are held in the fall, halfway through the first trimester so that teachers can discuss how the first part of the academic year is progressing. Report cards with teachers comments are mailed home for grades K - 8. **If you want a duplicate report sent to another parent at another address, please give the school secretary the information.**

ADDITIONAL ACADEMIC SUPPORT SERVICES

In keeping with its Statement of Purpose and Goal, MSAD #30 strives to ensure that every child will be successful in his/her school experience and will reach his/her potential. MSAD #30 offers several programs to assist those children who are not meeting success in the traditional classroom.

STUDENT ASSISTANCE TEAM

The Student Assistance Team is set up to help students who are having difficulty in school. Students may be referred by their parents, their teacher, a staff member or by themselves. The SAT is made up of the District Principal, the Guidance Counselor, Special Education Director, the school nurse, the student's teacher, other teachers, and the student's parent. The student may participate if he/she wants.

The SAT will do a review of the student's records, ask for input from others who work with the student, discuss other pertinent information which may be impacting the student (family issues, health issues, social concerns) and review classroom performance. They will then make recommendations which they feel will help the student in school. A case manager will be assigned to monitor the student's progress.

TITLE IA SERVICES

Title IA is a program that is designed to assist all students who need additional assistance to improve math and reading skills to more grade-appropriate levels. In our K-4 Title IA program, this assistance is offered by an educational technician at Lee/Winn. The educational technician works under the direction of a classroom teacher. At the 5-8 level, Title 1A is administered by the teachers.

The Reading Recovery program for eligible first graders is one of the Title IA programs.

SPECIAL SERVICES

The Individuals with Disabilities Education Act of 1975 (P.L.94 -142) stipulates rules and regulations governing special education policies and procedures to provide all students with free appropriate public education in the least restrictive environment. The staff of MSAD #30 is committed to providing a free-appropriate public education to students with disabilities. A student with a disability is an individual who:

- a. has reached the age of five years on or before October 15;
- b. has neither graduated from high school nor reached 20 years of age at the start of the school year; and
- c. has a disability which adversely affects the student's educational performance and requires the provision of special education services in order that the student may benefit from his/her educational program.

Screening:

State regulations (Chapter 101 7.3) require that each school unit screen students entering school during the first 30 days of the school year or, for transfer students, during the first 30 days of enrollment. If there is evidence of a prior screening or prior identification as a student with a disability, the screening may be waived. MSAD #30 screens all incoming kindergarten students in the spring prior to entering school in the Fall.

The screening process in MSAD #30 schools includes obtaining information concerning each student, through both formal and informal assessment, in the areas of fine and gross motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. If the screening assessments indicate that a student may require special services, that child's records will be referred to the Individualized Education Program Team (IEP Team). When a referral is made, the parent(s) or guardian(s) of the child will be notified in writing of the referral.

Pre-Referral:

If a student exhibits academic difficulties after screening, then a pre-referral process will be initiated by the Special Education Director or designee. During this process modifications and accommodations may be made within the child's program by the classroom teacher. Careful documentation will be maintained and shared with the parents and other professionals, as appropriate.

Referral:

At a point in time deemed appropriate by the Special Education Director, teacher, service provider, or parent a referral may be made to special education. This process includes conducting an evaluation, and making determinations in the areas of:

- * eligibility,
- * program, and
- * placement

No evaluation or placement in a special program can be completed without written parental consent for the evaluation itself and one for placement if the child's eligible for services. A referral may be made by school staff, a parent, or other agencies. Such a referral may be made by contacting the Special Services Director at (290-4989) for further information.

Services:

MSAD #30 provides a continuum of special education services such as:

- * consultation services;
- * specially designed instruction;
- * speech and language services;
- * occupational/physical therapy services; and/or
- * psychological services.

I.E.P. Team Meeting:

Each building has an Individualized Education Program (IEP Team), which meets to evaluate students with disabilities and to develop an appropriate educational program for each eligible student. This team consists of an administrative designee, special education teacher, regular education teacher and the parent or guardian, and other personnel as appropriate. Parents are strongly encouraged to be involved in their child's program. No student can be evaluated for, or placed in, special education without parental permission or due process.

CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

Parents and the community are invited and encouraged to attend plays, open houses, athletic events, and other programs that may develop throughout the year. Mount Jefferson Junior High School also offers the following extra-curricular activities: soccer, basketball, baseball, and softball. **STUDENTS MUST HAVE PROOF OF MEDICAL INSURANCE AND A PHYSICAL BEFORE PARTICIPATING IN THESE ACTIVITIES. (Parents are responsible for the above costs.)**

CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES POLICY

(Approved by the MSAD #30 Board of Directors on December 3, 1996)

The Board recognizes the importance of co-curricular and extra-curricular activities such as athletics, C.A.P.S (Community Activities Planning System), dances, and other school-sponsored activities. The Board recognizes that these activities provide opportunities for a student to raise self-esteem, learn teamwork, pride, self-discipline, integrity, and other values. The Board, however, places a higher priority upon the academic program. The Board, therefore, sets forth eligibility standards for participation in the athletic and band activities in addition to the Board's expectations for student conduct.

Eligibility:

There will be bi-weekly academic checks for all student athletes. Students who are failing at the end of any week (Friday) shall be ineligible for the next week (Tuesday through Saturday). A student will remain ineligible until his/her accumulated academic average for all subjects is passing at the end of the next week or weeks.

Conduct and Participation:

This policy is established for the purpose of maintaining a safe and good sportsmanship-oriented atmosphere in all forms of extra-curricular sports. This policy is an effort on the part of the Board to minimize inherent risks attached to various sports.

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. However, it is recognized that a well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

The following conditions shall serve as guidelines in the conduct of athletic programs:

1. Participation in interscholastic athletics is limited to students in grades 6-8. If it come necessary to be able the fill a team, 5th graders will be allowed to play.
2. The athletic program is an integral part of the school program and comes under the authority of the Administrator to the same degree as all other phases of the school program.
3. Qualified personnel shall be assigned to supervise and coach the individual sports. Those coaches having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, and health and safety regulations.
4. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor within the past twenty-four (24) months, and until written consent has been obtained

from the parent. It is a parental responsibility to ensure that their child receives a physical examination or medical statement indicating that the participant is fit to participate in the athletic program

5. Expenditures for the athletic program shall be incorporated as part of the general budget of the Board. Excluding items retained by the students (i.e. footwear, hats, etc).
6. School participation in interscholastic athletics shall be subject to approval by the Administrator. This shall include approval of membership in any leagues, associations, or conferences, and of annual sports schedules.
7. Athletes, who are ineligible, will be expected to attend practice and home games unless they are receiving extra help from a teacher or are otherwise excused by the coach. They may not participate in any games.

Eligibility Procedure:

- When teams have been established, coaches will provide teachers with the names of those students who have been selected.
- Teachers will check the progress of those students by Monday of the following week and report any failings to the coach.
- Failing students will be placed on probation for Tuesday through Saturday.
- The student will be suited up and must sit with the team at home games during the probationary period.
- The student will not attend away games.
- Students who fail to comply with this procedure will be subject to team rules and disciplined accordingly.

Activities include sports, plays, math team, band, and chorus, and other activities outside the regular curriculum.

Physical Education Plus (PEP):

Students may be placed on academic probation from this program if their work is not completed or up to par. Students who sign up for an activity and then choose not to attend will not be eligible for the next activity.

AFTER-SCHOOL ACTIVITIES

Due to the fact that one of our primary concerns as an educational institution must be the safety of the student, it is required that all students, who are not directly members of the team, must ride home on their regular buses. We cannot assure supervision for those students who wish to stay. Students must be in school the day of the activity in order to be able to take part in the activity. Exceptions for documented medical appointments need to be approved by the District Principal.

MJJH games are played at LA facilities. **If you want your child to walk to LA before a MJJH game, there needs to be written permission.** The note will be kept on file in your child's folder in case there is any question.

If your child does attend after-school activities, he/she will be expected to remain in the gym or field area until the end of the game or until he/she is picked up to go home. He/she will not be allowed to go in and out of the school during the game. The District does not provide transportation after games, so students will have to make arrangements before coming to school.

DANCES

Throughout the year MJJH students (6-8) are invited to attend school dances. To attend a dance, students must be in school the WHOLE day of the dance. During Winter Carnival, they are to be in school all day and participate in all the daily activities. If a student is late, or had to leave for a medical appointment, please bring an appointment card from the provider of the service. Usually, we provide a movie option for our MJJH 5th grade students during the dance

times and other activities as deemed appropriate by administrators. All school rules/consequences apply during all school sponsored events. Dances are for MJJH students only. Guests are not allowed.

Pick up/drop off places before/ after dances are as follows:

- Kingman Elementary School, Prentiss Store, Springfield Post Office and along Route 6.
- Winn General Store, and along Route 168.

There is bus transportation provided to and from the dance from certain pick up areas in the district. A student who arrives on the bus is expected to return on the bus, unless a parent arrives at the dance to pick up the student. If you want your student to ride home with someone else, a note needs to accompany the student to the dance. If there is no note, the student will be sent home on the bus. Students will not be able to leave a dance unless picked up by a parent. If a student leaves without permission, he/she will not be allowed back in or on the bus home and the parent will be called. He/she will not be allowed to come to the next dance.

MUSIC - PHYSICAL EDUCATION

Students are scheduled to receive physical education and music classes each week. These classes are an important part of the program MSAD #30 offers to its students. All fifth-grade students are encouraged to take band. In grades 6-8, students will still have music classes, but they may choose to continue to take part in our instrumental and vocal program. Students may also choose to take part in our instrumental music program. Students involved will have one lesson per week on their instruments and later on will be involved as part of a band group. Students are expected to lease or purchase their own instruments unless other arrangements are made.

POLICY STATEMENTS

The following policy statements are included to comply with state and federal laws. If you have any questions about these policies, please contact the Superintendent of Schools.

ASBESTOS

The schools in MSAD #30 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the office of the superintendent of schools. Copies may be made on request at a cost of 10 cents per page.

EQUAL OPPORTUNITY EMPLOYER (EOE)

MSAD #30 does not discriminate in the education and employment policies that it operates and will honor all appropriate laws relating to discrimination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate educational research.

MSAD #30 wishes to remind all parents and/or eligible students (age 18 years or older) of their rights and protection under the Family Educational Rights and Privacy Act. A complete copy of MSAD #30's Student Record Policy may be obtained by contacting the Superintendent of Schools. The following items outline your rights:

The parent and/or eligible student has a right to:

1. Inspect and review the student's education records.

(The parent must visit the school and formally request to review or inspect records. An appointment will then be made to review the records and a school official will be present during the review.

2. Request the amendment of the student's education records on the grounds that it is inaccurate, misleading or violates privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34 CFR, Section 99.
4. File a complaint for failure to comply with the U.S. Department of Education.
5. Obtain a copy of M.S.A.D. #30's Student Records Policy by contacting the Superintendent of Schools.

The three types of student records maintained by the school include:

- * academic information such as grades, progress reports, student work samples, achievement test data, etc.;
- * statistical information including aptitude scores, mental ability, permanent school health records, etc., and
- * directory information on students, such as name, age, address, telephone number, grade, participation in officially recognized activities and sports and awards received.

All Directory Information may be made public without notice, unless the school is notified in advance that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

Some students have more than one family. Notices, grades, etc. are usually sent to the address and person on file in the office. The District would be happy to send duplicates to other members of the family, as the law permits. If you would like copies of information sent to another name and address, please give the school secretary the information.

STUDENT ACADEMIC REPORTING DATES FOR THE 2025-20206 SCHOOL YEAR

The school year is divided into three grading periods with a Report Card issued at the end of each of these trimesters. If a parent would like to know the status of their student(s) progress during a trimester, they can reach out to the school at any time to receive a progress report.

Trimester Reporting Grades K-8	Report Period Closes	Report Cards Sent Home
PARENT TEACHER CONFERENCES TBA for MJJH and October TBA for L/W		
Trimester 1	Nov. 21, 2025	Nov. 26, 2025
Trimester 2	Mar. 6, 2026	Mar. 13, 2026
Trimester 3	June 9, 2026	June 16, 2026

NO SCHOOL ANNOUNCEMENTS

The Superintendent is responsible to call off schools on days of inclement weather and poor traveling conditions. If you suspect that there will be no school, turn on your radio or television to any of the following stations: WNSX (97.7) (Q106.5), KISS (94.5), Channel 2, Channel 7 or Channel 5 also on our website. The district will attempt to have all announcements for no school, early dismissal, or for late bus schedules heard over these stations.

2025-2026 MSAD 30 SCHOOL CALENDAR

AUGUST 2025						
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	23
24	WS	WS	27	28	29	30
31						

2 Workshops Days
3 Student Days

SEPTEMBER 2025						
S	M	T	W	T	F	S
	H	2	3	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				

1 Labor Day
21 Student Days

OCTOBER 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	WS
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Workshop Day
1 Indigenous People Day
21 Student Days

NOVEMBER 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	WS	H	H	29
30						

3 Veterans & Thanksgiving
1 Workshop Day
16 Student Days

DECEMBER 2025						
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	V	V	H	V	V	27
28	V	V	V			

1 Christmas Day
15 Student Days

JANUARY 2026						
S	M	T	W	T	F	S
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

2 New Years & Martin Luther King
19 Student Days

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28

1 President's Day
15 Student Days

MARCH 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	WS
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Workshop Day
21 Student Days

APRIL 2026						
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	H	V	V	V	25
26	27	28	29	30		

1 Patriots' Day
17 Student Days

MAY 2026						
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	23
24	H	26	27	28	29	30
31						

1 Memorial Day
20 Student Days

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	ER	S	S	S	13
14	WS	16	17	18	H	20
21	22	23	24	25	26	27
28	29	30				

1 Juneteenth
7 Student Days

M.S.A.D. #30

William Braun, Superintendent
207-290-4989

V Vacation

WS In-service Day

H Holiday

ER Early Release

Reporting Period

ADD ON SNOW DAYS

Every Friday Early Release: LW 12:20pm; MUH 12:40PM

1st Trimester:
11/21/25 2nd
Trimester: 3/6/26
3rd Trimester: 6/9/26

175 School Days
181 Teacher Days

MSAD 30 Board of Directors Approved:
February 25, 2025

M.S.A.D. # 30

POLICY SECTION

To ensure that all families are well-informed and aligned with our expectations, we kindly ask parents and guardians to visit our school website to review the most current policies and procedures: <https://www.msad30.org/documents/student-handbook-policies/846303> . These guidelines are essential for maintaining a safe, respectful, and productive learning environment. It is the responsibility of both students and their families to understand and adhere to these policies. By staying informed, you help support a positive educational experience for everyone in our school community. If you have any questions or concerns regarding these policies, please contact the Superintendent's Office at 207-290-4989.

NEPN/NSBA Code: IJNDB-E (From Website)

M.S.A.D.#30
STUDENT COMPUTER/DEVICE AND INTERNET USE ACKNOWLEDGEMENT FORM
(Please Sign)

No student shall be allowed to use computers/devices or the Internet until the student and her/his parent/guardian have signed and returned this acknowledgment to the school.

STUDENT:

I have read Policy IJNDB, Student Computer/Device and Internet Use, and IJNDB-R, Student Computer/Device and /Internet Use Rules, and agree to comply with them.

Signature of Student

Date

Parent/Guardian:

I have read Policy IJNDB, Student Computer/Device and Internet Use, and IJNDB-R, Student Computer Computer/Device and Internet Use Rules, and understand that my daughter's/son's use of school computers/devices is subject to compliance with this policy and these rules.

Signature of Parent/Guardian

Date

PLEASE READ, SIGN & RETURN

Thank you for taking the time to read the Parent and Student Handbook and discuss it with your child(ren). Please sign and return this page to school stating that you have read and understand its contents including the policies located on our website listed above. If you have more than one child, please list all their names, and return the form to one teacher. We will make sure all other teachers get a copy of this form.

I have read and discussed The Student/Parent Handbook with my child (ren)

_____.

_____.

_____.

_____.

Parent/Guardian Signature: _____

Date: _____