Dr. Levesque Elementary School Handbook

www.msad33.org



Welcome to Dr. Levesque Elementary School!
We are looking forward to an exciting and successful school year.
This handbook was prepared to answer questions you might have.
Please take time to read this handbook thoroughly.
Contact the school if you have any questions or concerns about the content.

Principal's Welcome Letter

Dear Dr. Levesque Elementary Families,

Welcome to the 2025–2026 school year at Dr. Levesque Elementary School! Whether you are returning to our learning community or joining us for the first time, we are thrilled to have you as part of our Pioneer family.

At DLES, our goal is simple yet powerful—to help every child grow into a Respectful, Responsible, Honest, and Engaged Learner. These Core Values are at the heart of everything we do, guiding how we learn, how we treat one another, and how we build a caring and connected school community.

This year's theme, *"Growing Respectful, Responsible, Honest, and Engaged Learners,"* reflects our belief that learning goes far beyond academics—it's about character, curiosity, and compassion. Together, we will continue to nurture an environment where every student feels valued, safe, and ready to learn.

We are proud of our dedicated staff who work each day to create meaningful learning experiences, encourage curiosity, and model the behaviors that make our school community strong. We also recognize that education is a partnership between home and school, and your involvement plays a crucial role in your child's success. We encourage open communication and invite you to participate in school events, celebrations, and activities throughout the year.

Please take time to review this handbook carefully. It contains important information about our daily routines, attendance expectations, student supports, and school-wide procedures designed to keep our students safe and thriving.

If you ever have questions, ideas, or concerns, please don't hesitate to reach out. Together, we can make this a year of growth, kindness, and success for every learner.

With gratitude and excitement,

Robby Nadeau
Principal, Dr. Levesque Elementary School
📞 (207) 543-7717
📧 rnadeau@msad33.org
🌐 www.msad33.org

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Maine School Administrative District (MSAD) 33 reserves the right to make changes any time without prior notice. The school provides the information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

Many of the rules and expectations addressed in this handbook coincide with existing School Board policies. Throughout the school year, the Board may approve new policies and/or revise old policies. In the event the handbook differs from Board policies, the most recent Board policies take precedent. If you have questions about any part of the handbook, please call 543-7717 to speak with Principal Robby Nadeau click on her names to find their email addresses. You can also go to the MSAD 33 website and click on the Policies section.

SCHOOL CALENDAR 2025-2026



Valley Unified Education Service Center

Regional School Calendar 2025-2026

Maine School Administrative District 33 (207) 543 - 7334
Madawaska School Department (207) 728 - 3346
Maine School Administrative District 27 (207) 834 - 3189

August — 10 Staff / 7 Student Days

S	M	T	W	Th	F	S
	WS	WS	WS	21	22	
	25	26	27	28	29	

August 18: Workshop Day 1 for all Valley Unified Schools
August 19: Workshop Day 2 for all Valley Unified Schools
-Open House 4:30 - 6:00pm for all Valley Unified Schools
August 20: Workshop Day 3 for all Valley Unified Schools
***August 21: First Day of School for all Students**

September — 14 Staff and Student Days

S	M	T	W	Th	F	S
	H	2	3	4	5	
	8	9	10	11	12	
	15	{16}	17	18	19	
	22	23	24	25	26	
	29	30				

September 1: Labor Day Holiday - No School
September 16: PD early release for all students (12:00 pm)
September 22 - October 3: Harvest Break - No School

October — 19 Staff and Student Days

S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	H	14	15	16	17	
	20	21	{22}	23	24	
	27	28	29	30	31	

October 13: Indigenous Peoples' Day Holiday - No School
October 22: PD early release for all students (12:00 pm)

November — 16.5 Staff / 16 Student Days

S	M	T	W	Th	F	S
	3	4	5	6	7Q	
	{10}	H	12	13	14	
	{17}	18	19	20	21	
	24	25	V	H	V	

November 7: End of First Quarter
November 10: Conferences (12:30 - 6:30pm)
- 12:00 Student Dismissal.
November 11: Veteran's Day Holiday - No School
November 17: PD early release for all students (12:00 pm)
November 26 - 28: Thanksgiving Break - No School

December — 16 Staff and Student Days

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	{11}	12	
	15	16	17	18	19	
	{22}	V/MD	V	H	V	
	V	V	V			

December 11: PD early release for all students (12:00 pm)
December 22: Holiday Break Early Release (12:00 pm)
December 23 - January 2: Holiday Break - No School
- December 23 possible snow make up day (if needed)

January — 19 Staff and Student Days

S	M	T	W	Th	F	S
				H	V	
	5	6	7	8	9	
	12	13	14	15	{16}	
	H	20	21	22	23	
	26	27	28	29	30S	

January 16: PD early release for all students (12:00 pm)
January 19: MLK Jr. Holiday - No School
January 30: End of First Semester Standards Reporting Period

February — 15 Staff and Student Days

S	M	T	W	Th	F	S
	2	3	4	5	6	
	{9}	10	11	12	13	
	H	V	V	V	V	
	23	24	25	26	27	

February 9: PD early release for all students (12:00 pm)
February 16 - 20: Winter Break - No School

March — 22.5 Staff / 21 Student Days

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	{12}	WS	
	16	17	18	19	20	
	23	{24}	25	26	27	
	30	31				

March 12: Conferences (12:30-6:30pm) 12:00 Student Dismissal.
March 13: Teacher Workshop Day (No School for Students)
March 24: PD early release for all students (12:00 pm)

April — 17 Staff / 16 Student Days

S	M	T	W	Th	F	S
			1	2	3	
	6	7	{8}	9	10Q	
	13	14	15	16	WS	
	H	V	V	V	V	
	27	28	29	30		

April 8: PD early release for all students (12:00 pm)
April 10: End of Third Quarter
April 17 : Teacher Workshop Day (No School for Students)
April 20 - 24: Spring Break - No School

May — 20 Staff and Student Days

S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	{21}	22	
	H	26	27	28	29	

May 21: PD early release for all students (12:00 pm)
May 25: Memorial Day Holiday - No School

June — 13 Staff and Student Days

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	13
	15	16	*{17}S	MD	H	

June 11: Graduation for MMHS (7:00pm)
June 12: Graduation for CHS (7:00pm)
June 13: Graduation for WMHS (11:00am)
*** June 17: Last Day of School for Students and Staff**
- End of Second Semester Reporting Period

Semesters (S)	Quarters (Q)
	1st - 45 Days
1st - 91 Days	2nd - 46 Days
	3rd - 44 Days
2nd - 85 Days	4th - 41 Days

STUDENT DAYS - 176
TEACHER DAYS - 182

Last Update: 8.13.25

WS	Teacher Workshop Day
	Potato Harvest Break
H	Holiday
V	Vacation / Break Period
	Parent Teacher Conference
	Half day PD for Staff
MD	Storm Make-Up Day
V/MD	Vacation Day or Storm Make-up
{ }	Early Release (12:00pm)
	Graduation Day
Q	End of Quarter
S	End of Semester

CHS / VRMS: (207) 834-5540 MMHS: (207) 728-3371 WMHS: (207) 543-7717
FKES: (207) 834-3456 MES: (207) 728-3635 DLES: (207) 543-7302
SJVTC: (207) 543-6606

Adopted by the Madawaska School Committee on 1.13.25, the Board of Directors for MSAD27 on 1.27.25, and the Board of Directors for MSAD33 on 2.5.25(Title 20A § 4081)

Dr. Levesque Elementary School is pleased to have the following members as part of our learning community. Click on any name to get the person's school email address.

Ben Sirois	Superintendent		ED TECHS / SUPPORT STAFF	
Robby Nadeau	Principal		Lisa Bosse	DLES-Ed Tech II (Title I)
Tammy Lothrop	School Counselor		Jill Soucy	DLES-Ed Tech III (Title I)
Lexi Nadeau	School Social Worker		Brooke Higgins	DLES-Ed Tech II
JoAnne O'Leary	Nurse		Michelle Tardif	DLES Special Ed. Ed Tech I
Lise Pelletier	Director of Special Services		Amanda Taylor	DLES Special Ed. Ed Tech I
Sue Kelly	School Secretary		Sylvie Cyr	DLES/WMHS Library Assistant
Deb Toussaint	Guidance Secretary		Shania Beaulieu	DLES-Ed Tech II
Tammie Lerman	Athletic Director		Cynthia Dubois	DLES-Ed Tech III (Title I)
TEACHERS			TECHNOLOGY	
Tracy Caron	Teacher–PreK / IEP Coordinator		AnnMarie Guerrette	Technology Coordinator
Tricia Perreault	Teacher–Kindergarten		Colby Theriault	Technology Support
Amy Pelletier	Teacher–Grade 1		THERAPISTS (Contracted)	
Jenna St. Onge	Teacher–Grade 2		Robin Lamarr	Speech Pathologist
Chantal Blanchette	Teacher–Grade 3, GT Coordinator		Cassidy Lajoie	Occupational Therapist
Marie Conarroe	Teacher-Grade 4		Tiffany Beaulieu	Physical Therapist
Sonya Michaud	Teacher–Art		FOOD SERVICES	
Christina Beaulieu	Teacher–Grade 5		Melanie Lagasse	VU Foodservice Director
Jessica Picard	Teacher–Reading Interventionist		Kim Martin	Head Cook
Madysen Picard	Teacher-Kindergarten		Amy Dudek	Kitchen Staff
Elaine Guimond	Teacher–Special Ed.–DLES		Rebecca Carroll	Kitchen Staff
Micheal Mader	Teacher-Physical Education		Lori Guerrette	Kitchen Staff
Charles Michaud	Teacher-Music		BUS DRIVERS / CUSTODIANS	
			Kevin Theriault	Head Custodian
			Rino Marquis	Custodian/Bus Driver
			Ivan Blanchette	Bus Driver
			Daniel Boston	Custodian
			Alfredo Hofling	Custodian/Bus Driver
			Michelle Alonso	Custodian

CORE VALUES

At Dr. Levesque Elementary, our Core Values guide everything we do, from the classroom to the playground. We show Respect, demonstrate Responsibility, act with Honesty, and Engage fully in learning.

The staff and students of MSAD 33 developed Core Values that they determined all students and staff should follow. These core values are skills needed for life at school, at home, and in the community. The core values that MSAD 33 focuses on are Respect, Honesty, Responsibility, and being an Engaged/Invested Learner.

The following matrix was created to give examples of what the core values look like in action.

Core Values Matrix

	Respect	Honesty	Responsibility	Engaged /Invested Learner
Arrival/ Dismissal	• No running, pushing or shoving • Be mindful of your voice tone and volume • Arrive in a timely manner • Dress respectfully • Be seated during announcements	• Report to the main office • Explain why your late • Bring your tardy pass to your teacher • Sign in/out when you are entering or leaving	• Be prepared for class • Arrive to school/class on time • Sign out • Drive/park appropriate in the school lot	• Be ready to learn • Come to school/class with a positive attitude • Get plenty of sleep/rest before coming to school
Classroom	• Use acceptable language and volume • Follow teacher directions • Raise your hand • Respect your peers • Respect school property .	• Be honest about your work • Don't lie or cheat • Maintain your character and integrity	• Complete assignments • Meet deadlines • Appropriate use of computers and electronics • Respect your teachers' time • Keep your classroom clean • Come prepared	• Use your time wisely • Work cooperatively with others • No sleeping in class • Pay attention • Ask questions is you are unsure
Restroom	• Respect the work of custodians • Wait your turn • Respect the privacy of others	• Don't waste time • Report incidents/misuse • Use the bathroom the way it was intended	• Keep restrooms clean • Flush toilets • Wash/dry your hands	• Go to and return from restrooms in a timely manner
Cafeteria	• Use appropriate manners • Respect the lunch staff • Clean your area	• Keep your food to yourself • Take only what you can eat • Respect others	• Be mindful of language and volume • Keep your food in your tray	• Be an upstander not a bystander • Help others • Work to solve problems

			• Use proper table manners • Keep your area clean	
	Respect	**Honesty**	**Responsibility**	**Engaged /Invested Learner**
Athletic Events	• Show Pioneer Pride • Respect all players, officials and coaches	• Demonstrate good sportsmanship • Report incidents	• Arrive on time • Leave it “on the court/field” • Represent your school with dignity	• Always play your best • Strive to improve • Follow instructions from. Your coach • Attend practice
Recess	• Respect school equipment • Play fair • Be polite to teachers on duty	• Report incidents • Play fair/safe	• Be on time for class meetings • Report to designated areas only • Take care of your belongings • Follow game and playground rules	• Be an upstander not a bystander • Help others • Catch up on missing assignments
Bus	• Stay seated • Use appropriate language/volume • Respect the driver • Follow bus rules • Keep aisles clear	• Report inappropriate behavior • Sit in the correct assigned/ designated area • Stay visible	• Be on time • Walk to and from the bus • Take care of your belongings • Follow bus safety rules	• Follow procedures for entering and exiting • Be a good role model

DLES Daily Schedule	
7:30	• Students being dropped off can arrive at school. • All students enter through the school's main door at the DLES end of the building. • Breakfast begins upon arrival. • NOTE: We ask that no students arrive prior to 7:30.
8:00	Start of the school day.
8:05	• Students arriving after this time will be marked tardy. • Parents must provide a note, call the school, or email the secretary when the students arrive to excuse the tardiness.
Lunch	• 10:45–Kindergarten • 10:50–Grades 1, 2 • 11:00–Grades 3, 4, 5 • 11:15–PreK
2:44	• Dismissal begins through the blue Dr. Levesque doors. • Walkers and those being picked up first and the bussing students will follow.

ARRIVAL

- All students, parents, and visitors will enter through the school's DLES entrance.
- Students can arrive as early as 7:30–please, no earlier.

DISMISSAL

- To get students home safely and to prevent confusion, parents can have up to two drop-off locations for a child. Usually this is home and daycare/babysitter. One should be the regular drop-off location with the other as a backup as needed.
- **All daily busing changes need to be in writing and prior to 1:30. Email Ms. Sue at: k12secretary@msad33.org for changes. The secretary will verify the email once it is received.**
- The best way to ensure students get to the correct location is to minimize changes and to send a note in the morning or email early in the day.

PARENTS DISMISSING STUDENTS EARLY

We encourage parents to schedule student appointments outside of school hours. We do realize this is not always possible. If a student must be dismissed during the day, please send in a note or call/email the school so the student is ready when their ride arrives.

For the students' safety, the office will not release students to anyone other than parents or legal guardians without prior written permission.

STAYING CONNECTED AND INVOLVED

At Dr. Levesque Elementary, we believe that students thrive when families and schools work together. Ongoing communication, collaboration, and shared responsibility ensure that every child feels supported both at home and at school. We value our partnerships with parents and guardians and encourage you to stay engaged in your child's education throughout the year.

Ways to Communicate

We welcome regular contact between home and school. Families can reach out in the following ways:

- **Phone:** Call the main office at (207) 543-7717 between 7:30 a.m. and 3:30 p.m. for general questions, attendance reporting, or messages for staff.
- **Email:** Contact teachers, the principal, or office staff directly by email (addresses are listed in the staff directory).
- **Website:** Visit www.msad33.org for school calendars, announcements, board policies, and classroom updates.
- **Social Media:** Follow the MSAD 33 and Dr. Levesque Elementary School Facebook pages for reminders, celebrations, and event photos.
- **Newsletters & Notices:** Watch for monthly digital newsletters and take-home notices for classroom or schoolwide information.

Prompt, respectful communication helps us work together to support each student's success.

Parent Involvement Opportunities

We welcome parents, guardians, and community members as partners in our school's mission. Ways to get involved include:

- **Volunteering:** Assist in classrooms, school events, field trips, or reading programs. Volunteer sign-up information is available through the main office.
- **Parent-Teacher Organization (PTO):** Join the DLES PTO to help plan family events, fundraisers, and school celebrations. Meeting schedules are shared monthly.
- **School Events:** Participate in assemblies, literacy nights, concerts, and seasonal activities that showcase student learning.
- **Advisory Input:** Parents are occasionally invited to provide feedback on school improvement initiatives or policy updates.

Your time and participation help strengthen our school culture and reinforce our shared Core Values of Respect, Responsibility, Honesty, and Engagement.

TRANSPORTATION CHANGES

Please notify the office in advance if there is to be a change in the method of transporting your child to and/or from school. If no written notification is received, your child will follow the regular method of getting home.

All daily busing changes need to be in writing and prior to 1:30. Email Ms. Sue at: k12secretary@msad33.org for changes. The secretary will verify the email once it is received.

ATTENDANCE

Why Attendance Matters

At Dr. Levesque Elementary, we believe that every day counts. Consistent attendance helps children build strong learning habits, connect with classmates, and feel a sense of belonging in their school community. When students miss school, even for excused reasons, they miss valuable discussions, practice, and social interactions that can't always be replicated.

Families play the most important role in helping children arrive on time, every day, ready to learn. By making attendance a priority at home, you send the message that school is important and that effort and responsibility matter. Working together, we can ensure that every learner has the best chance to grow academically, socially, and emotionally.

All children are expected to be in attendance each day unless they are sick or have an appointment that cannot be made outside of school hours. There is a strong correlation between school attendance and school success. Access the Attendance Policy here.

If your child is going to be absent, please call 543-7717 or email the secretary to let the school know by 8:00 AM. You will be asked for a reason for the absence. A student's absence is "excused" when the absence is one of the following reasons:

- Personal illness;
- An appointment with a health professional that must be made during regular school day;
- Observance of a recognized religious holiday when the observance is required during the regular school day;
- A family emergency; or
- A planned absence for a personal or educational purpose, which has been approved by the principal.

A student is considered tardy if the student arrives after 8:05 AM. Students arriving after 8:05 will be asked for the reason for the tardiness.You should accompany your child to the office or send a note to explain the reason for his/her tardiness.

Our attendance software will automatically send out reminders to parents when their children are absent without an excuse. If you receive a "robo call," please call 543-7717 or email the school to provide an excuse for your child's absence.

As directed by the state of Maine, we track attendance and truancy. Letters will be sent home when your child's absences begin to accumulate. Once a student reaches seven unexcused absences or five consecutive unexcused absences, a student is considered truant. When a student is deemed truant, a meeting is required to discuss ways to improve attendance. Most unexcused absences can be converted to

excused absences simply by parents providing an excuse for the absence. However, once a student is identified as truant, a meeting must be scheduled.

Please see the district's Truancy Policy.

ILLNESS AND RETURN PROTOCOL

Symptom / Condition	Keep Your Child Home If…	When It's OK to Return to School	Notes / Parent Tips
Fever	Temperature of 100°F (37.8°C) or higher	After being fever-free for 24 hours without medication	Encourage rest and fluids.
Vomiting / Diarrhea	One or more episodes within 24 hours	After 24 hours symptom-free and able to eat normally	Contact the nurse if symptoms persist or dehydration is suspected.
Sore Throat / Cough / Runny Nose	If accompanied by fever, persistent cough, or difficulty breathing	When symptoms improve and child feels well enough to participate	Teach good hand-washing and coughing etiquette.
Strep Throat, Impetigo, or Other Bacterial Infection	Until 24 hours after starting antibiotics	After 24 hours on antibiotics and feeling well	A doctor's note may be required.
COVID-19 / Influenza / Contagious Viruses	When symptoms are present or child has tested positive	Follow current Maine CDC and district guidelines; contact the school nurse for clearance	Notify school of confirmed diagnosis.
Rash or Unidentified Skin Condition	If rash is spreading, itchy, or accompanied by fever	After being evaluated by a healthcare provider and cleared	Provide written clearance if required.

Reminder: If you're unsure whether your child should attend, please call the **school nurse** before sending them to school. Students who become ill during the day will be assessed by the nurse, and parents/guardians will be contacted if early dismissal is needed.

COUGH DROP PROTOCOL

Only non-drug cough drops will be allowed in school unless the parent/guardian has given permission in writing on the Medication Administration Permission Form for Over-the-Counter (OTC) Medications. This includes cough drops that contain food additives (i.e. honey, lemon) or mineral/vitamin (i.e. zinc, Vitamin C). Menthol, Robitussin DM and similar ingredients are considered drugs and are not permitted unless this permission has been given as discussed above. Cough drops must be given to the school nurse at the beginning of the school day. Please contact the school nurse if you have any questions.

RETURNING TO SCHOOL AFTER AN ABSENCE

- Parents must send a note, email, or call the school to provide an excuse when a child returns from an absence. This will change most absences from "unexcused" to "excused." This will not remove the negative impact of missing school, but it will keep a student from becoming "truant."
- Students must make up work missed when absent. It is the student's responsibility to get the assignments from the teachers. Parents of younger students should check in with the teacher when the student returns to school.

ADMINISTRATION OF MEDICATION TO STUDENTS - POLICY JLCD

The Board 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. The intent of this policy is to ensure the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. For more information contact the school nurse. Any parent with questions about the policy/procedure should discuss the issue with the building administration or Superintendent of Schools.

SCHOOL BREAKFAST and LUNCH

- Dr. Levesque Elementary School provides *free* breakfast and lunch to all students.
- Breakfast is served upon arrival at 7:45 until 8:10.
- School lunch menus will be posted on Facebook.
- Students may bring lunch from home. We encourage parents to make sure the child can open and close all containers and not need the help of adults.
- Students at DLES will ***not*** use the microwaves.
- Staff members are ***not*** permitted to heat up student meals due to the risk of overheating the meal and the student being exposed to food that is too hot.
- Parents are encouraged to use a thermos-type container if warm food from home is desired.
- Due to allergies and sensitivities, different cafeteria areas/tables may prohibit food containing certain ingredients (example: nuts).

FOOD FROM HOME

- Due to the high number of students with food allergies and sensitivities, ***food brought from home (even when purchased from a store) is not permitted unless under unusual circumstances that have been approved by the teacher, nurse, and the office prior to the event.***

- Birthday celebrations with food from home are permitted by approval of the school principal and food services director.
- Dr. Levesque classes have a short snack break. We encourage healthy snacks and discourage cake, cookies, candy, donuts, candybars, etc.
- The school is ***not*** responsible for providing snacks. These are brought from home.
- **Due to allergies and sensitivities, different classrooms may prohibit snacks containing certain ingredients (example: nuts).**

ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that Local Education Agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #33 at least once a year. This information is recorded in the MSAD #33 Asbestos Management Plan at the Superintendent's Office at 432 US Rte. 1, Frenchville, Maine. The Asbestos Management Plan is available for review during regular office hours. Copies are available on request at the cost of $.10 per page.

CONFIDENTIALITY OF SCHOOL RECORDS

It shall be the policy of the school unit to provide for the confidentiality of all student education records that are maintained by the school unit, as required by both Maine Law and the Federal Family Educational Rights and Privacy Act (FERPA).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT- POLICY JRA

Maine School Administrative District #33 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

USE OF PHYSICAL RESTRAINT AND SECLUSION - POLICY JKAA

The 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 a risk of injury or harm to the student or others.

Physical restraint does not include any of the following:

- Physical escort: A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
- Physical prompt: A teaching technique that involves 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.
- Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
- A brief period of physical contact necessary to break up a fight.
- Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
- The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
- The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
- Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.
- MDOE Rule Chapter 33 does 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.

ANNUAL NOTICE OF POLICY/PROCEDURE.

Maine School Administrative District #33 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee (in the first-day packet or included in student handbooks, and on the school District's website). Please see the link above for more information regarding this policy.

PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE

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

BULLYING

The Board believes that bullying, 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.

Bullying, including cyberbullying, harassment, and sexual harassment are not acceptable conduct in MSAD #33 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others or prohibit students from engaging in civil debate. However, the Board does not condone bullying and **will take action** in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Bullying and cyberbullying have the same meaning in this policy as in Maine law. Bullying includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- Has, or a reasonable person would expect it to have, the effect of:
    - Physically harming a student or damaging a student's property; or
    - Placing a student in reasonable fear of physical harm or damage to his/her property;
- Interferes with the rights of a student by:
    - Creating an intimidating or hostile educational environment for the student; or
    - Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- Is based on:
    - A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
    - A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

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

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

School Grounds means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

Application of Policy
This policy applies to bullying that:

- Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of bullying.

See the complete Bullying Policy, Bullying Reporting, Investigation, and Intervention/Resolution Plan, Bullying Response Form, and Bullying Administrative Procedures.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones and any electronic devices are not allowed at Dr. Levesque Elementary School, on school buses, or on school grounds unless pre-approved by building administration for special and rare circumstances only.

Students will not take pictures or videos on school property without prior permission from the building administration. Students taking pictures of other students or teachers is strictly prohibited.

See Policy on Student Use of Cell Phones and Electronic Devices.

WELLNESS

The Board has adopted a policy/procedure JL/JL-E addressing the district Student & Staff Wellness policy. Any parent with questions about the policy/procedure would discuss the issue with the building administration or Superintendent of Schools. If needed, parents can request a copy of a particular policy by calling the school or by viewing the complete Wellness Policy here.

STUDENT COMPUTER/COMPUTING DEVICE AND INTERNET USE AND INTERNET SAFETY- POLICY IJNB & IJNB-R

MSAD 33 laptops, tablet devices, and handheld devices issued to students, hereinafter referred to as computers/computing devices, network, and Internet access, are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

This policy and rules also apply to laptops issued directly to students, whether they are used at school or off school premises. Compliance with the District's policies and rules concerning computer/computing devices and Internet use is mandatory. Any parent with questions about the policy/procedure should discuss the issue with the building administration or Superintendent of Schools.

VIDEO SURVEILLANCE – POLICY ECAEA

MSAD 33 permits the use of video cameras on school buses and in the public areas of school buildings, grounds, and other property including, but not limited to, hallways, stairwells, classrooms and other instructional areas, for the primary purpose of documenting disciplinary problems and vandalism, thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. Videotapes shall not include an audio component.

The use of Video Surveillance / Electronic Alarm System on school grounds and on other District property shall be supervised and controlled by the building principal or other responsible administrator. Parents, students, and staff shall be notified in writing in the Student Handbook, Staff Handbook, or as otherwise determined appropriate by the District administration that video cameras will be used on school buses and property.

DISTRICT REPORT CARD

The district report card for state assessments is available at the Superintendent's office. You may request a copy at any time.

The District participates in statewide assessments as required by the Maine Department of Education. These assessments help measure student progress toward Maine's learning standards and provide important information to support instruction and school improvement.

State testing typically occurs during the fall and spring months and include the following assessments, depending on grade level:

- **Grades 3–8:** Maine Through Year (MTY) assessments in English Language Arts and Mathematics
- **Grades 5, 8, and 11:** Maine Science Assessment
- **High School:** SAT (Grade 11) and other required assessments as determined by the Maine DOE

Specific testing dates are determined annually by the Maine Department of Education and will be communicated to families in advance through school notices, newsletters, and/or the school website. Families are encouraged to ensure students are present. Please see the upcoming dates for this years testing cycle.

Assessment Name	Assessment Dates	Window	Delivery Method	Required Participants
Maine Through Year Assessment: Mathematics & Reading	Fall (Required): September 15, 2025 - October 24, 2025 Winter (Optional): January 5, 2026 - February 13, 2026 Spring (Required): April 13, 2026 - May 29, 2026	6 Weeks	Online	Students in Grades 3-8, & 2nd Year of High School

Maine Science Assessment	Grades 5 and 8: May 11, 2026 - May 22, 2026 High School: April 1, 2026 - April 17, 2026	2 Weeks	Online	

HOMELESS STUDENTS

The Board recognizes that homelessness is not a reason to separate students from the mainstream school environment. MSAD #33 will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, MSAD #33 will provide homeless students with access to the instructional programming that supports achievement of the content standards of Maine's system of Learning Results and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

DEFINITIONS

"Homeless" students are those who lack a fixed, regular, and adequate nighttime residence and include the following:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who meet one of the above-described circumstances.

Use this link to read the complete Homeless Policy for MSAD 33. Please contact the school to speak with School Counselor Tammy Lothrop for more information or support.

OTHER POLICIES

Please use this link to access other district policies pertaining to students.

Title I Services

Dr. Levesque Elementary School receives Title I funding through the Elementary and Secondary Education Act (ESEA). This funding allows our school to pay for one Title I teacher and four education technician III's. Title I's schoolwide program is a vital tool for school improvement and an essential source of funding for strategies that improve the academic achievement of all learners in our school.

Parents play a crucial role in their child's education. Parents often ask the question, "What can I do to help my child at home?" The Title I program provides information about specific methods and literacy and math activities parents can do at home. This can be provided by the teacher through parent training sessions, workshops, copies of handouts and/or newsletters, information provided on our website, or through other means.

Annually, a survey will be sent out to parents to assess our Title I program as well as your own involvement in their child's education. Parents will also be asked for suggestions on ways to improve the compact and/or the Title I program. There will be an annual Title I review meeting with staff, administration, and parents to go over the parent surveys and to assess what worked well and what changes need to be made to our Title I program.

The following compact is a written agreement, which states what parents, teachers, and learners should aspire to do so that each learner achieves their personal best. The compact will be reviewed annually and updated as needed. Each parent, teacher, and learner should read the Compact carefully and periodically self-evaluate how well each has kept this agreement.

As a school receiving federal Title I, Part A funds, we want to inform you of your right to request information regarding the professional qualifications of your child's classroom teachers and paraprofessionals.

In accordance with the Every Student Succeeds Act (ESSA), you may request information about the qualifications of your child's teacher, including:

- Whether the teacher has met Maine Department of Education certification and licensure requirements for the grade level and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or provisional certificate
- The teacher's college major, whether the teacher has any graduate degrees, and, if so, the field of study
- Whether your child receives services from a paraprofessional and, if so, the paraprofessional's qualifications

In addition, you will be notified if your child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable Maine certification or licensure requirements.

If you would like to request this information, please contact the school office or building administrator. We will provide the requested information in a timely manner.

Learner/ Parent/ School Compact

Learner Agreement

I want to be the best learner I can be. To do so, I will:

- Follow the *Habits of Work* for respect, honesty, responsibility, and engaged and invested learning
- Follow school and classroom rules
- Use safe/respectful words and actions with others
- Take care of belongings and classroom materials
- Respect materials others are using and share if necessary
- Collaborate and cooperate with others
- Respect the diversity of individuals
- Take responsibility for actions and choices that I make
- Learn from my mistakes
- Engage in classroom discussions / activities
- Meet deadlines
- Be an active participant in groups and do my share of the work
- Manage my impulsivity and think about consequences
- Set goals and monitor my progress
- Demonstrate an "I can" attitude
- Share what I know and seek to learn from others
- Seek help or clarification when needed. Seek help before school, after school, or during recess
- Use feedback appropriately to extend my learning
- Make the best use of my time

Parent Agreement

I want my child to meet or exceed the standards in the Learning Results. To help them, I will commit to do the following:

- Take care of their physical needs—proper nutrition, rest, medical attention, cleanliness, etc.
- Send them to school regularly
- Ask my child daily for their school bag and/or check for notes from school, assignments, graded papers, etc.
- Check with my child's teacher and/or Empower to stay up to date regarding my child's classwork, Habits of Work, as well as other announcements from the classroom teacher/facilitator.
- Provide them with a daily routine—time, space, materials, and some guidance, if needed, for doing schoolwork
- Provide requested classroom supplies as needed
- If there is a problem with completing an assignment or any other concern, write a note, email, or call the teacher(s)
- Show an interest in the topics they are studying
- Help them use after school time in a positive way, for example, limit the time they spend watching TV or playing video games
- Read to them and listen to them read. Ask questions such as: *What do you think will happen next? Why do you think that happened? What does that word mean?*
- Encourage them to do their best by showing that I/we value education
- Support the school's *Core Values* and help my/our child understand the consequences of positive and negative behavior
- Show support by making every effort to attend school events, parent/teacher conferences, learner support meetings, pupil evaluation team meetings, and participate in decisions about the education of my/our child. Visit and/or volunteer in their class if possible

Teacher/School Agreement

I want all my learners to meet or exceed the Common Core standards and the learning results. To help them, I will commit to do all the following:

- Implement the school curriculum, based on Maine's Learning Results and Common Core Standards
- Inform parents and learners about topics they will be studying and assessments to be given
- Use a variety of teaching strategies to meet learners' needs—including hands-on activities to promote understanding and opportunities to study topics of interest within the range of the curriculum
- Make learning fun by being creative and flexible
- Monitor the amount and quality of assignments given and, when possible, have learners start homework in class
- Teach study and organizational skills
- Follow all IEP and 504 modifications for learners with disabilities
- Model an excitement for reading and learning
- Encourage learners to do their best
- Inform learners and parents about our *Core Values* and classroom management plans and maintain an orderly and comfortable learning environment
- Contact home, in a timely fashion, concerning academic and/or behavioral issues
- Facilitate goal setting
- Keep learners and parents informed about school through various methods such as Empower, Google Classroom, newsletters, mid-quarter progress notes, report cards, conferences, open house nights, phone calls, e-mail, district website and/or school Facebook page.
- Work to challenge all learners
- Assist learners in developing their social awareness, and skills
- Follow the suggested guidelines regarding independent work and practice

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

The Wisdom Middle/High School Student Handbook is published each year in an effort to communicate important information to students and parents. The information contained in the handbook will answer most of the questions that parents and students encounter regarding school and district expectations. To ensure collaborative efforts between home and school, it is important that a copy of the handbook be kept and used as a reference. Information can be easily found by using the Table of Contents as a guide. Policy codes are listed below and are easily accessible on our website at www.msad33.org.

Please use the following qr code to scan the full handbook, or use the following web address: tinyurl.com/DLESHandbook .

By signing this form, the school is assured that you and your student(s) understand the handbook and the information it contains. *Should you have any questions, please feel free to contact me, Robby Nadeau, at 543-7717*

_____ _____ _____

Parent Signature *Student Signature* *Date*