

Ella P. Burr Elementary School



2023 - 2024 Handbook

*Regional School Unit #67
Chester, Lincoln, Mattawamkeag
23 Ella P. Burr Street Lincoln, ME 04457*

School Website: <https://www.rsu67.org/o/ella-burr-school>

(207) 794-3014

2023-2024 Principal's Message

Hello Ella P. Burr Community,

Welcome to the 2023-24 school year! I am looking forward to an exciting school year filled with fun, laughter, and learning. This is an exciting time and we look forward to meeting you and your child(ren) as we begin a new school year.

We have a couple new staff members joining the veteran staff who have worked with your children over these past several years. Myself included! As a parent and an educator, I know how important the school and family relationship and support system is for our children to be successful.

In order for each student to be successful, it is important to be in regular contact with your child(ren)'s teacher. A large part of being successful is attending school on a daily basis. Please remember our school day begins at 7:45 am and anyone who comes in later than 7:45 am will be marked tardy.

Parents are asked to drop their child off at the front door and *not* walk them to the classroom. Parents who need to communicate with the school can do so as they enter the building. A window is provided for easy access while limiting the number of people in the building.

It's going to be a fantastic school year and we look forward to watching your child(ren) grow as students and individuals. Please be sure to check the district policies as well as the information contained in the handbook. Feel free to contact me if you have any questions or concerns.

This year is going to be awesome and amazing!

Sincerely,

Heidi Fairbanks

Important Telephone Numbers

RSU 67 Superintendent's Office (Special Education, Curriculum).....	(207) 794-6500
Ella P. Burr Elementary School (Grades Pre-K to 3).....	(207) 794-3014
Mattanawcook Junior High (Grades 4-8).....	(207) 794-8935
Mattanawcook Academy (Grades 9-12).....	(207) 794-6711
Bus Garage, Lincoln.....	(207) 794-8578

2024 - 2023 Ella P. Burr School Calendar

District Calendar: 2023-24 School Calendar

Early Dismissal Every Friday 1:30 pm

August 28 & 29 Teacher In-Service

August 30 First Day of School

September 4 Labor Day – No School

October 6 Workshop Day – No School

October 9 Indigenous People Day–No School

November 10 Veterans Day Observed–No School

November 21 Trimester 1 Ends

November 22 Workshop Day – No School

November 23-24 Thanksgiving & Vacation Day

December 22 Early Release Day

December 25-29 Winter Break

January 1 New Year’s Day–No School

January 15 Martin Luther King Day - No School

February 19-23 February Vacation

March 14 Trimester 2 Ends

March 15 Workshop-No School

April 15 Patriot’s Day–No School

April 16-19 Spring Vacation

May 27 Memorial Day–No School

June 5) Trimester 3 Ends

June 5 Last Student Day of School

June 6 Workshop Day–No School

Ella P. Burr Elementary School Staff

Heidi Fairbanks
 Batool Qweider
 Francine Ciulla
 Jeri Davis
 Traci Bubar
 Kathryn McIntyre

Principal
 Guidance Counselor
 School Counselor
 District School Nurse
 Administrative Secretary
 Health Aide/Secretary

E-mail

hfairbanks@rsu67.org
 bqweider@rsu67.org
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 tbubar@rsu67.org
 kmcintyre@rsu67.org

Teaching Staff

Teacher

Laura Fogg
 Jesse LeBreck
 Mallory Leighton
 Michaela Banks
 Tammi Edwards
 Kaitlyn Sperrey
 Libby Larlee
 Jaime Peters
 Colleen Cuccinello
 Allison Croce
 Ellie Ocana
 Kimberly Olsen
 Julia Gardner
 Emily Tolman
 Nikki Himes
 Cassie Sherman
 Erika Brawn
 Sara Manzo
 Sue Thornton
 Katie Whitten
 Lynn Faulkner
 Matthew Lindsay
 Eileen York
 Tracy Crane
 Maria Gulesian
 Lea Harper
 Nicole Murchison
 Ellen Stevens

Assignment

4 Year Old
 4 Year Old
 4 Year Old
 Kindergarten
 Kindergarten
 Kindergarten
 Kindergarten
 Kindergarten
 First
 First
 First
 First
 Second
 Second
 Second
 Second
 Third
 Third
 Third
 Third
 Special Education
 Physical Education
 Art & Music Education
 Title 1
 Title 1
 Title 1
 Title 1
 Title 1

E-mail

lfogg@rsu67.org
 jlebreck@rsu67.org
 mleighton@rsu67.org
 mbankst@rsu67.org
 tedwards@rsu67.org
 ksperrey@rsu67.org
 llarlee@rsu67.org
 jpeters@rsu67.org
 ccuccinello@rsu67.org
 acroce@rsu67.org
 eocana@rsu67.org
 kolsen@rsu67.org
 jgardner2@rsu67.org
 etolman@rsu67.org
 nhimes@rsu67.org
 csherman@rsu67.org
 ebrawn@rsu67.org
 smanzo@rsu67.org
 sthornton@rsu67.org
 kwhitten@rsu67.org
 dfaulkner@rsu67.org
 mlindsay@rsu67.org
 eyork@rsu67.org
 tcrane@rsu67.org
 mgulesian@rsu67.org
 lharper@rsu67.org
 nmurchison@rsu67.org
 estevens@rsu67.org

Morning Arrivals

School begins promptly at 7:45 a.m. Students arriving after 7:45 a.m. will report to the office and will be marked tardy. Children being dropped off in the morning should not arrive prior to 7:15 a.m. All parents need to enter EPB via Reed Drive, the MA entrance and turn right at the back parking lot. Parents should stop adjacent to the barn and drop their children off by the front entrance of EPB. Traffic should be kept to a single file lane in order to keep children that are exiting vehicles safe. A member of the school staff will be available at the front door to assist youngsters walking to school and being dropped off by parents to ensure their safety into the building. Parents are requested to drop off their child outside the door, and are asked to not walk them to their classrooms due to security purposes. All parents would then exit via the EPB driveway. If family members need to enter the school, please use the designated parking areas in the back lot and along the side of EPB.

The parking lot in front of the school is reserved for staff ONLY.

Anyone who parks here will be immediately asked to move.

Daily Schedule

7:00 AM	Buses begin arriving.
7:15 AM	Teachers on duty for student arrivals/breakfast/bus room.
7:30 AM	Students go to homeroom
7:45 AM	Classes in session-Attendance/Announcements
10:30-12:10	Recess/Lunch
2:17 PM	Walkers Dismissed (lower exit)
2:20 PM	School Dismisses
2:40 PM	Teachers End of Day after the final buses have been called.

Dismissal

School dismisses at 2:20 p.m. Students should go directly home at dismissal unless they have an afterschool activity.

Parents entering EPB would enter via Reed Drive, the MA entrance and turn right at the back parking lot. Parking will be available in the designated areas in the back lot and along the side of EPB. Parents picking up their children should wait outside the main office. All parents would then exit via the EPB driveway. There will be 2 handicapped parking spaces located in the front parking area. Only those requiring one of these spaces will be allowed to enter EPB via the EPB driveway. They would then exit via the EPB driveway.

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving school should be included. When possible, medical and dental appointments should be made outside of school hours. Plans for where children are going after school should be made before school begins. **Phone calls to change plans for dismissal must be made before 12:00.**

Students will be released only to parents, unless the parent has notified the school that they have granted permission for someone else to pick up their youngster. When having a child dismissed early, the parent must report to the main office and sign their child out. The student's room will be called and the student will be dismissed and will meet their parent outside office.

Attendance Policy

Ella P. Burr believes that consistent school attendance contributes to better student performance. We also believe that students must be responsible for their attendance.

Excusable Absences and Tardiness: State law allows excusable absences (or tardiness) only for the following: personal illness, religious holidays, appointments with health professionals and emergency family situations and planned absences for personal or educational purposes (family vacation) which have been prior-approved by the Principal.

If these reasons are not communicated to the school, the absence will remain unexcused. School officials are required to monitor and respond appropriately when students are considered habitually truant by law. A habitually truant student is defined as a student who has 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Procedure after an Absence:

Please call the school on the day your child is absent and provide a reason for absence.

If you are unable to contact the school on the day of absence, you must send an absent note when your child returns to school. The written excuse should be turned in to your child's homeroom teacher. The note should include student name, date, days of absence and reason for absence.

Students who do not bring a note will be given a letter from the Principal to bring to their parents to sign and return.

If students will be absent for an extended amount of time, please contact the office for a form to complete.

Tardiness:

Students who are not in homeroom by 7:45 am will be marked tardy and must report to the office before going to class.

Students must bring a note from their parent or guardian indicating the reason for being tardy. Repeated tardiness may result in your child being required to make up their missed time.

We would ask that if your child(ren) is ill and could contaminate other children, please keep him/her home until he/she feels better. If you have any questions about sending your child to school, call us and we will contact the School Nurse.

Emergency Information

Emergency information cards are sent home the first day of each school year. It is imperative that these cards are completed and returned to the school as soon as possible so that each child's school record is accurate. The information you provide on these cards determines bus routes, emergency contacts, telephone numbers and addresses. If any information should change at any point during the year, please report those changes to the school office immediately.

Transportation

Recognizing the need for transportation within the district, the R.S.U. No. 67 Board of Directors provides this policy governing transportation for all students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

For details refer to policy EEA.

Alternative Bus Transportation

Parents/guardians may request alternative bus transportation by filing a "Request for Alternative Bus Transportation" form. The ABT form (Policy EEA-E Request for Alternative Bus Transportation) must be submitted to and approved by the Transportation Director as a designated regular/routine location for pick-up and/or drop-off. All Requests for Alternative Bus Transportation forms must be filed with the transportation department or school a minimum of one week (7 days) prior to receiving approval. The Transportation Director will make the determination as to if the request can be granted. The Transportation Director or Building Principal will notify the parent/guardian if the request has to be denied or terminated due to busing restraints. Buses shall not be re-routed to accommodate alternative bus transportation requests. Requests submitted by telephone, email or text will not be accepted or approved.

NOTE: Approved requests may be subject to less than 24 hours notice of cancellation.

Special Circumstance Request

Written requests for singular exceptions to this rule must be received by the building principal and/or the Transportation Director at least 48 hours in advance. Requests submitted by telephone, email or text will not be accepted or approved.

Emergency Requests

Emergency requests for home transportation are the responsibility of the parent/guardian to resolve. Requests submitted by telephone, email or text will not be accepted or approved.

NOTE: Parents/guardians should instruct their child on measures to be taken in the event of an emergency. Parents/guardians should make arrangements with support persons, i.e., family or friends, for assistance with the regular busing schedule and the care of the child as stated on the signed emergency card.

Any student who does not disembark a bus at the drop-off location will be returned to the school or the Transportation Department Building to wait for a parent/guardian pick-up.

The bus driver shall be in charge of the vehicle and shall have control over the conduct of the students while they are transported. Please be reminded that school transportation is a privilege provided by the R.S.U. No. 67 Board of Directors.

Unresolved transportation problems may be appealed, in writing, to the Superintendent of Schools. The decision of the Superintendent shall be final and not appealable.

Bus Safety

All students are expected to follow the behavior rules established by the bus driver.

General rules that all riders are expected to follow are:

- Remain seated and properly distanced when the bus is in motion.
- Talk quietly.
- Face forward, keeping legs out of the aisle.
- Remain quiet when the bus stops at any railroad crossing.
- Do not open any food or drink on the bus.
- Other rules will be developed and posted by the driver. Riding the school bus is a privilege. Bus drivers will notify the principal's office of students violating bus rules by using bus misconduct reports.

- Any student whose conduct interferes with the safe operation of the bus may lose their bus privileges.

Loss of bus privileges does not excuse a student from attending school.

"Students who fail to adhere to bus rules and expectations can be a danger to others on the bus and a distraction to the bus driver. Bus slips can be given for such transgressions, which are forwarded to the principal. Below is a breakdown of what may happen if students are given a bus slip. Please take the time to speak with your child about the importance of bus safety and proper behaviors. Encourage them to tell the bus driver if someone is bullying them, bothering them, or making their ride unpleasant."

ELLA P. BURR SCHOOL **BUS SLIP PROTOCOL**

- 1 Slip Office warning
- 2 Slips Office Detention (lunch)
- 3 Slips 1 Day Bus Suspension
- 4 Slips 3 Days Bus Suspension
- 5 Slips 1 Week Bus Suspension
- 6 Slips 2 Weeks Bus Suspension
- 7 Slips One Month Bus Suspension
- 8 Slips Loss of bus privileges for the year.

School Rules

To ensure the safety and well-being of all students, we have three basic behavior expectations:

1. BE SAFE
 1. Stay to the left in the hallways.
 2. Walking feet.
 3. Keeping hands and feet to oneself.
2. BE RESPECTFUL
 - a. Being polite to others in your words and actions.
 - b. Be honest.
1. BE RESPONSIBLE
 - a. MP3/iPods, cell phones, hand held video games, and other digital devices should be left at home. If they are seen at school they will be confiscated and the parents will be asked to pick them up.
 - b. Come to school prepared and ready to learn, follow classroom rules, and maintain a clean environment.

Children will also be consistently reminded of other rules pertaining to the classroom, hallway, playground, and cafeteria.

Students are expected to wear clothing that is safe and appropriate for school. (Refer to JICA School District Policy)

These general rules are part of the larger expectation that all students have the right to a learning environment that is free of substantial disruption. Should students behave in a manner that is disruptive to the educational process, their disruptive influences will be dealt with in a consistent manner. The primary goal of disciplinary actions is to preserve the optimum environment to deliver educational services. Students will be removed from the school environment if they continue their disruptive behavior.

Please note: Party invitations are not to be given out in the classroom unless all students in the room are invited.

Homework

Homework assigned at the elementary level is given to encourage parental and student involvement in shared activities. Homework assignments may be given as an extension of prior learning in grades K-3.

Recess

Recesses are planned periods of time so children may get fresh air and activity. Children at EPB will have one recess during the day. Please dress your child according to the weather. In the late fall, winter, and early spring students should bring hats, mittens, and appropriate footwear to school. When there is snow on the ground, students wishing to play on the fields will be required to have boots and snow pants.

Children will go out to recess unless there is a note from a doctor.

Use of the School Telephone

The school phone is for business purposes. Children with a legitimate reason may have the school secretary contact parents. Under ordinary circumstances, students will not be brought to the phone to receive calls.

Visitors to the Building

Parents and visitors are always welcome at the school. If you would like to visit in a classroom, please be courteous and make arrangements with the teacher before your visit. Surprise visits are disruptive to the students, teachers, and to the educational process. All visitors to the school are required to report to the office when they arrive at the building. Visitors are required to sign the visitor/volunteer log and wear an identifying badge when in the building at all times. Before leaving, visitors/volunteers must return to the office, return their badge, and sign out of the logbook. Badges are for visitors and volunteers. If you have arranged to meet with your child(ren)'s teacher, they will notify the office in advance or the office staff will call the classroom to check to see if the teacher is in the room.

Students from other schools or friends of our students are not allowed to visit during the school day without permission from the Principal. Arrangements for these visits should be made in advance of the date of the planned visit.

Deliveries to students

Deliveries to students, such as flowers, lunch, etc., during the school day must be delivered to the office entrance.

Parent Volunteer Program

The Ella P. Burr School has a Parent/Volunteer Program that provides assistance to students and teachers in many areas.

If you would like to volunteer, there is a form that must be completed before being allowed to do so.

School Nurse Services

Every student has access to seeing the school nurse. If the student has an illness, the student should stay home from school when he/she has a fever greater than 100 and should not return until he/she has been 24 hours without fever reducing medication. A student should stay home from school if they are vomiting and/or have diarrhea.

Medication in School

Upon written request of a student's parent or guardian, medication will be administered during school hours. These permission forms may be obtained in the clinic. Parents must bring medications from home and all medications must be left in the clinic in the original bottle. Please do not send medication in with your child. The school will not supply any medications.

Safety

Safety is constantly stressed with our students and is taught as part of our school curriculum. Students may ride bikes to school only if they are wearing helmets, in accordance with State law. Students are required to walk their bike, scooter, skateboard, etc. up and down the walkway running parallel to our main driveway and across all roads..

Cafeteria

Breakfast and lunch are provided to students at no cost. This provision allows students to receive one free breakfast and one free lunch every day regardless of household income but does not include milk to those who bring their own lunch. A menu will be published each month as part of the monthly newsletter, as well as on the Ella P. Burr webpage.

Report Card

Each student will receive a trimester report card outlining their performance. These report cards are meant to be an assessment of your child's performance to date. You are encouraged to maintain an open line of communication with your child's teacher and feel free to contact them should concerns arise throughout the year.

Parent Conferences

Parent conferences are scheduled during the first trimester. Conferences may also be held at other times during the year. Please feel free to call and arrange a time to meet with your child's teacher. Conference dates will be announced at a later date.

Books/Equipment

Students are responsible and liable for their actions and should not mark, deface, or in any way abuse the books, desks, chairs, computers, and other school materials.

Harassment and Bullying

Harassment, bullying, or teasing of any type to students or staff will not be tolerated at Ella P. Burr. All violations will be dealt with in accordance with the Maine Civil Rights Act. Students harassing or bullying other students may face suspension from school. Please refer to R.S.U. No. 67 policy ACAA and JICK.

Inclement Weather Guidelines / Emergency Dismissal

The “Call-Em-All” phone system that will call everyone whenever there is no school or any emergency dismissal. You may also check our website, radio stations Q106.5, 92.9, 95.7 or 107.3 or tune in to television stations WABI-5 and WLBZ -2 for no school announcements. In the early morning hours during inclement weather, local area radio/TV stations will begin carrying no school announcements usually by 6:00 a.m. of any school closing or delayed starts. Worsening weather conditions may force the early closing of schools. We will use the emergency information cards completed for each student.

RSU 67 PARENTS' AND STUDENTS' RIGHTS

In order to meet the District's compliance regulations under Federal Legislation, the following policy statement of the Board of Directors is hereby reproduced for your information.

Family Rights and Privacy:

Part C of P.L. 93-380, the General Education Provisions Act of 1974 relates to the protection of the Privacy Rights of parents and students. In compliance with this law, the Board of Directors of RSU 67 adopted a policy on Student Records. The following are excerpts from that policy. The complete policy, Student Educational Records, is on file in the Superintendent's Office, in each school office, and on the RSU 67 website.

Right to Inspect and Review:

Parents/eligible student may review and inspect their educational records by the following procedure:

- A. The parent/eligible student must make a written request to the Superintendent or building principal to review the records.
- B. The Superintendent or building principal will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation, or placement of the student.
- C. The Superintendent or building principal may deny a request for access to or copies of the student's education records if there is a reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.

Parent/eligible students may also request to review the following:

- A. R.S.U. No. 67's list of types and location of all records and titles of officials responsible for the records.

- B. R.S.U. No. 67's record of disclosures of personally identifiable information (see following section)

Right to Challenge:

Parents/eligible students may ask R.S.U. No. 67 to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

- A. The parent/eligible student must make a written request to the Superintendent or building principal to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- B. The Superintendent or building principal shall, within a reasonable period of time after the receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of its refusal to amend the record and inform the parent/eligible student of their right to request a hearing.
- C. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from R.S.U. No. 67's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place, and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of R.S.U. No. 67 so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
- D. R.S.U. No. 67 shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reasons for the decision.
- E. If, as a result of the hearing, R.S.U. No. 67 decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.
- F. If, as a result to the hearing, R.S.U. No. 67 decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of R.S.U. No. 67.
- G. Any statement placed in the student's education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by R.S.U. No. 67. If the education record of the student or the contested portion is disclosed by R.S.U. No. 67 to any party, the explanation shall also be disclosed.

Age of Consent: When a student reaches age 18 or is attending an institution of post-secondary education, the permission or consent of and rights given to parents shall be required and granted to the student. This includes the student's rights to deny parental access to his record, except in those cases where the student is dependent as defined in Section 152 of the Internal Revenue Code of 1954.

Maintenance of Data:

R.S.U. No. 67 shall maintain accurate and up-to-date education records as required by federal and state statutes and regulations.

- A. Records shall be maintained by personnel who are knowledgeable about the applicable confidentiality. All records shall be safeguarded from unauthorized access. student records must be kept in a fireproof storage at the school or a duplicate set kept off-site.
- B. The high school transcripts of all former students shall be kept in perpetuity by R.S.U. No. 67. A permanent record of a special education student's name, address, phone number, grades, attendance record, and classes attended, and grade and year completed shall be maintained without time limitations. All other records will be maintained in accordance with Maine State Rules for Disposition of Local Government Records (Schedule L).
- C. R.S.U. No. 67 shall not destroy any education record if there is any outstanding request to inspect or review such records.
- D. Records of access to education records shall be retained as long as the records themselves.
- E. R.S.U. No. 67 shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parent/eligible students upon their request, or destroyed in accordance with the parent's request or R.S.U. No. 67 procedures.
- F. Due to the COVID-19 pandemic some classes may be live streamed or recorded for school use only and will not be available to the public.

Principals and counselors are the only persons authorized to release any information to any person other than a student's parent. As regards to medical information this would be in the school nurse's jurisdiction.

Dissemination:

All disclosures of education records will be made in compliance with federal and state statutes and regulations. R.S.U. No. 67 will maintain a record of disclosures of personally identifiable information from the education records of a student. Such records do not include disclosures to the parent/eligible student, disclosures made pursuant to written consent of the parent/eligible student, disclosures to school officials or any disclosures of directory information. R.S.U. No. 67 will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

- A. Directory Information.** R.S.U. No. 67 may make directory information (as described in the Definitions section) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

R.S.U. No. 67 may disclose directory information about former student without the consent of the parent/eligible student.

- B. Military Recruiters/Institutions of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students, and R.S.U. No. 67 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want R.S.U. No. 67 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

- C. School Officials with Legitimate Educational Interests.** Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include person employed by R.S.U. No. 67 as an administrator, supervisor, instructor or support staff member (including health or medical staff and R.S.U. No. 67’s designated law enforcement personnel, if any); members of the Board of Education; persons or companies with whom R.S.U. No. 67 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students or volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

- D. Other School Units.** Under Maine law (20-A M.R.S.A. § 6001-B), R.S.U. No. 67 is required to send a student’s education records to a school unit to which a student applies for a transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records. At the request of the Superintendent of the school unit where a student seeks admission, the student’s current or former school administrators shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.

- E. Other Entities/Individuals.** Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.

- F. Information on the Internet.** Under Maine law (20-A M.R.S.A. § 6001), R.S.U. No. 67 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The R.S.U. No. 67 Board of Directors is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, R.S.U. No. 67 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

The Maine Human Rights Act (5 M.R.S.A. § 4551 et seq.) prohibits discrimination on the basis of sexual orientation. This policy includes the definition of "sexual orientation" provided in 5 M.R.S.A. § 4553(9-C).

Further, in compliance with Federal law, R.S.U. No. 67 prohibits discrimination against district employees and candidates for employment on the basis of age or genetic information.

The Board delegates to the Superintendent the responsibility for implementing this policy. The R.S.U. No. 67 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

Inquiries can be made to Gay McDonald, Affirmative Action/Title IX/504 Coordinator, 25 Reed Drive, Lincoln, ME 04457, telephone 794-6500, or to the Director, Office for Civil Rights, 140 Federal St., Boston, MA 02110.

Grievance procedures are available at the office of the Coordinator.

The following policies are available on the RSU 67 website

JICH Chemical Use by Students

IJNDB student Computer and Internet Use Rules

ACAA Harassment and Sexual Harassment of Students

EBCC Bomb Threats

ACAD Hazing

JICK Bullying

JIH Questioning and Searches of Students

IKF Graduation Requirements