

ROSE M. GAFFNEY

ELEMENTARY SCHOOL



STUDENT & PARENT

HANDBOOK

2023 - 2024

Rose M. Gaffney Elementary School Parent and Student Handbook

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Principal's Message

Welcome back to Rose M. Gaffney Elementary School! My name is Mrs. Susan B. Dow, the principal at RMG. This is my 33rd year in education. Please don't hesitate to reach out to me at school if you have any questions or concerns that you would like to discuss. I am here for the students and you.

This handbook has been prepared to answer your questions and acquaint you with our policies and procedures. The handbook is in a digital format this year and can be accessed through our website. In an effort to communicate more effectively, as well as provide an environment in which our children are safe and have an opportunity to receive an outstanding education, we continually update this handbook. This handbook is not intended to be all-inclusive, but should give you a basic overview of expectations of the staff and administration. We ask that you read this handbook and discuss its contents with your child. After reviewing the information within, please sign the separate page titled Handbook Signature Page and send it back to school with your child.

The traffic pattern on campus is the same as last year with the buses dropping off students behind the building off Gardner Avenue. This will ensure the safety of our children and staff taking students to the bus and create less traffic for everyone. All morning and afternoon drop offs and pickup will be in the front of the building in the circle. No students will be dismissed or picked up in the back of the building coming from Gardner Avenue. Thank you for your cooperation with this matter.

I am proud to be working alongside some of the finest professionals in education. We here at Rose M. Gaffney genuinely care about our students and look forward to a continued partnership with you in their education. We believe that it is important for us to support our students in all aspects of their education. Meeting essential educational standards will allow our children to be competitive in the real world of their futures. Through targeting our students' interests, and learning styles, as well as academic readiness, we hope to provide our students with a joyful learning experience that focuses on their individual needs.

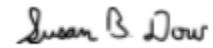
It is important to us that all students feel welcome at RMG, and that students treat each other with kindness and respect. Our message to students is that whether at home or in public, in town or out of town, students who attend RMG continually represent our school. Your sharing this important message as parents and modeling appropriate behavior will go a long way toward building school pride and helping us to maintain a safe and orderly environment in our school. We are proud of our Rose M. Gaffney Elementary School Bulldogs and the reputation that they have earned for being outstanding students, and upstanding citizens. It is our goal to continue this legacy.

We welcome your involvement in partnering with us in your child's education and encourage you to make an appointment to visit our school, meet with your child's teacher, and our staff. However, we will continue to keep our doors locked for the safety of your children and the staff. Working together we can make a

positive difference in our children's educational experience and success. Please don't hesitate to reach out to me or your child's teacher if you have any questions or concerns. Social media is not an appropriate way to discuss school issues and doesn't resolve anything. I look forward to the new school year, and our continued partnership in working with our children.

Sincerely,

Mrs. Susan B. Dow

A handwritten signature in cursive script that reads "Susan B. Dow".

RMG Principal

Rose M. Gaffney Elementary School

Telephone: 255-3411

Fax: 255-0346

Official School hours

7:30 AM: to 2:30PM:

Supervision is provided from 7:30-2:30

Rose M. Gaffney Elementary School Handbook

2023-2024

Administration

Superintendent of Schools

Scott Porter

Principal

Sue Dow

Assistant Principal/GT Coordinator

Chad Fitzsimmons

Athletic Director

Chad Fitzsimmons

Special Ed Director

Mary Maker

School Counselor

Michael Rottersman

IASA/Curriculum Coordinator

Mitchell Look

Administrative Assistants:

Beth McCurdy, Tammy O'Neal,

Cassandra Worcester

School Nurse

Lori Martin

Faculty

Pre-Kindergarten

Amber Heath, Cherie Smith

Kindergarten

Ada Raye, Christy Rolfe-Taylor

Grade 1

Judy Hanscom, Jessica Stauffer

Grade 2

Janis Whitney, Ashlyn Littlefield

Grade 3

Sarah Congelosi, James Dyer

Grade 4

Elizabeth Singh, Timothy Wilson

Grade 5

Caitlyn Roy, Kelly Woodward

Grade 6

Heidi Roesselet, Carolyn Nadeau

Junior High Science/Health

Katlyn Dow

Junior High Math

Matt Herger

Junior High Language Arts

Tanya Shaw

Junior High Social Studies

Luke Shaw

Specialists

Art

Kelly Kilton

Technology Coordinator

Robbie Hammond

Library

Ellie Burgess

Physical Education

Kate Whitney

Music (Choral)

Nadine Baker

Title 1

Renne Look
Cassandra Worcester
Tanya Preston
Kaitlyn Faulkner
Mariah Kirshman
Amanda Manship
Jamie Bradley
Keenan Look
Amy Matthews

JMG Specialist
Speech
OT
Student Success Coordinator

Sandy Copel-Parsons
Stacey Spencer
Kate Keeton
Erin Guptill

Resource Teachers

Primary level
Middle Level
Jr. High

Brianna Bradford, Kayla Cosmos

Lynda Dolley

Testing Coordinator

Lisa Rodgers

Educational Technicians

Amy Roberts, Sarah Moulton
Meghan Scoville, Tanner Rolfe
Christina Wood, Gail Johnson
Sally Herger, Jessica Cole,
Toshia Day, Tammy Hooper
Tina Leighton, Mia Gardner,
Brittany McManus

Transportation and Maintenance

David Smith- Supervisor
Wayne Stoddard, Lois Decatur
Dan Smart, Mike Smith,
Brenda Cloney, Lisa Hanscom
Julie Roberts, Athena Ross
Dwayne Geel, Cindy Mawson

Food Service Personnel

Emily Fitzimmons-Food Service Director
Mary Sue Thompson - Food Service Supervisor
Brenda Clooney, Gracie Look
Chelsea Holmes, Kathy Davis

Tips for a Successful School Year

- Communicate with your child's teacher frequently. Together you are a team working for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide, monitor, and limit your child's television viewing and video gaming.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and has a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending a sick child to school or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
- Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency. Please make sure these names are listed on the child's emergency form and are updated when necessary.

- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.
- Make sure that your child is at school on time, every minute of the school day is valuable towards his/her success.

Eight Shared Understandings of the Machias Schools

The following eight statements are a vision of the beliefs of the staff of the Rose M. Gaffney Elementary School and the schools design team. They have been adopted by the Machias School System to guide our work in the twenty-first century. It is our belief that these eight areas are key to a successful school for the students, teachers, and the community of Machias.

Integration - We believe in an educational experience that is integrative in several dimensions. It integrates curriculums and integrates technology with those curriculums. It integrates parents and the community in the child's education. It integrates the whole child using the whole environment.

Active learning - We believe that active learning provides students with the opportunities to discover, and apply skills and knowledge, in ways that are meaningful to them, thus providing the vehicle for all students to be successful.

Diversity - We believe in recognizing and appreciating the differences among students and providing appropriate educational opportunities. The RMG staff has participated in differentiation training and will strive to make your child's learning relevant to them.

Accountability and Responsibility - We believe education should give students responsibility, teach them how to accept the responsibility, and hold them accountable.

Teamwork- We believe that learning to work in teams is an important skill vital to lifelong learning.

Assessment - We believe that we should assess student performance in ways that are consistent with our beliefs and with the ways we teach. Students will be assessed often and by varying means such as NWEA as well as formative assessments.

Communication - We believe that continual and open communication between the school, home, and community is vital to achieving overall success. Parents and community members will have access to a digital calendar. This along with the weekly Principal's Message, distributed at the end of each week, are designed to keep RMG families and community members apprised of the happenings at RMG. The school website is also a tool for parents and community members to learn more about Rose M. Gaffney Elementary School. Powerschool access for students and parents of students in grades 4-8 provides a valuable tool to keeping track of homework and grades.

Strong Academics - We believe that each student should be provided a challenging academic program that meets his/her individual needs and emphasizes real life applications.

Peace of Mind Class- All students at RMG will participate in this curriculum that helps students learn to "self-regulate, be kind, solve conflicts skillfully, and prepare to build a more peaceful world".

Common Core Standards

Building on the excellent foundation of standards that states have laid, the Common Core State Standards are the first step in providing our young people with a high-quality education. The standards for success in school should be clear to every student, parent, and teacher. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them meet those standards. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

School - Home Connections

Communication

We will continue to communicate information about our school in a variety of ways this year. A weekly “Principal’s Message” may be sent home through email. Please make sure that you list a current email address on your emergency forms so that you will receive the Principal’s Message as well as periodic updates pertaining to upcoming events as well as other school related information. If you don’t have access to technology, please don’t hesitate to ask your child’s teacher to send home a paper copy.

School Messenger is our alert system. School Messenger allows us to create and send a call, text or email to you with current updates. We use School Messenger for notification of early dismissal, changes in planned extra-curricular activities, as well as emergency alerts. Please make sure that you sign up for this program. If any of your contact information changes it is important that you contact the school and request that your School Messenger account be updated.

Our Rose M. Gaffney web page contains the email addresses and contact information of our staff. Parents and teachers of students in grades 4-8 also have access to Powerschool where parents can see assignments as well as associated grades.

Articles about the school will be placed in the Machias Valley News Observer, and other area publications. You may also receive weekly classroom newsletters updating you with information specific to your child’s classroom.

Parents may contact the school by calling (207) 255-3411 or by fax (207) 255-0346 or emailing Sue Dow at sdow@rmges.org.

Concerns and questions:

In the event a parent needs to express a concern or has a question, they should contact:

1. The particular teacher closest to the issue in question.

If a satisfactory resolution cannot be reached, then proceed to 2.

2. If necessary, the school principal
3. If necessary, the Superintendent
4. If necessary, the Chairman of the School Board

No School Announcements

The Superintendent of Schools will notify radio and television stations of school cancellations or delays. Students and personnel will receive this information from the School Messenger system, the radio, or TV. Listen to KISS 94.5, Lucky 99, 95.3 or tune in to local television channels between 6:00 A.M. and 7:30 A.M. for no-school announcements or delays. Please do not call the superintendent or principal, as it will only tie up telephone lines necessary for school cancellation arrangements. There is a weather advisory link on the RMG school website. If there is a cancellation or delay it will be posted. The greatest consideration when deciding to

close school for the day or to dismiss students early will be the safety of our children. If schools have decided to stay open and a parent believes that this is not in the best interest of his/her child, the parent may elect to have the child remain at home. Be sure that the office has a current mobile phone number if you have one to receive school notifications.

Should a storm occur while school is in progress, the Superintendent will make a decision as to dismissal time. Early dismissal will be announced on radio stations and the school website, as well as through the School Messenger System.

School Safety

Your child's safety is our primary concern. In the event of an emergency you will be alerted through the School Messenger System. You will be given information pertaining to lock down or evacuation situations as well as when and where you may meet your child. We have extensive and detailed emergency plans in place. Please do not try to pick your child up at the school or on the evacuation route.

Fire Drills

Fire drills will be held periodically. The teachers will escort the students to the assigned safety zone in an orderly manner. Students will learn the exit procedures at the beginning of school.

Emergency Contact Information

It is very important for emergency and administrative reasons, that every student maintains an up to date record at the school office. Notify the school immediately if there is any change to the information on the emergency forms. Also, please indicate that your School Messenger account will need to be updated as well.

Admissions

The Rose M. Gaffney Elementary School is a Pre k-8 school. Any student wishing to enter our Preschool program must be 4 years of age on or before October 15th. Any student entering Kindergarten must be 5 years of age on or before October 15th. A birth certificate with the raised seal and up to date immunization records must be submitted for admission to the school. State law requires that all students be screened for special needs before entering school.

Withdrawal from school

Should a student have to withdraw from school and move into another school we ask that the parents notify the school as soon as possible. The student's records will be transferred upon request from the new school.

RMG PAWS

The Rose M. Gaffney PAWS group (Parents Assisting With Students) is highly involved in supporting our school. All parents are encouraged to become members and to actively participate. Monthly meetings are announced well in advance and we invite all interested parties to attend.

School Colors and School Mascot

The Rose M. Gaffney School mascot is a bulldog and our school colors are black and orange. We encourage our students to wear these symbols as a representation of our school pride and spirit at various events! We also invite parents and the community to share in this spirit by wearing these symbols at school events.

School Logo

The Rose M. Gaffney Elementary School logo is “Reaching My Goals Equals Success”. We believe that it is important that all students set goals and strive to reach them. Goal setting is an area that should be supported by teachers, parents, coaches, and peers.

Open House

The school will be open for students and parents to visit on August 29th from 3-4:30 p.m. At this time you can tour your child’s classroom. We will also have informational tables set up in the gymnasium for title 1 support, EdGE, etc.

Please Note: If you have concerns or questions relating to your child specifically, please contact your child’s teacher. This will allow our teachers to give you the one on one time that you deserve, and protect your child’s privacy.

Our Program of Studies

Rose M. Gaffney provides a comprehensive Pre K-8 curriculum that combines the latest in educational technology and research with successful traditional practices. We provide a varied program that offers a broad spectrum of approaches to meet the needs of our student body encompassing a wide range of learning styles, interests, and academic needs.

In order to maintain excellence in our program of studies, the faculty at Rose M. Gaffney continues to attend professional development workshops, focus groups and institutes. Our Pre K-6 grades are using the McGraw-Hill Reading program, which emphasizes phonemic awareness, vocabulary, writing skills, spelling, and many other literacy components. The Pre K-5 “Everyday Math” program is a rigorous program that emphasizes math computation as well as application. The McMillian McGraw-Hill Reading program and the Everyday Math programs are aligned to the “Common Core”. Grade 7 and 8 students are using the Prentice Hall Literature Program which is a comprehensive literacy program that brings together the cornerstones of the Common Core Standards and provides students with opportunities to grow through building academic vocabulary, writing, speaking and listening skills, and expand their interest in literature from many cultures and genres. The Glencoe Math Common Core Edition continues from where Everyday Math ends. The 6th, 7th and 8th grade students can take ownership of their own math learning with a hands-on math book, an e-book, on-line tutorials, self-evaluation quizzes, and step-by-step solutions for selected problems. Lessons and assessments can be differentiated to help meet most students’ needs. These programs as well as Science and Social Studies are considered exemplary programs.

RMG also utilizes the Peace of Mind curriculum that has storybooks and classroom resources “ to help children manage emotions, build relationships, and face challenges with compassion and courage.” This is in grades pre K through 8th grade.

Pre-K

Rose M. Gaffney Elementary School has a preschool program that is the starting point of a successful academic program at RMG. Pre K prepares children both cognitively and socially for Kindergarten. The Pre-K program focuses on school readiness skills in both of these areas. This program offers a valuable service to parents by providing early screening services conducted by Child Development Services (CDS) for the purpose of identifying any developmental delays or areas in which early intervention services can provide assistance.

In Pre-K, our children work on areas of concept development, which helps build a foundation for learning in the areas of Language Arts, Mathematics, Science, Social Studies, and Health. Experiences in these areas include listening to a variety of stories or poems, participating in hands-on learning activities, and creating fun projects to take home and share with parents. The children learn to work cooperatively through play as they

explore learning center activities or participate in lessons that include singing, movement, conducting experiments, and much more. Specials such as art, library, music, and gym are also offered as a part of the Pre-K experience with art being integrated into the preschool curriculum.

This is a unique first school experience for young children and can be used as an early intervention option, if desired, to provide children with an additional year in the program to further develop skills and abilities. Early learning experiences in Pre-K are fun and encourage the children to develop a love for learning, which sets them up for future educational success.

Primary Program (K -2)

Our primary program embraces a developmental philosophy recognizing that, as they mature, young children pass through a series of developmental stages, and that teaching methods and materials which work best for older children are often inappropriate for younger children.

Schools have a responsibility to nurture four key interrelated and integral areas of a child's development: intellectual, physical, emotional, and social. A developmental approach, therefore, supports all aspects of a child's development, rather than focusing exclusively on intellectual growth.

The primary program offers students physical education, technology, art instruction, library, and classroom music. Students are involved with technology as early as kindergarten where teachers begin to integrate computers into language arts and math instruction.

Intermediate Program (3 – 4)

At the intermediate level, students become involved in more rigorous academic activities that emphasize skill building and critical thinking. Students in grades 3 and 4 continue to participate in programming designed to improve both writing and critical thinking skills using technology to aid the process. Students in grade 3 continue with physical education, library, art and classroom music. Students in grade 4 are able to expand their fine arts interests through participation in both instrumental and choral groups as well as art class. Students will also have the opportunity to participate in keyboarding, physical education, and library.

Middle Level (5 - 8)

Academic programs for students in grades 5 -8 emphasize discovery and active learning experiences. Students do a great deal of work in groups, solving problems, discussing pertinent issues, and planning. Schedules are busy, varied and contain a variety of opportunities for enrichment and enjoyment.

In providing these learning opportunities at the middle level, teachers may work together to cross traditional academic boundaries in order to facilitate the study of important issues and themes from a number of perspectives. This encourages students to utilize all disciplines in their research and in the conclusions that they may draw.

Middle level students also have an opportunity to participate in the studies of: industrial arts, fitness, art, physical education, band, chorus, technology education and much more.

During this time in their educational career, students also begin formal study of issues related to their development, as well as participate in, and help organize, social events held after school hours. School dances and fun nights provide an opportunity for students and teachers to interact in a new way.

Students in Grade 8 will participate in the organization and planning of the 8th grade graduation, dance, and field trip. Fundraisers are necessary in order to raise money for these events. In order to promote fairness in the distribution of work toward earning these trips, students must participate in at least 5 fundraisers or have earned their portion of the class trip in order to go on trips associated with the fundraiser.

Physical Education

Physical Education at Rose M. Gaffney teaches physical activity through teamwork, social interaction, and motor skills while improving students' fitness. Students have class twice per week. Students in Pre K-4 are expected to have sneakers and comfortable clothing in order to participate. Students in grades 5-8 are encouraged to change before and after class. Suggested gym clothing includes: a tee shirt or sweatshirt, shorts or sweatpants. Students are required to have a pair of non-marking clean sneakers. Classes for students in grades 6-8 may be held at the MMHS Gym.

Students will be excused from class for illness or injury and a note from a parent/guardian is required. Students not participating in physical education class will not be eligible to participate in after school sponsored activities that day, including sports. A doctor's note will be required if a student requires more than two excused classes from physical education.

Athletics

The Principal, Athletic Director, and coaches of Rose M. Gaffney Elementary School are committed to promoting a spirit of fair competition, cooperation, mutual support, respect, pride, and common purpose. We believe that athletics is promoted at RMG as a natural extension of the school's academic program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. Students are encouraged to participate regardless of their skill level or experience. A full sports program is available, offering students the opportunity to participate in a range of athletic activities including: soccer, cross-country, volleyball, basketball, baseball, softball, and cheerleading.

Athletic Eligibility

There are several areas of student activities that are considered when determining athletic eligibility. Students should refer to the athletic code for complete details. The basic academic requirements are summarized as follows:

Students must receive a passing grade in each class that they are enrolled in, including specials. Students' grades will be checked weekly, usually on Monday. Students who are failing a class or not showing improvement, will be benched from practices and games for one week. If the student receives another failing grade or shows no signs of improvement when grades are checked the following week the student will once again be benched for one week. If a student fails for three grade checks in one ranking period, the student will be dismissed from the team. If the failing grade is due to late work, the student will be subject to the preceding consequences, regardless of when the late work is handed in. The failing grade will be taken at "face value" on the day that grades are checked. Therefore, it is strongly suggested that all work be handed in on time and done to the best of the students' ability in order to avoid interruption in participation.

If a student receives a detention or suspension, they must serve the detention/suspension the following day. If that detention or suspension falls on the day of a game, the student will not be allowed to suit up and participate in the game. If a student has chronic absenteeism and/or tardiness they will not be eligible to participate in the sports programs. The Athletic Director and Principal expect that students will show appropriate behaviors during practices, games and bus rides to and from contests.

Music Department

Classroom Music as well as Choral and Instrumental Performance opportunities in grades PK-8 offer additional academic enrichment for our students. These offerings mirror the Maine Learning Results, the National Standards for Music Education and the new emerging National Coalition for Core Arts Standards (NCCAS).

Grades PreK-5

Rose M. Gaffney offers an enriching Classroom Music and Performing Arts Curriculum. Students in PreK-3 are taught emerging musical skills of pitch, melody, steady beat, expression, and composition. Each year students will build upon their musical knowledge through folk and traditional songs, playing of auxiliary percussion and Orff instruments, dance, as well as learning vital music skills of listening to, reading, writing, performing, and evaluating music. These classes will meet once a week for 30 minutes. 4th grade students will meet twice a week, at which time they begin playing the recorder, boom whackers, and learn basic drumming rhythms in bucket drumming class. 5th grade students meet twice a week for beginner band, once a week for lessons, and once a week for an introduction to chorus class.

Grade 6-8

All Grade 6-8 students have the opportunity to participate in Chorus, and Band as part of their regular school schedule. 6-8 Chorus and 6-8 Band Classes meet twice a week. During their class time students will learn a variety of music literature, some music history, as well as some music theory. There are a variety of musical opportunities and concerts for students, those include: Veterans' Day Performance, Winter and Spring Concerts, Solo & Ensemble, local visits to area nursing care facilities, community outreach programs, Memorial Day Parade, Pep Band, Sea Dogs, and the return of festivals. (Washington County Honors' Festival, District VI Honors' Festival, and All State Honors' Festival.)

Modern Rock

Students in 7th & 8th grade have the opportunity to participate in Modern Band on Wednesday afternoons as a part of their specials. Modern Band includes: drums, electric guitars, bass guitars, acoustic guitars, ukuleles, keyboards, and vocals. Students will learn how to play pop songs on different instruments. Prior experience is not required.

Visual Arts Department

The Rose M. Gaffney visual arts program, under the direction of Mrs. Kilton, is designed to bring one art class per week to grades PK-6 and the opportunity for students in grades 7+8 to sign up for art as a special. This program brings not only hands-on studio experiences to each student but also teaches an awareness of art through history. An appreciation is further nurtured through museum field trips, visiting artists and student displays throughout the school.

Ventures Program

Machias schools' Gifted and Talented program consists of several components that are designed to meet the needs of our highest achieving students, as well as challenge and enrich the total school population. Mr. Fitzsimmons is the coordinator for this program.

Differentiation

Teachers use strategies to adjust the classroom environment, curriculum content, processes by which they teach, and products required of students to demonstrate their learning, in order to meet the varied academic needs, interests, and learning styles of our students.

Enrichment

Enrichment opportunities are provided for all students, groups of students with common interests, and individual gifted and talented students. The primary goal of the enrichment program is to extend students' knowledge outside of the classroom by exposing them to opportunities that allow them to act as "real world" practitioners in areas of interest.

Continuum of Services

Venture students' specific needs are met through a variety of services. Individualized learning plans may include participation in academically based clubs and competitions, mentorship, apprenticeship, and within and across grade pull out programs. Students may benefit from opportunities to work with other advanced learners, volunteerism, independent study, acceleration, admission to advanced, AP, and Early College Courses, and guidance and support for course planning and affective issues.

Special Education

Special education services, including speech and language, are available for all eligible students at Rose Gaffney. Students may receive services in a regular classroom where the teacher is supported by an educational consultant. The student may receive help from a resource room program, a speech program, or other specially designed programs. A full description of services is contained in the AOS 96 Parents' Handbook for Special Education. Copies can be obtained from the Special Ed. Coordinator, Mrs. Mary Maker, at 255-4381.

JMG

JMG's middle school program is a project-oriented and adventure-based program designed to address the challenges of middle school students. The program was created to inspire middle school students to reach their academic and personal potential. It is unique, being the only program which targets this age group and the issues of students transitioning to high school. The goals of the JMG middle school program are:

- 1) Students will stay in school.
- 2) Students will improve their grades, behavior and self-esteem.
- 3) Students will successfully transition into, stay in, and graduate from high school.

In the JMG classroom, the JMG Specialist provides a curriculum which focuses on developing skills in the areas of communication, team building, leadership, and problem solving. There is also a strong emphasis on community service learning. In addition to teaching the core curriculum, JMG Specialists provide individual

guidance and academic assistance to students.

At Rose Gaffney, participants are initially recommended for JMG by their fifth-grade teachers and later approved by the full JMG advisory board. The JMG Specialist designs opportunities intended to incorporate individual learning styles while addressing a full range of early adolescent issues. 6th and 7th grade units of study include Self-Understanding, Communication, Organizational and Study Skills, Connections to and Between School and Work, and Decision-Making. Eighth grade units of study incorporate Dream Work, Lifestyles, Negotiation, Career-Based Learning activities such as job shadowing and interviewing, and High School Transition.

Title 1 Remedial Services

Students for whom math and/or reading achievement falls significantly below grade level as measured by informal reading inventories or standardized tests are eligible for remedial support through Title 1. Students may receive remedial support in or out of the regular classroom dependent upon their individual needs.

Assemblies

Assemblies are planned periodically as special events that supplement our regular curriculum studies. Grants and money in our enrichment program account finance many of the assemblies. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students

Field Trips

Occasionally, students are taken to a place away from the school building to experience and learn from observation at a special site. You will be asked to sign a permission slip prior to your child's trip. In some cases, a parent may give permission over the phone, but written permission is preferable for our records. All school rules apply on field trips. All bus policies are in effect for all school sponsored field trips, athletic and/or class events. In town field trips will not require a written permission slip, but parents will be notified of the trip in writing by the teacher, or it will be on the weekly school calendar. There will be an In Town Field Trip Permission Slip sent at the beginning of the year that will cover all of them for the year.

Grading and Awards **(Grades 4 - 8)**

Rose M. Gaffney's letter grade - numerical ranges are as follows:

A grade range 93 - 100

B grade range 85 - 92

C grade range 78 - 84

D grade range 70 - 77

An honor roll is published for grades 3-8 students who attain all A's and B's during each quarter/trimester of the school year. *Please note - all subjects, including specials, are part of our honors criteria.

Report Card Dates Grades Pre-K-6

First Trimester Ends December 1st

Second Trimester Ends March 8th

Third Trimester Ends June 11th

Report Card Dates Grades 7-8

Quarter 1 Ends November 3rd

Quarter 2 Ends January 19th

Quarter 3 Ends April 5th

Quarter 4 Ends June 11th

Co-Curricular Awards

Rose M. Gaffney School strongly encourages student participation in co-curricular activities. We believe that these activities complement the academic program that is offered to our students. Co-curricular activities enrich the total school experience for students and teach them school spirit, teamwork, sportsmanship, and enlighten them to the excitement of competition. Students in grade six have the opportunity to participate in Cross-Country, Basketball, Cheering, Band, Chorus, and Drama, Destination Imagination, and Robotics. Students in grades seven and eight have the opportunity to participate in Soccer, Volleyball, Cross-Country, Basketball, Boys Baseball, Girls Softball, Cheering, School Newspaper, Drama, Band, Chorus, Destination Imagination, Robotics, and Yearbook.

A student who successfully participates in and completes three Rose M. Gaffney Co-curricular activities in a year will earn their Rose M. Gaffney letter. Some students may earn their letter in sixth grade while others may accomplish this goal in seventh or eighth grade. Students will receive a Bulldog Pride Pin for each activity in which they participate.

It is our hope that students will strive to earn their letter and pins and wear them with pride. As always, students must meet the academic and behavioral requirements set forth in the Rose M. Gaffney Co-Curricular Code to participate in any of their co-curricular opportunities.

Academic Award Program Grades 4- 8

The Rose Gaffney School staff believes that the students should be recognized for outstanding achievement. Students who achieve academic excellence for the year will be recognized at an end of the year Academic Awards Evening.

Awards Criteria

***Please note - all subjects, including specials, are part of our medal criteria.**

Gold Medal: A student must attain an A in all subjects for the year. He or she may receive a B one time during the school year.

Silver Medal: A student must attain an A or B in all subjects for the year.

Bronze Medal: A student must attain an A or a B in all subjects for the year. He or she may receive one C for the year.

Classroom teachers may also nominate students demonstrating **exemplary citizenship** for an award in that category.

Awards will be given by the staff for students in grades PreK-8 at an assembly at the end of the year to recognize students' accomplishments. It is our hope that all students will set their goals, strive to meet them, and work to the best of their ability.

***Please note that not every student in grades 5-8 will receive an award. However, we encourage students to attend the Awards Ceremony and celebrate their classmates.**

***Every teacher makes their own decision on what type of award they are giving. These may include non subject matter awards. (i.e. hardest worker, best helper, etc.)**

Rose M. Gaffney Chapter – National Junior Honor Society

The Rose M. Gaffney Elementary School hosts a nationally recognized chapter of the National Junior Honor Society. The purpose of the chapter is to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of RMG. This shall be achieved through the participation in monthly meetings, service projects, and activities. The NJHS is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).

Membership in the RMG-NJHS is an honor bestowed upon a student who is entering the 7th or 8th grade. To be considered for selection a student must have maintained a 93 average for the previous two years of their academic career. **Students must have good attendance and not be a disciplinary problem.** Selection for membership is then made by review of the teaching staff at RMG and a majority vote of the faculty council. Selection is based on the above as well as outstanding scholarship, character, leadership, service and citizenship. Candidates become members when inducted at a special ceremony. **No late applications will be accepted.**

Retention/Promotion Policy

It is the intent of the school that appropriate instruction is offered to all students. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade level is not a single level of instruction but rather a series of levels intended to meet the various needs of the students assigned to that grade level.

Retention will be decided through conferences involving the principal, teachers, and parents. Other school personnel and consultants will participate as appropriate. Parents will fully participate in the decision regarding retention of their child. Parents will be notified as soon as possible regarding any concerns that may

result in the retention of their child. The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Academic Potential
- B. Attendance
- C. Maturity
- D. Age in relation to grade placement
- E. Student Attitude
- F. Parent Concerns
- G. Student Achievement
- H. Program Options

Any retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once. Students who fail one trimester in any subject may be required to attend summer school if offered.. If the failure is due to missing work, the student will be assigned to a special remediation group, and be required to complete the work immediately. Students who owe work may be denied participation in extracurricular activities until the work is caught up.

Parent- Teacher Conferences

Parent teacher conferences occur during the school year. Dates and times for these will be announced at a later date. Parents are asked to make a specific appointment with their child's teacher, regardless of the progress of the child. These conferences can be in person, virtual or by telephone. These conference times can be very valuable to the overall education program.

We encourage parents to call the school to make an appointment for a conference whenever they have questions or concerns about the academic or social performance of their child. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Student Placement

Students will be placed in their next year's classroom based on the following criteria:

1. Student's learning style
2. Peer interaction
5. Equal number of students in each classroom
6. Sending teacher recommendation
7. Retention
8. Siblings and relatives being in the same classroom

The final determination on school placement for the next year is the responsibility of the school principal with input from the classroom teachers. **Written or phone call requests will not be accepted.**

School Visitations

Adults are invited and encouraged to visit our classrooms. A request to visit a classroom should be made by the parent to the classroom teacher. Please check into the office when you arrive. You will be required to sign in and be administered a school security tag to wear during your visit. You will be asked to revisit the office to sign out and return your security tag upon your departure. These procedures are for your child's safety. Becoming familiar with your child's school can be a great aid for helping to understand your child's world. School visitations should not be used as a means to evaluate a particular teacher. Please do not request to confer or visit with teachers during their instructional time. Students may not bring friends to visit Rose M. Gaffney Elementary School without the permission of the classroom teacher and Principal or Vice Principal.

Arriving/leaving school Student pick up and parking

Starting Time

School is in session from 7:50 A.M. daily. Walkers and others not using bus transportation should arrive at school between 7:15 A.M. and 7:50 A.M. **There is no supervision available for your child prior to 7:15 A.M. and our doors will remain locked.**

Students will be dropped off and picked up at designated entrances (Addendum E). Individuals other than students and staff members will not be allowed to enter the school building unless they have made an appointment. All visitors must wait in the parking lot and call the school to indicate that they are awaiting entry. Visitors must enter through the front doors, and exit through the same entrance. Students arriving at 7:50 or later will be considered tardy. If arriving later than 7:50 parents will need to call the school when they arrive on campus and students will be admitted through the front office.

Early Dismissal

If it is necessary, due to a scheduled medical appointment, for a student to on occasion be dismissed prior to walkers being called, **parents are asked to call the office prior to 12:00** and upon arrival call into the office. Parents will pick their children up at the front entrance of the school. Parents are to avoid parking in front of the building, which is a designated fire lane for emergency vehicles.

Students may be dismissed only by authorization of the parent or legal guardian. If you plan to be away or you desire someone else to pick up your child, please send a note to the school with the adult's name and the time of dismissal. State law requires that dismissals and absences should only be for illness, medical appointments, or family matters. Students will not be called for dismissal after 2:10 as they will need to wait for announcements to be completed. It is a very busy time in the office and classrooms at this time.

End of the Day Dismissal

Bus students will be dismissed first at approximately 2:20 p.m. Students being picked up by parents, walkers, and students riding bikes will be dismissed after the buses leave. **Parking on campus can be an issue with the number of students we have at RMG. If your child is not riding the bus please be patient while waiting for your child to leave the building and watch for other students as you leave our parking lot. Parents are to avoid parking in front of the building for long periods of time, which is a designated fire lane for emergency vehicles.**

Students may be dismissed only by authorization of the parent or legal guardian. If you plan to be away or you desire someone else to pick up your child, please send a note to the school with the adult's name and the

time of dismissal. **Students who are expected to walk home will be allowed to do so only after the school has a written “Permission to Walk” form on file.**

Supervision After Dismissal

Please note: Students must vacate school property at the end of the school day, or be supervised by an adult. During the time frame that after school activities are taking place on school grounds there is an “assumption of supervision”. Therefore, your child must be accompanied by a supervising adult or enrolled in a supervised activity. **The teachers and front office staff will not supervise your child after 2:30. Please be sure to pick your child up on time.**

Parents will be required to sign a release stating that their child has permission to walk or ride their bike from the school. Students under grade five may not walk or ride a bike home unless they are accompanied by an older sibling.

Please note that student athletes staying for after school practices are considered walkers and should be dismissed with the walkers unless otherwise announced. If practice is **not** held immediately after school then the student must leave the premises and return no earlier than 15 minutes prior to practice.

Bus Notes

When a student is not going home on his or her regular bus, or needs to be dropped off at an alternative location, the parent must write a note giving the bus driver permission to drop the child at the alternative location. A note must also be written if a student is not taking his/her bus home and other transportation arrangements have been made.

Bus Policy

Students who are transported by bus in the morning must use the bus to return home unless previous arrangements have been made.

Students coming to school on a bus who do not plan to return home on the bus or who plan to take another bus must have written permission from their parents. Students should bring these notes to their teacher first thing in the morning.

An orderly bus is a safe bus. Your child’s safety is our primary concern. Please help us in this matter of safety by discussing good behavior and safety with your child early in the school year. If an incident occurs on the bus that endangers the safety and welfare of other passengers, the student(s) responsible will be referred to the Transportation Supervisor and/or Principal. The Transportation Supervisor will notify the parent of the infraction and consequences if deemed appropriate. No child will be barred from the bus unless a parent has been notified. If the child continues to misbehave, the parents will be responsible for the child’s transportation.

Pre-Kindergarten through grade 4 students will not be dropped off unless an adult is home and in view of the bus driver. An exception will be if the student is accompanied by a sibling in grade 5 or above.

Questions regarding transportation should be directed to the principal or David Smith, Transportation Supervisor.

Basic Bus Etiquette

1. Orderly behavior is required at the bus stop
2. Students remain seated when the bus is in motion
3. Talk quietly and make no unnecessary noise.
4. Keep head and arms inside the bus
5. Do not litter inside the bus or throw anything out the bus windows.
6. Keep hands and belongings to self and in seat
7. No throwing items.

Attendance/Tardiness

When a child is absent from school, a call from the parent or guardian should be made to the office stating the reason for the absence. An absence due to a communicable disease, such as chicken pox, requires a certificate of readmission from the family physician.

It is very important that students do not come to school when they are ill. The nurse will call home and require you to pick up your child if they show any signs of illness while at school. We often have requests from parents to keep their children in for recess because they do not feel well. Except for very unusual circumstances, it simply is not possible for us to do this. We provide more than adequate supervision for students during outside recess times, but we are not equipped to provide supervision for both outside and inside recesses. All students, therefore, are required to be outside on the playground during recess, except when excused by their teacher.

Tardiness

Parents, please make every attempt to ensure your child arrives at school on time. Tardiness creates distractions in the classroom, but more importantly teachers make valuable use of time. Students often miss valuable information when arriving late. Pupils arriving after 7:50 A.M. are considered tardy and should report to the office before going to class. Pupils who are tardy more than three times in a ranking period are considered excessively tardy. If a student has an appointment during the day, a note should be sent to the teacher so your child's dismissal can be recorded on the daily attendance bulletin.

Repeated tardiness to school may result in detention or other consequences. In grades 5-8, after three unexcused tardies, a student may receive an office detention. For tardiness to classes other than late arrival at school, students may also be given an office detention after three (3) unexcused tardies. Students that are chronically late will also not be allowed to participate in a sporting practice or game that day.

Excessive Absenteeism

We recognize that, should a student miss a significant portion of the school year, working together to make up for missing academic work and to regain pace with that student's class is of the highest priority.

To achieve this goal, students and parents should realize that additional time at school after the regular day, dropping extracurricular activities, and/or participation in summer school may be necessary to get back on track. Cases such as these will be reviewed and dealt with on an individual basis by the administration. Please do not keep your child home for reasons such as oversleeping, missing the bus, etc. Chronic absenteeism may result in not being eligible for athletics or other extracurricular activities. In addition, the school resource officer and the superintendent will be notified.

Student Participation following Absence

Any student who is absent from school will not be allowed to participate in or attend a school activity the same day, except in the case of a medical appointment, at which time the office should be provided with a note from the doctor's office.

ABSENCES/EXCUSED

Maine State Law Title 20-A Section 5001-A: A person's absence (or tardiness/dismissal) is excused when the absence is for the following reasons:

1. Personal Illness
2. Appointments with health professionals that cannot be made outside the regular school day.
3. Observances of recognized religious holidays when the observance is required during regular school day.
4. Emergency family situations including death in the family.
5. Planned absences for personal or educational purposes, which have been approved in advance. (Planned absence form will be required)

There are two ways for a parent to excuse a student:

1. A call from the parent to the office before a student's absence. (planned absence form for extended absences)
2. A phone call is made by the parent to the office before 8:00 a.m. on the day of the absence, followed by a Dr's note if the student is ill for an extended number of days.

Students who miss school for the reasons listed above will be given one extra day for each day absent preceding the due date, to complete and submit homework assignments with a due date falling within the time frame of the absence.

Please Note: Due to the importance of students' attendance, excessive tardiness or absenteeism which does not fit the criteria for being considered "excused" will result in a parent meeting during which a plan will be developed to ensure future adherence to the attendance policy.

School Discipline Expectations, Resources, and Policies

Discipline Code

A well-ordered respectful atmosphere in the classroom and school is essential. The area of student discipline is one which directly affects the total purpose and achievement of the school. It is an area that needs attention and support from parents, students, teachers, administrators, and School Committee members.

Disciplinary Resources

The issue of improving student behavior is one that extends far beyond a list of rules, regulations, and consequences. While clear and consistent expectations are a key element in maintaining an orderly environment, the issues affecting each child and each situation are often more complex. To this end, Rose Gaffney endeavors to marshal a variety of resources to assist students and families in developing the skills necessary to perform successfully in society.

1. School Counselor:

The school counselor, in coordination with other educational professionals and community providers, works to ensure that students receive the necessary support to reach their highest potential. Mr. Rotterman, our School Counselor, is available as a resource and support person to parents, students, and teachers. Services provided to students include,

- Individual and group counseling
- Classroom guidance

- Communication skills
- Problem solving and goal-setting
- Career preparation
- Substance abuse prevention
- Social skills

2. School Administration:

The Principal and Assistant Principal are the first points of contact for serious disciplinary problems. They will serve as the monitors for the school disciplinary environment and bring appropriate resources to bear to deal with disciplinary problems. The school's administration is charged with enforcing the school's disciplinary code and imposing sanctions when necessary. Infractions of the school's behavior standards can result in detention, suspension, or expulsion from the school program. These are serious consequences, but are often combined with other resources to teach students the skills necessary to avoid repetition of unacceptable behavior.

Disciplinary Procedures for the Middle Grades Mediation

After the teacher administered warnings, the teacher will direct the student to meet with the school counselor to discuss the student behaviors. A mediation notice will be completed. The teacher who assigned the student to mediation will briefly attend the meeting so that the events leading to the mediation can be clarified while also giving the student the opportunity to both take responsibility for his or her actions and to apologize. In cases where the student has been assigned to mediation on more than one occasion the parents will also be invited to attend. Mediation will occur during recess time.

Classroom Discipline

All classroom teachers have a classroom code of conduct developed for their particular environment. This code should be posted in the classroom in plain view.

All teachers have developed a stepped set of consequences, for their particular environment, that will be followed before a student is referred to administration for further disciplinary action.

These should include: (1) warnings (2) Assignment to Mediation (3) personal detentions (including a call to the parent).

Personal detentions with the classroom teacher will be assigned by the classroom teacher for any student receiving more than 3 assignments to mediation from the same teacher within a 4-week time frame.

For serious situations shortcuts to notifying administration can be used.

Once administration is notified for disciplinary action, the results may be one of the following:

PreK – 4

1. Conversation with the Principal or Assistant Principal
2. Conversation with the Principal or Assistant Principal and a phone call home.
3. Conversation with the Principal or Assistant Principal and a meeting with parents.

Grades 5-8

1. 1 hour office detention, parent conference, and warning the next time will result in a suspension/change of placement.
2. 1-5 day suspension/change of placement depending on the nature of the problem; parent conference when student returns to school.
3. 1-10 day's suspension/change of placement; parent conference before student may return to school; and an Academic and Social Behavior Contract will be enacted.

We believe that Rose M. Gaffney Elementary School students represent their school in every aspect of their lives. It is important for the safety of all, that students act in a respectful orderly manner when representing their school in all aspects of the school day, as well as on field trips, while attending competitions, and during athletic events. **Students who accumulate repeated infractions resulting in suspensions will lose the privilege of participating in field trips, and become ineligible to participate in sports. This includes the 8th grade class trip.**

Lunchroom Behavior

Every student is expected to buy or bring lunch. While eating meals, all students are expected to follow these guidelines:

- Practice good manners and socialize quietly
- Leave the table and surrounding area clean and orderly
- Return trays and utensils to the proper location
- Put trash in proper containers

Alcohol and Drugs

The possession, sale, or use of alcohol, tobacco, drugs, or any controlled substance on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate suspension from school and will be reported to the appropriate law enforcement agencies in most cases.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the students' work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified.

Student damage to school property

While normal wear is expected, if school property is unnecessarily damaged or lost, the pupil must pay a fee for the replacement or repair. This also applies to library books, laptop computers, and other items that are school property.

Standards for Students' Conduct

The following list of rules is not intended to cover all areas of student conduct but is an effort to list the rules of most common concern.

Students and parents should become familiar with these rules and understand that violations may result in detentions or school suspensions.

- Physical contact (fighting, carrying, pushing, etc.) Any “hands on” activity is strictly prohibited and will result in immediate suspension.
- Harassment of other students is considered a serious violation of school regulations as well as state and federal law.
- It is against the law to bring any type of weapons/firearms on school property for self harm or harm to others. We have zero tolerance.
- Inappropriate language will not be allowed at any time.
- Non-Academic articles are not to be brought to school. Cell phones and other telecommunications devices on school property must be turned into the office at the beginning of the school day, or **remain in the student's locker out of sight, and turned off for the entire school day**. If a student is reported to have been using his/her device during the school day, the student will be required to leave their device in the office during the school day for the remainder of the school year. The student may come to the office at the end of each day to reclaim the device. Please do not text or message your child during the day. Call the office if you need to speak to your child.

Bomb Threat

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

In addition, a student who is found after a hearing by the School Board to have brought a bomb to school shall be expelled from school for at least one year except that the superintendent may modify the requirement for expulsion based on individual circumstances.

A student, who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to disciplinary action,

Lost instructional time or disrupted programs due to a bomb threat will be rescheduled at the earliest appropriate opportunity.

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and /or expulsion.

Harassment

AOS 96 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, AOS 96 should not engage in harassment of students, and students should not harass other students, where harassment is based on race, color, sex, religion, national origin, or handicap. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

1. Unwelcome sexual advances, gestures, comments, or contacts
2. Threats both verbal and physical
3. Offensive jokes
4. Ridicule and name calling

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform a teacher, the Principal, or the Affirmative Action Coordinator at the earliest opportunity. Students who believe that they are victims of harassment should report such occurrences to the Affirmative Action Coordinator.

The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to them: Human Rights Commission complaint, Title IV civil action, formal request for discipline by the Superintendent and/or School Committee; filing a complaint to the Director of the United States Office of Civil Right, U.S. Department of Education, Washington, D.C. The following people may be contacted regarding Affirmative Action issues. Joyce Fragale, Principal, or Scott Porter, Superintendent of Schools.

NEPN/NSBA Code: JICK

BULLYING

It is the intent of the Machias School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental 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 and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of Machias Memorial High School and Rose M. Gaffney Elementary School, and the operation of the schools.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in Machias Memorial High School and Rose M. Gaffney Elementary school and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect would have the effect of:
 - 1. Physically harming a student or damaging a student's property;
 - 2. Placing a student in reasonable fear of physical harm or damage his/her property;
or
 - 3. Substantially disrupting the instructional program or the orderly operations of the school; or
 - 4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;

- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions; and
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

[NOTE: Some of the actions that constitute bullying may also be addressed in other Board policies, such as ACAA - Student Harassment and Sexual Harassment or JICIA - Weapons, Violence, and School Safety. Federal and/or state law and the Board's basic nondiscrimination policy, AC, provide protection for students based on the "protected categories" listed in paragraph "H" above.]

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;

- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Machias Memorial High School and Rose M. Gaffney Elementary school and reporting to the Board upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

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

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Legal Reference: 20-A M.R.S.A. § 1001(15)(H)
P.L. 2005, Ch. 307 § 4-5

MAINE SCHOOL MANAGEMENT ASSOCIATION
NEPN/NSBA Code: JICK

Health Procedures

Emergency Forms

At the beginning of each school year, parents are required to complete an emergency form for each child they have enrolled in school. The forms ask for home and work phone numbers, email addresses, emergency numbers, physician's name, allergies and medications, and emergency treatment specifications. Prompt return of these forms allows us to act quickly and appropriately on your child's behalf.

It is very important for emergency and administrative reasons that every student maintains an up-to-date record at the school office. Please notify the school immediately if you have a change of address, phone number, email, or other emergency information that affects your child.

Illness at School

In the event your child becomes ill while at school, he or she will be sent to the school nurse. If the school nurse is present, she will assess your child and contact you. If the nurse is not present, one of our administrative assistants will contact home as soon as possible to arrange transportation home. Facilities are available for your child to lie down while waiting. In order to keep this process as efficient as possible, please keep the school advised of new telephone numbers as well as an up-to-date listing of emergency numbers in case you cannot be reached.

Administering Medicine to Students

No medication is administered to a child without the express authorization of a physician. Forms for physician's authorization and parent/guardian consent to administer medication at school are available in the school office. Medications are kept in the office and may not be kept in the classrooms or student's locker. The only exception to this is inhalers, which may be kept by the classroom teacher. Rescue inhalers, epipens and diabetic medications may be on students' persons once they have met with the school nurse.

Nursing Services

Lori Martin, RN, is the RMG School Nurse. When Mrs. Martin is not on site, the school's role is one of giving first aid only, not treatment. It is extremely important that the school has the names of responsible adults that we can call in the case that we can't get in touch with the parent.

Injury at School

The school is equipped with first-aid medical supplies. If the child is not in immediate danger, but school personnel feel a physician should check the injury, a parent or contact person will be called to take the child to the hospital. Parents will be notified as soon as possible.

Blood Borne Pathogens

Because of new health regulations concerning the spread of communicable diseases, students who get blood or other body fluids on their clothing will be required to have a change of clothing to continue in school for the remainder of the day. The school nurse will notify parents.

Communicable Diseases

Certain diseases, infections, and infestations require exclusion from school until treated and the school receives a medical permission for re-admittance to school. Such conditions are: chicken pox, conjunctivitis, infectious hepatitis, impetigo, measles, ringworm, rubella, scabies, scarlet fever, strep throat, lice and COVID.

One infestation of particular concern is pediculosis or lice. Lice infestation can come from almost anywhere -- a classmate, clothing, combs, or brushes. Lice outbreaks are common among children and even the cleanest child can easily become infested. Symptoms include: itching, finding bites where the louse has taken a blood meal, and finding infected bite sites often with matted groups of nits on the scalp.

Lice is a common infestation often found in young children. Lice do not pose a health concern as they do not transmit disease. Per CDC, students do not need to be excluded from school if live lice are found on them during the school day. They may return to school after treatment has begun.

School Insurance

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of it. Insurance is required of all students participating in the Rose M. Gaffney Elementary School athletic programs.

Recess

Weather permitting, all students in our school are expected to go out for all recesses and should dress accordingly during the winter months. We believe that students who are too ill to go outside are too ill to be in school and should be at home to rest and get better. The decision to have outdoor recess will rest with the teacher and principal who will base their decision on the temperature, wind chill and playground conditions. A decision will be made to have outside recess, indoor recess, or a shorter outdoor recess. If a student has a doctor's note or a medical condition, he or she may stay in the office for an indoor recess. Any request for a prolonged indoor recess **MUST** come from the child's physician.

Food Service

Breakfast is served starting at 7:30. If **your child plans on eating breakfast at school please have them here by 7:30**. Lunch is served between 10:45 and 12:15. School lunches are prepared by cooks who are trained in the guidelines set forth by the Department of Education. Students may pay for lunches by the day or week. The lunch menu is distributed on a monthly basis and will be publicized on the school website. Parents will fill out paperwork the first week of school to determine income eligibility for free or reduced lunches. Questions regarding the school lunch program should be directed to Mrs. McCurdy or Mrs. Thompson.

There is no fee this year for breakfasts or lunches however, the free and reduced lunch forms **MUST be returned by all students as it aids in school funding.

Snacks

Research tells us that good nutrition enhances our students' overall health and their ability to learn. In order to promote good nutritional habits during early developmental stages of students' growth, candy and soft drinks, such as soda, are not to be sent as snacks for students. **Energy drinks, coffee (hot or iced), or energy water packets will not be allowed at school.** Please do not deliver lunches from local restaurants to the school.

Dress Code

Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for reasonable comfort and individuality of all students. The tone or atmosphere of a school is affected by the overall appearance of the student body; therefore, all pupils should be neat, clean and appropriately clothed at all times.

Students are expected to wear clothing appropriate to the school setting: extreme or outrageous apparel or appearance is to be avoided. Current "fads" involving appearance or clothing that disrupt the instructional process will not be allowed. Students will be required to call home for acceptable clothing. Specific dress code standards are given below:

Parents should take into consideration weather conditions when dressing their children for school. Waterproof footwear and warm coats should be worn in wet and cold weather.

- Appropriate shoes are required, either hard-soled or tennis shoes are acceptable. For student safety, rubber-soled shoes are required for physical education.
- Clothing which overexposes the body is unacceptable.
- Strapless shirts or shirts with "spaghetti straps" are unacceptable.
- Shorts, dresses, and skirts of an appropriate length (no shorter than mid-thigh) and style are acceptable.
- Pants, of any type that are tight fitting to the body must be covered by a shirt, skirt, or dress that is no shorter than mid-thigh.
- Pajama tops and bottoms are unacceptable.
- Lewd or suggestive attire may not be worn.
- Apparel, which advertises, glorifies, or symbolizes any illegal substance or substances illegal for use by minors may not be worn.
- Apparel that is gang-related may not be worn.
- Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn.
- Hats, hoods, bandana's, and sweat bands are not to be worn inside during the school day.
- **The principal or vice principal will determine any questions regarding "appropriateness".**

Lost and Found Articles

All items lost on campus may be found in the lost and found areas. The lost and found area is located just inside the downstairs North Wing across from the library. Students may claim articles of value after proper identification. Students are encouraged to check the “lost and found” frequently. Unclaimed items will be donated to charity periodically throughout the school year.

Personal Possessions

As stated above, personal possessions outside of those needed for school should be left home. RMG is not responsible for the loss or damage of personal possessions.

Lockers/Desks/Backpacks

Lockers will be used this year for our older students. Desks are the property of the school and are subject to administrative inspection at any time during the year. Students are responsible for the care and cleanliness of their desks. Should it be necessary, lockers and backpacks may be searched in order to maintain safety and to protect the student body as well as the staff. The administration recognizes and respects student feelings on the issues of searches and will search only in cases of just cause. For grades 7 and 8 please be sure that your backpacks can fit in your lockers as they may not be carried around during the day. The school will not be responsible for valuables left in desks or at school. Sometimes special circumstances may require a student to carry cash or other valuables to school. Cash or valuables can be safeguarded by bringing them to the office for safekeeping.

Money at School

Students bringing money to school for book fairs, field trips, etc. should bring money in a sealed envelope with the student’s name, their teacher’s name, and the purpose of the money. All checks should be made out to Rose M. Gaffney Elementary School.

Backpacks

Should it be necessary, backpacks may be searched in order to maintain safety and to protect the student body as well as the staff. The administration recognizes and respects student feelings on the issues of searches and will search only in cases of just cause.

Computers

RMG students in grades 1-8 are equipped with Chromebooks. Pre K and K have iPads available for each student if needed. Our Internet access is now filtered by our Internet access provider for inappropriate material. Chromebooks are to be used for teacher directed educational purposes only. All devices may be checked for appropriate use at any time.

Computer Use

School computers are to be used for educational purposes only. Students and parents are notified of the school use policy with this hand book, and will be required to sign a form which will be sent home upon distribution of the computers to classrooms. The use of a school computer is a privilege, not a right, and use for purposes other than educational will result in a cancellation of those privileges. School administrators in conjunction with our Technology Coordinator and classroom teachers will deem what constitutes inappropriate use and their decision is final. The administration, faculty, and staff of RMG may request the Technology

Coordinator to deny, revoke, or suspend the use of school computers. **Damage to, or loss of, school property of any kind, including computers and iPads, will result in the parents and students being billed for the repair or replacement of the property. Students who have been issued school property, are responsible for the care of the property, and therefore will be held responsible for the replacement or repair of the property.**

Internet - Terms and Conditions

1) Acceptable Use - The purpose of RMG's use of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of RMG. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any FCC or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administration may close an account at any time as required. The administration, faculty, and staff of RMG may request the system administrator to deny, revoke, or suspend user accounts.

3) Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in messages to others.
- b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal other peoples' addresses, passwords, or phone numbers to anyone. It is wise not to reveal your own information as well.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail messages. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in a way that would disrupt the use of the network for other users.
- f) All communications and information accessible via the network should be assumed to be private property.

4) Warranties- RMG makes no warranties of any kind, whether expressed or implied, for the service it is providing. RMG will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. RMG specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your RMG Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account.. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the RMG Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses.

School Dance Policy

- Rose M. Gaffney dances must be scheduled at least two weeks in advance and must be approved by the principal.
- Students will be responsible for making all of the necessary arrangements for dances (obtaining approval from the principal, scheduling the gym, securing chaperones, planning for refreshments if desired, setting up, etc.). Students will also be responsible for cleaning up after dances are over in cases where a custodian might not be available.
- Only AOS 96 students in grades 6- 8 are allowed at RMG dances, unless otherwise approved by the administration. (sometimes only 7-8 will be allowed)
- Dances will begin at 6:00 p.m. and end promptly at 8:00 p.m. Students must be picked up at or before 8 p.m. Any student that is not picked up on time will not be allowed to attend the next dance.
- All students will be required to leave coats and bags in a designated area to be picked up only when they leave the dance.
- Students will not be allowed to leave the gym facilities once they have arrived for the dance unless escorted by a chaperone.
- Students not attending the dance will not be allowed to loiter on school grounds.
- Any student under the influence of alcohol or drugs will be required to leave the premises. Parents or police will be called to take the student home. The student will be referred to the principal the first school day following the dance and disciplinary action in accordance with our drug policy will result. Disciplinary actions will include being barred from future RMG dances.
- Any student found in possession of alcohol, tobacco products or drugs will be required to leave the premises. Police and parents will be notified immediately. Disciplinary actions will include being barred from future RMG dances and all appropriate school district policies will be followed.
- Students absent from school on the day of the dance will not be allowed to come to that dance unless special arrangements are made with the administration.
- A minimum of three staff members will be present at each dance
- Students will be required to exhibit appropriate behavior at dances. Running, throwing items, and horse play in general will not be allowed. Students who are not dancing will be allowed to socialize on the bleachers or the perimeter of the dance floor. Food and drinks may be sold at dances.

Library Guidelines

Our librarian asks that students use the following guidelines regarding library usage:

- The library is open to students from 7:45 a.m. to 2:30 p.m. with teacher permission.
- Students are expected to use a quiet orderly manner in the library at all times.
- All books will circulate for a one-week period.
- Books may be renewed and should be brought to the library for that purpose. When a book is needed for an assignment beyond the renewal time, special arrangements will be made.
- All books must be returned before another book may be signed out.
- No fines are charged for overdue books. However, in extreme cases, habitual offenders may lose the privilege of borrowing books for a time.
- Books lost or damaged beyond repair must be paid for by the student or staff members before the end of the school year.
- Reference books and materials are kept in the library.

The librarian or adult in charge will check out books. Students may not check out books without adult supervision. Once a book is checked out it is the responsibility of the student for proper care and return. DO NOT loan your book to another student.

**AOS 96
SUPERINTENDENT'S OFFICE
291 COURT STREET, MACHIAS, ME 04654**

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Education Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

AOS 96 is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. AOS 96 will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in AOS 96, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible students of the time and place where the records(s) may be inspected.

Amendment of Record

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or the building administrator in writing, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the

Superintendent or building administrator decides not to amend the record as requested, the parent/eligible will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

2. 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 the School Department must comply with any such request, provided the 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 the School Department to disclose this information must notify the Superintendent in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

3. 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 persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, the Machias School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Asbestos Notification

The school department has a legal requirement to notify building occupants of the presence of asbestos containing material (ACM) and of other hazardous substances. The school department is also required to update previous notices on an annual basis.

Rose M. Gaffney School has floor tile, which is ACM. The tile is in good condition and poses no health threat as long as it is not disturbed. There is a State approved Asbestos Management Plan on file in the school office, which is available for inspection by any interested person.

Other hazardous or potentially hazardous substances used at the school are primarily cleaning and maintenance materials. Representative inventories as well as required Material Safety Data Sheets are on file and available for inspection in the Office of the Director of Transportation and Physical Plant.

Non - Discrimination

AOS 96 does not discriminate against any employee or student on the basis of handicap, race, color, sex, or national origin. This prohibition extends to employment practices and admission to any of its programs. Inquiries and grievances regarding compliance with Title IX, Title VI, Americans with Disabilities Act, and Section 504 may be directed to the Superintendent of Schools, School Union 102, Box 12A Machias, ME 04654. The telephone number is 255-6585.

IPM PLAN

Suggested School Pesticide Policy Notification Template – (Universal Notice Optium)

Provided by the Maine School IMP Program Download this document at

www.thinkfirstspraylast.org/schoolipm

(Note: Schools must use either “Universal Notification” to notify parents, guardians and staff in advance of each planned pesticide application or “Registry Notification” to notify only those whose names are on the school’s Pesticide Notification Registry. The suggested letter in this page is for “Universal Notification”.)

Dear Parent, Guardian or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school, buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques will include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and – as a last resort pesticides. This holistic approach is often called Integrated Pest Management (IPM)

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notice will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to use little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator David Smith, at 263-6565.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-273



Rose M Gaffney Digital Calendar



The Rose M Gaffney school offers our own Digital Calendar. The calendar is very easy to navigate, using either the arrows or by clicking on the month. All Parent related events, plus sporting events will be posted on this calendar. You will be able to print this calendar, by clicking on the Printable View Button. To access the calendar, please go to:

<http://localendar.com/public/RMGSchool>

Rose M Gaffney School Parents Calendar
September 2017

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29 RMG Back To School Open House	30	31	September 1	2
3	4 Labor Day	5 First Day Back To School PreK 11:30 Dismissal	6 PreK 11:30 Dismissal	7 PreK 11:30 Dismissal	8 PreK 11:30 Dismissal	9
10 GrandParents' Day	11 Patriot Day PreK 11:30 Dismissal	12 PreK 11:30 Dismissal	13 PreK 11:30 Dismissal	14 PreK 11:30 Dismissal	15 PreK 11:30 Dismissal	16
17	18 PreK 1:00 Dismissal	19 Grade 7 to EDGE Leadership Camp PreK 1:00 Dismissal	20 Grade 7 to EDGE Leadership Camp PreK 1:00 Dismissal	21 Grade 7 to EDGE Leadership Camp PreK 1:00 Dismissal	22 PreK 1:00 Dismissal	23
24	25 PreK Regular Dismissal Time Begins	26	27	28	29 School Sports Physicals	30

RMG Parent RMG Sports

[Printable View](#)

Online Calendar powered by localendar.com

School Messenger

Our School Messenger system will notify you of events such as school closings, delays, and early releases, as well as safety alerts.

School Messenger has multiple ways to communicate. Automatic calls will come to your home phone, and emails will be sent to your respective email address. Finally, a SMS text message can be sent to your cell phone.

As long as you have listed your home phone, and/or email on your child(ren)'s emergency forms, you will receive messages via automatic calls and/or emails. This is regardless of whether or not you choose to sign up for texts.

In regard to the SMS text messages, you will automatically receive an "opt in" message asking if you would like to receive SMS text messages.

If you responded “Y” to the School Messenger text, you will be all set to receive future text messages. If you did not respond “Y” to the text, or if for some reason you do not receive the prompt, and want to receive future text messages, we have attached information on how to do so. Again, if you do not want to receive text messages from School Messenger, you will still receive notification by phone and/or email. Please do not hesitate to contact us with any questions.



The Trusted Platform
for School Community Engagement

Parents and Guardians

You can take advantage of our Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.

You can participate in this free service* just by sending a text message of “Y” or “Yes” to our school’s short code number, **67587**.

You can also opt out of these messages at any time by simply replying to one of our messages with “**Stop**”.

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.



**Opt-In from
your mobile
phone now!**



**Just send
“Y” or “Yes”
to 67587**

i *Information on SMS text messaging and Short Codes:*

SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as “short code” texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you’ve ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

*[Terms and Conditions](#) – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/txt for more info.

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SAMPLE COPY DO NOT USE

**ROSE M. GAFFNEY ELEMENTARY SCHOOL
2023-2024
EMERGENCY INFORMATION**

Student's Name _____ Grade: _____ Gender: _____

Homeroom Teacher: _____ Bus Driver: _____

D.O.B: _____ Birthplace: _____

Home Phone: _____

PLEASE WRITE THE NAME OF THE TOWN WHERE THE CHILD RESIDES: _____

Student lives with (circle one) mother & father, mother, father, grandparents, foster parents, or guardian?

MOTHER'S INFORMATION

Mother: _____ Mother's Workplace: _____ Mother's Phone: _____

Mother's Work Number _____ Email Address: _____

Mother's Cell Phone _____ Mother's Mailing Address _____

Mother's Street Address: _____ TOWN _____

FATHER'S INFORMATION

Father: _____ Father's Workplace: _____ Father's Phone _____

Father's Work Number _____ Email Address: _____

Father's Cell Phone _____ Father's Mailing Address _____

Father's StreetAddress _____ TOWN: _____

GUARDIAN INFORMATION

(If Necessary)

Foster/Guardian: _____ Foster/Guardian Workplace: _____

Home Phone _____

Work Number: _____ Email _____

Cell Phone _____

Foster/Guardian Street Address: _____

Foster/Guardian Mailing Address: _____ TOWN _____

If divorced, what type of custody? Shared: _____ Primary: _____ Sole: _____

Please list alternate numbers that we may call in case of emergency (Relative or Neighbor)

(1) _____ Relation _____
Phone Number _____

(2) _____ Relation _____
Phone Number _____

(3) _____ Relation _____
Phone Number _____

STUDENT'S HEALTH HISTORY

In case of an accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated and to follow his/her instructions.

If it is not possible to contact the physician, the school may make any arrangements necessary to provide care and treatment for my child:

Parent/Guardian Signature

Date Signed

Doctor's Name: _____

Doctor's Location: _____

Doctor's Phone Number: _____

Dentist's Name: _____ Dentist's Location: _____

Number: _____

List your child's

ALLERGIES: _____

Please list any prescription medications that your child is taking that you feel the school should be aware of:

List any medical information:

Conditions:

Treatment

Medication

Please list brothers or sisters who are students at Rose M. Gaffney:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Please provide any information that you feel the school should know about your child:

A note from...



** There is no charge this year for meals. However, this may change in the future.

The kitchen staff welcome your child(ren) back to school. Menus are sent out monthly for you and your child to review, and we hope that your child(ren) decides to participate.

Breakfast: Paid: \$1.25 Reduced: \$0.00

Lunch: Paid: \$3.00 Reduced: \$0.40

Reminders: All milks that are not served with a meal cost \$.30 cents. This includes those students receiving free/reduced meals. Snack milks and juices are \$.30 cents for all students. These are ordered in their homerooms in the morning. If you don't want your child ordering milk or juice, please inform the homeroom teacher.

Payment options include online payments, payments turned into a teacher, the office, or when purchasing (although change cannot be made at that time). Any money will be credited to your child(ren)'s account. Putting the money in envelopes clearly marked with the child(ren)'s names and the amount enclosed for each is important. Teachers will have envelopes available upon request.

Our Mealtime Computer Program manages transactions and billing. Mrs. McCurdy is able to log on at any time to let you know your child(ren)'s balances easily. Don't hesitate to call if you have a question. Attached is information that explains how to locate your child(ren)'s balance information as well as how to pay online. However the bank will charge a fee for payments through them.

Although prepayment is encouraged and can be sent in with your child(ren), balance due notifications will be sent via email, as long as an address is given on the student information form at the office. Otherwise, you will receive a regular bill via student and/or mail if money is owed to the lunch program. Also, unpaid balances from previous year(s) will be reflected in your bill. Errors can happen, and please notify Mrs. McCurdy as soon as possible if you think that an error has been made. The office will forward your call or email her at bmccurdy@rmges.org.

Some of you may qualify for a reduced or free lunch. Please fill out the appropriate form that has been sent home as soon as possible, even if you receive TANF or SNAP benefits, as your child(ren)'s names may not appear on lists given to the school. All foster children are eligible for free meals. If a form is not filled out, we assume that you are able to pay for the lunches. If you have not received a letter stating eligibility status within a week of turning in the application, contact Mrs. McCurdy.

RMG also provides snacks for **any organized activity after school** and fruit/vegetable snacks 3 days a week through the **Fresh Fruit and Vegetable Program** grant that the school receives. Both are free to **all** students.



MACHIAS LUNCH PROGRAM

MEALTIME ONLINE



The Machias Program uses MealTime to keep accurate information about deposits and purchases made at RMG and MMHS. You are able to access your student's account to view his/her history of purchases, deposits, and balance. This program also allows you to make online deposits using a credit card if you would like to do so. Please do what works for you.

To use MealTime Online:

Go to www.my.mealtime.com.

Step 1: Create a MealTime online profile. Click on the "Create New Profile" link and enter a username and password that you will use to log in to MealTime online. The username and password must be at least 6 characters.

Step 2: Add your student. Log in to your MealTime Online account (using the username and password that you created in Step 1), click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering his/her name and student ID number that I can give you through email or a call. My information is below.

Step 3: Make a deposit. Click the "Make Deposit" link to make a deposit into the school account. There is a transaction fee for making deposits. Click on the "View Details" link next to your student's name to view his/her cafeteria account balance and purchase history.

Please feel free to contact me whenever you have a question at 255-3411 or email me at bmccurdy@rmges.org.

Rose M. Gaffney School

Guide for PowerSchool Parent Portal

Getting Started

At the beginning of the school year, the PowerSchool Parent Access ID Instructions are sent home with your student. If you do not receive these instructions, please contact the Rose M. Gaffney School. Please see below.

Powerschool allows authorized users to access the web pages containing their student's information, grades and attendance. You must be sure to enter your username and password exactly as you created them.

Access the parent portal by using:

<https://aos96.powerschool.com/public>

Setting up E-mail notifications from the PowerSchool Parent Portal

When you are logged into the Parent Portal, please do the following:

- 1.) On the left-hand side of the screen, you should see the "Navigation" column. The "Grades and Attendance" section is usually the default.



To the Parents/Guardians of _____

Powerschool Parent Portal

1. Go to "Powerschool Parent" at <https://aon96.powerschool.com/>
2. Choose Create Account above the login boxes. Then click the Create Account button.

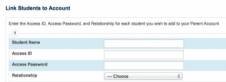


3. Fill in this sections with your information, NOT the student's information.

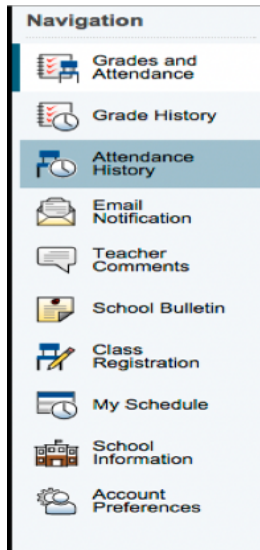
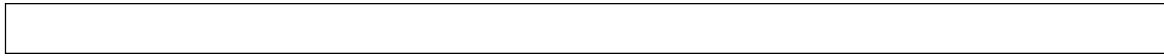


4. Enter the student's name and your access ID & Password:

Choose your relationship to the student. If you have more than one child, enter the access ID and password for each.



Once you have set up this new login, you can now manage your account by clicking the Account Preferences button. If you have more than one student, you will see buttons at the top of the page to switch between your student's information.



2.) Click on the "Email Notification" section, your email address should be showing, and you can provide an additional email address. Under, "What Information Would You Like to Receive ", and "Frequency", you can check off the appropriate boxes.

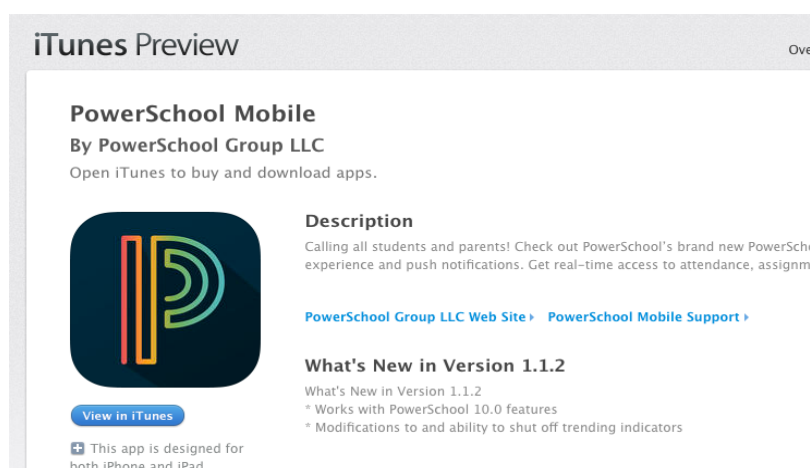
3.) Under "Frequency", you can control how often you get emailed your students information.

- 4.) When you are done setting up your email notifications, be sure to click the “**Submit**” button.

Setting up App notifications from the PowerSchool Mobile App

Parents can also set up app notifications which let them know when a grade changes in PowerSchool.

Download the app, free of charge from either Apple or Android



- 2.) Login to the app using the username and password that you set up for the Parent Portal.
- 3.) At the top, use the following for the District Code: QMLS
- 4.) When the parent gets logged in, you should be in the Dashboard tab, go to the More tab at the bottom right, and click settings, and then notifications, make sure Final Grades is on, which should be by default.

Addendum A Symptom Screening Checklist

At Home Health Screening Tool for Students

Parents/Guardians: Please review this screening tool **before** school **every morning** for each of your school-aged children. This tool is for your reference only, **do not** send it to school.

Is your child experiencing any of the following symptoms?

- Feeling unwell
- Cough
- Shortness of breath or difficulty breathing
- Fever-like symptoms such as body aches, body chills and/or sweating
- Temperature over 100.4 degrees F or 38.0 degrees C
- Muscle Pain
- Headache
- Chills or repeated shaking from chills
- Runny nose/congestion
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

If your child is experiencing any of the above listed symptoms, keep your child home from school and contact your medical provider for further instructions.

****If any of the above-listed symptoms are sudden or severe,
seek immediate medical attention.****

Please indicate yes or no next to the following statements:	Yes	No
Has your child taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above listed symptoms?		
Has your child been tested for COVID-19 in the last 2 weeks?		
Has your child student had close contact* with someone with a <u>confirmed</u> diagnosis of COVID-19 in the past 14 days?		
Has your child had close contact* with someone with a <u>suspected</u> diagnosis of COVID-19 in the past 14 days?		
Has your child traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus.		

*What counts as close contact?

- Your child was within 6 feet of someone who has COVID-19 for at least 15 minutes
- Someone in your home is sick with COVID-19
- Your child had direct physical contact with the sick person (touched, hugged, or kissed them)
- Your child shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on your child

If you answered yes to any of the above questions, keep your child home from school. Contact your medical provider for further instructions.

Addendum E

Drop Off and Pick Up of Student

Front of school in morning and afternoon using the front door.

From the Back Parking Lot:

All bus students will be dropped off and picked up here.

Pre-K- 3 teachers will let the parents know where drop offs and pick ups should take place. All vehicles will be in the front of the school and you will walk to the designated door.

Addendum F

Hand Hygiene

Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands.

- 1.** All students and staff must participate in good hand hygiene practices and methods and receive frequent and ongoing reminders through verbal prompts, signage, and other means.
- 2.** Require all students and staff to exercise hand hygiene (handwashing or hand sanitizer) upon arrival at school, before and after eating, after using the restroom, before and after using shared or playground equipment, before putting on and taking off masks, and before dismissal. After eating, the mask is put back on, and then hand hygiene should be done.
- 3.** All students and staff should wash their hands using soap and water for at least 20 seconds whenever hands are visibly soiled and after using the bathroom. Dry hands with disposable paper towels.
- 4.** Handwashing is the best option. When hand washing is not practicable, use a hand sanitizer with at least 60% alcohol.
- 5.** Apply hand sanitizer to all surfaces of the hands and in enough quantity, that it takes 20 seconds of rubbing hands together for the sanitizer to dry.
- 6.** Hand hygiene should be performed before and after touching shared equipment, consistent with the requirements.
- 7.** Remind students to avoid touching their face or face coverings.
- 8.** Students using the school bus for transportation to school or for school activities must use hand sanitizer upon entering the bus and exiting the bus.

9. Teach and direct students to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into a trash container, and then perform hand hygiene.

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.




Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.



Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

Addendum G: Criteria for returning to school after an illness

 Ending COVID-19 Isolation in Non-Healthcare Settings	
If you tested positive for COVID-19 and:	You can leave your “sick room” and home when:
Had COVID-19 symptoms and are caring for yourself at home: 	<ul style="list-style-type: none"> ✓ At least 10 days passed since your symptoms first appeared, <li style="text-align: center;">AND ✓ Had no fever for at least 1 day (24 hours of no fever without the use of medicine that reduces fever), <li style="text-align: center;">AND ✓ Other symptoms are improved (example: cough or shortness of breath).
Never had any symptoms and are caring for yourself at home: 	<ul style="list-style-type: none"> ✓ At least 10 days passed since the date of your first positive COVID-19 diagnostic test, <li style="text-align: center;">AND ✓ You continue to have no symptoms (example: no cough or shortness of breath) since the test.
Maine CDC must release you from isolation prior to leaving your “sick room” and home.	

A. Return to School After Illness/Fever

- On return to school following absence due to an illness or isolation, students must be checked at the Health Office for a post-illness evaluation immediately upon arrival to school, before going to the classroom.
- Students who arrive with Temperature 100.4°F or higher or have taken fever reducing medication should not be given access to the classroom and parents should be notified to pick up their child immediately.
- When the child returns to school, he/she must be well enough to participate in all activities. Exception to the rule: If there is a restriction from some activity there must be a note from the child’s health care provider explaining for how long.

COVID Guidelines 2023-2024

Purpose: This document is a summary of the updated (08/11/2022) US CDC [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning](#) and previously used protocols from Maine CDC and MDOE. It is intended to assist school health officials in operating effectively while ensuring safety during ongoing COVID-19. This does not replace direct engagement with Maine CDC or MDOE if needed.

Symptomatic at School

- CDC recommends masking at all times in healthcare settings, including school nurses' offices, regardless of the current COVID-19 Community Level.
- People who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Testing is recommended for people with [symptoms of COVID-19](#) as soon as possible after symptoms begin.
- If unable to test for COVID-19 at school, test as soon as possible and isolate until results are received.
- Report positive results for school-based testing into [RedCap](#).
- Work with the individual/family to determine when they can leave isolation and return to work/school.

Isolation Guidelines for a Positive Test Result

When a person tests positive for COVID-19, they must self-isolate at home, regardless of vaccination status.

- Individuals who test positive should go home and isolate themselves.
- More information about isolation can be found on the [US CDC website](#).
- Maine CDC does not recommend requiring a negative test to return to school (for staff or students who test positive and have completed 5 days of isolation). The positive individual cannot leave isolation until they meet the criteria for ending isolation found on the US CDC website.
- Returning to school after 5 days of isolation, wear a well-fitting mask for an additional 5 days. After the 5-day isolation, with 2 sequential negative tests 48 hours apart, masks may be removed before day 10.
Management of Cases and Exposures
- Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high risk congregate settings. Schools are not considered high risk congregate settings.
- Individuals should follow US CDC recommendations on what to do if exposed to COVID-19. COVID-19 Vaccination CDC recommends COVID-19 primary series vaccines for everyone ages 6 months and older, and COVID-19 boosters for everyone ages 5 years and older, if eligible. See US CDC website for more information. COVID-19 vaccination recommendations. Testing

Management of Cases and Exposures

- Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high risk congregate settings. Schools are not considered high risk congregate settings.
- Individuals should follow US CDC recommendations on what to do [if exposed to COVID-19](#).

COVID-19 Vaccination

CDC recommends COVID-19 primary series vaccines for everyone ages 6 months and older, and COVID-19 boosters for everyone ages 5 years and older, if eligible. See US CDC website for more information. [COVID-19 vaccination recommendations](#).

Testing

Schools may continue to provide antigen COVID-19 testing for those that develop symptoms during the school day. Maine CDC suggests that schools accept the results of home tests. For information on testing in Maine, visit <https://www.maine.gov/covid19/testing>.

COVID-19 within 90 days

If someone has had COVID-19 in the past [30 days](#) and recovered, they do not need to test unless new symptoms develop. If new symptoms develop, they should isolate immediately, get tested with an antigen test, continue to stay home until they know the results, and wear a well-fitting mask around others for 10 full days. If someone had a positive test within 31-90 days and was exposed to someone with COVID-19, they should test using an antigen test. If negative, multiple tests may be necessary.

Social Service Referrals

[Support services](#) are available for people in COVID-19 isolation and quarantine. [Referral Form](#). **Treatments** For treatment options, visit <https://www.maine.gov/covid19/treatment>.

Core Infectious Disease Prevention Strategies for Operation

Staying Up to Date on Vaccinations: Covid-19 [vaccines](#) are effective at preventing severe disease, hospitalization, and death. Encouraging [vaccination](#) is a public health prevention strategy that helps keep students and staff in school.

Staying Home When Sick: People with symptoms of respiratory or gastrointestinal disease should not be at school.

Ventilation Systems: Schools and ECE programs can optimize [ventilation](#) and improve indoor air quality to reduce the risk of germs and contaminants spreading through the air.

Hand Hygiene and Respiratory Etiquette: Teach and reinforce proper [handwashing](#) to lower the risk of spreading viruses. Provide hand sanitizer containing at least 60% alcohol if washing hands is not possible.

Cleaning and Disinfection: Surfaces should be cleaned at least daily to reduce the risk of germs spread by touching surfaces.

Know your COVID-19 Community Levels: CDC's [COVID-19 Community Levels](#) can serve as COVID-19 prevention strategies to use based on whether communities are classified as low, medium, or high.

Monitoring local [wastewater data](#) and staff/student vaccination rates.

When the COVID-19 Community Level indicates an increase, consider additional prevention strategies. With decreasing or low COVID-19 Community Levels, consider removing prevention strategies one at a time, and continue monitoring COVID-19 Community Levels.

Masking: CDC recommends masking at all times in healthcare settings, including school nurses' offices, regardless of the current COVID-19 Community Level.

Wearing a well-fitting mask reduces the risks of spreading the virus that causes COVID-19. Universal indoor mask use is recommended at a high COVID-19 Community Level.

Schools with students at risk for getting very sick with COVID-19 must make reasonable accommodations when necessary to ensure that all students, including those with disabilities, are able to access in-person learning.

Testing: Schools and ECE programs can promote and offer [diagnostic testing](#) for students/staff with symptoms of COVID-19 or who were exposed someone with COVID-19. Anyone who tests positive or has symptoms should follow CDC recommendations for [isolation](#).

Other Strategies: Close contact sports, indoor activities such as sports, band, chorus, and theater that increase exhalation can put others at risk. Consider suspending these activities during periods of high COVID-19 Community Levels.

This complete document can be found on the following link: www.maine.gov/doe/covid19/toolkit