

# Maine Consolidated School District



## Student/Family Handbook 2024-2025

School Year 2024-25  
“In Conflicts between Governing Board Policies and this handbook,  
Governing Board Policies shall govern.” Adopted by the Board on 05.13.24

*Dear Parent/Guardian:*

*Welcome to the Maine Consolidated School District #10! This handbook is designed to assist you and your child. If you have questions not addressed in the handbook, please contact our school, 928.635-2115.*

*Maine Consolidated School District #10 continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he or she grows and matures. We are proud of our school and our students. It is through the teamwork and effort of our Parks and surrounding communities that we succeed in preparing our students for future educational endeavors. The collaboration and commitment of our hard working students, our dedicated faculty and staff, our committed volunteers and community members allows us to excel in the education of our students.*

*Please visit our school to meet staff and to participate in your child's learning experience. Please contact us if you have any questions or we can be of service to you. Thank you for choosing Maine Consolidated School District, we look forward to working with you.*

*For updated information about our school, go to [www.mcsd10.org](http://www.mcsd10.org)*

*Kind regards,*

A handwritten signature in blue ink that reads "Dr. Justin Roberson". The signature is written in a cursive style with a long horizontal line extending to the right.

*Dr. Justin Roberson*  
*Superintendent*  
[jroberson@mcsd10.org](mailto:jroberson@mcsd10.org)

## **Vision and Mission:**

Maine Consolidated School District is dedicated to achieving educational excellence for all.

Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

### **Maine Consolidated School District**

**10 N. Spring Valley Rd.**

**PO Box 50010**

**Parks AZ 86018**

**928-635-2115**

### **SCHOOL HOURS**

**8:20 AM - 3:30 PM**

*(Please be here at 8 AM for breakfast)*

### **OFFICE HOURS**

**7:30 AM - 4:00 PM**

**Please feel free to call or come to the office  
if you have any questions or concerns.**

**Students should not arrive at school before 8 AM and are expected to leave campus at 3:30 PM unless involved in an afterschool program or other school-related activity.**

## **SCHOOL INFORMATION:**

**Maine Consolidated School Home Page:**

[www.mcsd10.org](http://www.mcsd10.org)

**Synergy Parent Connection:**  
[https://parks.apsc.org/PXP2\\_OEN\\_Login.aspx](https://parks.apsc.org/PXP2_OEN_Login.aspx)

## **IMPORTANT EXTENSIONS**

<b>Dr. Justin Roberson, Superintendent</b>	<b>101</b>
<b>Julie Hearn, Office Manager</b>	<b>100</b>
<b>Melani Velazco, Business Manager</b>	<b>103</b>
<b>Tiffani Hermann, Transportation Director</b>	<b>120</b>
<b>Phyllis Fielder, Food Service Director</b>	<b>121</b>

## **MAINE CONSOLIDATED SCHOOL STAFF DIRECTORY 2024-25**

<https://mcsd10.org/staff-directory/>

\*\*If you need to reach a staff member by phone, please contact the front office, 928.635.2115.  
Thank you.

### **ATTENDANCE POLICY:**

Every child's academic success is important to the Maine Consolidate School District, and regular attendance is necessary to meet that goal. In our search for excellence in education at MCSD, we will be implementing the following attendance policy: parents will be notified by letter of their students fifth absence, again at ten absences and at 12, the student will be placed on attendance probation.

MCSD will follow ARS-15-803 that requires students to be in attendance 90% of the time to receive credit. Students who miss a class 18 times may lose credit in that class. When there is chronic illness documentation by parents and physician must be provided to the front office. Regular school attendance is required by law and students should remain out of school only when absolutely necessary. The ultimate responsibility for school attendance rests with parents and students. Maine Consolidated will assist in monitoring your student's attendance. An appeals process with an administrator and a committee of teachers is available for students who exceed the 18 attendance marks.

Punctual and regular attendance is very important to a child's success in school. Schools are required by law to keep an exact record of reasons for absences (e.g., illness, bad weather, and appointments). If

your child must be absent, please call the school before 9:00 a.m. Please give the following information on the recorder or to the person answering the phone:

- Child's first and last name
- Teacher/grade
- Reason for absence
- Request for missed work

Unreported absences will be verified as required by state law. Notification to the parent or the person who has custody of the pupil will be within two hours after the first class in which the pupil is absent. A school district, governing board members of a school district and employees or agents of a school district are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil's absence from school. If the school has not been able to notify an adult, a written note is required before a child returns to school.

If a student checks in before 10:00 am, the student is marked Tardy, if after 10:00 am, the student is ½ day absent for morning class. In the afternoon if student is checked out before 1:20 pm, student is ½ absent for afternoon classes.

An attendance officer may enforce the attendance law as specified in A.R.S. 15-805 A.

The officer may issue of a citation with a report of a violation to a law enforcement agency and request an investigation of the violation. The law enforcement agency shall, when sufficient cause exists, refer the matter for prosecution.

#### **Tardiness:**

Students have the responsibility of being at school on time. Late students must stop at the office to check in before going to class.

Excessive absences/tardiness will result in appropriate consequences, as stated in student absences.

<https://policy.azsba.org/asba/browse/allmanuals/maine/JE>

## **Office Procedures:**

### **Confidentiality of student educational records:**

In the interest of your child's health and safety, it is important that we have up-to-date information about:

- Address and home phone number
- At least one work phone number
- Name and phone number of an additional person we can contact in case of emergency
- If you move or change phone numbers, please inform the office immediately

The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students. These policies ensure the confidentiality of the information and to guarantee parents' and students' rights to Privacy.

These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34CFR, Part 99) issued pursuant to such act, The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; Arizona Revised Statutes, Title 15, Section 14

### **Cellphone/Telephone Use:**

Cellphones are allowed on campus; however, they may not be used while school is in session. In case of an emergency, please call the school directly and NOT your student's cell phone. Confiscated cell phones will be returned to parents. Use of the telephone is limited to school business. Students must make social arrangements from home in advance.

### **Change in Going-Home Routine:**

If a change in bus transportation is requested, the student must bring a note from a parent. If there is any change in the going home routine (e.g., someone different picking up a child), parents need to notify the MCS office by 1:00 p.m. or as early as possible. If possible, a written note would be preferred.

### **Closed Campus:**

Students must stay at school throughout the day unless they have a written request from a parent. The office must approve leave requests, and the responsible adult must sign students out. Only people on the emergency form will be permitted to sign out students.

### **Withdrawing Students:**

Parents are required to sign a withdrawal form when students are going to change schools. At the time of withdrawal, all school materials must be returned (e.g. textbooks, library books) and outstanding bills paid. Student records will then be forwarded to the new school.

### **Visiting School:**

State law requires that all people visiting school sign in at the office. Please pick up and display a visitor's badge while on campus.

### **Custody:**

In most cases, birth parents shall be given reasonable access to their children at school, and to their children's official school records.

It shall be the responsibility of a custodial parent/guardian who has a court order restricting the rights of the other parent to access a child or the child's official school records, to provide the school with a current copy of the court order.

In cases of guardianship, the legal guardian shall be responsible to notify school officials with all pertinent written documentation or changes.

## **Law Enforcement and CPS Investigations:**

During any law enforcement investigation, attempts will be made to notify the student's parents, and a school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer will be urged to notify the student's parents. While school officials will make reasonable efforts to notify parents when an arrest is made, the school no longer has jurisdiction over the student.

Questioning of students at school concerning suspected child abuse/neglect by CPS (Child Protective Services) social workers and law enforcement authorities does not require parent and guardian notification prior to the interview. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents and guardians if they think it is necessary.

## **Please let the office and your child's teacher know:**

1. Your child wishes to bring an animal to school for show and tell
3. You wish to bring refreshments to school
4. Something has happened that may be emotionally upsetting to your child.
5. You have a concern.

## **Health Services:**

### **Illness:**

It is very important for children's academic success that they attend school regularly. Prompt assessment at home and treatment for illness can help limit extended absence.

We cannot keep an ill child in school. Since our main interest is to keep a student healthy and in school, please do not send your child to school when ill.

### **Medication:**

If your child needs to take medication at school, please contact the school office for the proper form for your written permission. All medication sent to school must be in the original container with clear directions, and delivered to the office for proper locked storage and dispensing.

### **Student Insurance:**

The Maine School District does not carry insurance to cover accidents/injury at school. If your child is not covered by family medical insurance, please consider the purchase of student accident insurance. This is very inexpensive protection.

### **Injuries:**

If your child is injured at school, we will notify you so that you or a person designated by you can care for your child. It is very important that we have your current telephone number at home and at work, as well as the number of a friend or relative for emergency contact. Please complete our emergency form promptly.

If, in an emergency situation, we are unable to reach you or your designee, paramedic or ambulance services may be needed. Families will be responsible for the cost of paramedic/ambulance services.

### **Immunization Laws:**

State law requires that all children be completely immunized before attending school. Arrangements for immunization can be made with your family health care provider or the county health department.

State immunization law requires that we suspend from school any child whose immunization record is not up-to-date (Arizona Revised Statutes 15-872). Our school office will notify you if your child's medical records are not in compliance with the law.

Special forms, available in the school office, must be completed for exception to the immunization requirement. Children and school employees who have not been immunized will be excluded from school in the event of an epidemic.

### **Student Rights & Responsibilities:**

#### **Rights:**

Students and teachers have the same rights:

- You have a right to a safe school. This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.
- You have a right to be respected and treated with kindness at school. This means that others should not laugh at you or hurt your feelings. No one is to embarrass you in front of your class.
- You have a right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently, or it takes you a little longer to get the right answer.
- You have a right to work without being bothered. This means that others should not bother you as you responsibly make good use of your time.
- You have a right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
- You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

#### **Responsibilities:**

- You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
- You have a responsibility to help make school a good place to be. This means being thoughtful, respectful and courteous to others.
- You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
- You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
- You have a responsibility to obey school rules. This means observing all safety, playground and classroom rules.
- You have a responsibility to complete your classroom assignments. This means to do your best with your class assignments and homework, and hand them in on time.
- Students have a responsibility to take messages home. This means that it is important for you to take all school messages to your parents.





## MCS D School/Parent/Student Compact

### Parent/Guardian Agreement:

I the under-signed parent/guardian am committed to helping my student be successful in school. Therefore, I will encourage my child by doing the following:

- See that my child is on time and attends school daily, well rested and ready to learn
- Support and enforce the MCS D school rules
- Make a time for homework in a quiet and well-lit place, review homework daily with my child, and check my child's agenda.
- Stay aware of what my child is learning by communicating with the teacher and attending all conferences.
- Read with my child and let my child see me read as often as possible.
- Provide for the health, hygiene, and nutritional needs of my child
- Support my child's education by helping at MCS D School through PTO, open-house, or other events with which I may assist.

### Student Agreement:

It is important that I work to the best of my ability. Therefore, I will do the following:

- Attend school on time daily.
- Display self-motivation and independent learning.
- Pay attention in class and ask for help, if needed.
- Come to school ready to learn and put forth my best effort.
- Complete and return all homework and class work assignments
- Follow all school and district rules, respect myself, and others.
- Participate willingly in the learning process every day.

### Teacher Agreement:

I will teach to the best of my ability to ensure student success. Therefore, I will do the following:

- Provide schoolwork and assignments for students that are meaningful and address the Arizona State Academic Standards.
- Provide suggestions to parents to enable them to help their child(ren) be successful in school.
- Encourage students and parents by providing information about student progress.
- Encourage students to become self-learners and independent readers.
- Encourage and welcome parents as partners in the school setting.
- Support and enforce the MCS D school rules.
- I will strive to collaborate with my colleagues to provide an optimum educational experience for every student.
- Provide students the opportunity to learn the skills to become self-learners and independent readers.

### Administration Agreement:

- Provide an environment that allows for positive communication and consistent support among and between the teachers, family, and students, thereby fostering positive relationships.
- Support and enforce the MCS D school rules.

## Discipline Guidelines:

Maine School holds high expectations for each of its students. A positive school wide approach to discipline which focuses on respect, appropriate communication, self-discipline, and development of a positive self-image will be used. Staff, students and parents will cooperatively establish and review discipline procedures and rules. Students will accept responsibility and be held accountable for their behavior.

**\*Positive and desired behaviors will be recognized and encouraged, \***

### MCSO School Discipline Matrix

<p style="text-align: center;"><b>Level 1:</b> <b>Classroom Level Behaviors</b></p> <ul style="list-style-type: none"> <li>● Inappropriate language</li> <li>● Dress Code</li> <li>● Disrespect</li> <li>● Lying</li> <li>● Minor Classroom Disruption</li> <li>● Minor Public Displays of Affection (holding hands, hugging)</li> <li>● Inappropriate Physical Contact (jostling, grabbing, etc.)</li> <li>● Misuse/Disrespect of Property</li> </ul>	<p style="text-align: center;"><b>Level 1:</b> <b>Classroom Level Consequences</b></p> <ul style="list-style-type: none"> <li>● Warning/4 Questions (verbal)</li> <li>● Student/Teacher Conference and/or Isolation, 4 Questions (written)</li> <li>● Temporary Removal from Classroom</li> <li>● School Community Service</li> <li>● Detention (1-3 days)</li> <li>● Parent Contact, call or email from teacher</li> </ul>
<p style="text-align: center;"><b>Level 2:</b> <b>Entry Office Level Behaviors</b> (Repeated or Severe Level 1)</p> <ul style="list-style-type: none"> <li>● Extreme Inappropriate Language/Innuendos</li> <li>● Public Displays of Affection (kissing, etc.)</li> <li>● Teasing/Aggressive or Cruel Behavior (name-calling, taking or withholding objects, pushing others aside, social exclusion, humiliation, false accusations, starting rumors/secrets, dares, inciting others to cause harm, etc.)</li> <li>● Defiance/Disobedience/Truancy</li> <li>● Major or repeated classroom disruption</li> <li>● Misuse of Technology</li> <li>● Cheating</li> </ul>	<p style="text-align: center;"><b>Level 2:</b> <b>Entry Office Level Consequences</b></p> <ul style="list-style-type: none"> <li>● 4 Questions (written)</li> <li>● Detention or ISS (1-3 days)</li> <li>● School Community Service</li> <li>● Parent Contact, call or email from teacher</li> <li>● Restoration</li> </ul>

<p><b>Level 3:</b>  <b>Office Level Behaviors</b>  (Repeated or Severe Level 1 or 2)</p> <ul style="list-style-type: none"> <li>● Abusive/Discriminatory/Sexual Language</li> <li>● Extreme Teasing/Aggressive or Cruel Behavior</li> <li>● Stealing/Vandalizing Property</li> <li>● Minor Physical Altercation (with students or adults)</li> </ul>	<p><b>Level 3:</b>  <b>Office Level Consequences</b></p> <ul style="list-style-type: none"> <li>● 4 Questions (written)</li> <li>● Loss of Extracurricular Activities (up to 2 weeks)</li> <li>● ISS or Suspension (1-5 days)</li> <li>● School Community Service</li> <li>● Counseling</li> <li>● Restoration</li> <li>● Parent Contact and/or Conference with Administration</li> </ul>
<p><b>Level 4:</b>  <b>Office Level Behaviors</b>  (Repeated or Extreme Level 3)</p> <ul style="list-style-type: none"> <li>● Threatening: verbal, physical, visual or written</li> <li>● Bullying: verbal, physical, visual or written</li> <li>● Danger to others</li> </ul>	<p><b>Level 4:</b>  <b>Office Level Consequences</b></p> <ul style="list-style-type: none"> <li>● 4 Questions (written)</li> <li>● Loss of all Extracurricular Activities (for the season)</li> <li>● Suspension (3-5 days)</li> <li>● Counseling</li> <li>● Restoration</li> <li>● Parent Conference with Administration</li> </ul>
<p><b>Level 5:</b>  <b>Office Level Behaviors</b>  (Illegal or Dangerous Acts)</p> <ul style="list-style-type: none"> <li>● Leaving School Property</li> <li>● Fighting/Assault</li> <li>● Drugs/Alcohol/Smoking</li> <li>● Weapons</li> <li>● Illegal Activity</li> </ul>	<p><b>Level 5:</b>  <b>Consequences</b></p> <ul style="list-style-type: none"> <li>● Call Law Enforcement</li> <li>● Notify Parent</li> <li>● 4 Questions (written)</li> <li>● Loss of all Extracurricular Activities</li> <li>● Suspension (5-10 days)</li> <li>● Expulsion</li> <li>● Counseling</li> <li>● Restoration</li> <li>● Parent Conference with Administration</li> </ul>

The adult directly involved with the situation will handle initial student misbehavior. Repeated and/or serious misbehavior will be discussed with the student’s classroom teacher, who will determine if further conferences with parents, the principal, support personnel or other authorities are warranted. A student may be referred to the Student Study Team to be observed and assessed, and recommendations made for future action planning.

The child may receive a school detention, be restricted from the playground, cafeteria, classroom and bus and/or placed on in-house suspension, depending on the type, seriousness and or frequency of the misbehavior.

The child may be excluded from school in accordance with Board policy.

Violations of the law, such as physical assault, threats, possession or use weapons, vandalism and thefts, may result in notification to law enforcement authorities.

**Dress Code:**

Children are responsible for wearing appropriate clothing for current weather conditions. Keep in mind that the weather conditions can change rapidly at any time during the school year. Jackets, gloves and snow boots are recommended for cold, snowy weather.

Shorts are permitted during warm weather as long as they are at least halfway to the knee and not lycra (tight-fitting bicycle-type shorts). Shirts and tops may not expose bare midriffs, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females. Clothing must cover the entire buttocks. No clothing promoting or using derogatory language, alcohol, tobacco, drugs, or any sexual content.

The Superintendent makes final decisions regarding attire. Students should not wear clothing, flip-flops or hairstyles that can be hazardous to them in school activities, such as physical education and art. Grooming and dress, which prevent the students from doing his/her work because of blocked vision or restricted movement, are discouraged, as are dress styles that create, or are likely to create a disruption of classroom order. Shoes must be worn at all times.

### **Items not Permitted at School:**

- Skateboards, Scooters
- Gum
- Roller blades
- Squirt guns/water balloons
- Large amounts of money (over \$5)
- Any other items determined to be disruptive to the learning process

The school cannot be responsible for damaged or lost articles. Students bringing valuable items (e.g., collections) to school, do so at their own risk.

### **Restrictions on Software, Video Tapes, etc.:**

Video tapes, computer software and other media used in classrooms must comply with federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements and broadcast/taping agreements.

### **Selling/Trading:**

Students are not allowed to sell or trade candy, gum, cards or other items at school, other than for a school-sponsored project.

### **Restitution:**

State law stipulates parents can be held responsible for damage to public or private property incurred by their children. Students/parents are required to pay for damaged or lost textbooks, library books, and other school property. Staff will refer students to the office to determine the cost of damaged property.

## **Grading/ Homework Policy:**

## **Reporting Student Progress/ Grading:**

Reporting student progress is a continuous activity throughout the year. Our school wide plan is to establish and maintain open and positive communication with parents so that reporting student progress can be a two-way communication process. This is usually established through parent conferencing, phone calls and notes or communication logs.

Parent/teacher conferences are scheduled both in the fall and spring. The fall conference is designed to provide you, your child and your child's teacher an opportunity to discuss your child's educational experience during the first nine-week period. The spring conference is held for parents and students to review individual growth and future placement.

Report cards are part of the reporting process also. They are intended primarily to help the parents understand their children's academic, social and behavioral standing four times throughout the school year.

Progress reports are sent home mid-way through each quarter to provide information on student classroom activities and academics. Student portfolios are another way of reporting student progress. This type of assessment is designed to report the growth of your child from year to year. A check sheet is completed; and student work is collected to go into the portfolio. During conferencing or other appointment times, your child, his/her teacher and parents can discuss the academic growth that is documented in the portfolio.

<https://policy.azsba.org/asba/browse/allmanuals/maine/IKA>

## **Homework:**

Homework is valuable and necessary as an adaptation, application, and extension of classroom experiences. Homework should not be assigned to students as either busy work or punishment. Parents are encouraged to take an active role in monitoring, encouraging and guiding their child with assigned homework. Homework teaches the skills of independent study and learning outside the school.

Appropriate and reasonable homework such as enrichment, reinforcement, and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some subjects will require more practice in developing skills and comprehension and will necessitate more study at home. The type, frequency, and quantity will be determined by the needs of the individual student and teacher judgment.

<https://policy.azsba.org/asba/browse/allmanuals/maine/IKB>

**JICK-E ©**

**EXHIBIT**

## **STUDENT BULLYING / HARASSMENT / INTIMIDATION**

**(To be displayed in school buildings  
and in student handbooks)**

The Governing Board of the Maine Consolidated School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

Hazing: <https://policy.azsba.org/asba/browse/allmanuals/maine/JICFA>

Student concerns, complains and grievances:

<https://policy.azsba.org/asba/browse/allmanuals/maine/JII>

Weapons Policy: <https://policy.azsba.org/asba/browse/allmanuals/maine/JICI>

Substance Abuse:

Tobacco: <https://policy.azsba.org/asba/browse/allmanuals/maine/JICG>

Drugs and Alcohol: <https://policy.azsba.org/asba/browse/allmanuals/maine/JICH>

<https://policy.azsba.org/asba/browse/allmanuals/maine/JICH-R>

<https://policy.azsba.org/asba/browse/allmanuals/maine/JICH-E>

District Sexual Harassment Policy:

<https://policy.azsba.org/asba/browse/allmanuals/maine/ACA>

### **Before and After School Care:**

The Extended Day Care Program (EDCP) is designed to provide care for your child before school and after school for a modest fee. Activities will include outdoor and indoor play, arts & crafts, quiet time for homework or reading, and games. A snack will be served daily at 3:30 PM.

In order to provide a safe and comfortable environment for your child, all children must follow the guidelines for conduct stated in this school handbook. Children unable to adhere to the policies of the school will be referred to the principal for a consultation with parents as to the future of their child's enrollment.

Please stop by the office for a schedule of fees and other information relating to the Extended Day Care Program.

### **Meal Programs:**

Maine School offers a breakfast and lunch program. Families interested in applying for free or reduced cost meals should return application forms as soon as possible so that eligibility can be determined quickly. Please contact the office if you did not receive an application. Children who qualify for the free or reduced lunch program will automatically qualify for the corresponding breakfast program.

If a student comes to school without a lunch, that child is asked to call parents to request a lunch, or money for a lunch. Parents are welcome to purchase our adult price meals and join their children for lunch.

### **Lost & Found:**

Parents are asked to sew or print clearly the child's name on the inside of jackets, coats, sweaters, caps, gloves, winter boots, tennis shoes and inside lunch boxes.



If your child has lost an item at school, please check the lost-and found box *in the office*. The school will take these items to a charitable organization at the end of each semester. Many items, especially clothing, go unclaimed all year. The school cannot be responsible for lost personal items.

### **Intramural Sports Program:**

The intramural sports program is an extracurricular activity offered to our 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. The sports currently offered are soccer, basketball and volleyball. Paid staff coaches help run these programs, but it is very important that parents get involved in order for teams to be formed.

Students are eligible to participate if their grades are passing, and their behavior in school is acceptable.

A contract is signed between the school, student and parent so that everyone understands the rules of the program.

Uniforms are provided by the school and must be returned within one week of the end of the season, or the student is required to pay for its replacement.

### **NOTES:**

*I have received a copy of the Maine Consolidated Family Handbook, and as a parent, I have discussed its content with my child. We agree to support the Maine Consolidated School District #10 in all areas as described and understand the content of this handbook. Should you have any questions, please feel free to contact the school. Please sign and return this page to your child's teacher if you have not submitted through enrollment. Thank you.*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Teacher's Signature*

\_\_\_\_\_  
*Child's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

