



2024-2025

***HOLBROOK SCHOOL  
STUDENT HANDBOOK***

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# MISSION STATEMENT

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

## Vision

- RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students "where they are" with respect to individual needs and capabilities.
- Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally and socially, allow for cross-grade-level interactions, and bolster their confidence and readiness to live and work in a global community.
- RSU 63 will be known for its distinctive outdoor education focus and programs that provide all students with opportunities for learning about and gaining skills in the natural world, linking their experiences to core academic curriculum.
- RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff and administrators and be considered an outstanding district within which to work and grow professionally.
- RSU 63 will continue to be known as a close-knit community of learners; offering small class sizes, a safe and supportive environment, frequent and effective parent-teacher communication, and strong community support.
- All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.
- RSU 63 will provide safe, healthy, and efficient buildings for students and staff as well as adult learners throughout the community.
- Students will have safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.
- RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

## ***HOME/SCHOOL COMPACT***

The Home/School Compact is the result of a group of parents and teachers from each of the schools in RSU#63 working together to define the roles and responsibilities of parents, staff, and students in the educational process. The compact was developed during the summer of 1996 and approved by the IASA Team of RSU#63 that same fall. The IASA Team includes the Superintendent of Schools, principals, teachers, and parents from each of the three buildings in RSU#63, and the Director and Assistant Director of Special Services.

Throughout Goals 2000, the Improving America's Schools Act and other federal legislation, parents are described as the most influential people in a child's life. Parents and other family members can be powerful partners with schools in helping children succeed in school and in life. The school's effort to engage parents and other family members in this partnership is part of what will help all children reach high educational standards.

The Home/School Compact is one tool, a voluntary agreement between the school and parents, that spells out how school staff and parents will each support a student's efforts to achieve. The compact describes in more specific terms just what the school will do and what parents can do to help make sure students succeed. It is, in a way, a job description for supporting a child's education.

The Home/School Compact can be used in many ways. It may be part of an open-house orientation for parents new to the school, it can be discussed at parent-teacher conferences, or it could be used as part of meetings with parents when decisions are being made about how to help a student who is falling behind in school. The compact can also be used to help guide decisions about what kind of parent involvement programs the school will run or what kind of training the school will offer for parents and teachers to support the development of the home/school partnership. Staff can use it to assess their individual and collective success at meeting the expectations of parents and students. Sharing this document, in an understandable way with students, can help them to understand the responsibilities they have in their own education.

# ***HOME/SCHOOL COMPACT ROLES AND RESPONSIBILITIES***

## Parents Will...

- Know what's expected of children by grade level
- Help kids organize time
- Talk and listen to children about everyday life skills
- Communicate with teachers about the whole child
- Send child to school prepared for their day (i.e., well rested, healthy, dressed appropriately, informed about what's happening with money, notes, and rides)
- Discuss and support school/bus rules and consequences
- Make an effort to attend meetings and conferences regarding their children

## Schools and Teachers Will...

- Provide concrete examples of stages of learning within a grade level throughout the year
- Keep parents informed about the curriculum
- Communicate with parents formally and informally throughout the school year
- Set up conferences and meetings to accommodate parents' schedules
- Encourage parents to visit school, participate or observe their child's activities, learning, and special events
- Get to know each child
- Provide students with appropriate learning experiences
- Use a variety of methods to assure students' success
- Provide an opportunity for students to be included in meetings/conferences
- Provide information and training programs which will increase cooperation and trust among students and staff
- Be available to listen to and value students' concerns and problems and attempt to make the student feel comfortable

## Students Will...

- Come prepared for the school day and with a positive attitude (materials, snacks, lunch, homework, notes, money, appropriate clothing)
- Ask for help
- Do their homework
- Talk to parents about their day
- Attend regularly and be on time
- Take pride and responsibility to do their best work
- Organize their time to include both study and play
- Search for connections between school and their lives
- Respect and understand the responsibility in following school/bus rules and their consequences for choosing not to do so
- Communicate concerns or problems to staff

# ***RSU 63 CORE VALUES AS DETERMINED ON MAY 8, 2002***

## ***HONESTY***

### **AN HONEST EDUCATOR:**

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

### **AN HONEST STUDENT:**

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

### **AN HONEST PARENT:**

- Tells the truth, "both positive and negative" when constructive
- Addresses concerns directly
- Admits mistakes

## ***RESPECT***

### **A RESPECTFUL EDUCATOR:**

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

### **A RESPECTFUL STUDENT:**

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

### **A RESPECTFUL PARENT:**

- Is a good listener to others
- Is a positive role model
- Treats personal and public property and environment with care
- Follows the Golden Rule

## ***RESPONSIBILITY***

### **A RESPONSIBLE EDUCATOR:**

- Communicates clear expectations and sets reasonable goals
- Follows through with commitments
- Continues to be a lifelong learner

### **A RESPONSIBLE STUDENT:**

- Comes to school prepared
- Follows through with commitments
- Invests time in their own learning

### **A RESPONSIBLE PARENT:**

- Helps students learn how to be prepared
- Follows through with commitments

- Invests time in their children's education/lives

## ***KINDNESS***

### **A KIND EDUCATOR:**

- Treats all students fairly as individuals
- Is supportive
- Is patient

### **A KIND STUDENT:**

- Accepts others
- Helps and seeks to understand others
- Is caring and supportive

### **A KIND PARENT:**

- Accepts limitations
- Is supportive
- Is patient and helpful

## ***COMPASSION***

### **A COMPASSIONATE EDUCATOR:**

- Takes time to listen and talk
- Creates a nurturing, safe environment
- Demonstrates that they care
- Is empathetic and careful with others' feelings

### **A COMPASSIONATE STUDENT:**

- Takes time to listen and talk
- Takes opportunities to help others
- Is accepting of others' differences
- Is empathetic and careful with others' feelings

### **A COMPASSIONATE PARENT:**

- Takes time to listen and talk
- Creates a nurturing, safe environment
- Is willing to compromise and be open
- Is empathetic and careful with others' feelings

## ***COURAGE***

### **A COURAGEOUS EDUCATOR:**

- Will act upon his/her own beliefs
- Encourages individual decision making
- Enforces consequences

### **A COURAGEOUS STUDENT:**

- Will act upon his/her own beliefs
- Will resist negative pressures
- Accepts consequences

### **A COURAGEOUS PARENT:**

- Will act upon his/her own beliefs
- Encourages individual decision making
- Enforces consequences

	<b>Respectful</b>	<b>Responsible</b>
<b>All School Settings</b>	<ul style="list-style-type: none"> <li>• Be aware of personal space</li> <li>• Treat others as you would like to be treated</li> <li>• Follow the dress code</li> <li>• Have positive interactions with staff, peers and school guests</li> <li>• Engage in positive and supportive communication free of gossip or rumors</li> </ul>	<ul style="list-style-type: none"> <li>• Know and follow the SAD 63 Core Values</li> <li>• Ask for help if you need it (social, emotional or academic)</li> <li>• Turn off and store electronic devices from 8:00am-3:00pm</li> <li>• Be on time for school and classes</li> <li>• Walk from place to place</li> <li>• Be prepared to learn</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Keep graffiti free</li> <li>• Be aware of personal space</li> <li>• Maintain appropriate personal space- no public displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right in hallways/stairs</li> <li>• Use an inside voice and acceptable language</li> <li>• Follow your schedule and be to classes on time</li> <li>• Use phones for emergencies only</li> <li>• Backpacks stay in classrooms/lockers</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Be aware of personal space</li> <li>• Use appropriate language with peers/adults</li> </ul>	<ul style="list-style-type: none"> <li>• Only leave the cafeteria with permission</li> <li>• Clean up your own area</li> <li>• Follow dismissal rules</li> <li>• Use food as intended without wasting or playing</li> <li>• Pay for all food/drinks</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Be aware of personal space</li> <li>• Treat work space and materials appropriately</li> <li>• Keep discussions on topic</li> <li>• Make your best effort on assigned tasks</li> <li>• Be a positive contributor</li> <li>• Follow classroom routines (to be determined by teacher with students)</li> </ul>	<ul style="list-style-type: none"> <li>• Participate as an active and engaged learner</li> <li>• Be prepared and complete work to best of your ability</li> <li>• Use technology appropriately</li> <li>• When redirected change behavior and move on</li> <li>• Follow classroom routines (determined by teacher with students)</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Keep stalls and walls graffiti free</li> <li>• Respect the privacy of others</li> <li>• Leave all hair product and perfume at home</li> </ul>	<ul style="list-style-type: none"> <li>• Do your part to keep the bathroom clean</li> <li>• Use appropriately and return to class ASAP</li> <li>• Wash hands before returning to class</li> </ul>
<b>Being an Audience</b>	<ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Respond appropriately (ex: applause) to presenter/ performers</li> </ul>	<ul style="list-style-type: none"> <li>• Support others by giving your undivided attention</li> <li>• Remain seated unless otherwise instructed</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Have positive interactions with staff and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in a safe manner</li> <li>• Play in designated areas (not in dugout or woods)</li> <li>• To play off paved area in the winter; boots, snow pants, and coat are required</li> <li>• Use playground equipment appropriately</li> <li>• Tag/chase type activities/games are to be played on open field (only basketball and four square on paved area)</li> <li>• Stay off the ice at all times</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Follow bus safety rules</li> <li>• Use appropriate language with peers/adults</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to and from busses using the sidewalk</li> <li>• Get on and off the bus without pushing</li> <li>• Remain in your assigned seat</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Keep noise level to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Push in your chair when you leave</li> <li>• Be sure to write your name and stamp your book or see the librarian for a computer check out</li> <li>• Return materials on time</li> </ul>

## ***EDUCATIONAL PHILOSOPHY***

Each school in RSU#63 should serve both the community and the individual – serve the former by reflecting its needs and aspirations and the latter by administering to his or her needs, interests, and abilities. The community has the responsibility to finance and support education, and the student has the responsibility for responding to the community-sponsored program. A privilege as well as a right, education demands interaction between the community, the home, and the student. In large measure the teachers must become the means by which the three – the community, the home, and the student – merge; more specifically, each teacher should not only reflect the concerns of the community but also should ascertain the needs of each individual student in addition to those of the class in general. Finally, since the focus of any school system must be on its students, they must be offered an atmosphere in harmony with their needs and instruction in terms of their aptitudes. Each student must be treated as an individual, while recognizing they are members of a family unit.

Therefore, our school must help each individual:

1. Develop an appreciation of their own intrinsic worth and of the worth of others.
2. Develop an awareness of their civic privileges and responsibilities.
3. Develop the capacity to discipline themselves in their work, in their studies, in their recreational activities and their physical appetites.
4. Acquire a broad variety of concepts and skills, with early emphasis upon those fundamentals to further learning.
5. Develop ethical commitments to themselves and to the community.
6. Learn to cope with change.
7. Develop intellectual curiosity and an eagerness for lifelong learning.
8. Develop capacities which will permit a wide variety of choice in the use of leisure time.
9. Ascertain their strengths and weaknesses so that they may develop realistic aspirations.
10. Develop their ability to work independently.
11. Develop improved communication skills.
12. Develop an appreciation of beauty.
13. Develop either a salable skill or adequate preparation to enter the post secondary school of their choice.
14. Develop appreciation of their historical and cultural heritage.
15. Become more keenly aware of their relationship to their environment.
16. Develop a positive attitude toward their involvement in the school.

In keeping with the educational philosophy, Holbrook welcomes all parents to visit with us throughout the school year. With your continued support, encouragement, and involvement, we can better meet the individual needs of your children. Please keep in mind that changes may occur based on CDC guidance and local conditions.

## ***PRINCIPAL'S MESSAGE TO STUDENTS***

Middle School can be both a difficult and rewarding experience. Whether or not you enjoy this time of your life often comes down to one thing, your attitude. Choose to be a positive influence and make Holbrook School a great place to be. Make good memories by working hard and getting involved in the activities we offer.

I am sure you want to be respected and treated kindly, and you deserve to be. This in turn means you too should be kind and respectful to your classmates and teachers.

Your positive attitude is going to make this a great school year, so get out there and make it happen!

## ***AFFIRMATIVE ACTION***

Title IX of the Federal Educational Amendments of 1972 states in part:

“No person in the United States will on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

RSU #63 does not discriminate on the basis of sex or race in its educational and employment practices and policies, and will honor all appropriate laws relating to discrimination. An Affirmative Action Plan, detailing the school district's efforts to comply with this legislation, is available at the office of the Superintendent of Schools. The Director of Pupil Services may be contacted at the Holbrook School at 843-0702.

Every student and employee have the right to equal educational and employment opportunity. If any student or employee feels that he or she has been discriminated against, there is a grievance procedure outlined in the Affirmative Action Plan that tells how complaints of discrimination will be resolved.

## ***BUILDING HOURS***

- School Day - Begins: 8:10 A.M. Ends: 3:15 P.M. All students should report to their Homerooms by 8:10 for attendance.
- Students are not allowed into the building before 7:45 A.M. unless they have pre-arranged school-related business.
- In the morning, students are to go directly to the cafeteria. Students are not to be in the halls or outside the school.
- Once the first bus arrives, students are dismissed to go to lockers and get to homeroom. There is to be no loitering in the corridors or the bathroom.
- The office hours are 8:00 A.M. to 4:30 P.M.
- Supervision of students is provided 15 minutes before and 20 minutes after school.
- Students are required to leave school grounds at the end of the day unless they are involved in school business.

## ***STUDENT PICK UP AT END OF DAY***

Parent Pick up times for Holbrook are **3:10-3:25**. Safety is our top priority and often the number of students being picked up at the end of the day causes a challenging traffic situation.

- During student pick up please drive up behind the school and around to the back door.
- Buses will continue to be in the loop in the front of the building.
- There will be staff members positioned to help students learn to navigate these routines safely in the morning and afternoon.

We will have staff on duty to assist students as they travel safely to vehicles. Thank you for your cooperation.

## ***HALLWAYS***

- Students are to use quiet voices in the corridors. Loud noises disrupt the learning environment of the building.
- Noisy students will be asked to return to a classroom.
- There is to be no running in the corridors.
- Hats and hoods stay off when inside.
- Students caught running will be asked to walk back to their classroom. Habitual offenders may receive a detention.

## ***LOCKERS***

Lockers are available for seventh and eighth grade students. Homeroom teachers assign locker numbers and have combination locks available for use by students. Lockers and desks are school property and may be checked periodically. Locker checks will be random and spontaneous. There is adequate room without bulging the doors at the top or bottom.

- Lockers are to be kept clean and in order at all times. There will be no stickers or markings on the inside or outside of lockers.
- Students, if they choose, may receive a combination lock at the office. If a student brings in their own combination lock, they need to provide the office and the homeroom teacher with the combination. If a student is excessively tardy to class because of problems with the lock on the locker, they will be asked to remove the lock.
- Do not tell others your locker combination.
- **The school is not responsible for stolen items** and students are encouraged not to store items of value in their lockers.

## ***STUDENT PHONE CALLS***

- Students may request to use the office phone to make calls home **if** it is an emergency or business transaction (i.e., change in sports scheduling, permission to stay for after school help, etc.).
- Calls home during school hours are not allowed without permission.
- **The phone is not to be used to make alternate after school plans. Plans to go to another student's home are to be made in advance and a permission note from a parent brought in.**
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## ***STUDENT MESSAGES***

- Parents should not be texting or using social media to contact their children during the school day.
- Parents who need to reach their child during the school day should be doing so through the office.

- > Please do not wait until 2:15 or later to contact the office with after school plans or messages for your child. If you are calling between 2:00 and 3:00 please leave your message on Mrs. Everhart's voicemail if your call is not answered. Messages are picked up and given before buses are announced at 3:05.
- > **Messages concerning after school plans will be given to students at the end of the school day. Other messages will be given to students during their class breaks. It is our goal to limit interruptions to classes.**

### ***BREAKFAST CLUB***

Every morning from 7:55 a.m. to 8:10 a.m. breakfast is served in the cafeteria. Breakfast is supervised by Holbrook staff and has come to be known as the "Breakfast Club."

### ***LUNCH***

The Holbrook School serves nutritious meals every full school day. We believe that having a good meal plays an important part in the child's health and school performance.

### ***CARE OF BOOKS***

Textbooks are loaned to pupils free of charge. Each book is numbered and stamped. These books are to be used carefully and returned in good condition. Most texts should have book covers. Students should not let papers build up in their books for it breaks the bindings. Students are to sign their name only once on the inside cover. More than that indicates damage along with any type of graffiti.

The cost of textbooks has increased greatly in recent years. Students are responsible for lost or damaged text and library books. The policy on damaged textbooks, reference books, and library books is as follows:

- a. If the book in question shows excessive wear but there is still 1-2 years use left, charge 25% of initial cost of book.
- b. If the book in question is damaged so that it needs to be replaced, charge full cost of a new book (broken bindings, book left in water; ink in a number of pages, holes in book, vulgar words or pictures, etc.)
- c. Minor damage - \$2.00 to \$3.00.

All funds will be turned in to the principal's office and the student will be given a receipt.

### ***LOST AND FOUND***

Jewelry, glasses, keys, small electronics, etc. may be claimed in the office. Clothing may be claimed at the locker rooms or in the hallway by the locker rooms. Backpacks, lunch bags, notebooks, etc. may be brought to either location so both places should be checked. Please check frequently!

### ***STUDENT ACCIDENT INSURANCE***

Optional student accident insurance is available at a nominal cost. When a student insured under this plan is injured, claims are handled through the insurance company. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. RSU#63 does not take responsibility for accidents that occur in regular school activities or in athletic events.

### ***DISCIPLINE AND GENERAL RULES OF CONDUCT***

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others.

With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. At an Effectiveness Team Council meeting the following Mission Statement was developed: *The students will adhere to clearly defined and consistently enforced rules of conduct.* In implementing the above Mission Statement, the accompanying values are to be taken into consideration:

1. All staff members are responsible for the discipline of all students within the building.
2. All students will be expected to respond to the disciplinary requests of all staff members.
3. All teachers will accept the responsibility of supervision and must actively adhere to time schedules to equalize the responsibility among staff members.
4. Students and faculty are expected to treat each other with respect and politeness.
5. Individual differences in children will be appreciated and discipline will be administered in such a manner that it enhances the pupil's behavior and self-esteem.
6. The primary concern of all teachers will be the safety and welfare of all students.

### ***GENERAL RULES OF CONDUCT***

- Students should follow the directions and respect the authority of any adult including administrators, teachers, paraprofessionals, secretaries, custodial staff, food service employees, and bus drivers. The teacher is the ultimate authority in the classroom. Students are expected to follow the established classroom rules or accept the consequences for infractions.
- Hallways and other areas of the building need to be quiet and orderly. Loud noises disrupt the learning environment of the building. Hats and hoods stay off. There will be no running in the building or congregating in the restrooms.
- There will be no unnecessary display of affection. If this situation occurs, the student will be corrected and future incidents could result in discipline.
- Foul language is unacceptable and will be addressed under the discipline code of conduct.
- RSU #63 has a *Weapons In School* policy that prohibits possession of weapons on school premises before, during or after school or at any school sponsored activity. Possession is subject to legal action. Under the *Gun Free Schools Act* of 1994, students will receive automatic expulsion for one year. Weapons could include: sling shots, squirt guns, chains, rock throwing, and sharp instruments.
- Students are asked to do their part in keeping the trash picked up and deposited in waste receptacles.
- Students will be liable for damage to school property through negligence, abuse, or vandalism.
- Assemblies, public programs, and athletic events are an extension of the school day. The same school conduct applies at these events, and the principal or sponsors reserve the right to follow the discipline code if necessary for students who choose to act in an unacceptable manner.

### ***HOLBROOK DISCIPLINE POLICY***

Maintaining a safe, organized and nurturing environment is a challenge in virtually every school and achievement is closely related to it. Consistency, firmness, and fairness are basic elements to good classroom control. The purpose of constructive discipline is to develop within our young people a sense of self-control and self-determination. People cannot share and work together without adequate standards of behavior; mutual respect and courtesy, and adherence to reasonable rules and regulations. Teachers and their students will develop individual classroom norms that will enhance student self-esteem and, at the same time, will give students viable choices to help develop self-discipline and the appreciation of self-worth and the worth of others. Copies of the rules will be posted in each classroom.

### ***ELECTRONIC DEVICES AND CELL PHONES (Policy JFCK)***

Students are discouraged from bringing electronic devices to school. If a student chooses to bring them to school it is the responsibility of the student to make sure the item is kept in a safe, secure spot. The school is not responsible or liable for lost or missing electronic devices.

**Cell phones are not to be used during the school day without permission of a teacher.** Cell phones are to be turned off and in backpacks or in classroom holding areas. Misuse of cell phones will result in day-long confiscation for the first offense. The second offense will result in confiscation of the phone, a call to parents, and a parent will need to pick up the phone. The Principal will determine consequences for additional offenses. A copy of the complete policy is available on the RSU 63 website.

## ***HOLBROOK SCHOOL PLAGIARISM STATEMENT***

Any time a student presents someone else's work or thoughts as their own, they are being dishonest. Cheating and plagiarism represent academic dishonesty, and demonstrate a lack of integrity and character on the part of the student. These behaviors are inconsistent with the goals and core values of Holbrook School.

**Cheating/Plagiarism includes, but is not limited to, the following:**

- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not;
- Using any form of memory aid during tests or quizzes without the express permission of the instructor;
- Submitting the work done by another student or students as one's own;
- Submitting papers from the Internet, including AI produced work, as one's own work;
- Copying/pasting visual or written information, pictures, diagrams, etc. from another source without paraphrasing (putting information into your own words) or using quotation marks.

*Any materials or ideas that were not created by a student must be properly cited, giving credit to the creators of ideas or materials.*

Cheating is often a joint undertaking and all parties involved are equally guilty and will be subject to the same consequences. Those consequences will be decided on an individual basis at the teacher's discretion. Mrs. Allen will be informed and the student's parents/guardians will be notified.

## ***DRESS CODE (Policy JICA)***

The Holbrook school is an academic institution with a specific mission and goals. Our hope is that all students will voluntarily follow the dress code so everyone can put their energies into the important business of education.

**Please use the following criteria when preparing for school:**

- All students are to be neat, clean, and appropriately dressed to support an academic setting.
- Dress should be appropriate for weather conditions.
- Dress should not be distracting.
- Makeup should be appropriate to the school setting.

The RSU #63 Board of Directors (the Board) recognize that the responsibility for the dress and appearance of students rests with individual students and their parent(s)/legal guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of RSU #63 (the District) to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress will be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. **Hats and hoods** are not to be worn in the school building unless it is a Student Council sponsored "hat day".

**Students who refuse to modify their attire may be sent home or parents may be contacted to bring appropriate clothing.** Repeated lack of cooperation will result in detention or other disciplinary action.

Should a question arise as to whether a student is dressed appropriately, the principal will make the final decision.

## ***ATTENDANCE REGULATIONS (Policy JEA)***

Maine law limits the reasons why students can be absent from school. The following circumstances constitute “excusable absences” (please see RSU #63 Policy JEA for more information):

**As per Policy JEA:** To be an excused absence, the parent/guardian must contact the school on the morning of the absence to explain the reason the student will not be in school. The parent/guardian may provide documentation before the absence explaining the reason the student will not be in school and the timeframe for the anticipated absence. Excusable absences are as follows:

1. Personal illness;
2. An appointment with a health professional that must be made during the regular day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency;
5. A planned absence for an educational purpose that has been approved by a school administrator (Planned Absence for an educational purpose, approved in advance by the principal, is considered an excused absence. An educational component is required in order to be considered for approval.);
6. Education disruption resulting from homelessness, unplanned hospital admittance, foster care placement, youth development center placement, or some other out-of-district placement that is not authorized by either an Individualized Education Plan (IEP) or a Superintendent’s Agreement developed in accordance with MRSA section 5205 subsection 2;
7. Section six (6) above does not apply to a student who is out of school for 10 or more consecutive school days because of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery;
8. A student who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school must be approved by the Commissioner of Education;
9. A student enrolled in an approved on-line program or course.

### ***NO SCHOOL SIGNALS***

All schools generally will be in session Monday through Friday with holidays and vacations as provided in the school calendar. However, the Superintendent or his/her appointed representative is authorized to close any or all schools when he/she deems it necessary in order to safeguard the health or safety of students. Notice of such closing will be given to pupils and parents by means of radio/TV announcements and through the School Messenger Alert System. When possible, such notice will be given sufficiently in advance of a school session to avoid confusion and inconvenience. High school pupils from the district should listen to the radio for their school closings as this may be a separate notice from elementary schools.

It is emphasized, however, that when school is in session, it remains the responsibility of parents to decide whether or not their children will attend school under the existing conditions.

### ***REPORT CARD SYSTEM***

Rank cards are issued three times a year. Subject ranks are indicated by capital letters as follows:

A	93-100	Superior Achievement
B	85-92	Above Average
C	76-84	Average
D	70-75	Below Average
F	Below 70	Failure

Effort is graded as superior, satisfactory, or poor. Conduct is graded as satisfactory or unsatisfactory.

### ***REPORT CARDS***

#### **DATE ISSUED:**

December 20, 2024

March 26, 2025

June 9, 2025 (mailed home)

## ***CONFERENCES/MEETING WITH TEACHERS***

Any parent having any questions regarding the grading system or grades received by his or her child is encouraged to request a conference with their student's teacher or principal. We encourage parents to take advantage of conferences to discuss student progress, problems or misunderstandings, scholastically or socially. These conferences may be beneficial to all concerned – parent, teacher, and student. Progress reports are given to all students once each trimester. This should give students ample time to raise averages. Teachers should give progress reports more frequently if a student is failing or in danger of doing so.

Parents do not need to wait for the scheduled conference dates in October and March to meet with their student's teacher(s). In addition to those scheduled conference dates, teachers are always willing to schedule meetings with parents at other times during the school year. Please contact your student's teacher via email or phone to schedule these meetings. **Please do not drop by to visit with a teacher during the school day (7:45-3:25) without a scheduled appointment.** The staff at Holbrook School is very interested in parent communication and feels it is a critical part of student success. Teachers and school administrators will be happy to schedule meetings outside of school hours.

## ***PROBATION/INELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES***

Students who receive an incomplete or a failing grade on their report cards and/or progress reports automatically go on probation for a period of ten school days. If within this two-week period marked improvement is not exhibited, said students will be ineligible to participate in extra-curricular and co-curricular activities. The student will not be able to participate in practices, games, or clubs (i.e., World Culture club, Intramurals, team sports, etc.) during the first week of probation. If the student has made good progress during the first week, they may be able to participate the second week.

## ***RETENTION POLICY***

The decision to retain a student should be determined on the merits of the individual child and his/her unique qualities. Final authority for assigning students rests with the Board of Directors.

The classroom teacher is to notify the building principal in writing as soon as she/he feels that a student may be retained. The notice should state the reasons. The building principal will send a copy of this notice to the superintendent. The building principal will check periodically on the progress of this student. If the classroom teacher is quite certain that the child should be retained, the parents of the child, the literacy specialist, the special education teacher and other staff members, and the principal will have a meeting to discuss the reasons for the decision to retain the student.

The parent has the right to appeal the decision first to the principal, to the superintendent second, and finally to the Board of Directors.

All committee decisions should be in writing with copies to the parent, the superintendent, and for the student's cumulative record.

## ***STUDENT COUNCIL***

The purposes of the Student Council are to encourage in the school a spirit of unity, friendliness and true democracy, to promote the welfare of the school and its individual students, and uphold high standards of scholarship, character, and conduct. The Council in our school is an organization through which the students may participate through democratic processes in the organization of social and educational functions.

## ***CIVIL RIGHTS TEAM***

The mission of the Civil Rights Team is to increase the safety of students by reducing bias-motivated behaviors and harassment in the school community. Students on the civil rights team meet to discuss issues affecting the student population and come up with ideas to help address those issues. All are welcome to join.

## ***HONOR ROLL RIBBONS***

Ribbons are presented each trimester to those students who excelled academically by maintaining a grade of 'B' or better in all subject areas. Foreign language, music, art, health, and physical education are as important as other academic subjects and are graded accordingly.

## ***STUDENT OF THE MONTH***

The Student of the Month Award is presented to a student in each grade level on a monthly basis. Teachers select recipients of the award based on outstanding character and school citizenship.

## ***KUDOS AWARD***

The Kudos Award is presented by any staff member, at any time, to a student who has demonstrated one or more of the Core Values of our school community.

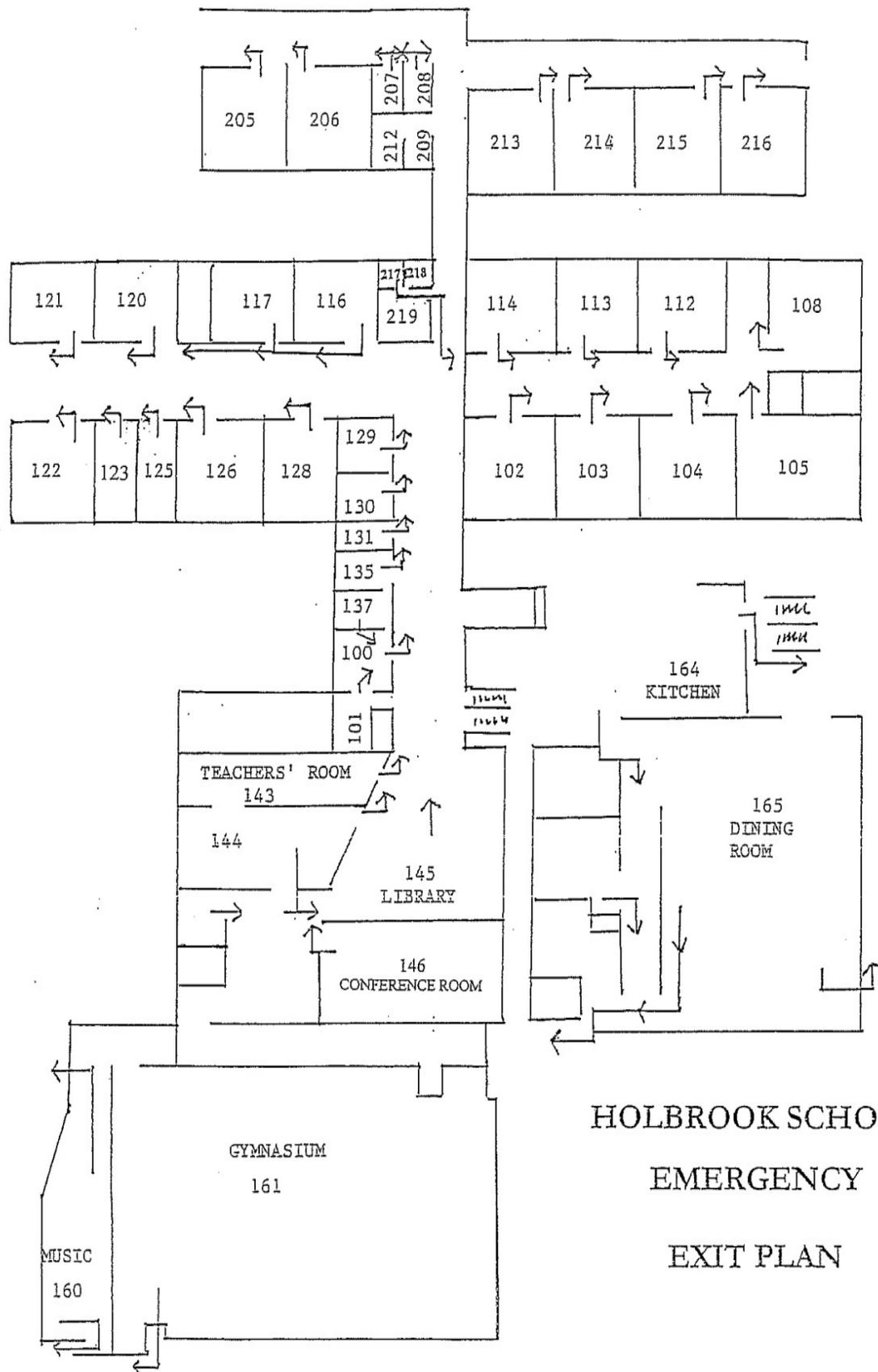
## ***SCHOOL DANCES***

Student Council organizes and schedules all school dances. There is a fee to attend dances set by the Student Council. In addition, the following rules apply:

1. All regular school rules are in effect including the Dress Code.
2. Outside guests must receive prior approval from the principal before attending. Students doing the inviting are responsible for their guest's behavior and accept their guest's consequences for misbehavior. Guest permission slips may be picked up in the office.
3. No students are allowed outside. If a student goes outside without permission, he or she will not be allowed to attend any other dances.
4. School dances are a privilege; therefore, students must be in good academic standing and must have demonstrated satisfactory behavior in the school community in order to attend.
5. Students are expected to behave respectfully and appropriately to each other and the chaperones or they may be asked to leave.

## ***FIRE DRILL PROCEDURE***

1. Signal is the fire alarm.
2. Do not panic!
3. Line students up quickly and quietly.
4. All windows and doors should be shut tight.
5. Upon leaving, the teachers should take their homeroom student list with them.
6. Teacher is the last to leave the classroom.
7. March outside and away from the building.
8. Attendance should be taken immediately by homeroom.
9. During extreme emergencies we might have to exit the opposite direction or use our emergency windows. Follow the leadership of you teacher and remain quiet and calm in order that all may receive proper instructions.
10. In reversing directions, follow the opposite arrows on the same side of the building in exiting.
11. Lines should be orderly and students should hold to the right in the hallway.
12. Avoid the elevator during all emergencies and utilize the stairs only during utmost of emergencies.
13. Names of missing pupils should be reported immediately.
14. Mr. Meyer and Mrs. Everhart will check all areas for evacuation.
15. Everyone should evacuate under all circumstances.
16. Staff will bring class period rosters and red/green card to indicate student presence.



HOLBROOK SCHOOL  
EMERGENCY  
EXIT PLAN

## ***STUDENT RIGHTS AND RESPONSIBILITIES (Policy JI)***

1. Each student has the fundamental right to a free public education. Each student also has a corresponding responsibility to join other members of the school community in respecting the rights and responsibility of others in the community in establishing a climate for learning within the school.
2. It is your right and responsibility to obey school regulations and the school authorities who enforce them.
3. You may wear your hair however you wish as long as it does not endanger your health or the safety of others, create classroom disorder, or violate reasonable school codes. Dress must be neat and clean and not cause any undue disruption to the process of education in the classroom.
4. Everyone has the responsibility to respect our country. If you are conscientiously opposed to the pledge of allegiance or flag salute you may abstain; however, you are required to be respectful and not create a disturbance.
5. Before you may be punished by a teacher, or other school personnel, you have the right to know the reason why. Before you may be suspended from school for ten days or less, the principal must:
  - A. Tell you what rule you have broken, or write it down and give you and your parents a copy.
  - B. Explain to you why he or she believes you broke the rule if you deny it.
  - C. Give you the chance to tell your version of what happened without taking class time to do so.

In the case of either suspension or expulsion you have the right to the elements of due process.

6. You have the right to free speech and expression. When expressing yourself, you must do so in a manner that does not disrupt the operation of a classroom. You may not, in expressing yourself, violate another person's rights by your speech or disrupt learning time.
7. Students are protected from unreasonable searches or seizures; however, searches may be made under any of the following circumstances:
  - A. Lockers are the property of RSU#63 and may be checked periodically.
  - B. There is reasonable cause to believe that a violation is being committed.
  - C. The search is in the best interest of the school and the individual student involved.
8. Corporal punishment may not be inflicted upon any pupil; however, a reasonable amount of force may be used to restrain a pupil from making a disturbance or to remove a person from the scene of such a disturbance.
9. Pupils have a right to an explanation of grades received.

Rights and responsibilities are complex issues. Our laws are constantly being revised, amended, challenged, appealed, and interpreted. It is the responsibility of all – administrators, parents, students, and teachers – to see that the rights of others are protected.

As a student you have equal protection under the law and the responsibility to live by the rule of the law.

If further information or resources are desired you may contact your principal who will attempt to furnish the information or direct you to the proper source.

## ***STUDENT CHEMICAL ABUSE (Policy JICH)***

Chemical abuse and dependency is a problem in virtually all communities. RSU #63 will address this problem as it pertains directly to RSU #63 and/or the effects within the community that indirectly affects the school.

It is the aim of RSU #63 to provide a substance abuse-free environment in which students, faculty, and community can work harmoniously together.

It is the responsibility of all employees to be concerned with the students' welfare by assisting students to be chemically free through education of the hazards of substance abuse. RSU #63 recognizes the fact that possession and use of drugs and alcohol is wrong, harmful, and punishable by law. RSU #63 will support state laws regarding sale, distribution, possession, and use of alcohol, drugs, and related paraphernalia.

RSU #63 will:

- Discourage the involvement in use and abuse of alcohol and other illicit drugs through appropriate education and prevention activities.
- Provide support groups for students as needed.
- Recommend treatment for chemical misuse.

No student will use, or be under the influence of alcohol, drugs, tobacco, or possess related paraphernalia in school, on school grounds, school buses, or at any school-related function to include but not be limited to clubs, intramurals, and sports. Students will follow the established RSU#63 Board of Directors policy for in-school use of personal medication. In addition, wearing clothing that promotes drugs, alcohol, or tobacco products is prohibited. Any student wearing such clothing will need to change clothing.

### **I. Staff**

If a staff member has reason to suspect any student of possession, use, or selling a prohibited substance to another person, he/she will:

- a. Take whatever immediate action may be necessary to secure the health and safety of the student(s).
- b. Report the student immediately to the proper administrator.
- c. If possible, using appropriate search and seizure procedures, obtain the alleged prohibited substance(s). The building administrator must approve interdiction or search.

### **II. Administration**

#### **A. First offense:**

1. The administrator will confiscate or isolate the substance and attempt to verify the substance is prohibited.
2. Principal meets with the student.
3. Notify parents/guardian and the superintendent (and law enforcement personnel when the administrator deems it necessary).
4. Meet with, and/or refer to school counselor(s), nurse, and/or chemical abuse counselor(s) if available.
5. Recommend referral to appropriate educational support group(s) as needed.
6. Recommend at least one of the parents attend an educational substance support group meeting with the child, as needed.
7. Disciplinary action: Suspension for up to 10 days at the discretion of the school's administrator.

#### **B. Second offense:**

1. Same process as first offense.
2. Disciplinary action: Suspension for up to 10 days.

### **III. Voluntary referral:**

In keeping with the belief that all student abuse problems should receive support and treatment, the following procedures apply:

#### **A. Concerned person and self-referral.** If a concerned person observes a substance abuse problem the following procedure will be followed:

1. Discuss concern with school counselor, school nurse and/or appropriate administrator.
2. The administrator will notify the parent or guardian if appropriate.
3. The student will meet with the school counselor and school nurse, and support team.
4. Follow up the recommendations of the school counselor, nurse, and team
5. Recommend referral of student to substance abuse counselor if appropriate.

## ***MEDICATIONS AT SCHOOL***

Because the school does not have a clinic or infirmary, and medication administration often must be delegated to unlicensed trained personnel who have many other responsibilities at school, we would like to discourage administration of medications during school hours when at all possible. The RSU #63 Medication Policy is in place to ensure the safety of all students regarding medication administration.

If your child must receive medication during the school day, please observe the following rules as outlined in our Medication Policy:

1. Written permission for school personnel to give medications must be given by completing the Medication Permission Request Form. The medication, dose, and time to be given must be included. The Medication Permission Request Form is available at the school office.
2. If the medication is to be given for longer than a 2-week period, a health care provider (doctor, nurse practitioner or PA) must sign the form as well.
3. Parents or guardians must bring the medication to the office in the original container, properly labeled by a pharmacist, with the student's name, doctor's name, prescription, dose, route and how often to be administered.
4. Medications sent in unlabeled containers, baggies, envelopes, etc., will not be given.
5. Medications given one to three times a day can be scheduled around school hours and will not be given unless a time is specified in writing by the doctor.
6. All medications will be kept in the office.
7. Students may not transport medications on the bus. Medications will not be sent home with students. Exception: Students may carry asthma inhalers and Epi-Pens for emergency use after demonstrating responsible use.
8. Non-prescription medicines, such as cough and cold syrups, are discouraged unless part of a doctor's plan of care.

## ***SPORTS PARTICIPATION***

Middle School varsity sports are designed to teach children an appreciation of the game along with the teaching of basic skills. Sportsmanship is vital to participation. Participants are representing their school, family, team, coach, and themselves. Proper etiquette reflects positively upon all while inappropriate behavior reflects negatively upon the school, coach, and other players. Players who receive unsportsmanlike penalties will be excluded from the following game. **All participants must sign a Sports Participation Contract which is handed out by coaches for each sport.**

All participants must receive passing grades in all subjects. \* If one is failing a subject, he or she will receive two weeks of probation. After a two week span and if grades have not improved, said student will be removed from the team.

Students who receive unsatisfactory conduct grades will be ineligible to represent our school at any games for a period of one week and until said person giving the unsatisfactory conduct grade gives approval. Detentions must be served before participating in practice or games unless other arrangements have been made with the teacher.

Players who are known to possess or indulge in any activity associated with tobacco, drug paraphernalia, drugs, alcohol and like will be terminated for the season from said sport or the next season if between sport seasons.

Team members are expected to attend in timely fashion practices and games as scheduled by our coaches and the league respectively. Participants will be positive role models for other students. They will be kind and considerate toward fellow players, opponents, coaches, and our own student body. They should look at participation as a privilege and be humble that they have been selected to represent their school athletically.

It is the responsibility of team players to care for their uniforms, locker rooms, and bench areas. After every game there is to be no debris, uniforms, balls, and/or other types of equipment left behind.

The object of all middle school sports programs is to provide all students/athletes a safe, positive and successful athletic experience. This is best accomplished by proper physical skills and sportsmanship attitudes necessary for healthy competition.

Be proud to represent your school and make your school proud of you.

\*Academic Eligibility of Student in Co-Curricular Activities: All participants must receive passing grades in all subjects. If one is failing a subject, he or she will receive two weeks of probation. After a two week span and if grades have not improved, said student will be removed from the team. The student will not participate in any practices or games during the first week of the two-week probation. This will allow the student ample time to complete missing work and focus on improving his/her grades. At the end of the first week, the teacher, coach, and Activities Coordinator will meet to discuss the student's progress. If all parties agree that there has been enough improvement during the week, the student-athlete will be able to participate in practices and games during the second week of probation. If there has not been sufficient effort or the student has shown no improvement during the first week, the student will sit out practices and games for the second week as well. The two-week probation begins the day the progress report or report card is handed out. The principal has the final say in any disputes between all parties involved. Coaches and teachers may request early intervention to help prevent participants from reaching the probation point.

## ***VISITORS AND VOLUNTEERS***

Authorized visitors and volunteers are welcome within our building. Holbrook School does have a security system in place which does not allow entry into the building between the hours of 8:30 a.m. and 3:00 p.m. Procedures for visitors and volunteers to enter the school between those hours are as follows:

- Enter the building through the doors facing the side parking lot by the Superintendent's Office (always enter this way). All other doors are locked.
- Push the button on the buzzer box (bordered in blue) and wait for instructions from office personnel.
- You may be asked to identify yourself and your purpose for entering the building. Office personnel may ask you to wait for someone to come down and check your license to confirm your identity.
- Once you have been "buzzed in", please report to the Principal's Office on the second floor to sign in and receive your visitor's pass. Follow the signs to locate the office. Visitors are not allowed to go down the hallways without a pass.
- If you are simply dropping something off for a student or staff member, you may leave it with the Superintendent's secretary (if she is available) or you may "buzz" the office and office personnel will send someone down to pick it up.
- Students being dismissed during the day may wait for their ride in the entrance way after checking out at the office first. Students coming late to school will have to be "buzzed in" and will need to check into the office before going to class.
- Please note: Anyone in the entryway can be seen and heard at all times!