

# EDDINGTON & HOLDEN ELEMENTARY SCHOOLS PARENT/STUDENT HANDBOOK 2025 - 2026



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[www.rsu63.org](http://www.rsu63.org)



# Regional School Unit 63

## *Clifton, Eddington, and Holden*



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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.

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Revised: March 22, 2021

Adopted: October 24, 2016

## *Principal's Message*

*At Eddington and Holden, our staff is dedicated to providing a safe, welcoming, and supportive environment where every child can grow academically, socially, and emotionally.*

*This handbook is designed to share important information about our schools, including policies, procedures, and expectations. We encourage you to review it together as a family, as it will serve as a helpful guide throughout the year.*

*We believe that a strong partnership between home and school is essential for student success, and open communication is key to that partnership. By working together, we can ensure that every student feels valued, challenged, and supported.*

*Thank you for your continued support and for entrusting us with your child's education. We look forward to a wonderful year of learning, growth, and success!*

*Sincerely,*

*Stephanie McLean*

## EDDINGTON & HOLDEN SCHOOL DATES TO REMEMBER – 2025-2026

<u>Month</u>	<u>Date</u>	
September	1	Labor Day Holiday
October	10	Teacher Workshop Day
October	13	Indigenous People Day
November	11	Veterans' Day Holiday
	24-25	Early Release @ Noon
	26-28	Thanksgiving Break for Students
December	24	School Closed for Vacation
January	5	School Reopens
	16	Early Release @ Noon
	19	Martin Luther King, Jr. Holiday
February	16	School Closed for Vacation
	23	School Reopens
March	12	Early Release Day
	13	Teacher's Workshop
April	20	School Closed for Vacation
	27	School Reopens
May	8	Teacher's Workshop
	25	Memorial Day Holiday
June	9	Tentative Last Day of School *

\*The final day of school will be adjusted according to the number of storm days used.

Reporting Periods: August 27 – November 21  
November 21 – March 12  
March 12 – June 8

Special Performances: Holden Winter Concert – December 16 (1:45-2:30)  
Eddington Winter Concert – December 10 (2:00-2:45)  
Holden School Play -TBA

## RSU #63 BOARD OF DIRECTORS

Heather Grass	<a href="mailto:hgrass@rsu63.org">hgrass@rsu63.org</a>	Eddington
Linda Graban	<a href="mailto:lgraban@rsu63.org">lgraban@rsu63.org</a>	Clifton
Heather Lander	<a href="mailto:hlander@rsu63.org">hlander@rsu63.org</a>	Holden
Cherie Faulkner	<a href="mailto:cfaulkner@rsu63.org">cfaulkner@rsu63.org</a>	Holden
Brittany Wood	<a href="mailto:bwood@rsu63.org">bwood@rsu63.org</a>	Eddington
Amy Hart	<a href="mailto:ahart@rsu63.org">ahart@rsu63.org</a>	Holden
Rachel Downs	<a href="mailto:rdowns@rsu63.org">rdowns@rsu63.org</a>	Eddington
Scott Walton	<a href="mailto:swalton@rsu63.org">swalton@rsu63.org</a>	Holden

## SCHOOL BOARD MEETINGS – 2025-2026

The following is a schedule of dates and places for regular meetings of the Board of Directors of RSU #63 for this fiscal year. All meetings begin at 6:30pm and are open to the public. Agendas for each meeting are available at the Office of the Superintendent and on our website within 48 hours of the date of the meeting.

<b><u>Date</u></b>	<b><u>Location</u></b>
September 22, 2025	Holden School
October 27, 2025	Eddington School
November 24, 2025	Holbrook School
December 22, 2025 (If Needed)	Holden School
January 26, 2026	Eddington School
February 23, 2026	Holbrook School
March 23, 2026	Holden School
April 27, 2026	Eddington School
May 18, 2026	Holbrook School (6:00 Board) (7:00 District Budget)
June 22, 2026	Holden School

**Eddington & Holden School**  
**Eddington Phone Number 843-6010 – Fax 843-4317**  
**Holden Phone Number 843-7828 – Fax 843-4329**

**Elementary School Principal –Stephanie McLean**

***Instructional Staff***

PK	Audra Leland				
PK	Kelly Davis				
K	Julia Alley	2	Sarah Maxsimic	3	Valerie Palmer
K	Brenda DeRoche	2	Billie-Jo Lovley	4	Becca Jordan
1	Justin Seip	2	Jenna Geiser	4	Ashley Perry
1	Julia Poland	3	Hannah Crabtree	4	Jamie Coburn
		3	Emma Petersson		

Counselor	Dodie Smith	Art	Helen Allen-Weldon
Literacy - HS	Sandra Brown	Music	Carl "Will" Stecher
Literacy – ES	Haley Saucier	P.E.	Matheu Sagehorn
Speech & Language	Kim Karam-Eddington/Holden	O.T.	Rachel Higgins
Lit/Math Tech	Gracie Malm-Holden		

**Holden Resource Room**

Teacher	Theresa Richardson	Ed. Tech.	Dianna Porter
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**Holden Life Skills Room**

Teacher.	Mary Bridgham	Ed. Tech.	Christina Morneault
Ed. Tech.	Sarah Wood	Ed. Tech.	Kim Khoury-Kelley
Ed. Tech.	Inez Laverdiere		

**Eddington Resource Room**

Teacher	Danelle Farrell
Ed. Tech.	Jillian Tweedie
Ed. Tech.	Dennis Whitney

**Support Staff**

<b>Holden</b>	
Secretary	Heather Kiley
Cook	Theresa Jameson
Custodians	Steve Neill
	Emmanuel Ruiz

<b>Eddington</b>	
Secretary	Kelly Smith
Cook	Sherry Neill
Custodians	Jim Berube
	Mary Johnson

### **District Staff**

Interim Supt. of Schools	James Stoneton
Administrative Assistant	Shelley Wyman
Business Manager	Jessica Knights
Bookkeeper	
Director of Curriculum	Sheila Caldwell
Interim Transportation Coordinator	Keith Kennedy
Facilities/Maintenance Manager	Ryan Porter
Technology Coordinator	George Cummings
Director of Special Services	Krista Vining-Means
Special Services Admin. Assistant	Kelli Pollack
School Nurse	Dawna Bickford

## **GENERAL SCHOOL POLICIES**

### **Attendance**

For an absence to be excused, a parent/legal guardian must notify the school office, by phone or e-mail, of a child's absence or tardiness. If a call or e-mail is not received before 10:00am, parents will receive an automated phone call to notify them of a student's absence. If you do not notify the school, your child's absence will be marked as unexcused. If you contact a teacher regarding an absence, tardy or planned absence from school (including a vacation outside of the school's scheduled vacations), etc. please make sure you also contact the school office by phone or e-mail. Remember, planned absences must be approved in advance by the principal to be considered excused.

Consistent daily attendance is of the utmost importance for the continuity of your child's academic program. According to State Law, our district has a curriculum based on 175 student days. Your child's teacher has carefully planned each day; therefore, any day missed is a day that cannot truly be made up. Please make every effort to limit Doctors' appointments to out of school hours and vacations to scheduled school vacation dates. For unavoidable absences, teachers may be able to provide materials meant to lessen the impact of the absence.

Referenced in 20-A MRSA Section 5001-A4 & School Board Policy JEA

### **Attendance is calculated as follows:**

- Tardy – arrival at school after 8:30am and before 11:45am.
- Whole Day Absent – not coming to school for the whole day counts as an absence. Arrival at school at 11:45am or later is considered by the state of Maine as being absent. Leaving school prior to 11:45am and not returning is also counts as an absent.
- Dismiss/Return – leaving school during the day is not considered an absence unless the time away from school exceeds three hours and 15 minutes. If the time away from school exceeds three hours and 15 minutes it will be considered an absence.

### **Habitual Truant & Dropout Policy**

The RSU #63 Board of Directors has adopted a policy on habitual truants and dropouts (Policy JEA and JFC). The intent of the Board is to give necessary attention to those students who are habitually truant and are potential dropouts by providing a sound educational policy that will encourage good attendance. This policy includes record keeping, documentation of reasons for absences, and possible educational alternatives for dropouts.



## Arrival Times

**School Hours: 8:30am to 3:00pm**

Planning time for teachers is very important, and since teachers are planning and preparing for classes before the start of the day, there is no supervision available for students before 8:00am. Liability issues arise when students arrive before that time. Parents must make their own arrangements for childcare before 8:00am. Students cannot be dropped off at the school before 8:00am.

When students arrive at school, they are to go directly to the playground unless the office has called for an inside morning recess or other arrangements are made with the classroom teacher. Please dress your child appropriately for the existing weather conditions, as you will not know if the inside morning recess will, in fact, be called. Students are outside several times during the day and for health reasons, students are expected to dress appropriately for weather and the change in seasons. A doctor's note will be needed to verify an illness that requires a student to remain inside during recess time.

## Tardiness

Students are to report to their classes promptly at 8:30am. Teachers begin the school day as soon as students arrive in their classrooms. Children who are late by even five minutes can miss the teacher's morning directions.

## Student Dismissals

Students being picked up are dismissed at 2:55pm. If a child must be picked up before dismissal time, please call the office and your child will be called from the classroom. Early dismissals must be kept at a minimum and for emergency reasons only. To avoid as much disruption as possible, do not go to your child's classroom to dismiss him/her at any time.

If your child has different arrangements for the end of the day, you must send a note giving permission. **Please do not send someone to pick up your child unless that person is on the emergency contact list for your child without notifying the school.** If a person who is not on the contact list for your child comes to pick up your child, the child will not be allowed to leave the school with this person. If you want this person to pick up your child, please send a note in the morning. If a situation arises during the day that you must have someone pick up your child, please call to inform us of the change in plans for the child.

If children are picked up after school, it is essential that cars do not drive past a school bus when its red lights are flashing. **It is against the law to pass a school bus when its red lights are flashing.** When picking up students, please utilize the front parking lot, not the access roads. For emergency reasons, the access roads must be passable

at all times. Thank you for helping to keep our students safe.

### **Student Messages**

If it is necessary for you to call with a message for your child, please do so as early as possible (before 2:00pm). It is very busy in the office at the end of the day and we do not want anyone missing an important message or change in plans for after school hours.

### **No School Announcements**

All schools will generally 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 closings will be given to pupils and parents/guardians by means of TV/radio announcements and through the School Messenger 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.

## **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 part 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 two-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 the doctor specifies a time in writing.
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.

Referenced in School Board Policy JLCD

## **School Health Policy**

We would like to remind you of our school health policy regarding student illnesses which applies to all students of RSU #63. Students who appear ill or who exhibit symptoms of a communicable disease will be excluded from school and the parent or guardian (or other adult designated by the parent or guardian) will be called to pick them up. This policy is intended to protect your child and the other children and staff of RSU #63.

Specifically, you will be notified if the child has:

- Inflamed (reddened) eyes with or without drainage
- Open, running sores on the skin or mouth
- Vomiting
- Diarrhea
- Oral Temperature of 100 degrees or greater
- Difficulty breathing, significant lung congestion or wheezing not improved by medication prescribed/approved by you and the child's doctor for school use per school medication policy.
- Seizures which differ from the child's normal seizure pattern (as described in the child's health plan and verified by you)
- Persistent uncontrollable crying
- Unknown or unexplained rash
- Pediculosis (Head Lice) at the discretion of the school nurse (see Head Lice Protocol on next page).

Referenced in School Board Policy JLCC

## **Accident Insurance**

RSU #63 does not take responsibility in case of an accident, or an accident that occurs during regular school activities or in athletic events. All students who wish may participate in the school accident insurance as provided in the fall of the year at a small cost per student.

Referenced in School Board Policy JLA

## **School Meals**

Our cafeteria, staffed by experienced workers, serves breakfast and lunch. All meals will be free this year. These meals are planned to follow the state guidelines for a well-balanced diet.

Breakfast is served from **8:15-8:30am**. Students having breakfast will eat in the gym.

Lunch will be served for Pre-Kindergarten 11:15-11:45am, Kindergarten and Grade 1 from 12:00-12:30pm. 2<sup>nd</sup> & rotating 3<sup>rd</sup> grades will be 11:25-11:55pm. 4<sup>th</sup> grade from 12:00-12:30pm.

Some children wish to carry a lunch from home. They may purchase milk for \$.50 per day. (Milk is included in the price of the hot lunch.) Snack milk is \$.50.

Menus for the week will be printed in the preceding week's newsletter and the monthly menu will be sent home before the start of each month.

Our cafeteria is supervised at all times and the children are expected to be considerate, courteous and respectful.

The school believes that lunchtime is an opportunity for students to socialize and learn to be more independently responsible for their own behavior.

Free or reduced meals are available for families who qualify. Applications are distributed to all families in the fall; however, applications may be picked up in the school office at any time.

Snack time is a part of the daily schedule. When snacks are sent to school with the student, it is requested that the snack be of a healthy and nutritious nature (i.e. fruits, raw vegetables, cheese, water, juice). Milk may be purchased for morning snack time for \$.50 cents. Soda, candy, gum, etc. should not be sent to school.

Please notify the school nurse if your child has a food allergy. We are happy to make the necessary modifications in both the classroom and the cafeteria. Teachers will inform their students at the beginning of the year of any modifications for their particular classroom.

## Visitors to the Schools

For safety and security reasons, **we ask that when you come to the school, please ring the doorbell and the secretary will be out to help you or you can call ahead at 843-7828 (Holden) 843-6010(Eddington)**

**Parental Notification** - If there exists a court order containing restrictions on access to a child by a parent, and a parent or guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school.

**Release of Students to Persons Other Than Parent(s)/Legal Guardian(s) and Authorized Care Providers** - *A student will be released only to parents, legal guardians or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student.* Where school personnel have reason to question the authenticity of written authorization, they should make appropriate efforts to telephone the student's parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Principals may institute other appropriate procedures regarding release of student to parents, guardians, and authorized persons.

Referenced in School Board Policy KI

## School Volunteers

Classroom teachers on occasion use volunteers for special projects or field trips. **All volunteers are asked to check in at the office to sign in and pick up a visitor's pass.**

The Board recognizes the need to develop a volunteer program to support instructional programs and extra-curricular activities. The purpose of the volunteer program is to:

- Assist employees in providing more individualization and enrichment of instruction.
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process.
- Strengthen school/community relations through positive participation.

A volunteer is a person who volunteers on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by RSU #63.

The use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment. Volunteers will work with students under the immediate

supervision and direction of a certified person. Volunteers are expected to comply with all of the rules and regulations set forth by the district. All volunteers must complete a Confidentiality Agreement. Volunteers will be insured for liability under the district insurance programs.

The Board recognizes the combined parent group for the Eddington and Holden Schools as well as the Holbrook H.E.A.T as organized volunteer groups designed to raise funds, secure volunteers, and generally work with the school's staff to strengthen school-community relations through positive participation.

**The use of classroom volunteers is at the discretion of the classroom teacher.**

Referenced in School Board Policy IJOC

### **Field Trips**

Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum, and are as essential to the instructional process as textbooks, equipment, and other instructional devices. It is the policy of the RSU #63 Board of Directors that such field trips will be established within the regular curriculum of the school system, and one trip per year will be fully funded through the operating budget of the school system, beyond that the money will be raised through services available to the administration, including grants and contributions from groups and organizations or foundations or through parent contributions.

All field trips require the approval of the Principal, with consultation from the Transportation Coordinator for the availability of transportation. Accompanying the request for approval must be information specifying those students who are participating and the basis for their participation. Parents and guardians are required to sign a field trip permission slip at the beginning of each school year. A list of participants to the school medical personnel in a timely fashion so that provisions for any special medical problems and/or precautions can be provided. ADA compliance accommodation will be made upon request.

Occasionally during the academic career of a student, class trips will be permitted which do not specifically relate to school curriculum, but provide an opportunity for students to develop socially and celebrate their school experiences with their friends. Typically, such trips are scheduled for the 8<sup>th</sup> grade. The student's parents will pay for the trip directly and/or through fundraising activities.

Referenced in School Board Policy IJOA

### **Non-School Age Siblings**

It is the practice of our school that younger siblings, not of school age, cannot attend Field Trips, Activity Days, and Classroom Celebrations or be in the classroom with parents while they are volunteering. Having non-school age children on field trips and here during special activities poses serious liability issues for our school especially in terms of supervision. Please, if you are here for any of the mentioned activities, make other arrangements for your younger children.

Younger siblings are welcome to accompany parents volunteering in the library; they may come with parents or other guests to have lunch with a student; and they are welcome at P.V.A. events outside of school hours. If you do bring your children for any of these reasons, they must be well behaved and supervised.

### **Conferences**

Parent/Teacher Conferences are scheduled once a year; however, conferences may be arranged by request of the teacher, parent, student, or principal at the convenience of all parties involved. Except in unusual circumstances, all conferences with teachers must be held outside of class time. The principal will be involved in any conference at the request of the parent, teacher, or student.

### **Care of School Property**

Students are expected to properly care for school property. The teachers and principal have the right to inspect school desks, cubbies, and other school property for condition, content, and proper use at any time throughout the year.

### **School Safety & Security**

As referenced in School Board Policy EBCB, each principal is responsible for taking all reasonable precautions to safeguard the health and well-being of pupils and staff members in the school. He/she shall formulate adequate plans for meeting emergencies such as fire, storm or other sudden danger, and submit copies of such plans to the Superintendent of Schools. He/she shall report promptly and keep a record of all serious accidents at the school.

Each principal shall organize and execute fire drills. The elementary school shall hold at least ten and the middle school shall hold at least eight fire drills, two drills during the first two weeks of school, one during Fire Prevention Week, and all others at suitable intervals during the school year. A telephone call shall be made to 911 telling them a fire drill will be in progress. These calls help them track their system to ensure all is in working order. A school evacuation practice drill and a lockdown practice drill will be conducted during the school year.

### **Bomb Threats**

The Board of Directors recognizes that bomb threats are a significant concern to the school unit. Whether real or carried out or intended as a prank or for some other purpose, a bomb threat represents a potential threat to the safety and welfare of students, staff and to the integrity of school property. Bomb threats disrupt the instructional program and



learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board of Directors directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action up to and including suspension and/or expulsion.

Referenced in School Board Policy EBCC

### **Student Dress Code**

All students should at all times be neat, clean, and appropriately dressed according to the day's weather conditions. Dress should not be physically distracting. Clothing is to cover midriff. Items that advertise, display or represent alcoholic beverages, drugs, tobacco, obscenities, sex and disloyalty to our country are inappropriate. Sunglasses, head scarves, sweat bands, hats, and other types of head wear are intended for outside use and should not be worn inside the building.

In addition to normal school dress, (pants, slacks, dresses, skirts, etc.) appropriate dress may include loose-fitting shorts, i.e. walking shorts, culottes, jams and long denim shorts. Gym shorts, spandex shorts, boxer shorts, and cut-offs are inappropriate. Tank tops, see-through clothing and any clothing with holes should also be deemed inappropriate. Sleeveless clothing must have appropriate armholes that are non-revealing. Blouses and shirts are to be buttoned with appropriate necklines. Flip-flops are not to be worn for safety reasons.

Should a question arise as to whether a student is dressed appropriately, the principal will make the final decision. If a student arrives at school dressed inappropriately, the parent will be called and asked to bring a change of clothing for the child.

This dress policy has been adopted to afford comfort during the school day. It is the responsibility of students to maintain a climate conducive to learning and not one of vacation leisure. Students and parents must work cooperatively with the school in order to assure the success of the dress policy.

Referenced in School Board Policy JICA

### **What Students Need to Bring to School**

Teachers may request that students provide some of their own supplies, i.e., 3-ring binders, paint shirts, notebook paper. Please contact the school if this creates a hardship. Some teachers may make "wish lists" of particular classroom supplies (such as wet wipes or paper towels) available for families to donate.

Students should **NOT** bring the following items to school:

- Expensive or cherished items that cannot easily be replaced if damaged, such as: Gameboys, CD Players, cell phones, or heirloom dolls.
- Unsafe items which can cause injury such as hard balls/hard bats, or roller sneakers/boards/skates.
- Distracting items that interfere with learning such as toys, trading cards, noisemakers, etc.

### **Student Placement Policy**

The following Student Placement Policy was approved by the RSU #63 Board of Directors.

Placement of students for homerooms in RSU #63 utilizes the following criteria:

1. The sending teacher makes recommendations to the office for placement of students.
2. Schools attempt to honor parental requests for special placement. Such requests are to be written stating reasons for such placement.
3. Students are distributed by number, gender, and special needs. For incoming fifth graders, attempts are made to distribute children by town (school).
4. Final approval for placement rests with the building administrator.

**All parent requests for special placement need to be submitted in writing to the principal no later than May 1.**

Referenced in School Board Policy JG

**PARENT ANNUAL NOTICE  
ACCESS RIGHTS TO  
STUDENT EDUCATIONAL RECORDS**

It shall be the policy of RSU #63 to provide for the confidentiality of all student education information and records that are maintained by RSU #63, as required by Maine law and the Federal Family Educational Rights and Privacy Act (FERPA”).

RSU #63 shall provide annual notification to the parents/guardians of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by RSU #63.

RSU #63 designates the following information about students as directory information: name, the student’s participation in officially recognized activities and sports, height and weight of student athletes and grade level in school students in extracurricular activities (except photographs and videos on the Internet), date of attendance at RSU #63 schools, and honors and awards received.

RSU #63 may disclose directory information about students in attendance if it has given the notification required by FERPA to parents/guardians of the student and to eligible students over 18 and has not received timely written notice refusing permission to designate such information about a student as directory information.

Under Maine law, RSU #63 shall not publish on the internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student’s full name, home address, photograph, personal biography, e-mail address, date of birth, social security number, and parent’s name.

The Superintendent of Schools is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents/guardians and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Referenced in School Board Policy JRA

The United States Department of Education Office for Civil Rights is located at:

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

## **Special Education Child Find Notice**

RSU #63 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance – including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools or receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

RSU #63 is responsible for child find for resident students attending private or public schools through public tuition payments or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school or through direct child find services by unit personnel or contracted personnel.

The school unit's child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing, and cognitive skills. RSU #63 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU #63 will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives, or other individuals with knowledge of the child may refer children to the IEP Team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

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# School Policies

- [SECTION A: Foundations and Basic Commitment](#)
- [SECTION B: Board Governance and Operations](#)
- [SECTION C: General School Administration](#)
- [SECTION D: Fiscal Management](#)
- [SECTION E: Support Services](#)
- [SECTION G: Personnel](#)
- [SECTION I: Instruction](#)
- [SECTION J: Students](#)
- [SECTION K: School-Community Relations](#)
- [SECTION L: Education Agency Relations](#)

APPROVED MARCH 31, 2025

## RSU #63 2025-2026 School Calendar

JULY						
S	M	T	W	TH	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	FX	FX	FX	N	23
24	P	P	FD	28	29	30
31						

SEPTEMBER						
S	M	T	W	TH	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Open House at all  
Schools is on August  
25th from 4pm to 6pm

OCTOBER						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	P	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	ER*	ER*	X	H	H	29
30						

DECEMBER						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	V	H	V	27
28	V	V	V			

176 Pupil Days  
8 Early Release Days  
6 Professional Days  
1 (Teacher) Exchange Day  
1 (Teacher) Classroom  
Flex Day

JANUARY						
S	M	T	W	TH	F	S
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	ER	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	ER	P	14
14	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Progress/Report  
Cards Out  
December 5, 2025  
March 27, 2026  
Last Day of School - mailed home

APRIL						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		

MAY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

JUNE						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	LD	LDSD	LDSD	LDSD	13
14	PA	16	17	18	H	20
21	22	23	24	25	26	27
28	29	30				

Key	
N	New Staff Day
FD	First Day Students
V	Vacation Day
H	Holiday
ER	Early Release
X	Exchange Day
P	Professional Day
FX	Teacher Flex Day
LD	Last Day of School - Early Release (No Snow Days)
LDSD	Last Days of School with 3 Built-In Snow Days
	Chris Greeley Day of Service

End of Trimester:  
November 21, 2025  
March 12, 2026  
June 8, 2026

\*Parent Teacher Conferences  
November 24 1:00pm-6:00pm All Schools  
November 25 1:00pm-6:00pm All Schools

3 Snow Days are included. Tentative last day if June 12, 2026. Professional Day will be June 15, 2026.  
If there are no snow days, the last day will be June 9, 2026 and Professional Day will be June 10, 2026.