



Loranger Memorial School Family Handbook



Loranger Memorial School
148 Saco Avenue
Old Orchard Beach, ME 04064
(207) 934-4848

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RSU 23 Mission Statement

RSU 23 will provide a high-quality education for all students. We will meet all learners as they are, and inspire and support them until they experience success. We will prepare passionate, empathetic, goal-driven members of a society who can embrace change.

RSU 23 Statement of Core Values and Beliefs about Learning

We in Old Orchard Beach believe that all students can:

- learn in different ways and at different rates
- become effective members of the greater community
- set and reach personal goals for their own success



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We in Old Orchard Beach value:

- perseverance and adaptability
- individuality and collaboration
- responsibility and integrity
- creativity and curiosity

Old Orchard Beach educators will:

- meet the educational needs of all learners at their personal learning level
- challenge all learners to reach their full potential
- provide learners with multiple pathways

Old Orchard Beach learners will:

- engage in and contribute to their learning community
- challenge themselves to reach their full potential
- demonstrate the Guiding Principles and academic competencies

Guiding Principles

To be successful, all LMS students will be:

- creative and practical problem solvers
- clear and effective communicators
- responsible and collaborative citizens
- integrative and informed thinkers
- reflective and dedicated learner

GENERAL INFORMATION

SCHOOL HOURS

Students in Grades 3, 4, & 5 will start their school day at 8:00am and end at 2:15pm. These students should arrive at school between 7:45 and 8:00am. Students in Grades 3, 4, & 5 are expected to leave the premises when dismissed at 2:15pm unless otherwise involved in a school-sponsored activity or practice.

Students in Grades 6, 7, & 8 will start their school day at 8:30am and end at 2:45pm. These students should arrive at school between 8:15 and 8:30am. Students in Grades 6, 7, & 8 are expected to leave the premises when dismissed at 2:45pm, unless otherwise involved in a school-sponsored activity or practice.

Supervision is not provided before the above stated arrival time, so dropping off of students should NOT take place prior to that (7:45am for grades 3-5 and 8:15am for grades 6-8). Prompt pick up of students at dismissal time is required.



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Any student dismissed from school before the end of the day, must be signed out by a parent or caregiver in the office before leaving. The child should come to school with a written note to advise the teacher of the change in dismissal time.

CANCELLATIONS

In the event that school will be canceled or delayed, notification will usually be given no later than 6:00am to the local radio and TV stations. Cancellation information will also be posted on the RSU23 District Website, the Loranger Memorial School Website, and both district and LMS facebook pages. The district will also send out a *SwiftReach* mass communication email and/or telephone call. This information will be sent out using the annual updated contact information provided by parents & families at the beginning of each school year. Please be sure to accurately report this information and also update the main office of any changes that may need to be made.

SCHOOL DELAYS

Under certain storm conditions, the Superintendent of Schools may call a one or two-hour delay in the start of school. In such instances, buses will make their normal pick-ups one or two hours later than the usual time in the A.M. The school day will end at the regular time.

EARLY DISMISSALS DUE TO WEATHER

On rare occasions, weather conditions or other emergencies may force the early dismissal of students from school before the end of the regular school day. Should schools close early, grades 3-5 will be dismissed first, followed by grades 6-8. The radio and TV stations will be notified by 11:00am for an early dismissal announcement.

The following Radio/TV Stations will carry RSU23 announcements related to cancellations, delays, or dismissals due to storms or other emergencies:

<u>TV Stations</u>		<u>Radio Stations</u>			
WCSH	Channel 6	WMGX	93.1 FM	WGAN	560 AM
WMTW	Channel 8	WYNZ	100.9 FM	WLAM	1470 AM
WGME	Channel 13	WPOR	101.9 FM	WIDE	1400 AM
FOX	Channel 51	KISS	96.9 FM	WRED	95.9 FM
WTHT	107.5 FM				

SCHOOL CALENDAR

The RSU 23 School Calendar can be found on the district website [HERE](#)

ACADEMICS

ACADEMIC EXPECTATIONS

Loranger Memorials School has high expectations for ALL students in grades 3-8. LMS staff want all children to get the most out of their educational experiences. It is important that every student:



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- Come to class prepared
- Follow the class and school rules
- Show respect for students, the staff, and the school
- Show pride in YOUR school
- Do your BEST!

Standards have been set by the school to advance from one grade to another. It is very important that students make every effort to meet and exceed these standards - which include the following components:

- Attendance
- Effort
- Satisfactory completion of classwork
- Report card grades
- Results of teacher & program assessments (Local Assessment System)
- Scores achieved on standardized testing
- Gains in overall maturity (emotional, social, & behavioral)

Decisions on promotion and retention will rest with the classroom teachers, the principal, and parents, with parents making the final decision. Parents are encouraged to become a part of their child's educational experience and to visit regularly with his/her teachers.

GRADING AND REPORTING

Loranger Memorial School follows a 1-4 Proficiency-Based reporting system for grades 3-6.

Grades 7-8 are transitioning from a 0-100 system to a Proficiency-Based system reporting 1-4.

Please note, equally paramount to the academic grading, each student will be assessed according to our HOWLs (Habits of Work and Learning) rubric. Further clarification on HOWLs can be found below. A satisfactory HOWLs score of 2.5 (or equivalent 78%) is required for participation in extracurricular activities such as games, performances, dances. As always, academic and behavioral support will be provided to ensure success for all students.

HOWLS

Habits of work and learning (HOWLS) are a set of standards that students must display within the classroom as part of their progress toward success as life-long learners and citizens. HOWLs expectations serve as a measurable assessment by which students are held accountable in crucial academic and character-focused categories: Responsibility, Perseverance, and Effective Effort. These standards are specifically taught and emphasized throughout the school year. HOWLs expectations are based on best practices for teaching and learning.

ACADEMIC HONESTY

The principles of truth, integrity, and honesty are essential to both the functioning of the school community and the character of each individual; therefore, it is expected that all students will submit their own work.

The ramifications of academic dishonesty can be far-reaching. It can impact a student's academic standing, eligibility for or continued membership in the co-curricular and extracurricular activities.



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Cheating: Copying from or allowing another student to copy from a test, homework, or other course work, or use of electronic devices to provide answers, on an assignment which is not intended to be collaborative in nature.

Fabrication: Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work.

Plagiarism: Representing the words or ideas of another as one's own in any academic exercise or assignment.

The consequences of academic dishonesty are as follows:

- **First Offense:** Conversation with administrator regarding an understanding of academic honesty and why it is important. Conversation with the teacher about how to begin the assignment anew in order to meet the standard(s) the assignment addressed. Record of the offense will be tracked within the student's electronic management system.
- **Second Offense:** Conversation with Administrator and Parent/Guardian with additional school-related consequence to be assigned along with restorative community opportunity. Record of the offense will be tracked within the student's electronic management system.
- **Beyond Second Offense:** Conversation with Superintendent with potential consequences consisting of in-school suspension, out of school suspension, and potential expulsion along with restorative community opportunity. Record of the offense will be tracked within the student's electronic management system.

Please note: offenses are cumulative over time and do not "reset" each academic year.

MAKEUP WORK

The day a student returns to school following an absence, the student is responsible for obtaining all makeup work (homework, tests, quizzes, projects) for all classes missed. Students will receive full credit for any work missed due to an excused absence.

ATTENDANCE

POLICIES AND PROCEDURES

Regular school attendance is an essential component of school success. Classroom instruction and learning experiences that take place in classes are important components of each class, and of the educational process. When a student misses class time, what is missed cannot be replaced.

In compliance with Maine Statute, RSU #23 permits excused absences from school for the the following reasons:

- Personal Illness
- Appointments with health professionals that cannot be scheduled outside of school hours



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- Emergency Family Situations
- Planned absences for personal or educational purposes, which have been approved in advance by the principal.
- An educational disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

*Any excused absence may be questioned and appointment slips may be required if it becomes excessive

Parents/guardians must email, send a note, or call the school to report the absence of their child. If the school does not hear from a parent/guardian, the absence will be recorded as unexcused. Please help the school to record accurate attendance by calling as early as possible.

Students who are age six through sixth grade are considered truant if there are: the equivalent of seven full days of the unexcused absences, or five consecutive school days of unexcused absences during the a school year. Students in grade 6-8 are considered truant if there are: the equivalent of nine full days of the unexcused absences or seven consecutive absences during the school year. Students who are truant or approaching truancy will have letters sent home and interventions put into place to support students and families to improve attendance. The State of Maine requires truanancies to be reported to the Maine Department of Education, Maine Department of Health and Human Services, and potentially the District Attorney's Office.

Policy: JEA, JHB



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CLASS CUTS

Students are expected to attend all assigned classes and be on time. Not reporting to class will result in an unexcused absence and the appropriate consequences as determined by school administration.

TARDINESS TO SCHOOL

Students who arrive late to school are considered tardy and must receive a pass from the Main Office before going to class. Excessive tardiness to school may result in additional communication with the family in order to solve this issue. Additionally, excessive tardiness may merit consequences transpiring during or after school to provide time and support for work that has been missed.

DISMISSALS

When a student must be dismissed from school, contact from the parent/guardian must be made at the start of the school day on the day of the dismissal. A dismissal request may be verified by a telephone call to the parent/guardian. Parents/guardians must enter the building and sign students out prior to early dismissal. The student will receive a dismissal slip, which is to be shown to the teacher involved at the time of dismissal. A dismissal will be considered an excused absence if the criteria outlined by Maine Law for excused absences is met. **A student must report to the Main Office before being dismissed from the building.** Early dismissals should be reserved for appointments and activities that cannot transpire before or after school.

Students must be present in school for half of the day in order to participate in extracurricular activities unless otherwise approved by administration. Students who are dismissed from school unexcused, or skip classes during the school day, may not participate in extracurricular activities for that day.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION

If a student leaves the school building without administrative permission, that student will be given an unexcused absence for any classes missed and the appropriate consequences as determined by school administration.

PASSES

All students leaving class will be expected to fill out the sign-in/sign-out sheet available by the entrance/exit within every classroom with date, time leaving, name, destination, and time returned. To travel throughout common spaces within the school during class time, an LMS student is required to possess a pass (bathroom breaks are the only exception [for sanitary purposes]). To limit wandering and maximize instructional time, the expectation is that a student is proceeding to the destination quickly and returning to class promptly.



BEHAVIOR AND EXPECTATIONS

Student Behavior and Discipline Code (3-5):

When encountering a student with challenging behaviors, there are a number of practices LMS staff use to support that student in changing their behaviors.

- Restorative conferences
- Social Mapping
- Collaboration with counselors, social workers, etc.
- Teaching/ reteaching of procedures and routines

When an administrator becomes involved in addressing a behavior with a student, we have additional practices we may utilize to support those students in changing their behavior:

- **BOOST-** Students will be removed from the classroom in order to give time and space for de-escalation, processing their behavior (with adult support) and regulating themselves to return to class.
- **RESTORATIVE CONFERENCES & SOCIAL MAPPING-** Students and staff spend time discussing what happened with the students involved, who was affected, what they were thinking/feeling at the time, and what could be done to repair the harm that occurred. The students will be provided opportunities for the students to make things right with each other and anyone else who was affected so they can return to the learning environment and engage positively with their class community.
- **IN SCHOOL & OUT OF SCHOOL SUSPENSION-** A suspension, whether in or out of school, is the most significant consequence that can be assigned to a student and can *only* be assigned by an administrator.
- **AFTER SCHOOL DETENTION:** Students may be asked to stay after school to continue the work of repairing the harm.
- **PARENT MEETINGS-** The student's team will have parents come to school to have a meeting and collaborate to problem solve how best to support the student's success at school.
- **CONNECT STUDENT WITH ADDITIONAL SUPPORTS-** Students would be connected with additional support. This might include social groups, behavior plans, counseling services etc. Administration would work with the student's guardian to figure out what is the best fit.

Student Behavior and Discipline Code (6-8):

Note: The behavior code cannot cover all disciplinary situations which may arise and, therefore, is not intended to be exhaustive. Moreover, modifications to the code will be made depending upon the facts of an individual case, at the discretion of the building Administration. Based on the incident, Administration may determine that an alternative consequence may occur or prescribed consequence amended, which may be determined when looking through the lens of restorative justice and positive behavioral intervention supports. Both of these practices work to deter behavior in a positive manner while aligning the consequence to the infraction. While at Loranger Memorial School, students are expected to behave responsibly, with attention to and respect for the rights and needs of others. The range of consequences for misbehavior is as follows:

Level	Responsibility	Behaviors	Recommended Disciplinary Options pending level of behavior
1	Initially handled at classroom level	1. Distraction of other students 2. Leaving class early	<ul style="list-style-type: none"> ● Teacher conversation with student ● Warning



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		<ol style="list-style-type: none"> 3. Rude/disrespectful & Inappropriate/immature behaviors 4. Improper conduct 5. Tardiness 6. Abuse of pass system 7. Cell Phone Policy violation 8. Inappropriate use of technology (i.e. off-task use - accessing social media, movies, games etc.) 9. Dress Code violation 10. Public displays of affection (PDA) 	<ul style="list-style-type: none"> ● Teacher detention or other consequences ● Loss of classroom privilege ● Teacher contacts parent ● Parent/teacher/ student meeting ● Referral to administration for repeated violations which will now be considered Level Two Behaviors ● For students violating Dress Code Policy, students will be asked to change inappropriate attire.
2	Reported to the Administration using an incident referral form	<ol style="list-style-type: none"> 1. Habitual level 1 violations (3 or more incidences) 2. Skipping class/school 3. Leaving the school campus without permission 4. Defacing school property 5. Vulgar/inappropriate language/gestures 6. Bus violation . 7. Threatening/confrontational behavior 8. Lunchtime infractions/throwing food or objects/disruptive behavior 9. Failure to serve teacher detention. 10. Building security violation, including unauthorized opening of entry/exit doors. 11. Loitering, including restrooms. 	<ul style="list-style-type: none"> ● Parent contact ● Restricted (or suspended) laptop/technology privileges, loss of cell phone during school hours ● Administrative Detention or In School Suspension, depending on the nature and severity of the infraction ● Appropriate restitution if applicable ● Loss of school transportation privileges ● Loss of extracurricular privileges ● Loss of Cafe privileges ● Loss of Library privileges ● Referral to Administration
3	Requires a more immediate report to the Administration. The submission of an incident referral form is required but may follow a verbal referral based on the situation.	<ol style="list-style-type: none"> 1. Habitual violations of level 2 behaviors 2. Failure to serve assigned administrative detention 3. Petty theft (less than \$20 value) 4. Inappropriate use of technology (i.e. possession and/or distribution of inappropriate content) 5. Forgery for school-related purposes, false telephone calls, emails and text messages, tampering with school documents 6. Causing or provoking a major disturbance anywhere at the school or at school events 7. Gambling 8. Instigating or provoking others to fight 	<ul style="list-style-type: none"> ● Parent contact or meeting ● Up to a 5 day suspension, depending on the nature and severity of the infraction. This may sometimes be in combination with In School Suspension. ● Possible referral to school counselor or social worker ● Reflective activities ● Loss of school granted privileges as outlined in Level Two Disciplinary Action. ● Possible legal action to include but not limited to a summons to court by law enforcement ● Participation in restorative practices ● Possible referral to Affirmative Action coordinator ● Referral to appropriate counseling ● Safety Assessment



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		<p>9. Taking photos of another person without permission from that person (student or staff)</p> <p>10. Physical intimidation and/or threatening statements toward other students</p> <p>11. Vulgar, obscene, abusive, or biased language directed toward any individual (student or adult). This may also constitute an instance of harassment (Level Four).</p> <p>12. Insubordination (refusing to do as a staff member has asked)</p> <p>13. Tobacco use and/or possession of cigarettes, electronic cigarettes/vaporizers/ or other devices replacing cigarettes whether or not the inhalable substance includes nicotine.</p> <p>14. Possession of pornography</p>	<ul style="list-style-type: none"> ● Community service ● Possible Civil and Human Rights Related Education
<p>4</p>	<p>Must be reported to Administration</p>	<p>1. Repeat of level 3 violations</p> <p>2. Sexual harassment</p> <p>3. Civil Rights violations and Bias-motivated harassment (to include but not limited to race, color, gender, gender identification, sexual orientation, religion, ancestry, national origin, or disability).</p> <p>4. Bullying, cyberbullying, intimidation</p> <p>5. Other harassment or hazing</p> <p>6. Burglary, theft, unlawful possession of school property</p> <p>7. Vandalism</p> <p>8. Extortion</p> <p>9. Fighting</p> <p>10. Assault on a student</p> <p>11. Physical intimidation or threatening statements toward district personnel</p> <p>12. Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances</p> <p>13. Possession of drug paraphernalia</p> <p>14. Indecent exposure</p> <p>15. Distribution of pornography</p> <p>16. Engaging in a sexual act on school property</p>	<ul style="list-style-type: none"> ● Parent contact ● Police notification of criminal activity ● Referral to school social worker ● Up to a 10 day suspension; parent and student must meet with an Administrator and School Counselor before student is readmitted to school ● Students must participate in an appropriate type of counseling to address the student's behavioral problems before being readmitted to school. Program must be approved by the student's Administration and School Counselor ● Loss of extracurricular privileges. ● Possible referral to Superintendent of Schools for further action.



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		17. Instigating or participating in gang/mob type of school disturbance 18. Possession of a weapon other than a firearm	
5	Must be reported to Administration	1. Repeat of level 4 violations 2. Possession or distribution of child pornography 3. Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or material 4. Possession or use of deadly weapon/firearm 5. Arson 6. Physical assault on district personnel 7. Sexual assault 8. Any other violent crime 9. Participation in the issuance of a bomb threat or initiating a false alarm	<ul style="list-style-type: none"> ● Parent contact ● Suspension from school for 10 days with possible recommendation for expulsion ● Police notification of criminal activity ● Loss of extracurricular privilege

Examples of Disciplinary Procedures

Loss of Classroom Privileges: Student's time in and outside of class includes more structure and is monitored much more closely by staff.

Teacher Detention: Teacher detentions may be assigned by a student's teacher on any day. Students assigned to a teacher detention should be given 24 hours notice. Typically, a teacher detention may be from 15 to 45 minutes long depending on the infraction. Failure to serve a teacher detention may result in an office referral and an Administrative Detention.

Administrative Detention: Students should report to the designated office/classroom immediately after school, bring school work and maintain silence. Administrative detentions may be assigned by school administrators, the Dean of Students, or the School Resource Officer. Failure to serve an administrative detention may result in serving a day of in-school suspension. Administrative detentions may be paired with restorative or community service-related activities.

In-School Suspension: All day. Students must report to the Main Office upon arrival at school. They must be on time and bring school work to do. In addition, they are encouraged to email teachers throughout the day in order to stay current with their classes. Students will have supervised breaks and lunch (separate from the dining hall). Students may not have their cell phones in the in-school suspension room and may only use computer technology to work on school assignments.

Out-of-School Suspension: Students are not allowed on school grounds for any reason and may not attend school functions, events or school activities on or off school grounds, including away athletic competitions. All school work may be submitted for full credit, but must be turned in completed upon return from suspension unless other arrangements are negotiated with an individual teacher.

Denial of After School Activities: In some instances, students may be deprived of the privilege of remaining on school grounds without immediate adult supervision after school. Examples include students involved in theft, substance abuse, harassment, vandalism, threatening, fighting, etc.



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Restorative Justice: With support from administrative, teaching, or counseling staff, students may participate in restorative activities and principles while considering the needs of all involved stakeholders and the surrounding community. Using a Restorative Justice framework, the activities will be designed to: 1) Repair the harm done 2) Increase the respondent's skills, knowledge, and resource 3) Increase the respondent's connection in the community 4) Build on and build up the strengths of the respondent

Other Consequences: Specific offenses may call for individualized responses such as confiscation of objects, apologies, community service, participation in educational programs, restitution, parent meetings, behavior contracts, or other appropriate responses.

BUS CONDUCT

All school regulations apply on the bus, as the bus ride is considered an extension of the school day. Conduct on school buses is under the direct supervision of the driver. Bus transportation is a privilege, not a right; if a student chooses to engage in disrespectful or dangerous behavior, the privilege may be revoked. Other school consequences may also ensue. Please note that there are closed circuit videos on all buses that can be reviewed by administration at any time. Transportation staff will promptly report in writing any violations to the Director of Transportation, and be in direct contact with the Loranger Principal and Dean of Students.

DRESS CODE

The existing judgment in regard to any aspect of appearance is this: It should not interfere with the learning-teaching process. If, in the estimation of the staff, clothing does interfere with the learning environment, then an appropriate response is expected.

Clothing may not send a message that supports any civil rights violations nor make reference to drugs, alcohol, tobacco, weapons, violence, or any other inappropriate topic. Clothing must not reveal undergarments and must cover the body appropriately for the school setting (i.e. mid-riff and muscle shirts are examples of clothing that do not cover the body appropriately).

The wearing of hats is permitted throughout the school common areas. However, classroom expectations for hats are to be determined by the individual classroom teacher.

When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.

EXTRA-CURRICULAR ACTIVITIES

STUDENT ACTIVITIES

There are a variety of student activities available at Loranger Memorial School. It is recommended that students participate in at least one extracurricular activity per year. Activities may consist of one of the many athletic teams sponsored by the school, intramurals, clubs, performing groups, or student council. Please note that not all activities are open to all students, yet all of our students in grades 3-8 will have many opportunities to participate throughout the year, especially when considering the OOB Rec Department's offerings as an extension of school.



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ATHLETICS/ACTIVITIES ELIGIBILITY POLICY

The athletics program is open to all regularly enrolled Loranger Memorial School students in grades 6, 7, & 8 while our music programs and our other activities do include some of our Loranger Memorial School students in grades 3, 4, & 5 who meet the following requirements:

Students playing sports are required to have a sports physical by their family physician or health provider every two years. A form signed by the physician must be submitted to the Athletic Director and kept on file by the school nurse. Day-of attendance is mandatory for participation in any extracurricular activities, including games, performances, dances.

Periodic grade and HOWLS checks will be made in order to ensure participants maintain academic success while participating in extracurricular activities. Teachers, coaches, and administration may refer participants for additional academic, behavioral, or disciplinary support as needed - in which case "wrap-around" meetings may be called by the Dean of Students or administration to develop and implement appropriate action-based support plans. Action-based support plans will be utilized to maximize academic and behavioral improvement while balancing participation in athletic activities as appropriate. Eligibility to participate in extracurricular games, practices, performances, and dances may be withheld if determined necessary as part of the action-based support plant. Academic/behavioral help is available to participants, and may become mandated by coaches, the Athletic Director, and/or Building Leadership.

Old Orchard Beach Sportsmanship Creed

Player Responsibilities

- Demonstrate good sportsmanship toward opponents and treat them with respect.
- Exercise self control at all times.
- Win without boasting, lose without excuses, and never quit.
- Respect officials and accept their decisions without question.
- Never forget that you are representing their school.

Spectators' Responsibilities

- Remember the game is for the players; your good sportsmanship will enhance their experience.
- Refrain from distracting the players during the contest.
- Recognize and appreciate skill in performance, regardless of affiliation.
- Treat officials with respect before, during, and after the contest.
- Display good conduct and abide by the school's rules. The Administration has the authority to remove any spectator who does not behave properly.
- Remember, your view of the game could be quite different from the official's view.
- Recognize the fact that, as a spectator, you represent the school, as do the athletes.
- Respect, cooperate, and respond enthusiastically to players, officials, and coaches.

STUDENT ACTIVITY FEE RULES

The purpose of the activity fee is to help defray costs. Every student will be required to pay a \$10.00 activity fee for each activity he or she participates in during the course of the school year. Payment of the



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fee must be made by the end of the first week of practice for all athletes, high school marching band members, and/or any competitive musical groups.

There are scholarships available if a hardship exists. There will be a fee adjustment by contacting the Principal or Athletic Director before the fee due date.

- Rules for Athletes and Band Groups –fee will be paid before the first official competition

STUDENT ACCIDENT INSURANCE

Student insurance is not provided by Regional School Union #23. Any student taking part in a competitive extracurricular activity must show proof of insurance. Information on student insurance will be passed out at the beginning of the school year.

DANCE POLICY

1. After-School dances are a privilege, subject to eligibility requirements.
2. Once a student has entered a dance, s/he must check in with a staff member to leave before the dance has ended.
3. Before taking any photos or videos, a staff member or chaperone must be consulted.
4. Dances are for students in grades 6,7, and 8, except for special occasions where it has been articulated that younger students are involved.
5. Dances are held 6:30-8:30 pm on designated Friday dates.
6. Students with poor attendance and/or engagement in behavior deemed as unacceptable or in violation of school policy, may lose dance privileges for one or more school-sponsored dances, as decided by Building Leadership.
7. School dress codes apply for school dances.
8. For the 8th grade Semi-Formal/Social, students may bring a guest who attends another school. Any outside guest from another school needs to be approved by the administration. Any student wishing to bring a guest to the Semi-Formal/Social dance needs to complete a dance guest request form in its entirety (located in the main office), and submit the dance guest request form by two school days prior to the dance, so that LMS Staff may contact the guest's school. A guest must be a student in grades 6, 7, or 8 and in good academic and behavioral standing at his or her school.

SAFETY

Note regarding Physical Restraint and Seclusion:

RSU 23 (Loranger Memorial School, specifically) adheres to the Maine State Law, Chapter 33 Guidelines Regarding Physical Restraint and Seclusion that, in summary, “establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion may only be used [by trained school personnel] as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. The rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administrators and the Department of Education, notification of parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and department approval of training programs” (Maine Department of Education, 2018).



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BULLYING

Bullying behavior is not acceptable in our schools. Bullying is any unwanted, aggressive, repetitive behavior that involves a real or perceived power imbalance. It can occur in physical, verbal, psychological or emotional formats. Bullying will not be tolerated and will be dealt with in a timely manner. (Also see "Nondiscrimination and Harassment Policy".)

After a thorough investigation has transpired, the principal and/or dean of students will respond with the necessary consequences, parental conferences, and referrals to counselors as deemed appropriate. A restorative circle may also be utilized to inform consequences, action steps, and restorative opportunities.

NON-DISCRIMINATION AND HARASSMENT

In accordance with State and Federal Law, discrimination and harassment are illegal (See district policy ACA/GBBA and JBA). A student shall not discriminate or harass other students, staff, or visitors. Discrimination against and harassment consists of any derogatory or vulgar comments regarding a person's race, sexual orientation, color, gender, religion, age, national origin, physical appearance, handicap, and/or the distribution of written or graphic material having such an effect. Examples of harassment include, but are not limited to:

- a) Unwelcome sexual advances, gestures, comments or contact
- b) Threats
- c) Offensive jokes
- d) Ridicule, slurs, derogatory actions or remarks
- e) Bullying

1st Offense – a day of restoration and a parent conference

2nd Offense – up to 5 days out-of-school suspension, parent conference, recommendation to see outside counselor, and the Superintendent will be notified. Additionally, the incident will be reported to the DOE.

In the case of a severe harassment infraction, such as in the case of contact or for repeated offenses, the Principal or appropriate designee may take one or more of the following actions:

- 10 day suspension
- Notify the police and/or the Department of Health & Human Services
- Refer the offender to the School Psychologist for testing to determine whether the student is safe to return to school
- Recommendation for an expulsion hearing to the Superintendent

Students who believe that they are victims of harassment should report such occurrences to a teacher, administrator, guidance counselor, or any other school employee. The selected adult shall inform the student, who has allegedly been harassed, of the available options. These options include, but are not limited to: Human Rights Commission Complaint, Title IV Civil Action, or formal request for discipline by the teacher, principal, Superintendent and/or School Board. Students will be taught skills in an effort to reinforce the value of self-advocacy.



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CRISIS ACTION PLAN

Regional School Union #23 developed a Crisis Action Plan with the help of the school board, administrators, staff, parents, mental health officials and local public safety personnel. The plan is available to view at the Loranger Memorial School office upon request.

SAFETY DRILLS

At LMS, the following safety drills will be implemented periodically throughout the school year, in partnership with the OOB Police Department and the OOB Fire Department:

- Fire Drills
- Evacuation Drills
- Lockdown: Shelter in Place Drills
- Lockdown: Run, Hide, Fight Drills

Students and staff are provided with procedural information for all safety drills prior to practice drills being implemented. In the event of a real emergency, families of students will be communicated with as soon as possible. Please contact the main office for more information about safety drill procedures.

VISITORS

All visitors must report to the main office to receive an official Visitor's Pass and to sign into our Visitor's Log Book. Visitors must comply with all school rules and policies. Visitors must have a specific purpose in being at LMS and must communicate that purpose prior to being allowed into the building.

STUDENT BELONGINGS

BACKPACKS

Students have the privilege of using backpacks to transport personal belongings and school-related materials. Backpacks fall under the same legal guidelines as lockers, and may be examined at any time provided reasonable cause for a search has been established.

BICYCLES/SKATEBOARDS

All bicycles should be locked and secured in the bike rack located at the west side of the building. All skateboards should be stored in the office of the Dean of Students during the school day.

LOCKERS

A locker will be assigned to each student at the beginning of each year. Each Student in Grades 6, 7, & 8 will be issued a lock for his or her locker. Locker combinations should not be shared with others. Students in Grades 3, 4, & 5 will not be issued locks, nor should any lock be placed on any Grade 3-5 locker. Students should keep excess books as well as outdoor clothing in their lockers during the school day. These lockers should be kept neat and clean at all times. Stickers and inappropriate material will not be permitted on the outside of school lockers.

SUPPORT SERVICES

ACADEMIC PROGRESS

Progress reports are available at the mid-term to inform parents of student progress. Parents may receive additional notification regarding student progress by using PowerSchool.



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You may log onto PowerSchool at <https://rsu23.powerschool.com/public/home.html>

COUNSELING

School Counselor, Social Worker, & Spurwink Counselor

Our counseling staff is here to help you achieve your highest growth, academically, emotionally, and socially. If you are struggling in any of those areas or feel you could be performing at a higher level academically, please talk to one of your teachers, the Dean of Students, or the School Principal, and you will be set up with the appropriate support person. We want you to feel safe and happy at Loranger; if that's not the case, please let someone know.

HEALTH SERVICES

The services of a Certified School Nurse are available to all students for first aid emergencies, health assessment, health screenings, and medical referrals as necessary.

The school nurse is available to students daily. If a student is not feeling well, the student should inform a staff member and ask to be excused to go to the nurse's office. Students will be dismissed for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency form.

The following are guidelines of when you should keep your child at home (this is not an all-inclusive list):

Keep your youth home if:

- Your youth has a morning temperature of 100 degrees Fahrenheit or higher, or if the temperature is below 100, but the youth is achy, pale, or tired.
- The youth has had two or more episodes of vomiting or diarrhea, or has had one in the past 24 hours and feels tired or ill.
- The youth is sneezing a lot, and the youth's nose won't stop running.
- The youth has tender swollen glands and a fever of 100 or higher.
- The youth coughs frequently, coughs up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing.
- The youth's ear ache pain is constant or severe – a sign of otitis media.
- A rash has blisters, develops pus, or is uncomfortable.
- (If symptoms persist for more than 24 hours or worsen, call your youth's physician)

Medication will not be issued to students unless an appropriate medical permission form is completed and signed by the parent/guardian, and returned to the school nurse for approval. All medications must be registered in the main office and approved by the school nurse per the District Medicine Policy.

Dismissal protocol for students: For attendance, safety, and reporting reasons, it is crucial that students proceed through the school clinic to be seen and evaluated by the school nurse before calling, texting, or using any other school phone to call home. Dismissal, due to illness, must be approved by the school nurse.

RSU 23 DEPARTMENT WELLNESS POLICY

The RSU 23 School Board is committed to creating a healthy school environment that enhances the development of lifelong wellness practices that promote healthy eating and physical activity. Health and



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success in school are interrelated; education, as the primary mission, can be achieved maximally when students and staff are fit physically, mentally and socially. Students who learn and practice healthy lifestyles may be more likely to be aware of the importance of healthy eating and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes and other chronic diseases. To this end, the district will be transparent as to the implementation and adhering to this policy and welcomes public input.

NUTRITION EDUCATION

Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into classroom core subjects. Students shall receive consistent nutrition messages based on the latest Dietary Guidelines for Americans throughout the school community, including classrooms, the cafeteria, and school-home communications.

NUTRITION STANDARDS

The district will ensure that meals provided by the School Nutrition Program meet the nutrition standards established by the National School Lunch Program (NSLP) guidelines and regulations, and will work toward meeting the recommendations of the Institute of Medicine (CDC). Healthy food choices shall be available to all students, and will be served in a clean, safe and pleasant environment.

This policy serves as assurance that school unit guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued by the Secretary of Agriculture pursuant to the National School Lunch Act and the Child Nutrition Act.

The district participates in and provides meals through the National School Lunch Program and the National School Breakfast Program; thus, the RSU 23 Nutrition Program shall be the sole provider of food served to students during meal times to maximize participation in these programs. District staff will support participation in school meals programs, in order to help the program remain financially self-sufficient and self-sustaining. Food or beverages shall be limited as a reward or incentive for students' behavior or performance. Schools are encouraged to use physical activity as rewards or incentives for students behavior or performance and as alternatives to food celebrations.

Advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, is prohibited.

BREAKFAST

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, RSU 23 will operate the School Breakfast Program. Schools will, to the extent possible, utilize methods of serving school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during homeroom or morning break.



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FUNDRAISERS

Fundraisers on school property during school hours shall not be in conflict with the school nutrition program. To support children's health and nutrition education efforts, student organizations, PTO, Band Boosters, etc., will encourage school fundraising projects that are either non-food related or are supportive of healthy eating, student wellness and physical activity.

CELEBRATIONS/EVENTS

The district will support celebrations and classroom events that incorporate healthy eating and physical activity. At all school events held both inside and outside of the school day, any organization providing food and beverages is strongly encouraged to offer a variety of healthful choices. Administration at each school will establish appropriate celebration protocols, keeping healthful choices in mind, and will communicate those protocols to staff and parents. Information shall be sent to parents/guardians and staff, either separately or as part of a school newsletter, reminding everyone of the importance of providing healthy treats for students and/or encouraging the use of non-food treats for classroom events. School and community events held on school property outside of school hours that include food items must include healthy food choices during events and must follow the policy on Competitive Food Sales (Policy EFE, EFE-1 and JJE).

District staff should model healthy food and beverage choices in the presence of students.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

Physical education opportunities will include the components of a quality physical education program aligned with Federal statutes and State of Maine laws. Students will receive physical education at every grade K-8 and one year at high school. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. The schools will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness. The physical education program will provide students with the knowledge and skills needed to be physically fit and take part in healthful physical activity on a regular basis, and to understand the short-term and long-term benefits of a physically active and healthy lifestyle.

Students may be offered an opportunity for physical activity before, during or after school, when possible. Physical education staff will annually review this policy and make needed recommendations to the administration.

Appointment and Role of the Wellness Committee

The Superintendent or designee shall encourage and permit parents/guardians, students, food service employees, physical education teachers, school health professionals, board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student Wellness policy.

Implementation, Monitoring, and Assessment



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The following must participate in the development of the Wellness Policy: parent, student, school nutrition representative, school board member, administrator, and a public representative. Also, Physical Education Teachers and School Health Professionals will be allowed to participate. The Superintendent shall designate one or more district employees, as appropriate, to ensure that each school site complies with this policy. The Superintendent or designees shall inform and update the public, including parents, guardians, students, and others in the community, about the contents and implementation of this policy. The superintendent shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model Wellness Policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the Wellness Policy. Wellness committee representatives will report to the Superintendent annually on the progress and status of the Wellness Policy and Wellness Initiatives. The Superintendent will provide a full update of Wellness Policy compliance and wellness initiatives at least once annually to the School Board.

FOOD AND DRINK POLICY

Food and drinks are not allowed in the classroom unless approved by the classroom teacher or the school nurse. Food and drinks that are not aligned with our 5210 district policy are not permitted within the school building. Healthy Habits are essential to an excellent educational experience. We are committed to students staying hydrated through the consumption of water throughout the day and no other beverage. We appreciate community support as we strive to adhere to a 5210 district policy.

- 5** or more fruits & vegetables 
- 2** hours or less recreational screen time 
- 1** hour or more of physical activity 
- 0** sugary drinks, more water 

LIBRARY MEDIA CENTER

All students have the privilege of using the library media center for research, reading and computer work. It is important that all library media center resources be returned on or before their due date. Each student is responsible for all of the materials the student has signed out. All students are encouraged to use the library media center.



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STUDENT RECORDS

Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate education research. Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the following act:

NOTIFICATION OF RIGHTS UNDER FERPA & EDUCATIONAL RECORDS PROCEDURE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over age 18, certain rights with respect to the student's educational records. Please refer to RSU #23 policy found on the district website.

TECHNOLOGY

CELL PHONES & OTHER ELECTRONIC DEVICES

It is understood that cell phones may be in a student's possession for parental communication during non-school hours. There is also the developing awareness that cell phone use can have both positive and creative educational uses as well as harmful and detrimental ones. Therefore, a cell phone or other electronic device cannot remain active or accessed during the school day without the expressed permission and awareness of the teacher for a specified, academic purpose. Cell phones and other electronic devices must be turned off and stored during school hours.

For clarification -

- For all students, the school day starts when the student arrives at school. This means that we should not see any students with cell phones/personal electronic devices while they are at school.
- Students who use cell phones or other personal electronic devices during the school day or whose cell phone or personal electronic devices are visible without the specific permission of a teacher for specific educational purposes will have the phone confiscated by staff. The phone will be returned to the student by staff at the end of the day with documentation. Should a second reminder be necessary, the student's phone will be taken to the office where the student may pick it up at the end of the school day. Again, documentation will occur. Should a third reminder be necessary, further documentation will occur, the phone will be taken to the office and will need to be picked up by a parent or guardian. Future offenses will result in a request for a parent conference. Should a student become defiant when asked to put his or her cell phone away, this would become a matter of misbehavior and handled as such.

SOCIAL MEDIA

Students who post information on social media sites like Instagram, Twitter, Facebook, and Youtube, will be subject to disciplinary action if that information interrupts the learning process and will be subject to the same disciplinary action as if actual words were spoken to the victim. Harassment, taunting, name calling, and bullying, of any person in our school community on social media will not be tolerated. Consequences may result in an afternoon restore, suspension, involvement of the school resource officer, and/or a complaint to the Maine Human Rights Commission.



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SCHOOL COLORS AND MASCOT

School Colors: BLUE AND WHITE
School Mascot: SEAGULL

