



PARENT - STUDENT HANDBOOK 2021-2022 School Year

Mission:

The Maine Academy of Natural Sciences (MeANS) is a public charter high school that inspires and engages students through project-based, student-centered instruction immersed in the natural sciences of Maine with a focus on agriculture, forestry, and the environment. MeANS challenges all students to connect with their education in order to grow as individuals, interact with their communities, and lead fulfilling lives.

Values:

Respect

With an emphasis on honoring differences, MeANS encourages students to be compassionate and empathetic. Faculty, staff, and students employ restorative practices for community building and conflict resolution.

Responsibility

Our individualized curriculum builds confidence and empowers students to take ownership of their education. Skills such as self-advocacy and goal setting are developed alongside a commitment to helping others.

Community

MeANS connects with students and families through close relationships with advisors, teachers, and administrators. Students are expected to contribute positively to the school and are encouraged to take advantage of the larger learning context through volunteerism, internships, and college courses.

Maine Academy of Natural Sciences is guided by the following principles:

- Proficiency-based curriculum to earn diploma (translatable into credits as needed)
- Meeting basic expectations of Common Core Standards and Maine Learning Results
- Student voice, choice, and responsibility
- Experiential learning with an emphasis on sustainability in agriculture, forestry, and environmental sciences
- Real world learning and problem solving
- Authentic formative and summative assessment
- Development of a positive learning community
- Inclusion of family and community members wherever and whenever possible
- Year-round learning occurring anywhere and at any time
- Co-enrollment in courses at Kennebec Valley Community College and UMaine System

YOUR EXPERIENCE as a student at MeANS will include:

Following a Personal Learning Plan:

Your Personal Learning Plan is a student directed tool that customizes your learning opportunities, broadens your perspectives and supports attainment of your goals through discovery, exploration and reflection in personal, academic, career and social areas.

Completing academic requirements; self-paced and technology enhanced:

Guided by your Personal Learning Plan, (PLP) you will work in areas of academic needs as well as strengths. Your plan will be unique to you and different from other student's plans.

Participating in Remote Learning (RL)Days: You are required to participate in 5 RL Days during the year: 2 will be Community Service, 2 will be Career/College exploration days, 1 will be student choice. You will be responsible for scheduling, completing the form and providing pictures/documentation of your day. This information will be maintained in your PLP, in your advisory. Partnering with local community members, training opportunities, natural resource professionals and colleges, you will have significant opportunities to explore career paths and college choices.

Participating in a learning community which values:

The dignity and worth of each person, hard work, respect and non-judgment, inclusiveness, understanding, compassion, honesty, open heartedness, democratic decision making, courage and trust.

Project Based Learning:

You will engage in an array of project-based learning opportunities. Project based learning is an instructional approach which engages your interests and motivations. Each project will be designed to answer or solve a problem and generally will reflect the type of learning and work people do every day in the real world. You will have an integrated learning experience through which difficult academic tasks become meaningful and essential in a variety of applications.

"You will find something more in woods than in books. Trees and stones will teach you that which you can never learn from masters."

St. Bernard

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Rights and Responsibilities as a Student Include:

STUDENT RIGHTS

1. To feel safe in the school environment.
2. To take full advantage of learning opportunities and guide your course of study.
3. To work in an environment free from disruptions and unhealthy substances.
4. To respectfully express your opinions, ideas, thoughts, and concerns.
5. To expect courtesy, fairness, and respect from all members of the community.

STUDENT RESPONSIBILITIES

1. To be caring, honest and work hard.
2. To do your best to learn.
3. To respect school rules, regulations, policies and state laws.
4. To treat all members of the community with full respect, fairness, and courtesy.
5. To build, maintain and when necessary, repair healthy relationships with other members of our learning community.
6. To show up on time and take part in all learning activities.

Rights and Responsibilities as a Parent/Guardian Include:

FAMILY RIGHTS

1. To feel safe in our school environment.
2. To be respected as a partner in your child's learning.
3. To be contacted by the advisor weekly.
4. To respectfully express your opinions, ideas, thoughts, and concerns.
5. To expect courtesy, fairness, and respect from all members of the community.

FAMILY RESPONSIBILITIES

1. Work hard to support their student's learning by monitoring attendance, supporting academic engagement and aspirations with career/college exploration.
2. To communicate weekly with the advisor, and to attend school events whenever possible.
3. To respect school rules, regulations, policies and state laws.
4. Respectfully build, maintain and, when necessary, repair, healthy relationships with other members of our learning community.
5. To take part in all student led conferences and required meetings.

"It is one of the most beautiful compensations of life that no one can sincerely try to help another without helping himself."

Emerson

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EXPECTATIONS:

Demonstrate our values of respect, responsibility, and community by taking care of yourself, each other, and this place we share.

At MeANS, we do not discriminate based on disability. We do not discriminate in admission or access to, or treatment or employment in, our program or activities (34 Code of Federal Regulations 104.8.)

Our expectations are that all community members of MeANS demonstrate values of respect when interacting with every person at MeANS whether student, parent, staff or visitors.

ADVISORIES:

You will be assigned an advisor who will work with you on developing your Personal Learning Plan (PLP). You and your advisor will be responsible for creating and following your PLP from your first to your final year at MeANS. You will meet with your advisory every school day from 750a – 805a and Wednesdays, for extended advisory, from 12235p-135p.

Your advisor will communicate weekly with your parent/guardian.

BEHAVIOR:

Behavior that does not meet the expectations explained above in “Student Responsibilities” will be addressed through Restorative Practices including a Natural and Logical Consequences approach.

RESTORATIVE PRACTICES:

At the Maine Academy of Natural Sciences, we believe that all our students want to do well. Our approach to discipline is guided by the definition, which means *to teach*. An essential principle to this approach is that good relationships are central to learning, growth and a healthy school. In order to develop good relationships among all members of the learning community we will focus on building, maintaining and when necessary, repairing those relationships. Repairing these relationships may include community circles, peer mediations, problem-solving circles, resolution circles and restorative conferences.

Behavior that is repeated or unresponsive to a restorative approach will be addressed through referral to the Dean of Students, engagement cards, referral for counseling or assessment, enrichment (required time after school spent productively); community service, reduction in scheduled time at school until problem behavior is reduced or eliminated, or other approaches that hold promise for reducing the problem behavior.

Students are recognized for positive contributions to the community in a variety of ways. The benefits of positive contributions to the community include receiving “Golden Tickets” that can be redeemed, student recognition through the “Notice of Nobility” event, the option to participate in major school trips, first choice in special classes that are offered quarterly, and other incentives.

CONSEQUENCES FOR VIOLENCE OR DEALING DRUGS:

At the Maine Academy of Natural Sciences physical violence and illegal substances are prohibited. Physical violence or dealing drugs result in traditional long-term suspension and an expulsion hearing as well as the use

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of our restorative process. Because our community values teach students to show respect and create a safe community for all students no matter what their history, we do not tolerate physical violence.

ATTENDANCE:

You are expected to be in school every day that school is in session unless legally excused. First period/Advisory begins at 7:50a. Legal excuses recognized by the Department of Education (DOE) include:

- personal illness,
- appointments with health professionals that cannot be made outside of the regular school day,
- emergency family situations, or
- planned absences for personal or educational purposes which have been approved in advance by the Principal.

For more information about both Parent and School responsibilities on this issue, see this DOE link on:

<https://www.mainelegislature.org/legis/statutes/20-a/title20-Asec3272.html>

Students in the alternative education program known as Threshold will complete a daily learning log and check in daily with their teacher/advisor.

MORNING ARRIVAL:

Since we start our mornings as a group, it is important to arrive on time and be present in advisory at 7:50 a.m. If you know you are going to arrive late, please call the office at 207-238-4100 as soon as possible.

If you are late to school or absent for any reason, it is important that your parent/guardian or residential advisor call the office at 207-238-4100 by 8:00 a.m. and **if requested provide a written note with the reason** when you return so that we maintain our records in accordance with DOE requirements.

BREAKFAST AND LUNCH PROGRAM:

A breakfast program is available to all students. The schedule provides for a 35-minute lunch period. A salad bar and a la carte program are also available. Students are responsible for returning their trays to the tray return area and leaving their tables clean.

This year **all meals**, breakfast and lunch, will be provided to **all students** at **no charge** thanks to funding from the State of Maine. This is a very important milestone for our nutrition program and our students, and we are very excited about this.

However, it is VERY IMPORTANT that we still collect a Free & Reduced Meal Application from all families. The family income data provided by the application informs **key funding** for school resources. This includes school meal reimbursements, funding for Title I programs, funding and resources for after school programs, funding provided to schools from the Maine State Legislature for essential programs and services at school, funding for special education, teacher loan forgiveness, and much, *much* more!

Federal and state government use the aggregate data from the application to distribute education funding to schools across the county and state of Maine. In other words, **if there is no data to inform the needs of the community, it could result in less education funding for your local district and for Maine.**

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We encourage all families to make sure their students are taking advantage of the free meals being offered daily and please also remember to turn in your applications as soon as possible to help your school.

Applications for Free & Reduced Meals have been distributed to all families. If you have not received one, please reach out to the front office or contact Katrina Guptill at (207) 238-4005 or kguptill@gwh.org to have one sent to you

DRESS CODE:

It is important to remember that much of your learning will be in the real world. This means you should dress accordingly. In other words, a skirt and dress shoes would be appropriate for going to a job or internship interview. Outdoor work clothes would be appropriate for working on forest projects. Pajama pants are not appropriate for school. Clothing that endorses drugs, alcohol, tobacco, sex, violence, or inappropriate language is not allowed.

LANGUAGE CODE:

The use of profanity and intolerant language at the school, on the bus or on field trips is inappropriate – especially if used to disrespect another member of our learning community. Where necessary such language will be addressed through our disciplinary process.

It is important to remember while in school, on campus, on field trips you are representing yourself, your families as well as the school – upholding our values of Respect, Responsibility and Community are always our priority.

CELL PHONES:

You are expected to use your cell phone or other device in a way that is not disruptive to learning. We call this the principle of “wise use.” There is **an off and away** policy. This means if students are to carry cell phones with them, the policy requires cell phones be off and away out of sight during class and/or during any scheduled school activity – such as projects, presentations, while on trips, internships, etc. If after a prompt a student continues to use a cell phone while in class, the cell phone must be turned over to the adult and will be returned to the student at the end of the day. Repeated offenses will require parent pick up of the device. Phones may be used on school designated breaks, and at lunch during the school day. Music can be accessed through laptops. Please plan accordingly to transfer music from phone to laptop (icloud or other means of transferring music).

SCHOOL CANCELLATIONS or DELAYS:

MeANs announces school cancellations and delays on the website, Facebook, WCSH channel 6, and other local TV stations for inclement weather.

VEHICLES:

Campus students who have completed a Vehicle Parking Permission agreement with their parents, and provided a copy of their license, insurance card and registration may park in the parking lot. The consequences for violations were created through our Restorative Justice process with student drivers. Students must leave the car parked for the entire school day, unless parents have given permission to allow the student to leave for lunch. Student passengers must have **written parental permission**. A copy of license,

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insurance card and registration must be kept up to date in the Academy office file. This is a privilege that may be revoked. Vehicles, while on school property, can be searched and prohibited items can be confiscated and turned over to parents or police as deemed necessary by school administrators.

SEARCH AND SEIZURE:

Authorized school personnel may conduct a reasonable search of a student, their backpack, or automobile on school premises or on a school-sponsored trip if they have a reasonable belief that a student is in possession of an item that is not allowed on campus, is illegal or a violation of state law. Illegal items including those that school authorities deemed to be a threat to the safety or security of students or others will be seized. Such items include, but are not limited to guns, knives, other dangerous weapons, lighters, matches, cigarettes, vape pens/paraphernalia, tobacco products, drugs/alcohol and drug paraphernalia.

MEDICATION:

School personnel receive annual training as “unlicensed school personnel” to administer prescribed medications and authorized over-the-counter medicine. Medications, both prescription and non-prescription, can only be administered with parental written permission. The parent/guardian may request that medication

be administered to the student during the school day by completing the **Medication Permission Form** available from the school’s office. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

All **parental requests must be accompanied by a written order from the student’s health care provider** substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

- a. The student’s name,
- b. The name of the medication,
- c. The dose,
- d. The route of administration (e.g., by mouth)
- e. Time interval for administration (e.g. before meals, every 4 hours)
- f. Any special instructions
- g. The name of the prescribing health care provider

All medications need to be delivered to the school’s office. At no time shall a student have medication in his/her possession in school unless the physician states an inhaler or Epi-pen needs to be with the student at all times. **All medication brought to school must be in the original container labeled by a pharmacist or physician.** All medications will be sent home at the end of the school year. Any medication left at school will be disposed of.

STUDENT SELF-ADMINISTRATION OF ASTHMA INHALERS AND EPINEPHRINE PENS:

Students with allergies or asthma may be authorized by the school nurse to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during

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field trips and school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- The parent- (or student, if 18 years of age or older) must request in writing authorization of the student to self-administer medication from an epinephrine pen or asthma inhaler.
- The student must have the prior written approval of his/her primary health care provider, specifying the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
- The student's parent/guardian should submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
- The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler.

OVERVIEW OF POLICY AGAINST BULLYING OR HARASSMENT

Bullying, harassment (based on race, national or ethnic origin, gender, sexual orientation, religion, or disability), and retaliation for reporting incidents of any of these behaviors are prohibited. Because bullying and harassment are forms of disrespectful and unkind behavior that do not meet the expectations in this community, students exhibiting such behavior will be addressed as required by the seriousness of the incident. You have the right to feel valued and respected by students and staff while attending MeANS. You may make a complaint about bullying, harassment or any other forms of disrespect to any adult or pick up an anonymous reporting form from the student support center or office.

RATIONALE:

Bullying and harassment are against the law. When people bully or harass other people our learning community is damaged. Some may become uncomfortable or fearful and detach themselves from the community. While some become targets and others victimizers, all of us are affected because we are put in the position of speaking up or being silent. Bystanders are put in the position of being on one "side" or the other. Our challenge is to deal with these threats to our community in a way that helps repair the damage that has been done and prevents – as much as is possible – this behavior from repeating itself.

PROCESS:

When faculty witness bullying or harassment or a student or parent makes allegations of such behavior, the people directly involved will be required to have individual conferences with the faculty member, and wherever possible the Dean of Students. Bullying and harassment are reportable to the Dept of education and will be part of your permanent educational record.

Possible resolutions for first instances will include:

Restorative conferencing with students involved, Individual contracts, required counseling, and formal apologies.

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Public (Cottage-wide/school-wide) acknowledgement of behavior and apology
Reading Material on kinds of harassment – sexist, racist, homophobic
Restorative circle with parents

Possible resolutions for second instance must include:

Restorative conferencing with parents and students (preferably **both** target and victimizer's parents)
Presentation to risk review committee
And, may include any of the above resolutions for first instances

Possible resolution for third instance must include:

Meeting of student (victimizer) and parents with risk review committee
Intervention and/or additional consequences as determined by the committee
And, may include any of the above resolutions for the first or second instances.

EMERGENCY POLICIES AND PROCEDURES:

Drills will be conducted in accordance with the legal requirements. Students must cooperate and remain silent while waiting for instructions during drills and emergencies.

If a full site evacuation is necessary, parents will be notified by email and phone calls of reunification pick up points. MeANS has comprehensive plans and policies related to emergencies or threats as required by law. Making a bomb threat is a crime under Maine law. According to policy EBCC, any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. This may include

suspension and/or recommend for expulsion. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

COMPUTER AND CELL PHONE USE POLICY AND AGREEMENT:

Wise Use:

Technology must be used wisely, or it can be harmful to self, others and the community. Therefore, we expect that all technology including cell phones and computers will be used wisely. This means that any use that is harmful to self, others or the community will not be acceptable and subject to the restorative disciplinary process.

Purpose of the Instructional Network:

It is the policy of MeANS to include the use of computers as a necessary component of the educational program. The ability to use a computer wisely is a skill that must be taught to students to ensure their success in the 21st century. Therefore, MeANS students are given the right and privilege to use computers to fulfill educational requirements and to maintain important social connections.

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One component of the Instructional Network is student access to the Internet. MeANS views the Internet as a resource provided for all students to enhance their education and social connectivity. Parents and/or guardians must keep in mind, however, that there are areas on the Internet that contain material they may view as inappropriate (such as pornography, vulgar jokes, violent and racist sites, statements of belief that they may consider immoral, etc.). While we have a site blockage system in place and teachers will supervise student use of the Internet, it is impossible to monitor a student's use every minute in a classroom situation. There will be times, no matter how diligent a teacher may be, when students may encounter objectionable material.

Rights and Responsibilities of Network/Internet Users:

Everyone who uses the Instructional Network and the Internet (including staff members and students) must read, understand, and sign the Internet use policy agreement.

All students and staff members will be granted full access to the Instructional Network and the Internet after signing the appropriate form. Access rights to the Internet will be terminated upon parental request.

The computers, file servers, and cabling that make up the Instructional Network are school property. Therefore, any material stored on the computers or file servers may be viewed at any time by teachers, network administrators, or school administrators. Students and/or staff members should not save materials on the Network that they do not want others to view.

All users of the Instructional Network and the Internet have the right to a safe, non-threatening learning community. Any user who receives threatening or unwelcome communications should report them to a teacher, network administrator, or school administrator.

Users will select a password to ensure the security of their workplace on the Network. Users will have the ability to change their password as often as they like and should do so as soon as they suspect someone else has learned it. Users should never divulge their password to anyone else.

Since each user's work area is protected by a password known only to the user, everyone accessing the Network is personally responsible for any inappropriate materials found in his/her computer.

Unwise use of the Network/Internet is subject to restorative disciplinary procedures. Examples of such inappropriate uses include, but are not limited to:

Creating harm to self, others or the community by –

- sending or displaying offensive materials or pictures,
- using obscene language,
- harassing, insulting, threatening, or attacking others,
- damaging computers, computer systems, or computer networks,
- using another's password,
- trespassing in another's folders, work, or files
- attempting to gain access to areas on the network where privileges have not been granted.

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Any unwise use of the Network/Internet may result in withdrawal of the privilege of use or in restricted use.

Personally Owned Technology Equipment (Computers, tablets):

Students will conditionally be permitted to have supervised access to the internet at designated times using their own technology. It is not practical for MeANS to provide support to students and teachers regarding their own equipment. It is the owner's responsibility to handle personal equipment problems.

SCHOOL RECORDS:

If you desire to discuss your school record, please make an appointment with the office. MeANS subscribes to the Family Educational Rights and Privacy Act of 1974 as approved by the U.S. 93rd Congress (PL-93-380).

Parent Annual Notice for Students Records:

Pupil records are collected and maintained to promote the instructions, guidance, and educational progress of the pupil and for legitimate educational research.

Parents of eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent allowed in accordance with 34 CFR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the student records policy by contacting the building principal or searching the web site.

The three types of student records maintained by the school include:

- Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- Statistical information including aptitude scores, mental ability, permanent school health records, etc., and.
- Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to person other than authorized school personnel without prior written consent. MeANS forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

McKINNEY-VENTO HOMELESS EDUCATION:

The Maine Department of Education and Maine schools follow the provisions of the federal [McKinney-Vento Homeless Assistance Act](#), which aims to minimize the educational disruptions experienced by homeless students <http://www.maine.gov/doe/homeless/index.html#contact> . Our Dean of Students is the Homeless Liaison, if you have questions about these rights.

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See Dispute Resolution Procedures for Homeless Students and Families at the bottom of the page on our Parent/Student Site with Resources for Homelessness <https://sites.google.com/a/gwh.org/means-community/home/need-help/shelters>

If a dispute arises over school selection or enrollment in a school — the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

TEACHER QUALIFICATIONS:

The hiring practices of Maine Academy of Natural Sciences are to ensure that candidates meet the Maine Certification criteria for the content being taught. Parents can request information about the credentials held by a teacher working with their child from the school office.

Our school receives federal funds from programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). We will provide you with the following as soon as possible after the request has been made:

- a. If the teacher has met State certification and licensing requirements for grade levels and subjects for which the teacher provides instruction;
- b. If State certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. If the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. If the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. If your child is receiving Title 1 or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

TESTING POLICY:

Since we receive federal funds for education programs that are part of ESEA, we are required to report testing data. The law requires that all States adopt challenging academic standards and tests based on those standards. There must be at least three levels of scores for students who take these tests. This includes tests in math, reading, language arts and science and any other subject chosen by the State. States are required to develop English language proficiency tests for students who are English learners. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. Furthermore, States must develop alternate tests for students with the most

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significant cognitive disabilities. A school district may also request State approval to use a locally selected test for high school students that is different than the State test.

These academic tests provide important information to help teachers, schools, districts and states identify students' strengths and weaknesses. Test results and other information are used to improve academic and language instruction for students. These tests are also used to identify schools that may be in need of extra support to improve students' achievement. It is the goal of the district to have all students participate in state and local testing.

Maine Academy of Natural Sciences is required through the Maine Charter School Commission and Maine Law to have all students take the Maine Department of Education's selected SAT and MEA Science tests. We also must assess all students using the NWEA tests twice a year (fall and spring).

We work hard to help students directly benefit from these tests by using the individual scores for each student as additional evidence toward applicable learning standards or targets required for graduation.

SCHOOL REPORT CARDS:

The Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) requires all states and LEA's to provide an annual report card to inform stakeholders about the progress of students and schools on indicators of student achievement, graduation rates, status of ESEA accountability and information on fully certified teachers – information that is related to student success. ESEA Report Cards are available for download from the Maine Assessment and Accountability Reporting System (MAARS) Public Portal (<https://lms.backpack.education/public/maine>).

WORK PERMITS:

Federal and State Labor Laws regulating when and where a minor may work are quite extensive. Students who are eligible, may secure a work permit form from the Dean of Students. When applying for a permit, each student should have a birth certificate, should know the company for which he/she is going to work and the job in which he/she is going to be engaged. Without this information, no work permit may be issued.

TITLE 1 SERVICES:

Maine Academy of Natural Sciences uses the Title 1 funds it receives toward salaries for Ed Tech IIIs who support small group instruction and intervention services for students who qualify for Title 1 services in math or reading by demonstrating a performance level on assessments or coursework that shows the student is significantly behind typical grade level expectations. Parents are welcome to contact the Principal at any time by phone 238-4100 or email with suggestions for goals for the Title 1 Program or use of funding for the following year. Title 1 topics are also a regular topic in our parent orientation meetings, parent advisory group meetings, and other family events, so please attend and feel free to ask questions or make suggestions at any of those events.

COMPLAINT PROCEDURE:

A parent/legal guardian who has a complaint may call or submit in writing to the Head of School as soon as possible. The Head of School/designee shall investigate the complaint and provide written findings to the

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parent/legal guardian within twenty (20) business days, if practicable. These complaint procedures apply to all issues, including Title 1 service appeals.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Chair of the MeANS Board of Directors. The Board Chair will review the results of the local complaint process and report back to the parent/guardian with next steps. A parent/guardian who is still dissatisfied with the result may contact the Maine Charter School Commission. The Maine Charter School Commission may initiate its own investigation at its sole discretion. The Commission shall issue a written report with specific findings to the parent/legal guardian and the school within 60 calendar days of receiving the complaint.

POLICIES AND PROCEDURES

ACCESS TO ALL BOARD ADOPTED POLICIES:

You may request a paper copy of all our policies from the school office or visit our website to download a copy at <https://meansacademy.org/>

ENROLLMENT PROCESS:

Our enrollment procedures follow State Statute Title 20-A Section 2404 and Rules of Chapter 140.

To enroll initially a completed **Letter of Intent Form** must be submitted by the Lottery deadline for consideration for fall enrollment. Any letters arriving after the deadline will be considered for enrollment as space becomes available and is subject to a lottery process if the number of applicants exceeds maximum enrollment capacity.

The deadline for the Letter of Intent applications for the Lottery is the first Wednesday in March by 3:30 pm. If students currently enrolled in MeANS, the **Letter of Intent to Re-enroll** must be received by 3:30 on the day preceding the lottery (or April 1st if no lottery is needed) annually to secure the spot for the next school year. **Should this deadline not be met**, then the student wishing to return **loses the priority status** typically offered to returning students and will be placed on the waitlist in the order determined by lottery or date and time stamp ordered with all intent to enroll forms. In addition, MeANS will send a letter to the school district in which the student resides informing them that the student has not re-enrolled at MeANS.

In the event that the number of applicants exceed the number of student spaces available for the following fall classes, a lottery will be conducted by an independent party the last Wednesday of March each year. Applications received after the lottery has occurred for the applicable school year will be placed on a waiting list in the order received, below the names drawn in the lottery.

Eligible students on the waiting list will be invited to fill any openings that occur in the grade, level or division prior to the start of the new school year. No new students shall be enrolled after the last school day in September for that academic year.

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The procedures for admission will occur each year and students on the waiting list who are interested in enrolling in any subsequent year must submit a new Letter of Intent and participate in a lottery, if a lottery is necessary in subsequent years.

Student admissions priorities are determined in the following order:

- A. Students enrolled in MeANS in a school year immediately preceding any lottery who have returned their intent to re-enroll form before the lottery date (or April 1 if no lottery is needed).
- B. Siblings of students already enrolled in MeANS or selected in the lottery shall have an enrollment preference if there is capacity at that programming level.
- C. Children of governing board members and employees may have an enrollment preference if there is capacity at that programming level, provided that they constitute no more than 10% of the school's total student population.

After notification from MeANS that space is available for the student's initial right to enroll, the enclosed **Commitment to Enroll Form** must be returned. **Within 14 days** of being notified of the right to enroll, each student must return the Commitment to Enroll Form, signed by the student's parent, guardian or legal guardian. The commitment to enroll form must authorize the resident SAU (school district where student lives) to Release to MeANS the student's unique identifier number in the state's student information system.

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| <u>MeANS Staff</u> | <u>Email</u> | <u>Class Phone</u> | <u>Rm</u> | <u>Position</u> |
|---------------------------|--|---------------------------|------------------|-------------------------------|
| Frederick, Anthony | afrederick@meansacademy.org | 238-4108 | A203 | 9/10 SE ET III |
| Carrier, Kasey | kcarrier@meansacademy.org | 238-4123 | M203 | 9/10 Math Teacher |
| Jeremie, Dan | djeremie@meanscaademy.org | 238-4124 | M001 | 9/10 Math ET III |
| Heifets, Solomon | sheifets@gwh.org | 238-4115 | M202 | 9/10 ELA Teacher |
| Chenier, Zach | zchenier@meansacademy.org | | | 9/10 ELA ET III |
| Russel, Vincent | vrussell@meansacademy.org | 238-4119 | M104 | 9/10 SS Teacher |
| Sanborn, Jennifer | jsanborn@gwh.org | 238-4116 | A101 | 9/10 SC Teacher |
| Haskell, Hope | hhaskell@meansacademy.org | 238-4103 | A204 | 9/10 SE Teacher |
| Littlefield, Mary | mlittlefield@gwh.org | 238-4116 | M001 | 11/12 SE Teacher |
| Hersey, Sonja | shersey@meansacademy.org | 238-4108 | A203 | 11/12 SE ET III |
| Doray, Will | wdoray@meansacademy.org | 238-4121 | M103 | 11/12 SS Teacher |
| Smith, Randy | rsmith@meansacademy.org | 238-4113 | M102 | 11/12 SC Teacher |
| Parrinello, Frank | fparrinello@meansacademy.org | 238-4117 | M204 | 11/12 ELA Teacher |
| Vacant | | 238-4122 | M201 | 11/12 Math Teacher |
| Hilmer, Grace | ghilmer@meansacademy.org | 238-4112 | | 504/Community Outreach |
| Taylor, Paula | ptaylor@meansacademy.org | 238-4105 | M201 | Transportation Coord |
| Getchell, Sean | sgetchell@meansacademy.org | 314-5086 | M000 | Custodian |
| Skrabak, Abigail | askrabak@meansacademy.org | 238-4100 | A104 | Office Manager |
| Rogers, Jeri | jrogers@meansacademy.org | 238-4114 | | School Social Worker |
| Sullivan, Christine | csullivan@meansacademy.org | 238-4106 | A104 | Director of Special Education |
| Best, Danni | dbest@meansacademy.org | 238-4101 | A104 | Dean of Students |
| Dennison, Becky | rdennison@meansacademy.org | 238-4131 | M004 | Dean of Threshold |
| Newberg, Matthew | mnewberg@meansacademy.org | 238-4102 | A104 | Head of School |

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|-----------------------------|--|----------|--------------|--------------------------|
| Sandy, Lisa | lsandy@gwh.org | 238-4034 | Prescott | Campus Life |
| Guptill, Katrina | kguptill@gwh.org | 238-4005 | Prescott | Food Service - Cafeteria |
| Hinckley-Gordon, Michael | mhinckley-gordon@gwh.org | 238-4098 | Prescott | Campus Life |
| Schaedle, Luke | lschaedle@gwh.org | 238-4011 | Visitor Ctr. | Technology/Server |