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# **Student Handbook**

## **2016 - 2017**

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## **PRIMARY GOAL, BELIEFS, MISSION, AND VISION**

Our primary goal at Poland Spring Academy is to prepare student for their futures by helping them to become effective and creative thinkers, readers, writers, and communicators.

We believe that all students can have success, and that all youth do want to succeed. We also believe that individual students learn in their own individual ways, and it is our responsibility to determine and apply the best methods of instruction to match those individual learning styles.

The mission of Poland Spring Academy is to create an educational environment that enables all learners to become successful, positive leaders of the future who are: · academically enriched · self-confident · independent · technologically proficient · mature · and entrepreneurially minded.

This academy will achieve its mission through the creation of a safe environment where:

1. All individuals are treated with respect.
2. Individual learning styles, academic ability, and personality preferences are all considered in forming a productive learning milieu.
3. Individuals are encouraged to take risks, and are allowed to fail in order to learn from their mistakes.
4. A quality educational staff delivers high quality services to each and every student.

**R**each – for the best we can be

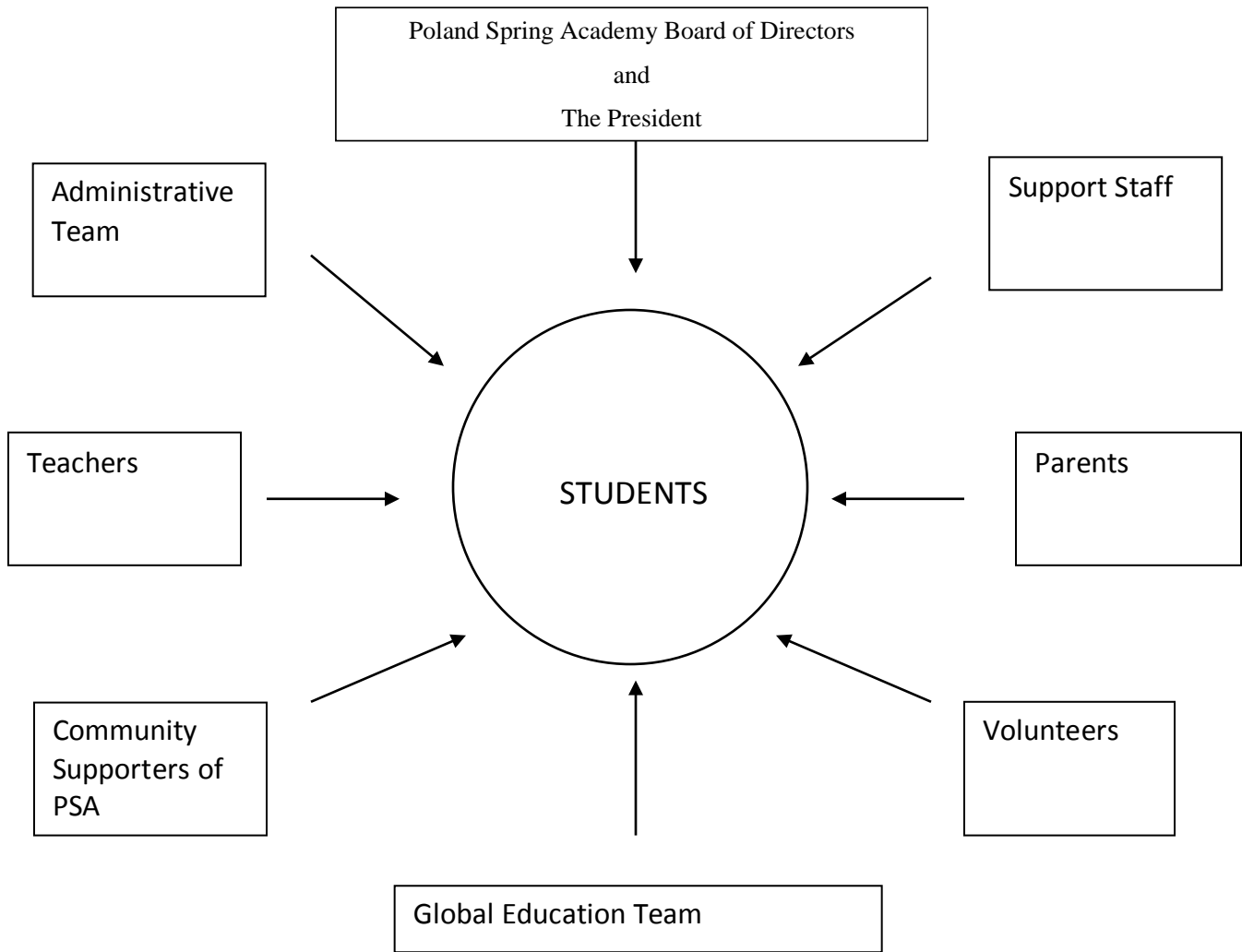
**E**xcellence – in all areas

**A**ccountability – of administration, staff, students, and parents

**C**ompassion – for each other and those in the world around us

**H**onesty – with ourselves as well as each other

# POLAND SPRING ACADEMY ORGANIZATION CHART



## **POLAND SPRING ACADEMY ADMINISTRATION, TEACHERS, AND STAFF**

President and instructor	Melanie LaFrinea
Teacher and Educational Consultant	Roberta Howad
Vice President, and President Global Education	Tina Levasseur
Director of Outreach and science teacher	Fred Jones
Administrative Assistant	Crystal White
President's assistant	Stephanie Thurlow
History coordinator and instructor	Aleks Krastins
Math coordinator and teacher	Shiho Burnham
Elementary instructor	Simone Morin
Elementary instructor	Kathy Chase
Elementary instructor	Naomi Kilbreth
Elementary coordinator and instructor	Cynthia Lupien
Farming, Outdoor Survival, and Phys Ed.instructor	Michael Levasseur
Wildlife science and Outdoor Survival instructor	Ben Nugent
Health, girls' Phys Ed., farming, and 4-H instructor	Jess Levasseur
Educational staff	Melinda Cloutier

## ADMISSION POLICY

### Our target population:

- students that want a self-paced, individualized curriculum
- students that have a desire to learn
- student **must want** to be enrolled at our facility
- student may or may not have learning challenges due to learning styles, or learning disabilities
- student may have high IQ and was not challenged in other educational facility

We reserve the right NOT to ENROLL students with documented behavioral issues. We are NOT a therapeutic alternative school or a therapeutic treatment center.

We reserve the right to enroll students with the understanding that parents **MUST BE** involved in working through behavioral issues. If negative behaviors do not improve satisfactorily within a reasonable amount of time, the student may be asked to do work at home, or recommendations of other educational setting may be made.

**WE WANT ALL STUDENTS ENROLLED TO HAVE EVERY CHANCE TO BE SUCCESSFUL!**

We take our role as educators very seriously and view input and participation from parents as extremely important.

We have tried to establish a tuition rate that is reasonable for this geographic area. This means we rely heavily on donations to supplement our operational budget. However, on occasion, we are able to help families with tuition costs by offering them work here if there is an opening. Scholarship monies are occasionally available, but this option is only as money and position options allow.

## GENERAL INFORMATION

Parents must provide all **lunches**. We do have refrigerators and microwaves available for students use.

In the case of **school cancellation**, the announcement will be on our Facebook page, webpage, and Twitter account, and air on channels 6, 8, and 13, as well as their respective websites,

All of our students are required to participate in **community service** of some kind. See the Course Description section for details.

**Teacher/student conferences with parents** can be arranged by stopping by the classroom or calling your young person's teacher at any time. We have an open door policy for all parents. This means you can come into your child's classroom at any time and observe the learning going on.

All **fund raising** ventures must be approved and documented by Crystal White This is so we can keep an accurate record of who is being asked, and for what purpose. People and businesses do not like to be asked for support more than a couple of times a year. We also have a group of people that give money to our operational costs on a regular basis, and do not want them inundated with requests for other reasons. We are also mandated by our 501(c)3 status to keep records. There is also a procedure that most companies expect, and Crystal can assist you with that.

Students should **come prepared to learn** on the first day of school. Bring pencils, pens, markers for projects, glue sticks, loose-leaf notebooks and other items such as a small lock box for personal items such as CD's etc. We are sorry to say some items have disappeared and we cannot be held responsible. PSA IS NOT RESPONSIBLE FOR THE LOSS OF PERSONAL ITEMS! Large amounts of money should not be brought to school.

We do what we can to get students started with supplies, but find students often taking advantage of the gift; we found broken pencils, pens taken apart and other such wastes. Therefore, **ongoing school supplies are the responsibility of students and parents.** Please help your students be prepared for class.



## PARENTAL NOTIFICATIONS

This school is registered as a Nontraditional Limited Purpose Private School with the state. This means that we comply with the following regulations, which include informing parents of topics below yearly.

- Poland Spring Academy provides basic curriculum appropriate to grade levels in all academic areas.
- All instructors in the school have been examined and approved for competency by the administration of the school.
- The school year meets the requirement of the number of days required by state law.
- The school is in compliance with all applicable state and local fire, health and safety laws.
- Parents are informed of methods and subject areas of study, and grade level results of assessment tools. Parents are provided with written report cards 4 times a year with progress reports in between. We keep portfolios on each student that can be viewed by parents anytime they wish.
- This school notifies superintendents of all students enrolled from their districts within two weeks of their enrollment. We also send each Superintendent a list of students from their districts by October 1st of each new school year.
- Parents have the right to, with notice to administrator(s), access all student records regarding their child(ren).

## DAILY SCHEDULE

**Our day begins at 8:00AM and ends at 2:15 PM.** Please get your student to school on time, as we do schedule our day beginning at 8, and having students arrive late disrupts the day. Please make sure your student(s) get enough sleep at night as well. Students who are too tired to stay awake and alert do not learn.

All students are expected to attend all scheduled classes; if they are not able to, please let us know why as soon as possible. **If a student is going to arrive late or leave early**, the teacher must receive notification from a parent/guardian. This policy also applies to students going home with other than their usual ride; the teacher must hear from the parent or guardian that this is permitted.

As necessary, we can arrange for **after-school tutoring** and times for students to make up work or get extra assistance, including time on Fridays.

There are occasional **field trips** to solidify learning, and some just for fun. Most of these take place during normal school hours, but infrequently they will last later into the day. Parents will be notified of any possible time variation prior to any trips.

## RULES AND POLICIES

### **\*Transportation Policy**

We will assist as we can with names of people in the same geographic area that want to be a part of a car pool. Transportation of all students in the family is the parents' responsibility,

If you are in a carpool and are unable to pick up your group, you must call those parents. Do not call the school expecting us to arrange something.

If you are going to pick up your students early, administration must receive a note or phone call from the parents or guardians of the other students in the carpool to authorize their early departure as well, otherwise they will not be dismissed.

We will not release students in a carpool simply because one of them has a note from home; all students in a carpool must have parental permission to leave early.

### **\*Student Vehicle Policy**

According to State of Maine law, drivers who have not had their license for 6 months cannot have any under-age passengers in their vehicles unless they are siblings.

Student may bring their own vehicles to school. This is a privilege that can be revoked.

- They must park in the parking area assigned; this is the area near the foodbank.
- No students are to go to a vehicle during school hours without teacher permission.
- Students are not allowed to leave school grounds during the school day unless they are leaving to go home.
- No student will be allowed to transport other students during school hours for field trips, etc... We recommend that no student be allowed to be a driver for a carpool, but that is the responsibility of the parents involved.

**IF A STUDENT DRIVES IRRESPONSIBLY ON SCHOOL GROUNDS, THEIR PRIVILEGE TO DRIVE ON THIS PROPERTY WILL BE REVOKED AND PARENTS WILL BE NOTIFIED. THIS IS A SAFETY ISSUE; WE HAVE MANY STUDENTS AND STAFF THAT COULD BE INJURED.**

### **\*School Dress Code**

The school atmosphere is affected by the appearance of individual students, therefore students are asked to wear hairstyles, piercings, etc... that are not going to be distracting to other students, thus minimizing the educational experience at the school.

Students will be expected to use discretion when choosing school clothes. Clothing with drugs, alcohol, violence, or foul, obscene, or provocative language or gestures on them will not be allowed.

We ask that clothes be modest; Clothing that exposes a student's back, midriff, derriere, chest, bra straps, or underwear is unacceptable. Hemlines of shorts and skirts must be long enough to prevent any exposure, this includes when bending to touch toes. Please note that tight yoga pants and leggings are appropriate for exercise, not for regular classes. Wearing these under a long shirt or a skirt is acceptable.

Swimsuits:

Although it is not frequent, there are times when we have field trips to the beach or fun park, and swimsuits are appropriate. Rather than trying to dictate a particular style of swimsuit that is or is not acceptable, students should simply have a t-shirt to wear over whatever swimsuit they choose. The shirt should come down to the bottom of the swimsuit if the student is not wearing shorts.

If a student wears a piece of clothing deemed inappropriate he/she will be asked to put something over it, or if nothing is available the parents will be called to bring something more appropriate

### **\*Telephone Policy**

**STUDENTS ARE NOT ALLOWED TO USE CELL PHONES OR BEEPERS ON SCHOOL GROUNDS. We understand that some students may need to have their phones available before or after school. If that is the case with your student, he/she is to keep the phone (turned off) in a car, or give it to the teacher during school hours.**

Students are always allowed to use a school phone for emergency purposes with permission. We have allowed students to also call for rides, however, rides should be planned ahead of time, and if this becomes a habit an alternative plan will need to be arranged with parent or guardian.

### **\*Internet Use Policy**

The internet is a fantastic resource for educational purposes. Whether for researching or using an interactive program, there is a wealth of opportunities to be found online. However, there is also a wealth of non-educational sites and information as well.

During school hours, students at Poland Spring Academy are to be using computers and other technology for educational purposes only. This typically means they are not to be on social networking sites such as Facebook or Twitter, or using other communication methods such as email or Skype. If students are found to be abusing internet access in any way, they may be asked to turn off the device, be temporarily banned from the internet, or permanently banned, and parents will be contacted.

### **\*Student Work Policy**

Students should always consider school as their first priority. We do understand that many teens need and want to work, but we suggest that students try to keep their work hours to days off from school and limit hours to 20 a week. If a student must work after school, please keep in mind that teens need a lot of sleep and if they come to school tired they will not be able to learn effectively. If this happens, parents will be called for a meeting to find some resolution that will work for all.

### **\*Wrestling or Rough-housing**

Rough-housing types of play are not permitted on campus or during off-campus activities; we do not want students hurt or property damaged.

If there is a continual destructive pattern on a student's part, parents may be asked to remit a security deposit to cover potential damages. In some cases, depending on severity, the student may not be allowed to continue as a student here.

### **\*Other Disruptive Behaviors**

Any physical or verbal behavior which occurs within the learning environment of Poland Spring Academy, or at extracurricular activities, and which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited, and may result in discipline, parental contact, student dismissal, or expulsion from program.

Some examples of unacceptable behaviors include: throwing snowballs or rocks, leaving campus without permission, foul language and gestures, and racist or sexist comments or behavior.

### **\*Harassment Policy**

A safe learning environment free of harassment of students and staff is expected at all times. To assure such an environment, there will be no:

- Spoken or written ridicules, slurs, derogatory actions, or swearing
- Threats made verbally, in writing, or physically
- Unwelcome sexual advances, gestures, comments or unwelcomed contact
- Using reprisal or retaliation towards a person who makes a good faith report of harassment

**Any incident of harassment must be reported to administrative staff. Parents will be notified and will be asked to assist with a solution. In extreme cases a student may be asked not to return to campus.**

### **\*Weapons Policy**

No weapons of any kind are allowed on school property. If a student is found in possession of a weapon, that student will be taken to the President, and parents will be called. We need to assure a safe environment for all. If objects are being brought as tools for a specific project with a teacher, they must be given to the teacher immediately upon arrival to school, and only be in the student's possession during work on that project as instructed by the teacher. The tool will be returned to the student at the end of the day, or locked up for future use on the project. If tools are misused, the student may not be able to bring the tool again and may lose the privilege of participating in the project.

**Examples of tools: Swiss army knife, bow saw, Boy Scout knife, etc.**

### **\*Drug and Alcohol Policy**

**IF A STUDENT TAKES PART IN THE USE OF, OR IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL DURING SCHOOL HOURS, PARENTS WILL BE CALLED AND THE STUDENT WILL BE ASKED TO LEAVE.**

Duration of expulsion will be determined by staff, parents, the student and the Board of Directors. Poland Spring Academy may require the student to show proof of counseling before being allowed to return to school. If the offense is repeated, the only option may be attendance through Internet communication, independent study, or tutoring.

### **\*Suicide Prevention Policy**

If an individual presents him/herself as being suicidal, the staff person in whom the individual has confided has the responsibility to notify administration staff immediately. Parents will be notified and asked for their input. The individual will not be left alone, but will be monitored until appropriate supportive services can be called and arrive to assist.

**ANY TALK OF SUICIDE WILL BE TAKEN SERIOUSLY.**

## MEDICAL POLICIES

### **\*School Immunizations Policy**

Prior to enrollment, students must present a certificate of immunization or other acceptable evidence of immunity for each disease as required by rule for school enrollment. (DOE Chapter 126)

Non-immunized students shall not be permitted to attend school except as follows:

- The parent provides to the school a written assurance that the student will be immunized within 90 days of enrolling in school or first attendance in school classes, whichever date is the earliest. This is a one-time exception
- Written documentation from the primary care provider that the immunization against one or more of the diseases may be medically inadvisable. This must be provided annually.
- The parent states in writing an opposition to immunization because of a sincere religious belief or for philosophical reasons. This must be provided annually.
- A period of 21 calendar days may be granted to allow for the transfer of health records from one school to another.

All students who are not immunized due to medical, religious or philosophical reasons shall be excluded from school during an outbreak of the vaccine-preventable disease for which the student is not immunized. The exclusion will be for the danger period as defined by rule. (DOE Chapter 126)

### **\*Prescription Medications Policy**

If your child takes medication that he/she will have to be given during the school day, the following guidelines must be observed:

1. Prescription medications will be administered by school personnel only if the medication is brought in by parent/guardian, or parent/guardian contacts school prior to student's attendance to inform of student bringing medication in.
2. All prescribed medications must be brought in original container accompanied by written permission of parent/guardian that includes directions for administration of medication, and any special instructions. This must be signed and dated by parent or legal guardian.
3. No more than one month's supply of prescribed medication, or one week of a medication regulated by the Federal Narcotics Act, is to be supplied to the school at any one time.
4. Any change of medication schedule should be accompanied by written communication from parent/guardian/prescribing physician.
5. Parent is responsible for picking up any unused medication in the case of discontinuation of medication or at end of school year.

Student cannot carry medications with him/her during school day. If a student is caught with medications during school hours, the parents will be called. ONLY EXCEPTION: INHALERS and EPIPENS with the appropriate documentation from prescribing physician and parent/guardian.

## GENERAL ACADEMIC REQUIREMENTS AND EXPECTATIONS

We use a variety of options for the learning of subject matter in order to best suit the learning styles, multiple intelligences, and academic needs of each individual student. Students may do projects, create portfolios, use workbooks, complete texts, or a variety of all methods mentioned, depending on the individual student's needs. The assessment process may include homework, papers, projects, portfolios, quizzes, tests, exams, class participation, or demonstrations as deemed best by the individual instructor.

As we individualize for every student, we have many course options to fit with the career aspirations of the individual student. We do not have "tracks" which a student necessarily follows through the high school years. The expected high school program is unique to each individual student. Descriptions of the most common courses are provided in the next few pages. A list of objectives for each course is available upon request.

### **\*Homework Policy**

It is not our policy to assign homework, however, on occasion there may be projects that students need to work on at home. Parents and teacher(s) may also feel a student needs homework to assure continual progress in which case homework would be arranged.

Many students need daily or weekly goals in order to stay organized. If goals are set but not accomplished for any reasons, parents may be called and student asked to do those goals at home, to stay until 5 PM that evening, or come in on Friday to complete their work.

### **High School students may be asked to do work at home if:**

- **Parents agree they shouldStudent wants to graduate in 3 years instead of 4**
- **Student is not completinggoals**

We believe that evening should be family time, and that if the student is rested and ready to work while at school, all academic rigors can be completed during the school day.

### **\* K-8**

In grades K-4 students will gain knowledge of all subject areas to create a firm foundation of learning to build upon in later grades.

Throughout grades 5-8 students will start exploring career aspirations and concentrating their studies accordingly. We will work toward strengthening academic weaknesses to prepare students for high school level work.

All students in grades 3-8 are expected to do 10 hours of community service as well. A list of objectives for each grade is available upon request.



## HIGHSCHOOL COURSES (NOT ALL INCLUSIVE)

### **Basic Anatomy and Physiology without lab**

Students will gain knowledge of basic human anatomy and physiology through text materials as well as class presentations. They will learn names of bones and muscles, the names of organs and their functions within the systems and basic development of the human body. \* Student must have Biology I as a prerequisite.

### **Advanced Anatomy and Physiology with lab**

Students will build on their knowledge of basic A&P using text materials, going into more depth on the interaction of body systems. They will use dissection to increase their knowledge and understanding of anatomy. \*Student must have A&P 1 as prerequisite or demonstrate equivalent proficiency in this subject.

### **Chemistry with lab**

Students will study the structure of matter and various types of reactions using text materials.

Students' learning will be enhanced through lab work.\* Student must have algebra I as a prerequisite.

### **Physics**

This course will be designed as needed depending on the type of future study the student will be engaged in.

### **Health**

This course will include the study of healthy habits, life styles, exercise, addiction, sexually transmitted diseases, nutrition, community health, healthcare services, accident prevention, first aid, mental health, and stress management.

### **United States Government**

This will include the study of the Constitution of the United States, The Bill of Rights, influential political figures, and current events. It will also cover the nature of democracy and its differences from other forms of government.

### **US. History**

This course will include the study of influential people in history; inventions and inventors; and various time periods, and the transitions in each. Student will understand the time line of history with specific knowledge developed in: colonization of the new world, the Revolutionary War, westward expansion, the Civil War, industrialization, World Wars I and II, the Depression, the civil rights movement, the Vietnam Conflict, and worlds relations at the end of the 20<sup>th</sup> and beginning of the 21<sup>st</sup> centuries.

## **World Geography**

This course will include the study of the characteristics of the earth, industry, transportation and communication around the world. Students will study maps of North and South America, Europe, Asia, Africa, Ocean and Polar Regions, and specifically the United States. They will study demographics of each region

## **English**

All English courses will include the study of grammar, vocabulary, writing skills, reading comprehension, and spelling as needed.

## **English I**

There will be an assessment done for all students to determine their need for studies of grammar, writing mechanics, and reading comprehension. Their individual English studies will be affected by the results of that assessment. For all students English I will include development of writing skills, research skills, and broadening of their reading of fictional literature. Assessment of students will take into consideration learning style and career goals.

## **English II**

Students will review grammar and writing mechanics, and will continue to develop their writing skills; learning to write and organize their thoughts in a coherent manner: Students will continue to study literature, drawing on American works as a way of developing their reading and understanding of non-fictional as well as fictional writings. Assessment of students will take into consideration learning style and career goals.

## **English III**

Students will continue to develop their writing skills, focusing more on expository and critical writing. Basic story composition will be studied as well as types of poetry, leading to a publication put together by all of the Juniors that will include some type of writing from each student. Public speaking will also be included in this year's curriculum. - Assessment of students will take into consideration learning style and career goals.

## **English IV**

Students will review various types of writing, including a major research paper that will include a presentation with visuals. Literature covered during this year will include classic literature such as Shakespeare. Assessment of students will take into consideration learning style and career goals.

### **General Math**

This course will consist of math your young person will need for life. Students may test out of any section. The curriculum will include:

- Adding, subtracting, multiplying and dividing whole numbers, fractions, decimals and percents
- Calendar
- Time
- Measurements
- Making change

### **Algebra I**

This course will include the study of polynomials, linear equations, radicals and exponents, quadratic equations, and factoring.

### **Algebra II**

This course will include the study of relations and functions, linear equations and analytical geometry, quadratic equations, binomial theorem, exponents, radicals, and logarithms.

### **Geometry**

This course will include the study of postulates and theorems, graphing, angle relationships, geometric figures, and simple constructions.

### **Finance**

This course will include the study of banking, consumer awareness, financing, and budgeting.

### **Community Service**

All community service projects and credits need to be approved by the student's primary teacher. These hours can count towards experiential credits if approved. The activities should be age/ability appropriate.

### **Additional Possible Credit Opportunities**

Correspondence school

Apprenticeships

Military Service

Work Experience

Career Exploration

Competency Testing

Credit value of work done in any of these manners would be determined on a case-by-case basis, based on the amount of work done and the success level reached.

## REQUIREMENTS FOR GRADUATION FROM POLAND SPRING ACADEMY

The number of credits required, and topics studied, may vary depending on individual students' academic and career goals. It is recommended that a student earn 26 credits for graduation, but a minimum of 20 credits is required. Competency in all required academic courses is mandatory for graduation regardless of total number of credits earned.

English	4 credits
Math (including finance study)	3 credits
Science	3 credits
United States History	1 credit
American Government	1 credit
World History	1 credit
Computer Skills	1 credit
Experiential	2 credits
Health	1 credit
Physical Education	1 credit
Humanities	1 credit
Electives	1 credits

Total credits 20 credits **minimum**

\*\* If student did not take **Maine History** in Junior High they are required to take it in high school. They can do it as an elective.

\*\*A total of 200 hours of **community service** must be documented over the course of 4 years of high school at Poland Spring Academy. This can be divided according to year:

Freshmen	20 hours
Sophomores	40 hours
Juniors	60 hours
Seniors	80 hours

## STUDENT HANDBOOK AGREEMENT

I \_\_\_\_\_ have read, understand,  
*Parent or Guardian*

and accept the statements and policies in the Poland Spring Academy student handbook.

I \_\_\_\_\_ have read, understand,  
*Student name*

and accept the statements and policies in the Poland Spring Academy student handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date