



Libby-Tozier



Carrie Ricker

LITCHFIELD SCHOOLS

2009 - 2010

Libby-Tozier & Carrie Ricker

“Mini – Handbook”

Full handbook can be printed upon request.



Litchfield Lions

LETTER TO PARENTS
HIGHLY QUALIFIED TEACHER INFORMATION
(Parent Notice: Information May Be Requested)

Dear Parent/Guardian:

We at the Litchfield Schools are sending you this information as one way to fulfill our obligations under the “Parents’ Right to Know” requirements of the federal No Child Left Behind Act (NCLB). Under these requirements, teachers must meet general qualifications as well as specific requirements of the subject they are teaching. This means that parents have a right to know whenever a teacher who does not meet the new federal definition of “Highly Qualified” for four consecutive weeks teaches a child.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine’s strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities, and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

All our teachers meet the federal definition of “Highly Qualified”. Please ask to see our directory for more information about Highly Qualified Teachers in our district.

Additional information on the NCLB Act, as well as on the qualifications of your child’s teacher is available on request. Working with parents is an important aspect of our efforts to help students learn, and we welcome your interest.

Sincerely,

Christine Lajoie-Cameron
Principal

Litchfield Schools

Libby-Tozier School
466 Academy Road
Litchfield, Maine 04350
Telephone: 268-4137
Fax: 268-2680
www.su44.org

Carrie Ricker Middle School
573 Richmond Road
Litchfield, Maine 04350
Telephone: 268-4136
Fax: 268-4318
www.su44.org

Superintendent of Schools
James Hodgkin

Assistant Superintendent of Schools
Cathy McCue

Special Education Director
Dr. Will Burrow

Principal
Christine Lajoie-Cameron

Assistant Principal
Curtis Jack

UNION #44 MISSION

Assuring all students are learning for the future.



Libby-Tozier



Carrie Ricker

School Schedule

Carrie Ricker Middle School

7:25 Buses Arrive
Grades 3-5 report to gym/outside recess
Grades 6-8 report to café/outside recess
Alternate weeks in gym/café or outside recess
7:40 School Begins

Lunch:

10:55-11:25 Grades 4-6
11:25-11:45 Grades 7-8

2:25 Dismissal

Libby – Tozier School

7:20 Buses Arrive
Outside AM Recess, If weather conditions are not acceptable students report to gym or classrooms per schedule
7:40 School Begins

Lunch:

11:05 – 11:35 Grades K-1
11:35 – 12:05 Grades 2-3

2:20 Dismissal

Parents/Guardians need to complete a sign-out form in the office to dismiss students early. We encourage all students to stay until dismissal unless a specific appointment or special issue warrants leaving early. Students coming to school after 7:40 A.M. at CRMS and L.T. must sign in at the office. If your child will be absent from school, please call to notify the office. If we are not contacted, a staff member will call home to confirm the reason for the absence.

Grading System

Grade Pre-K - 5

1 = Substantially Below Proficient
2 = Partially Proficient
3 = Proficient
4 = Proficient with Distinction
NA = Not Assessed

Grades 6 – 8, Unified Arts

A = 100 – 93
B = 92 – 85
C = 84 – 77
D = 76 – 70

(Any grade below a D or below a 70 is considered a failing grade.)

AFFIRMATIVE ACTION/BULLYING/HAZING POLICY STATEMENT

It is the policy of Union #44 and Litchfield Schools to insure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, sexual orientation, marital status, age, handicap, or religion in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, the Maine Human Rights Act and School Committee Policy. Litchfield schools will also refer to the Student Harassment Section of the Affirmative Action Policy when dealing with student issues. Copies are available from the office upon request.

Harassment of students because of race, color, sex, religion, sexual orientation, ancestry or national origin, or disability is prohibited. Such conduct is a violation of School committee policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, sexual orientation, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in Policy JICIA (L) – Weapons, Violence and School Safety.

Bullying and Hazing – Maine has an “anti-hazing” law prohibiting “injurious hazing” meaning any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any student enrolled in a public school.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal contact that is gender-based that interferes with a student’s education. School employees, students, volunteers, visitors to the school and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action up and to including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action up to and including expulsion. The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents will be informed of this policy/procedure through handbooks and/or other means selected by the administration.

The Litchfield School Department will pursue policies of nondiscrimination and equal employment/educational opportunity in all of its departments, programs and activities. Litchfield Schools follow affirmative action guidelines to ensure that all applicants receive fair consideration for employment and that employees are treated fairly during employment. Litchfield Schools also strive to ensure that the effects of its actions upon students, teachers, parents, citizens, school, libraries, towns and other organizations or persons are non-discriminatory. Litchfield Schools recognize the right of each employee/student to work/learn in an atmosphere, which is free of intimidation, hostility and offensiveness. In order to ensure such an atmosphere, employees/students are not to engage in harassment of other employees or students.

Harassment Plan

Harassment can be:

- Verbal i.e. name calling, taunting, threatening
- Physical i.e. tripping, slapping, shoving, punching
- Sexual i.e. off-colored jokes, sexual innuendoes, comments about the body, unwanted touching, comments about sexual preference

Consequences:

1st Offense *

- Verbal: Investigation, call parent, warning or detention
- Physical: Investigation, call parent, detention
- Sexual: Investigation, call parent, in-school suspension (1 day)

2nd Offense *

- Verbal: Investigation, call parent, in-school suspension (1 day)
- Physical: Investigation, call parent, in-school suspension (1 day)
- Sexual: Investigation, call parent, out of school suspension (1 day)

3rd Offense *

- Verbal: Investigation, out of school suspension (1 day), meet with parent
- Physical: Investigation, out of school suspension (1 day), meet with parent
- Sexual: Investigation, out of school suspension (2 days), meet with parent

4th Offense *

Meeting with Parent, Administration and Police.

* In all cases of Harassment, the severity of the offense will be determined by school administrators and or affirmative action officer and may be subject to more serious consequences.

Any offense should be reported immediately. The Affirmative Action officer will be involved in all harassment investigations.

Further inquiries can be made to:

Affirmative Action/Title IX/Section 504 Coordinator
Union #44
C/o Oak Hill CSD
PO Box 220
Sabattus, ME 04280
Telephone: 1-800-447-2276

Or

Lucy Rioux
Affirmative Action Officer/Litchfield Schools
473 Richmond Road, Litchfield, ME 04350
Telephone: 268-4136 Ext. 216

Or

Maine Human Rights Commission
State House Station #57, Augusta, ME 04333

Or

US Department of Education/Office of Civil Rights
33 Arch Street, Suite 900, Boston, MA 02110-1491

Academic and Behavioral Expectations
Conduct Consequence Chart
Grade Levels Pre-K – 8

Subject to procedures as outlined in Litchfield School Board Policy and/or administrative decision.

<u>Behavior</u>	<u>‘Possible’ 1st Consequence</u> (One or more of the following might occur)	<u>‘Possible’ Repeated Consequence</u> (One or more of the following might occur)
Alcohol, Drugs, Tobacco Or Drug Paraphernalia Sales, Possession, Manufacture Or Distribution (Including Look Alike)	<ul style="list-style-type: none"> • Application of Chemical Health Policy • Possible police contact 	<ul style="list-style-type: none"> • Application of Chemical Health Policy • Possible police contact
Being In An Unauthorized Area Of The Building Or Grounds Without Permission	<ul style="list-style-type: none"> • Warning • Loss of recess • Detention 	<ul style="list-style-type: none"> • Detention • In-school suspension • Suspension
Bomb Threats, Terrorizing	<ul style="list-style-type: none"> • Up to 10 days suspension • Contact authorities • Review of case per policy 	<ul style="list-style-type: none"> • Up to 10 days suspension • Contact authorities • Review of case per policy
Pulling Fire Alarm	<ul style="list-style-type: none"> • In-school suspension • Parent contact • Contact authorities 	<ul style="list-style-type: none"> • Parent contact • Contact authorities • In-school suspension • Suspension • Meeting with Superintendent
Cheating And /Or Plagiarism	<ul style="list-style-type: none"> • Loss of recess • Detention • Re-do assignment • Parent Contact 	<ul style="list-style-type: none"> • Grade of zero • Detention • In-school suspension • Suspension
Leaving School Grounds Without Permission	<ul style="list-style-type: none"> • Parent Contact • Loss of recess • Detention 	<ul style="list-style-type: none"> • Detention • Police / Parent contact • In-school suspension
Hands On Aggressive Behavior Dangerous Acts Or Excessive Horseplay	<ul style="list-style-type: none"> • Loss of recess • Detention • Administrative Conference • Suspension 	<ul style="list-style-type: none"> • Detention • Referral to school counselor • In-school suspension • Suspension
Electronics: Pagers, Cell Phones, Laser Pointers, CD Players, Walkman, Radios, Etc.	<ul style="list-style-type: none"> • Confiscated until parent claims it • Confiscated – picked up at dismissal time • Detention 	<ul style="list-style-type: none"> • Confiscated until parent claims it • Confiscated – picked up at dismissal time • Detention • In-school suspension • Suspension
Failure To Complete Homework	<ul style="list-style-type: none"> • Complete homework • Loss of recess • Detention 	<ul style="list-style-type: none"> • Complete homework • Loss of recess • Parent Contact • Detention • Student Assistance Team Plan
Failure To Comply With Administrative Requests I.E. Emergency Cards, Or Restitution Of Lost/Damaged/Misused Library Property	<ul style="list-style-type: none"> • Parent contact • Loss of recess • Restitution 	<ul style="list-style-type: none"> • Detention

<u>Behavior</u>	<u>'Possible' 1st Consequence</u> (One or more of the following might occur)	<u>'Possible' Repeated Consequence</u> (One or more of the following might occur)
Failure To Stay For Teacher Detention	<ul style="list-style-type: none"> • Detention 	<ul style="list-style-type: none"> • In-school Suspension • Suspension
Fighting Or Acts Of Violence, Hazing Or Threatening Behavior	<ul style="list-style-type: none"> • Suspension • Possible police contact • Referral to Affirmative Action Officer 	<ul style="list-style-type: none"> • Suspension • Possible police contact • Referral to Affirmative Action Officer • Referral to school counselor • Meeting with Superintendent
Forging/Altering School/Home Notes	<ul style="list-style-type: none"> • Parents Notified • Loss of recess • Detention 	<ul style="list-style-type: none"> • Detention • Referral to school counselor • In-school suspension • Suspension
Harassment / Sexual Harassment	<ul style="list-style-type: none"> • See Harassment Plan 	<ul style="list-style-type: none"> • See Harassment Plan
Hazardous Material (Stink Bomb, Firecrackers, Explosives.)	<ul style="list-style-type: none"> • Possible hearing with school committee • Suspension • Possible police contact 	<ul style="list-style-type: none"> • Possible hearing with school committee • Suspension • Possible police contact
Inappropriate Dress	<ul style="list-style-type: none"> • Warning and change of clothes immediately 	<ul style="list-style-type: none"> • Change of clothes immediately • Parent Notified • Detention
Inappropriate Use Of Computers	<ul style="list-style-type: none"> • Detention • Loss of computer privileges • Parent contact 	<ul style="list-style-type: none"> • Detention • Loss of computer privileges • Parent contact • In-school suspension • Suspension
Inappropriate Behavior – Rude Towards A Staff Member	<ul style="list-style-type: none"> • Detention • Loss of recess time 	<ul style="list-style-type: none"> • Detention • Loss of recess time • Referral to Student Support Team • Parent contact • In-school suspension • Suspension
Insubordination, Disrespect, Or Abusive Language Towards A Staff Member	<ul style="list-style-type: none"> • Loss of recess time • Detention • Referral to school counselor • Administrative conference • In-school suspension • Suspension 	<ul style="list-style-type: none"> • Detention • Referral to school counselor • Administrative conference • Suspension
Lying	<ul style="list-style-type: none"> • Warning or loss of recess • Detention 	<ul style="list-style-type: none"> • Parent contact • Loss of recess / detention • Referral to guidance
Obscene Language/Behavior	<ul style="list-style-type: none"> • Loss of recess • Detention 	<ul style="list-style-type: none"> • Detention • In-school suspension • Suspension
Possession Or Dissemination Of Pornographic, Vulgar Or Drug Related Materials	<ul style="list-style-type: none"> • Administrative conference • Parent notified • Referral to school counselor • Detention 	<ul style="list-style-type: none"> • Parent contact • In-school suspension • Suspension • Possible police contact
Tardiness To Class	<ul style="list-style-type: none"> • Detention 	<ul style="list-style-type: none"> • Detention

<u>Behavior</u>	<u>'Possible' 1st Consequence</u> (One or more of the following might occur)	<u>'Possible' Repeated Consequence</u> (One or more of the following might occur)
Targeted Abusive Language Toward A Student	<ul style="list-style-type: none"> • Detention • Parent contact • Referral to school counselor • Referral to Affirmative Action Officer 	<ul style="list-style-type: none"> • Detention • Parent contact • Referral to school counselor • Referral to Affirmative Action Officer • In-school suspension • Suspension
Teaching And Learning Disruptions	<ul style="list-style-type: none"> • Removal from classroom (other classroom or adjoining back of room) • Parent contact 	<ul style="list-style-type: none"> • Detention • In-school suspension • Suspension
Theft	<ul style="list-style-type: none"> • Detention • Restitution • Parent contact 	<ul style="list-style-type: none"> • Detention • Restitution • Possible police contact • In-school suspension • Suspension
Un-served Detention	<ul style="list-style-type: none"> • Suspension out of school if not served within two school days 	<ul style="list-style-type: none"> • Suspension out of school if not served within two school days
Use, Possession, Or Distribution Of Alcohol, Tobacco, Drugs, Or Medication	<ul style="list-style-type: none"> • Application of chemical health policy • Possible police contact 	<ul style="list-style-type: none"> • Expulsion hearing with school board
Vandalism, Graffiti	<ul style="list-style-type: none"> • Detention • Parent contact • Restitution • Suspension • Referral to school counselor 	<ul style="list-style-type: none"> • Detention • Parent contact • Restitution • Suspension • Possible police contact • Referral to school counselor
Weapons	<ul style="list-style-type: none"> • Up to 10 days suspension • Possible referral to police • Review of case per policy 	<ul style="list-style-type: none"> • Up to 10 days suspension • Possible referral to police • Review of case per policy

Note:

These are guidelines only. More serious discipline, up to and including expulsion recommendation to the School Committee, may be imposed for any offense if the administration determines that the offense warrants such action.

- **APPEALS** – Any questions or concerns regarding a disciplinary situation or consequences should be made first to the staff member who issued the consequence. If you are not satisfied, the next step is to speak with administration. If a satisfactory solution is not reached with the administration, you may then appeal to the Superintendent of Schools.

PLAYGROUND

During the winter months outside recess is often brisk. In the spring, the grounds can be quite wet. Please encourage your child to wear appropriate outside clothing including boots, hats and mittens. Students who do not come appropriately dressed for the conditions will be restricted to the plowed surface of the playground during winter months. If your child is well enough to attend school, he or she will be expected to go outside for recess. During extreme cold or inclement weather, recess will be held indoors.

The playground is intended for children to enjoy and have an opportunity to play with their peers in an unstructured environment. Rules are made to provide a safe place for all children. Consequences for not following the rules will include a verbal warning, standing next to the wall of the building for part of the recess, or loss of recess. Repeat offenders and students who exhibit serious playground conduct will be referred to the office. Data is collected to document repeat offenders. Parents will be contacted if their child has frequent or severe issues on the playground so that interventions can be put in place for the child.

CAFETERIA/PLAYGROUND EXPECTATIONS

1. Line up quickly and quietly
2. Keep hands and feet to yourself
3. Stay within boundaries
4. Use appropriate language and noise level
5. Work out problems cooperatively
6. Be responsible for your belongings

GENERAL CONSEQUENCES

Students who break the rules or policies will face consequences, which may include:

- Verbal reprimand
- Redirection
- Loss of recess or other privileges – Referral to “Quiet Room” at Libby Tozier
- Intervention by professional school staff
- Parent contact or conference
- Written apology
- Denial of participation in school activities
- Community or school services
- After school detention

DISCIPLINARY REFERRAL

Disciplinary referrals may be made by school staff for (but not limited to) the following infractions:

Swearing or rude language

Fighting/threatening/name calling

Insubordinate, disrespectful, defiant behavior

Leaving school without permission

Harassment/teasing/taunting/civil rights violation

Forgery/theft

Lying/cheating/stealing

Tobacco/alcohol/drugs/weapons

Property damage/vandalism/arson

Bus Policy

Consistent with the Litchfield School Student Bus Conduct Policy (JFCC (L), bus riding privileges depend upon behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce bus rules and make suggestions in line with good citizenship. When behaviors continue after re-direction, the bus driver will issue a bus slip. A bus slip is a note to parents alerting them of inappropriate bus behavior and requesting cooperation in checking the child's behavior. Infractions on the school bus will follow the same format noted above (Litchfield Behavior Expectations.) The nature and/or frequency of infractions will impact consequences given. Administration reserves the right in making final determinations regarding consequences.

If at any time a student acts in a violent manner, is a danger to him or herself, is a danger to someone else, commits vandalism, or is rude or disrespectful to the bus driver or passengers, the student may be suspended from the bus for up to three days without prior warning. Children who develop continuous or serious disciplinary problems on the school bus may have their riding privileges suspended indefinitely by the principal. In the case that a student is suspended from riding the bus, the parents of the children involved become responsible for transporting their children to and from school.

BUS RIDER RESPONSIBILITIES

1. Be on time for pick up. During inclement weather, bus drivers will use discretionary judgment and allow wait time.
2. Wait for the bus in a safe place well off the roadway.
3. When crossing the highway, check for bus driver signal and walk to bus.
4. Go to assigned section, without crowding or pushing, and remain seated while the bus is in motion.
5. Keep aisles clear at all times.
6. Do not open windows without the driver's permission.
7. Keep arms and head inside the windows of the bus.
8. Do not tamper with the emergency door or any part of the bus equipment.
9. Do not transport any items that could pose a threat to the health/safety of yourself or others.
10. Do not eat or drink on the bus. Pick up your litter. Leave the bus as you found it.

ATTENDANCE/TRUANCY

Attendance in educational settings is an important component of learning for students. Consistent attendance is also a responsibility of citizenship and a requirement for success in the educational success and in the adult world. Teaching our children a high standard of responsibility is a key to their success today and in the future.

Maine School Law requires that “Every child between his seventh and seventeenth birthdays shall attend a public school during the time it is in regular session.” (Chapter 211, Section 2001A) In accordance with that law, this procedure has been established:

COMPULSORY ATTENDANCE

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before their 17th birthday; or
- B. A person who has:
 - 1. Reached the age of 15 years or completed the 9th grade; and
 - 2. Permission to leave school has been granted from that person's parent; and
 - 3. Been approved by the principal for a suitable program of work and study or training; and
 - 4. Permission to leave school has been granted from the School Committee or its designee; and
 - 5. Agreed in writing with that person's parent and the School Committee or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or
- C. A person whose absence is excused under 20-A MRSA § 5051; or
- D. A person who has matriculated and is attending an accredited, postsecondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

Litchfield School Department
Office of Superintendent of Schools
971 Gardiner Rd.
Wales, Maine 04280
(207) 375-4273

ANNUAL NOTICE OF STUDENTS EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

Inspection of Records

Parents/guardians/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$0.20 per page.

Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent/guardian/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, homeroom teacher, and grade level of student. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

3. Other School Units

Under Maine law, the School Department is required to send a student’s education records, including disciplinary records, to a school unit to which a student applies for transfer.

4. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/Guardians/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA Parents/Guardians/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Office for Civil Rights of the U.S. Department of Education located in Boston and serving New England:

United States Department Of Education
Office For Civil Rights, Region 1
33 Arch Street, Suite 900
Boston, MA 02110-1491

Telephone #'s, Extension #'s and E-mail Addresses

Libby-Tozier School – 268-4137
Libby-Tozier School – 268-2680 (fax)
Carrie Ricker M.S. – 268-4136
Carrie Ricker M.S. – 268-4318 (fax)

Superintendent's Office – 375- 4273
Adult Education – 375-7213
CCLC Program – 375-7213
Oak Hill High School – 375-4950

Name	Department	Phone Ext.	Home work Hotline	<u>E-Mail</u>
Christine Lajoie-Cameron	Principal	303/401	N/A	christine.lajoie-cam@rsu4.org
Curtis Jack	Assistant Principal	104/401	N/A	curtis.jack@rsu4.org
Becky Turcotte	Secretary – CR	0	N/A	becky.turcotte@rsu4.org
Lorna McCluskey	Secretary – LT	400	N/A	lorna.mccluskey@rsu4.org
Melinda Nadeau	Nurse – CR/LT	300/402	N/A	melinda.nadeau@rsu4.org
Erin Cloutier	Guidance – CR ~ 5-8	206	N/A	erin.cloutier@rsu4.org
Steve Feldman	Guidance – LT/CR ~ PK-4	412	N/A	steven.feldman@rsu4.org
Maureen Shaw	Administrative Assistant/Data	304	N/A	maureen.shaw@rsu4.org
Alan Ayers	Network Administrator	305	N/A	alan.ayers@rsu4.org
Rob Prescott	Technology Integrationist	202	N/A	rob.prescott@rsu4.org
Taffe Robbins	Tech/SPED Secretary – CR/LT	205	N/A	taffe.robbins@rsu4.org
Kristin Magnus	Pre-K	415	416	kristin.magnus.rsu4.org
Jessica Charest	Kindergarten	413	413	jessica.charest@rsu4.org
Mary Field	Kindergarten	416	416	mary.field@rsu4.org
Cheryl Dwyer	Grade 1	409	409	cheryl.dwyer@rsu4.org
Elley Merrifield	Grade 1	409	409	elley.merrifield@rsu4.org
Dawn Mills	Grade 2	403	403	dawn.mills@rsu4.org
Debbie Prue	Grade 2	405	405	deborah.prue@rsu4.org
Jackie Pettengill	Grade 3	405	405	jacqueline.pettengill@rsu4.org
Carol Pelletier	Grade 3	404	404	carol.pelletier@rsu4.org
Monique Frank	Grade 4	208	208	monique.frank@rsu4.org
Wendy Wagner	Grade 4	210	210	wendy.wagner@rsu4.org
Sonia Jack	Grade 5	211	211	sonia.jack@rsu4.org
Jackie Pearson	Grade 5	207	207	jacqueline.pearson@rsu4.org
Sharon Thibault	Grade 5	209	209	sharon.thibault@rsu4.org
David Mulcahy	Grade 6	212	212	david.mulcahy@rsu4.org
Tracy Remington	Grade 6	214	214	tracy.remington@rsu4.org
Cherie Ellis	Grade 7	108	108	cheryl.ellis@rsu4.org
Brant Remington	Grade 7	102	102	brant.remington@rsu4.org
Heather Lambert	Grade 8	110	110	heather.lambert@rsu4.org
Darryl Ellis	Grade 8	106	106	darryl.ellis@rsu4.org
Joshua Heath	Project Reach	101	101	joshua.heath@rsu4.org

Name	Department	Phone Ext.	Homework Hotline	E-Mail
Brenda Mansir	Functional Life Skills Gr. PK-3	421	421	brenda.mansir@rsu4.org
Pat Mason	Special Education Gr. PK-3	404	404	patricia.mason@rsu4.org
Carolee Smith	Early Treatment Program	125	125	carolee.smith@rsu4.org
Charlena Beganny	Functional Life Skills Gr. 4-8	112	112	chuck.beganny@rsu4.org
Doreen Newcombe	Functional Life Skills Gr. 4-8	107	107	doreen.newcombe@rsu4.org
Beth Pfeffer	Special Education Gr. 4-8	114	114	beth.pfeffer@rsu4.org
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