



Whitefield Elementary School

2021 2022 Student / Parent Handbook

Whitefield School

Sheepscot Valley Regional School Unit #12
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Whitefield, ME 04353
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Mark Deblois, Principal
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At Whitefield Elementary School We Have “Pride Inside”

Some Things Old / Some Things New

August, 2021

As the month of August progresses, we ponder the beginning of the 2021-2022 school year both with “wonder” and with positive anticipation. The big “wonder” is what expectations will COVID-19 place on us for the new year. Last school year all schools in this district proved to be very successful due to everyone’s adherence to some very rigorous safety protocols that we put in place. While not many were particularly fond of these many restrictions, the WHES community rallied together and our combined efforts led to the best possible school year the circumstances allowed. I cannot measure the pride I have with the efforts our students, parents and staff made last year... but that was last year and a new experience dawns before us.

On Tuesday, August 17th, the RSU #12 School Board voted to approved the ***RSU #12 Schools Safety Protocols and Learning Plan for the Start of the 2021-2022 School Year***. This plan was assembled following the guidance and recommendations of the state and federal CDC as well as the Maine Department of Education. This contains some practices that are not new to us, including a Universal Mask Mandate for anyone entering the building. We will also continue to practice good hand washing / sanitizing practices, always trying to maintain appropriate social distancing, monitoring our health each day and continue with all our cleaning practices within the building. Those are “old things” that we’ve proven to be very good at and we all know helps to keep everyone safe. However, the new year brings changes that I think everyone will enjoy. This year no masks will be required outside during recess, P.E. or class activities. While breakfast will continue to be served in each homeroom, all students grades K-8 will return to the cafeteria for lunch. This will allow for a wider variety of lunch offerings and the salad bar will be returning. Recess periods will include grade spans this year rather than single class groupings and, if we follow our guidelines carefully, there is a smaller chance that whole groups would ever have to quarantine in the event of a positive COVID test of a student or staff member. Our focus will be on having

all students completing in-person education, all year long. Finally, on this topic, the practices put forth in the 2021-2022 plan will be evaluated on a monthly basis and, should conditions related to COVID change and the experts make new recommendations, elements of this plan can change. There is reason to be optimistic that, at some point during this new school year, many of these restrictive practices will be either modified or eliminated. The full plan can be accessed on the RSU #12 website.

The WHES facility is looking great! Mr. Shorey and his staff have worked very hard to make the building ready for everyone to return on August 31st. I am excited to announce that we'll all be able to see the assembly of a new greenhouse on our campus coming shortly. The school was able to secure a grant from the Perloff Family Foundation that helped us acquire the new structure and there will be a "greenhouse raising" soon..

We have three new staff members at WHES starting this fall. Mr. Joe Grant will be a new teacher in our special education program. Also in that program, we have Ms. Joni Jones, who previously served as a music teacher here at WHES, she'll be filling Mr. Cote's position in the special education department. Finally, Ms. Erin McNichols has been hired to be the long term substitute for Ms. Molly Brewer in 5th grade when Ms. Brewer takes her leave around the birth of her second baby. Please join me in welcoming these new staff members to WHES.

Last year we proved to be a resilient and focused school, able to cope with adversity and thrive. I am looking for the same level of commitment and energy as we enter the 2021-2022 school year. We do have "Pride Inside" and, I believe, will demonstrate it again this year. I look forward to seeing you all on August 31st!

Sincerely,

Mark Deblois, Principal

SECTION 1: GENERAL SCHOOL INFORMATION

Mission Statement

The mission of Whitefield Elementary School, in partnership with the Whitefield Community, is to create a safe and positive environment that provides every child with:

- The tools and desire for lifelong learning in a changing world;
- A strong foundation in basic skills through a coherent curriculum with measurable learning outcomes;
- The opportunity to develop individual strengths while respecting individual differences;
- Incentives for excellence;
- An atmosphere that nurtures creativity and independent thinking resulting in respect and responsibility to self, school and community.

Whitefield School Philosophy

It is our belief that all children have the capacity to learn and that each individual learns in different ways and in different time frames. Whitefield Elementary School strives to facilitate the maximum intellectual, social, emotional and physical growth of each individual student.

Purpose

Whitefield Elementary School seeks to provide a learning environment that is safe, respectful and stimulating for each individual. Students prosper in an environment that reflects a respect for all individuals and a genuine pride in self, school and community.

A comprehensive curriculum serves as the foundation for instruction and this curriculum is delivered by professionals who understand the developmental stages of a child's growth and who recognize and provide for each individual's unique learning style. Whitefield Elementary School seeks to enhance each individual student's ability to think effectively and apply the skills they acquire to both classroom activities and the world at large. We want each child to have a healthy confidence in themselves as a learner, develop a positive sense of their own future, demonstrate respect toward themselves and others and recognize that learning is a life-long pursuit.

2021-2022 WHES Student / Parent Handbook

The WHES Student / Parent Handbook communicates the expectations and requirements the school will be following during the 2021-2022 school year.

These understandings assist us in building and maintaining an effective learning environment for students and staff alike.

Most of the expectations are consistent with previous year, and follow our Positive Behavioral interventions and Supports (PBIS) framework. We encourage all parents to review the contents of this handbook with their children. Teachers will also be reviewing the handbook early in the school year and throughout the year they will circle back to these expectations so clear understanding is evident. When students, parents and the school staff work together, our common goal of building a positive, effective learning environment can be achieved.

The Student's Role

Students are expected to be active, positive participants in their own learning. This involved appropriately participating in class activities, completing assignments to the best of their ability and seeking assistance when it becomes necessary. The school encourages students to share their learning with their parents. Our clear expectation is that students demonstrate respect toward their classmates / schoolmates, the school staff and the school facility. Every student's physical, social, emotional and intellectual growth is key to the success of this institution.

The Parent's Role

Parents are encouraged to join the school staff in participating in the education of their children. Without the cooperation and support of parents, the school cannot effectively assist a child in reaching his / her full potential. When parents continually show their interest in their child's educational progress and growth, students take greater pride in their accomplishments and will aspire to achieve even more. A parent's expression of their hopes and expectations to their child reinforces the importance of education in their life and helps a child to focus on his / her long-term goals.

From time to time parents may be asked to assist the school in developing skills and attitudes that will benefit their child. Whether it is fostering the skills of academic self-reliance (keeping an assignment notebook, completing homework in a timely manner, preparing for assessments, etc.) taking responsibility for their choices and behaviors or handling conflict or anger in a productive, appropriate way, the consistent teaming of the parents and the school is instrumental. Please understand the importance of your role in supporting these types of needs.

In the case of severe or recurring issues, be they academic, attendance or behavioral in nature, the school staff will make every attempt to consult and problem solve with parents to build constructive plans. Having a parent and the school “on the same page” will assure a far greater chance of facilitating a positive change with the student experiencing the benefits.

It is possible that there may be times when the school and the parents are not in agreement. This is natural. Whether the disagreement is between the parent and a teacher or the parent and an administrator, we would ask that the adult parties hold their conversations away from children. When children become caught in the middle of that type of conflict, it becomes very confusing as to how the child should proceed at school, especially should the child overhear, or be party to, negative commentary about school staff. Regardless of how a parent may feel toward a school staff member, the child is still going to have to work with, and be respectful toward, that staff member and, again, confusing emotions and allegiances between the family and the school is not likely to yield beneficial results. The administration of Whitefield Elementary School pledges to work quickly and respectfully with all parents who have issues with the school with a goal to find common ground and build workable plans to move forward. **Please, let’s always allow the adults to have the adult conversations away from children**

Emergency Response Plans

Whitefield Elementary School, in conjunctions with all RSU #12 schools, participates in an ongoing process of emergency plan development, implementation and practice. Keeping the safety of students and staff as the paramount concern, Whitefield Elementary School, will periodically conduct building and grounds evacuation, lockdown, shelter-in-place and other recommended drills. Because of the confidential nature of many of the school’s emergency procedures, we will not post or publish our Emergency Response Plan. However, should a parent have a question or concern, a meeting between the parent and the building principal would be encouraged.

Emergency Procedures

- When a student injury or illness occurs, the school employee(s) present will be expected to take whatever steps she / he deems necessary in the best interest of the child.

- When necessary to remove a sick or injured child from school for his / her welfare or that of others, the school can do so on the basis of information provided on the child's emergency card.
- Within three (3) days of enrollment, each child's parent or guardian will be required to complete and return a **Student Profile** form. Parents are expected to notify the school of any changes necessary to keep the information on the **Student Profile** up to date.

Americans With Disabilities

Whitefield Elementary School does not discriminate on the basis of disability in admissions to, access to, or operations of its programs, services or activities. Whitefield Elementary School does not discriminate on the basis of disability in its hiring or employment practices.

Confidentiality Statement

A public school is required to protect the confidentiality of student records / information under both state and federal law. The requirement that student records / information be kept confidential is imposed primarily by the federal Family Educational Rights and Privacy Act (FERPA), Maine's Privileged Communications statute and the federal Confidentiality of Patient Records statute. FERPA requires that most student records / information be kept confidential. The Privileged Communications statute protects the confidentiality of information obtained in student counseling sessions. The Confidentiality of Patient Records law protects the confidentiality of information about a student who is seeking or receiving treatment, diagnosis or referral for treatment of a substance abuse problem.

Family Educational Rights and Privacy Act (FERPA)

FERPA are federal and state laws which dictate how schools deal with information pertaining to students. The laws have a dual purpose.

1. Dictates who has access to student information;
2. Limits the release of information without parental permission.

In effect, schools are limited to a "need to know" policy that limits the flow of information to those that provide services to the student. Sharing information in any manner to others, without express parental permission, is a violation of FERPA.

Student Records

Records may be made available to certified school personnel without parental notification. The records must be used within the areas of the building designated by the principal. A list of authorized personnel who have access to students' records will be posted at the location of such records.

Arrival Time at School

NO STUDENTS CAN BE DROPPED OFF AT SCHOOL BEFORE 7:30 AM. There is no adult supervision available prior to that time and it is a safety risk for any child to be in the building or on school grounds prior to 7:30 AM. Please assist us in keeping all students safe by following this expectation.

Students being dropped off at school prior to 7:50 a.m. must have contacted the WHES Office prior to the drop off to make arrangements for their child(ren) to participate in our EARLY BIRD PROGRAM (EBP). This can be done in-person, via a phone call or email. If your child will be participating in the EBP every day, a single contact will be all that is needed. If the need to drop your child off early is an unusual occurrence, then a contact with the office will need to be made each time.

Should a student make an appointment to see a teacher in the building prior to 7:30 AM, a note / email must be provided to the office the day before the appointment.

When dropping off your child at school, please observe the traffic signs and either escort or instruct your child as to the protocol for crossing the traffic island and entering the school safely.

Field Trips

Whitefield Elementary School's field trip procedures require parents to be notified of each individual field trip at least one week in advance of the trip. The location of the trip, including the approximate departure and arrival times will be provided. While reminders will be provided, it is the responsibility of each individual student to return the completed, signed field trip permission slip to school. **Students will not be allowed to participate on the trip without this permission slip, signed by a parent or guardian.** Failure to do so will result in the student remaining back at school until their class returns. Teachers will post their field trip in the **Wildcat Weekly** and on the **Whitefield Elementary School website** (svrsu.org/o/whes).

School Cancellation Announcements

School cancellation notifications and early dismissals will be announced on the following radio and television stations as well as through our School Messenger System:

RADIO:

FM 92.3 "Moose" WMME
FM 102.5 WQSS Rockland
FM 101, 104.3 WABK - Oldies

TELEVISION

Channel 2 - WLBZ
Channel 6 - WCSH

- In the event that school is cancelled or released early, all afternoon and evening school activities will be postponed.

SECTION II: ACADEMIC INFORMATION

Parent / Student Jump rope (Grading System) Access

Parents and students may access their Jump rope account via:
<https://www.jump rope.pe/>

Powerschool / Jump Rope / Proficiency Based Learning

Parents can access information about their child's learning progress online and through a Jump rope app on mobile devices. Information will include a grade for each class as well as more detailed information about student progress in learning topics (called District Standards) covered in each class. Our hope is that this new system allows teachers to provide more specific feedback about student learning. More information about parent access will be made available with paperwork brought home at the beginning of the year.

RSU 12 has adopted the following language to define proficiency. See the information below for more about defining scoring criteria.

What does the four-point scale mean?

4	Proficient w/ Distinction	Rigor level exceeds that which is described in the standard
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3	Proficient	Rigor level and learner independence matches that described in the standard
2	Foundational Proficiency	Rigor level is less than that described in the standard, typically at retrieval level
1	Insufficient Evidence	Learner can engage at the foundational level with support from others

Below is a list of ways in which others have defined the four levels. The list is offered to support understanding and to suggest ways in which the levels may be explained to students and to parents.

1	2	3	4
Heard of it	Practicing	Know It	Apply It
Emerging	Developing	Proficient	Mastered
Beginning	Developing	Applying	Innovating
Emerging	Developing	Competent	Experienced
Awareness	Novice	Intermediate	Advanced
I am still working on it	I can do most but am still learning	I can demonstrate this skill	I can demonstrate this skill and have gone above and beyond
progress is below expectations	progress sometimes meets expectations	progress meets expectations	progress exceeds expectations

Report Cards

The use of accessible grade reporting tools like Jumprope has changed the process of reporting grades to parents as, in many cases, parents and students have 24/7 access to their academic progress. However, WHES continues to coordinate and provide a grade report at the conclusion of each trimester of the year. Information, including necessary timelines, will be emailed to all staff from the WHES Office regarding completion needs to satisfy this expectation.

Trimester Conclusion Target Dates for the 2021-2022 SY are as follows:

1st Trimester - November 12, 2021

2ns Trimester - March 4, 2022

3rd Trimester - June 10, 2022 (May be impacted by snow days)

Academic Achievement

All students in the 21st century will require a strong foundation of academic and personal, work-related skills. It is the goal of the school to offer ample opportunities for students to practice and develop these necessary attributes. The students' responsibility will be to fully engage in the activities and work presented by the teaching staff to the fullest of his / her abilities.

To support and facilitate students' progress toward academic success, the teachers of Whitefield Elementary School will communicate their class and homework expectations, as well as information related to missing assignments, projects and other upcoming work to both students and parents. Parents will find the greatest success in assisting their children when they monitor their child's academic progress and maintain positive communication with their child's teachers.

All students will have their progress assessed using a variety of formal and informal assessments throughout the school year. These assessments can be a part of units of study, out of programs being utilized by staff or systematic norm-referenced assessments (NWEA, NAEP) offered to different grades levels during the school year. Results of formal assessments will be shared with parents and become part of a child's student record. Parents are encouraged to speak with school staff about these assessments to garner a full understanding of their child's progress and growth.

PBIS Recognition Assemblies

Whitefield Elementary School has a culture that seeks to recognize the multiple achievements of students throughout the school year. At monthly PBIS Recognition Assemblies with the entire Whitefield Elementary School community, we celebrate the academic, social and attitudinal accomplishments

of our students. The school will make every opportunity to involve parents in these celebrations. The 2020-2021 school year required all PBIS Recognition Assemblies to be held virtually over the ZOOM platform. These proved to be very successful with many parents participating. We hope that the 2021-2022 school year will allow us to hold these celebrations in-person. However, should circumstances not allow that format, we will continue to hold our assemblies virtually.

Homework

WHES recognizes that practice and reinforcement via homework assists students in mastering certain concepts. The school also understands that the most positive results are experienced when homework assignments are of the type that builds on and strengthens the understanding developed within the classroom. Homework will not be given unless it has a constructive purpose, relevant to the objectives of the unit of study.

Gifted & Talented Program

The Gifted & Talented Program at WHES is designed to serve students in Kindergarten through grade eight. All students have unique qualities that need to be nurtured and developed. Some students will greatly benefit from additional programming in addition to that from the regular classroom due to their capacity to learn quickly and to higher standards.

The Gifted & Talented Program has two components - an academic component (acceleration in Math, English, Social Studies and Science) that serves up to 5% of the student population and a Visual and Performing Arts component that also serves up to 5% of the students. The teacher supervising the Gifted & Talented Program also provides support to classroom teachers to assist them in differentiating their academic programs specifically for those students who excel.

Parents will be notified should their child meet the criteria for involvement in the Gifted & Talented Program and will be asked to provide permission for their child to begin their involvement in the program.

Athletic / ExtraCurricular Eligibility

Eligibility sheets will be completed by middle school teachers on Thursday of every other week. Students who are deemed ineligible, as well as the student's parents, will be notified of the ineligibility. Notice of ineligibility will be sent home with the student for a parent signature and must be returned before the student takes part in the next activity.

Academic:

Students must be in good academic standing to participate in any extracurricular activity. Good academic standing means having scores of two (2) or above in all academic subjects and appropriate behavior.

Behavior:

The **first detention** or behavioral referral will result in a warning related to the individual student's eligibility. The consequence resulting from the events leading to the detention must be served at least one (1) day prior to participating in any extracurricular activity. A **second detention or additional behavioral referral within a two (2) week period** will result in a period of ineligibility for the following two (2) weeks. At the end of that suspension from activities a student is reinstated based on meeting the standard criteria listed above. If, during any two (2) week period more than two (2) detention or behavioral referrals occur, a meeting will be held with the student, parents, the student's teachers and the principal to develop an appropriate eligibility plan focused on improving the student's behavior. The student remains ineligible until the designated plan's period has elapsed and the student is deemed to have demonstrated appropriate behavior.

If stated eligibility conditions are not sufficiently met, the ineligibility continues until the next two (2) week review period concludes.

Promotion, Retention & Acceleration of Students

WHES seeks to provide appropriate instruction to all students in a progressive, sequential manner. Therefore, the grade placement of each student must be considered on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of experiences planned to meet the various unique needs of the students assigned to that grade.

As far as it is feasible, promotion, retention or acceleration of a student will be decided through conferences involving the principal, teachers and parents. Parents will be notified as early as possible if retention or acceleration is being

considered and, except in rare circumstances, no later than April 13th. The principal holds the responsibility for making the final decision on promotion, retention, acceleration and assignment should consensus not be reached. Parents dissatisfied with this decision may appeal the principal's decision to the RSU #12 Superintendent and School Committee. Decisions related to special education students will be made through the IEP process.

The following criteria will be utilized in making decisions related to promotion, retention and acceleration:

1. Student achievement
2. Academic potential
3. Attendance
4. Health
5. Maturity
6. Physical size
7. Age in relation to grade placement
8. Student attitude
9. Parent concerns
10. Out of school influences
11. Program options

Parent Request for Student / Teacher Placement

Long before the close of a current school year the teachers and administrators of WHES are contemplating assignments of both students and teachers for the following year. This is a careful and thoughtful process that aims at creating the best possible learning situation for all involved. Often class assignments, in a small school, are fairly simple since there is only one class per grade level. However, there may be teacher movement as individual staff members leave or seek transfers to other grade levels. In determining class assignments, the following considerations are viewed very carefully:

1. ratio of boys to girls;
2. Number of special needs students at that grade level;
3. primary learning styles and needs of all students;
4. work and behavioral issues that impact the dynamics of the classroom.

WHES welcomes parent input into this organizational process. In order to make your thoughts known to the administration we would ask that you provide your thoughts to the principal in writing (letter or email) by the end of April. All

information will be fully considered but the final assignment responsibility will rest with the school principal.

SECTION III: STUDENT EXPECTATIONS

WHES, along with all other schools in RSU #12, follows the ***Positive Behavior Interventions and Supports (PBIS)*** framework for setting and communicating behavioral expectations. All classrooms and other areas of the building (hallways, cafeteria, bathrooms, playground, assemblies, arrivals & departures, bus, fire drills and with substitute teachers) are guided by this framework of expectations that are reviewed with students on a regular basis. The Core Values of the PBIS framework are:

Respect
Responsibility
Safety

Core Values Statement

Wildcats value respect, responsibility and safety everyday!

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Voice Level 0	Silence	
Voice Level 1	Whisper	
Voice Level 2	Talking	
Voice Level 3	Outside Voice	

Whitefield Lunchroom Expectations



Respectful
• Use table manners • Use kind words • Hands to self
Responsible
• Leave no trace • Wait patiently • Follow directions
Safe
• Walk • Chew with your mouth closed • Stay seated • Touch only your food, no sharing of food
Voice: 0=Silent, 1=Whisper, 2= Talking Voice

Whitefield Hallway Expectations



Respectful
• Respect art, posters, displays, & decorations • Hands off windows, lockers, walls & ceilings • Use kind/quiet words
Responsible
• Keep hands/feet & belongings to yourself • Go directly to your destination • Be truthful about your actions • Follow adult directions • Always wear your mask in the hallways
Safe
• Watch where you are going • Walk 3 -6 feet away from other students • Feet on the floor • Hands to your side • Stay to the right • K-5 Single file
Voice: 0=Silent, 1=Whisper, 2=Talking Voice

Whitefield Playground Expectations



Respectful
• Use good sportsmanship • Share and use kind words • Game rules stay the same from start to finish • Hands, feet & objects to self
Responsible
• Include others • Take turns • Follow directions
Safe
• Use equipment correctly • Stay within boundaries • Always wear your mask unless you are 6 feet away from other students • Ask permission to enter the building • Solve conflict with kind words or ask for help
Voice: 0=Silent, 1=Whisper, 2=Talking Voice, 3=Outside Voice

Whitefield Assembly Expectations



Respectful
• Be an active listener
Responsible
• Maintain personal space
Safe
• Hands and feet to self • Sit on your bottom
Voice: 0=Silent, 1=Whisper, unless it is time to cheer

Whitefield Bathroom Expectations



Respectful
• Respect others' privacy
Responsible
• Leave no trace • Wash and dry hands upon leaving the classroom and before returning • Flush
Safe
• Maintain personal space • Remember your purpose • Report issues to your teacher
Voice: 0=Silent, 1=Whisper

Whitefield Arrival & Dismissal Expectations



Respectful
• Greet and respond to people kindly
Responsible
• Give notes to teachers/parents • Know your go home plan • Have materials packed in bag
Safe
• Walk to the right • Go directly to your destination • Hands, feet, belongings to self
Voice: 0=Silent, 1=Whisper

Whitefield Bus Expectations



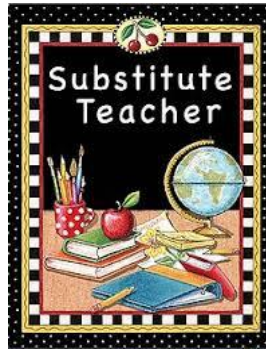
Respectful
• Use kind words and appropriate language • Report bullying • Obey driver
Responsible
• Keep belongings in bag • Keep aisle clear • Leave no trace • Be ready and on time
Safe
• Bottoms on the seat • Face forward • Hands and feet to self • Always wear your mask
Voice: 0=Silent, 1=Whisper, 2=Talking voice

Whitefield Fire Drill Expectations



Respectful
• Follow adult directions
Responsible
• Be a good role model
Safe
• No talking • Stay with your class • Hands, feet, objects to self and at least 3 feet apart from other students • Always wear your mask
Voice: O=Silent

Whitefield Substitute Expectations



Respectful
• Respect adults • Follow adult directions • Be helpful and kind • One person talking at a time
Responsible
• Be a positive role model • Follow classroom rules • Be prepared
Safe
• Hands and feet to self
Voice: 0=Silent, 1=Whisper, 2= Talking voice

Through the use of these clear, and well understood expectations, students will be able to engage in their learning in a safe and welcoming environment and misbehavior will never occur because a student does not understand what the appropriate behavior or response should be but rather their actions will be addressed from the perspective of clearly choosing actions in violation of our expectations.

When behavioral issues occur at Whitefield Elementary School we will address the situations using our **Restorative School Practices** guidelines in hopes of connecting students directly to their behavioral choices and understanding the impact those behaviors have on the entire school culture. The restorative practices aims to support a culture of trust, empathy and learning rather than simply focus on punishment. While there will certainly be appropriate consequences applied to poor behavioral choices made by students, we will seek to provide a learning experience for those students involved in the incident that will prevent a recurrence of the poor choice.

Major Disciplinary Infractions

There are three (3) categories of major disciplinary infractions that would warrant immediate intervention of the principal. The infractions would include: anything illegal, anything physically dangerous (placing the individual or another student in serious jeopardy of injury), and insubordination – the refusal to comply with a request or direction provided by a staff member. Consequences that the principal may deploy include, but are not limited to: parental conference, contacting the police or other authorities within the community, office detention, in-school suspension, out-of-school suspension, referral to the RSU #12 Superintendent of Schools for possible expulsion. Interventions may also include **Restorative Practices** to understand exactly what happened, who / what was the harmed, and what actions need to be put into place the remedy the harm. When incidents reach this level, parents will always be involved in the restorative measures.

Books & Other Property

Students are responsible for the care of books assigned and / or loaned to them. Lost or damaged books will be paid for by the student responsible as follows:

1. Less than one year old – full replacement cost
2. 1-3 years old – 65% of replacement cost
3. Older than 3 years – 50 % of replacement cost
4. Sports uniform – full replacement cost
5. Broken science equipment and / or musical instruments – full replacement cost

Repayment for damaged or lost property will be at the discretion of the principal.

Bicycles (Recommended for students in Gr. 3 or up only)

Students must have a “Bicycle Permission” form issued by the school office and signed by a parent or guardian prior to their riding to or from school. Students riding their bicycles to schools are expected to place the bike in the bicycle rack until students are dismissed after the first buses have departed. It is recommended that students use a locking chain or device for the security of their bicycle.

While riding their bicycles to and from school, students are expected to obey all traffic laws, including wearing helmets. Bicycles that have motors or that are not self-propelled are not allowed. Any student failing to meet these expectations will find their bicycle riding privileges revoked.

Changing Transportation Destination:

Should a student be getting off the bus somewhere other than his / her standard stop, a written note must be sent to the homeroom teacher and to the office on the morning of the change. Such notes must be signed by the student’s parent or guardian and dated.

Student Dress

All students are expected to dress neatly and modestly in consideration of the age range of students at Whitefield Elementary School and in consideration of the appropriateness of dress within a public school. Ripped and torn clothing is not acceptable and dress should never be a distraction from the educational process. Clothing with references to drugs, alcohol, sex hate speech or profanity

will not be allowed. Shorts, dresses and skirts should be of an appropriate length, acceptable for a school environment. Appropriate footwear is required of all students, at all times both in and out of school. No one will be allowed to go barefoot or in socks in the building or on the playground. Hats are not allowed to be worn within the building but are permitted outside during recess.

Should a student arrive at school in clothing deemed to be inappropriate, the parents will be contacted and requested to bring a change of clothing or other arrangements will be made here at school.

Classroom and duty staff can send a student back into school during recess should the staff member determine that the clothing is insufficient for the weather conditions.

Cell Phones in School

Students are required turn their cell phones off and to keep their phones in their lockers during school hours from 7:50 a.m. – 2:20 p.m. Students may access their cell phones in unusual circumstances during school hours only with special permission granted by a staff members.

If a student fails to adhere to these expectations the following will occur:

- 1st offense – Student will be provided a warning and asked to return the phone to their locker
- 2nd offense – Student's phone will be confiscated and returned to them at the close of the school day
- 3rd or more offenses – Student's phone will be confiscated and held in the office until a parent / guardian comes in to pick it up

The RSU #12 Cell Phone Policy JFCK-R can be viewed by visiting: www.svrsu.org

Books & Other Property

Students are responsible for the care of books assigned and / or loaned to them. Lost or damaged books will be paid for by the student responsible as follows:

1. Less than one year old – full replacement cost
2. 1-3 years old – 65% of replacement cost
3. Older than 3 years – 50 % of replacement cost
4. Sports uniform – full replacement cost
5. Broken science equipment and / or musical instruments – full replacement cost

Repayment for damaged or lost property will be at the discretion of the principal.

Book Bags and Backpacks

Book bags and backpacks will not be allowed in hallways or classrooms of the middle school wing. Students will be provided with time prior to the start of classes to access necessary materials. All book bags and backpacks must be stored within the student's locker prior to entering the classroom.

School Dances

School sponsored dances may be held periodically throughout the school year. The approval of the principal is required prior to the organization of any dance subject to the following:

- All participants must meet the Extracurricular Eligibility requirements;
- A minimum of three (3) adult chaperones must be scheduled to attend, two (2) must be teachers and then additional parents with both genders being represented;
- Dances are only open to Whitefield Elementary School students in grades 5-8;
- GUESTS may be invited by our middle school students as long as the guest is in grades 5-8 and signed in to the office prior to lunch on the day of the dance. All guests names must appear on the checklist at the door to be allowed in to the dance. "Guest Request" forms are available at the school office and must be approved by the principal;
- Once students enter the dance they are not allowed to leave the building unless being picked up by a sanctioned adult;
- Special rules may be established by the principal

School dances are extensions of the school day and, therefore, students are expected to comply with all regular expectations for dress and behavior. Violations of these expectations at a dance will be handled with the same disciplinary procedures as apply in school.

Valuables in School

Students are cautioned about bringing valuable personal items to school. This could be large sums of money, electronic games and / or devices, cell phones

or other personal property as these items may become lost, stolen or damaged and the school staff cannot be responsible for these items. Should a student realize they've brought such an item to school accidentally and wish to keep them safe, they may drop them off in the school office for safekeeping until the end of the day.

Leaving School Grounds

As the school is responsible for the safety and accountability of all students in our care, leaving school grounds during the day without permission of the principal is strictly forbidden. Any student violating this expectation will have his / her parents contacted and strong consequences will be extended.

Attendance Policy

Any student absence from a school day has the result of interrupting that child's academic progress. Maine statutes, subsection 5001-A requires that any person seven (7) years of age or older, or under the age of seventeen (17) years of age shall attend a public day school during the time it is in regular session.

Excused absences include:

1. Personal illness;
2. An appointment with a health professional that cannot be scheduled outside the regular school day;
3. Observance of a recognized religious holiday when that observance is required during a regular school day;
4. Family emergency;
5. A planned absence for a personal or educational purpose that has been approved
 - a. Families taking students out of school for vacations that do not coincide with standard school vacation periods cannot request work in advance for their children. Upon returning to school, students will be provided the work that was missed with a time equal to his / her absence for completion.

Following is the require procedure when a child is absent:

- If your child is going to be absent, please either **call or email** (aperkins@svrsu.org) by 7:45 a.m. When communicating with the school about a child's absence please state the reason why the child is

going to be out of school. As a safety check, if the school has not been contacted by you and your child is listed as absent, our notification system will generate an automatic call to remind you to communicate with the school about your child's absence.

- Upon returning to school, parent / guardian must provide the child a written excuse, signed by the parent / guardian to be turned in to the school office.

Truancy

Maine statute subsection 5001-A defines "Habitual Truancy" for two different age ranges as follow:

- A student has completed Grade 6 and has the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive days of unexcused absences during a school year or
- Is at least seven (7) years of age and has not completed grade 6 and has the equivalent of seven (7) full days of unexcused absences or five (5) consecutive days of unexcused absences during a school year.

If a student meets the threshold to be identified as Habitually Truant, the principal is required to notify the Superintendent of Schools and initiate procedures to engage the child and family with a goal of immediately getting the child back to school. These procedures can include, but are not limited to:

- Referral to the school's Student Assistance Team or Attendance Coordinator;
- Development of an attendance intervention plan with the parent including;
 - Frequent communication between the school and the parents;
 - Changes in educational programming;
 - Mentoring;
 - Provision of counseling services to the child
 - Tutoring or peer tutoring;
 - Attendance contracts
 - Referral to outside agencies (county law enforcement, DHHS, mental health providers)

Maine statute subsection 5003-A states that if a parent has control of a student who is truant under section 5001-A subsection 1 and that parent is primarily responsible for the truancy, that parent commits a civil violation for which a fine of \$250 may be adjudged.

WHES stands ready and eager to work with all families to ensure good attendance at school. It is only through good attendance and proper engagement with school that a child's full potential can be realized.

School Phone Use

The use of the school phone during the school day will be discouraged except in extenuating circumstances. Students should always plan ahead and have all of the materials required for a successful day as well as making all after school plans prior to arriving at school. After school social arrangements need to be made from home. Because of the busy nature of the end of the school day, no students will be allowed to use the school phones during the period of time from 2:00 PM until the last bus exits the school.

Again, due to the very busy schedule around the close of the school day, we ask that parents contact the school prior to 2:00 p.m. if there is a change in after school plans or if a parent needs to communicate with a child. Obviously, should there be an emergency situation, the school will always accommodate.

Lost & Found

WHES maintains a Lost & Found box at school. Items left around the school are deposited in this box. If your child is missing clothing or other equipment we would encourage all parents to come in to school and look through Lost & Found for the missing items. It is our practice to donate unclaimed items to charities at the beginning of each holiday vacation.

SECTION IV: SCHOOL VISITS & VOLUNTEERING

Parental Visits

Parents wishing to visit a classroom during the operation of the school day must do so by contacting the principal's office. The key to the principal's approving the request will come from the purpose of the visit. The principal may not approve the visit if insufficient or inappropriate reasons are given. Out of

respect for the classroom teacher, a minimum of two (2) business days must be provided prior to a parent visit

FOR THE SAFETY OF OUR STUDENTS AND STAFF, WE ASK THAT ALL INDIVIDUALS CHECK IN TO THE SCHOOL OFFICE BEFORE ENTERING THE BUILDING.

VOLUNTEERS

A volunteer in school is an individual who works on an occasional or regular basis within a classroom or the school building, whether it be to support children's experience or the efforts of our teaching staff. Volunteers serve in their capacity without compensation or employee benefits.

The contributions made to WHES by volunteers is significant, benefitting our children and staff in innumerable ways. While COVID-19 restrictions placed a hold on school volunteers during the 2020-2021 school year, it is anticipated that WHES will be welcoming volunteers back into the school this coming year. Meagan Soule, WHES Student Support Specialist, coordinates the school's volunteers and will be seeking individuals to assist us. Please look for more information coming out as school begins to see all the manners in which you can assist in achieving the school's goals.

The work of all volunteers, be they in the curricular or extracurricular areas, at Whitefield Elementary School is subject to the following standards:

1. Volunteers are organized under the general supervision of the school principal and subject to all school policies and procedures but may be administered by our volunteer leaders.
2. The use of school volunteers by teaching staff is always optional and intended to serve the best interest of the students or staff member.
3. Any teaching staff member choosing to utilize the services of a school volunteer assumes responsibility for coordinating the scheduling of the volunteer's time and determining the appropriateness of the service.

The general purpose of the Whitefield Elementary School Volunteer Program will be to:

- Assist teaching staff in enhancing instruction or enrichment;
- Increase the involvement and understanding of the programs and goals of the school; and

- Build more positive school / community relations through expanded participation in school programs.

Chaperones

The staff at WHES will extend opportunities for parents to participate as field trip chaperones when space permits. The staff member responsible for organizing the trip will determine the availability of chaperoning spaces and determine in a fair and equitable manner, should the pool of interested parents exceed the number of spaces available, which parents are selected. All school policies and procedures apply to the chaperones, as well as the students, during a school-sponsored field trip.

Field Trips went off the board during the pandemic last year but there are strong expectations that this part of our educational program will be back for the 2021-2022 school year.

SECTION V: STUDENT HEALTH

Student Physical Examinations

Complete physical examinations are required in order for students to enter Kindergarten and at the 3rd and 6th grade level. Physicals will be completed by the physician or health care provider utilized by the family with appropriate documentation being provided to our school nurse.

The physical at the 6th grade year will satisfy the requirement for participation in sports through the end of the 8th grade except when the yearly health questionnaire indicates a serious illness, injury or hospitalization. Such changes in a child's health will require an additional review by the student's doctor or health care provider, with appropriate documentation before participation in athletics can be resumed.

Sight & Hearing

Every student in grades K, 1, 3, 5 & 7 will be vision screened each year. Hearing screenings will be provided to students in grades K, 1, 2, 3 & 5 yearly. The school nurse will notify all parents of those students being screened and results will be available through the nurse.

Immunization

Maine law requires that all students prior to entering Kindergarten through grade 6 provide proof of having received required immunizations. Parents will be notified by the school nurse should health records indicate a need for additional immunizations. **Beginning with the 2021-2022 school year, Maine law does not recognize philosophical or religious objections as exemptions from the immunization requirement.** Parents wishing further information regarding this new requirement should consult with the school nurse or the Superintendent's office.

Medication

No staff member except the school nurse or his / her trained designee is allowed to administer any medication to students (including over the counter materials). Parents of students requiring medication on a regular basis must follow the procedure listed below, notify the office personnel and leave the medicine and the medication form with the staff. All medication left at school must be provided in the original bottle showing the name of the doctor, name of the medication and dosage. This expectation pertains to both prescription and non-prescription agents.

Administration of Medicine in School

Parents are encouraged to schedule administration of medicines outside of school hours.

Medications may be administered in school **ONLY** when it meets to following criteria:

- It must be part of a physician's medical plan of care;
- It must be determined that there is no satisfactory alternative method for administration of the medication;
- Medications are to be kept in the nurse's office. They must be in the original container with the prescription label attached and with no more than a five (5) day supply;
- We ask that parents teach their children who require medications administered during the day to self-administer whenever possible. Students will be asked to remember what time they are to take their medicine and can be dismissed from the classroom by his / her teacher to come to the nurse's office to complete the process.

- We request that parents complete the “request for Administration of Medication in School” form. Forms are available in the school office or from the nurse.

Please understand that for the safety of all students, no medications will be administered unless the policy is followed.

****NO STUDENT SHOULD EVER HAVE ANY PRESCRIPTION OR OVER THE COUNTER (OTC) MEDICATION IN THEIR POSSESSION HERE AT SCHOOL.**

SECTION VI: SCHOOL LUNCH PROGRAM

Beginning with the opening of the 2021-2022 school year, the WHES Cafeteria will resume welcoming students to the cafeteria. Students in grades 6-8 will eat lunch from 11:10 a.m.-11:40 a.m. They will be followed with students from grades 3-8 eating from 11:40 a.m.-12:10 p.m. The final lunch will house students from grades K-2 and they will eat from 12:10 - 12:40 p.m. Due to continuing health concerns we will have designated grade level tables and will provide additional spacing for eating.

The following guidelines should be followed for conduct during lunch:

Use appropriate table manners – chew with your mouth closed

- Hands to yourself – touch only your food, never anyone else’s
- **Because of concerns around allergies and other considerations, food is never to be shared between students in or out of the cafeteria.**
 - WHES has an 8th grade student with a severe peanut allergy and special considerations will be made to provide for food security around this individual both in the cafeteria and in the classroom.
- Use kind words – follow the directions of the cafeteria staff
- Walk into and around the cafeteria at all times – stay seated until prompted to leave the cafeteria – wait your turn and be patient
- Leave no trace – be sure to pick up after yourself.

Due to changes in Maine law, all students will be offered free breakfast and lunch. Adult lunches will cost \$5.00.

***All WHES families will receive in their opening day packet of information, applications for the Federal Free & Reduced Lunch Program. We encourage all families to complete and return this form to the school. Even though both breakfast and lunch is now provided to any and all families and the completion of this application is not required to receive**

free or reduced lunch as was true in the past, the statistics gathered through this application help to qualify RSU #12 for a variety of federal grants that support our students and staff in many ways. Please know that your applications will be treated with the utmost confidentiality and your individual data will not be shared. Your assistance by completing this application will greatly benefit this school.

SECTION VII: DISCLOSURE STATEMENTS

Integrated Pest Management

Pests and pesticides pose risks to the school population. The Whitefield Elementary School staff will be notified of any pesticide use through school notices and postings at least 48 hours prior to the use of the pesticide. Notifications will not be provided for pesticide applications recognized by the law to pose little or no risk of exposure to children. The school maintains records of pesticide applications around the school. These records may be reviewed in the school office.

Asbestos Disclosure

The Whitefield Elementary School has been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed and is available for inspection in the principal's office.

SECTION VIII RSU #12 POLICIES

All Whitefield Elementary School rules and procedures are based upon, and comply with, RSU #12 policies. Please visit www.svrsu.org to view the policies in their entirety. If you do not have computer access or would like a paper copy of any policy, please visit our main office and one will be provided.

POLICIES

AC - Non Discrimination / Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students

ACAA-R - Student Discrimination and Harassment Complaint Procedure
JEA - Compulsory Attendance
JFCK - Student Use of Cellular Telephones and Other Electronic Devices
JFCK-R - Rules for Student Use of Cellular Telephones and Other Electronic Devices
IJNDB - Student Computer and Internet Use
IJNDB-R - Student Computer and Internet Rules
JICH - Drug and Alcohol Use by Students
JICA - Weapons, Violence and School Safety
JICK - Bullying
JLCB - Immunization of Students
JLCD - Administration of Medication to Students
JRA - Student Educational Records
JRA-E - Notification of Rights Under FERPA

OVERVIEW OF SPECIFIC POLICIES AS THEY PERTAIN TO STUDENTS

Harassment Policy

It is the policy of Whitefield Elementary School to insure equal employment / educational opportunities / affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with all federal and state legislation relative to discrimination. The administration of Whitefield Elementary School recognizes the right of each employee / student to perform in an atmosphere that is free of intimidation, ridicule, hostility, and offensiveness. Acts of this nature are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

Example of prohibited harassment:

1. Unwelcome sexual advances, gestures, comment or contact;
2. Threats;
3. Offensive jokes;
4. Ridicule, slurs, derogatory actions or remarks;
5. Conduct which has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees / students should also be advised of the importance of informing the harasser that his / her behavior is unwelcome, offensive, in poor taste or highly inappropriate. However, if an employee / student feels uncomfortable confronting the harasser, the employee / student is encouraged to inform the teacher, principal or Affirmative Action Coordinator at the earliest opportunity.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The RSU #12 School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavioral expectations and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator / designee for investigation and appropriate action.

Prohibited Conduct

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

1. Possession and / or use of articles commonly used or designed to inflict bodily harm and / or to threaten, intimidate, coerce or harass another person except when used in an approved instructional activity as described in the RSU #12 Policy. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
2. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and / or threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any kind, and replicas of weapons, including toys;
3. Violent or threatening behavior including, but not limited to, fighting, assault and / or battery, taking hostages, threats to commit violence

against persons or property (e.g. verbal or written threats, threats of bodily harm, bomb threats);

4. Verbal or written statements, including those made through a computer, which threaten, intimidate, or harass others, which tend to incite violence and / or disrupt the school program;
5. Willful or malicious damage to school or personal property;
6. Stealing or attempting to steal school or personal property;
7. Lewd, indecent or obscene acts or expressions of any kind;
8. Violation of the school unit's drug / alcohol and tobacco policies;
9. Violations of state or federal laws; and
10. Any other conduct that may be harmful to persons or property.

DRUG, AND ALCOHOL USE BY STUDENTS

The RSU #12 School Board and staff of the school unit support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; Prevention / education, intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricular and programs to implement this policy.

Prohibited Conduct

No student shall distribute, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal or state laws / regulations, any look-alike substance or any substance that is represented as a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action:

Principals may suspend or recommend expulsion of students who violate this policy, based upon the facts of each case, and in accordance with established disciplinary procedures. Students will also be referred to law enforcement authorities for investigation and / or prosecution.

Student Wellness

In keeping with the goals of the RSU #12 Wellness policy, students will only be allowed to bring water into school and classrooms. No coffee, soda, energy drinks, etc. will be allowed. Special circumstances may be taken into consideration for individual students and / or classroom celebrations. These circumstances will need to be cleared with the school nurse and principal.

BULLYING

Bullying is not acceptable conduct at Whitefield Elementary School or any school within RSU #12. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy (JICK), "Bullying" means any physical act or gesture or written, verbal or electronically communicated expression that a reasonable person would expect will have the effect of:

- Physically harming a student or damaging a student's property;
- Placing a student in reasonable fear of physical harm or damage of his / her property; or
- Substantially disrupting the instructional program or orderly operations of the school; or is severe, persistent, or pervasive that it creates an

intimidating, hostile educational environment for the student who is being bullied.

Video Cameras on Transportation Vehicles

Maintaining the safety and order for all students on school transportation vehicles is a paramount responsibility the school takes seriously. After carefully balancing the need for discipline and safety along with a student's interests in privacy, the school supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavioral violations, the cameras may be used to monitor student behavior during transport to and from school and to extracurricular activities.

PLEASE SIGN AND RETURN THIS PAGE ONLY BACK TO THE HOMEROOM TEACHER AND WHITEFIELD ELEMENTARY SCHOOL. THE WHITEFIELD ELEMENTARY SCHOOL STUDENT / PARENT HANDBOOK IS MEANT TO BE KEPT HOME AS YOUR REFERENCE.

My signature indicates that I have read and discussed the Whitefield Elementary School Student / Parent Handbook, including all goals, policies and expectations.

Student's Signature

Date

Parent / Guardian's Signature

Date

