

Biddeford Schools

Parent Handbook

2026-2027

Primary School

Biddeford Primary School

Bali



Trustworthy

Amur



Independent

Sunda



Giving

Siberian



Encouraging

Maltese



Responsible

Bornean



Safe

Different stripes. One roar. We are all tiger cubs!

Dear Biddeford Primary School Families,

Welcome to the 2026-2027 school year! We are so excited to partner with you and your child for a year of learning, growth, and joyful discovery!

At BPS, our goal is to provide a safe, nurturing, and engaging environment where all children can thrive—socially, emotionally, and academically. We believe in a strong home-school connection and know that when families, educators, and the community work together, amazing things happen for our students.

This handbook includes important information about school procedures, routines, and district policies that will help guide you through the year. We encourage you to take a few minutes to read through it. For additional updates and reminders, please follow our S'more newsletter, Facebook page, or visit our school website.

If you have any questions, concerns, or just want to connect, please don't hesitate to reach out. We're here to support you and your family every step of the way. Thank you for your trust and partnership. We are looking forward to a fantastic school year together at Biddeford Primary School!

Warmly,

Meghan Schrader
Principal

Nate Molleur
Assistant Principal

Biddeford School District Directory

Principal, BPS	Meghan Schrader	282-8285
Assistant Principal, BPS	Nate Molleur	282-8285
Superintendent	Jeremy Ray	282-8283
Assistant Superintendent	Chris Indorf	282-8283
Director of Instruction	Mandy Cyr	282-8283
Transportation	Mike Hallett	282-0909
Special Education Director	Jen Normand	282-8283

On the web at: www.biddefordschools.me

Biddeford Primary School

Shared Vision:

Biddeford Schools Will Foster a Safe, Responsible, and Respectful Environment Welcoming All Into An Enjoyable and Quality Learning Experience.

Operations

School Hours:

7:40 am - 2:15 pm

BPS Student Drop Off: 7:40-7:55am

Students **should not be dropped off at the school earlier than 7:40 am**. There is **no supervision** for earlier arrivals. Students are expected to be *in class*, ready for academic learning starting at 8:00am.

Students **arriving after 7:55 will need to report to the office where they will be given a tardy slip** to enter class. Punctuality is extremely important. *Repeated tardiness will be referred to the Truancy and Attendance team.*

BPS Student Dismissal

Important note for BPS: Due to the young age of our students, an adult ***must be present at the bus stop*** to receive your child. It is imperative that you arrive early/on time to the bus stop. Occasionally buses run off schedule due to traffic and construction; utilize the Bus Right App to track routes so you are prepared. Plan accordingly so you have an adult ready to greet your child, or contact the transportation department (282-0909) to sign a waiver/release for your child to depart the bus independently.

Please inform the office before 1:00 pm for any changes to a dismissal plan for a student.

Bus dismissal begins at 2:10 pm (12:00 pm on Early Release Days).

- Students are picked up and dropped off at the **same** bus stop.

- ***Students are not allowed to take another bus to go to a friend's house after school.*** Other arrangements must be made. Bus office phone number is 282-0909.
- Each bus driver is considered an extension to the staff. Students are expected to follow the bus safety rules. The right of students to ride the school bus is conditional on behavior and observance of the rules pertaining to proper conduct.
- Repeated offenses may result in the suspension of privileges to be conveyed for a fixed period of time until certain specific conditions have been fulfilled.
- The following are examples of types of conduct, which are considered to constitute a breach of school bus regulations:
 - Violation of safety procedures.
 - Destruction of property.
 - Fighting, pushing, and tripping.
 - Gross misconduct or disobedience

Parent pick-up begins at 2:15 pm (12:15pm on Early Release Days):

- Parents will need to park in the drop-off lane or parking spaces and walk to the exterior cafeteria doorway (to the right of the main doorway).
- Please have identification available.
- **Please remember: Only individuals listed on the approved list in Infinite Campus will be allowed to pick up your child. If you need to make a change to this, please contact the main office to authorize a different adult to pick up your child.**

Breakfast/Lunch Program

We offer a Universal Breakfast and Lunch Program that allows all students to enjoy a free breakfast and lunch daily.

Snack Time

Each class has a designated snack time each day. We encourage you to send a nutritious snack that your child enjoys. In addition to the snack provided by you, students will be served veggies or fruits each day as part of a grant written by our district food services director. Healthy foods fuel growing minds and bodies – at no cost to you!

We kindly ask that students bring only water in spill-proof containers to help protect workspaces and technology from accidental spills.

Absences

Please call the main office prior to 8:00 am on the day of your child's absence at 207-282-8285.

- ***You must report the absence to the office directly, not the classroom teacher.***

Family Vacations

Parents requesting an absence for their child due to a family vacation, must notify the office and the child(s) teacher. There are many educational opportunities in traveling. Daily journal writing and reading are encouraged during the trip. Make-up work can be picked up upon return to the classroom, if necessary. Teachers are not required to get work ready prior to a trip.

Transferring to a New School

If you move to a new community during the school year, please try to notify the teacher and the principal two weeks in advance so that we may help make your transfer speedy and efficient. This will also allow time for your child to have "closure."

Any books or school resources need to be returned before leaving. School records will automatically be transferred from our school to your new school when you arrive at your new destination and sign release papers.

Requests that Students Stay Indoors at Recess

Recess is a regular part of the school day where social skills are practiced under the supervision of adults. Students also need fresh air and the opportunity to exercise and use their imagination. Children should be properly dressed for the weather. If your child comes to school, they should be healthy enough to take part in the complete school program. Therefore, it should not be necessary to request that your child remain indoors during recess due to illness.

Exceptional health circumstances should be brought to the attention of the principal or school nurse to be reviewed on an individual basis (ex. respiratory illness and broken limbs).

Inclement Weather

During bad weather or temperatures below 15° F, we will not have outdoor recess. Instead, we will have indoor recess. Students will participate in activities with their classroom teacher.

Contacting Us

Our main offices are available during the school day should you need assistance. Instructional time will not be interrupted (except for an emergency); we ask that you leave a message for your child's teacher if you choose to call during the school day.

Mass Communication System

Our school district has two mass alert systems that are used by our schools: Thrillshare & Reach My Teach. This allows us to send a telephone/email/text message to you providing important information about school events or emergency notifications. These systems will inform you of school delays or cancellations due to inclement weather, as well as remind you about various school or district events. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately.

What you need to know about receiving calls sent through these systems:

- Caller ID will display the school's main phone number when a general announcement is delivered.
- A message will be left on an answering machine or voicemail.
- Email messages may also be sent if we have your address in Infinite Campus.
- The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current information in Infinite Campus.
 - Make sure your email address, mailing address, and phone numbers are updated within the [Infinite Campus Parent Portal](#).

Parent Communication

The Principal Newsletter is sent out once a month via S'more. Classroom teachers send out individual newsletters weekly, biweekly, or monthly and/or communicate via Seesaw and Reach My Teach.

Lost and Found

Label your child's clothing and personal belongings. Teaching children how to identify their possessions will also help us ensure that lost items are returned quickly. In the event that an item is lost, you will be encouraged to check our Lost and Found area located in our lobby.

Periodically, unclaimed items will be donated to charity to keep the “lost and found” from overflowing.

Keep your child’s personal belongings, such as toys, Ipods, cell phones, and other electronic gadgets, at home. Children are not allowed to trade or play with these items at school. We are not responsible for damage to or theft of personal items. We also do not want your child’s items to be lost or stolen.

District Policies

District policies can be viewed in their entirety at:
(<http://www.biddefordschools.me/policies.cfm>)

Attendance Policy

Students are expected to be in school except in cases of emergency or for reasons explained below:

1. Personal illness - The school may require the certificate of a doctor if it is deemed advisable.
2. Quarantine of Communicable Disease - The reason for absence needs to be reported to the school.
3. Death of a relative - The absence arising from this condition is limited to three days, unless reasonable cause may be shown by the parent or guardian for a longer absence.
4. Observance of a Religious Holiday - Any student of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.

Bullying Policy

Bullying, as defined in this policy, is not acceptable conduct in Biddeford Schools and is prohibited. Biddeford Schools stress: Safe, Responsible, and Respect behavior. Interventions and support will be provided when needed.

Cell Phones

The Biddeford School Committee passed policy JICJ, Student Use of Cell Phones and Other Electronic Devices. This policy governs the use of cell phones and other electronic devices in our schools. If a student brings a cell phone to school, it must be turned off and placed in their backpack for the entire day.

Code of Conduct

The behavior of students attending Biddeford Primary School shall reflect acceptable standards of responsibility and good citizenship expected of members of a community. Consideration of the rights and privileges of others, cooperation with all school personnel, and self-respect are essential elements of good conduct. Clean language and wholesome relationships with others shall be maintained. **Respect for authority, each other and good manners will be expected of all students, staff and parents/guardians.**

Dress Code

Students are encouraged to wear clothes that are appropriate for the school setting. Personal attire should be wholesome and should not be a safety hazard or a distraction to the educational process. During cold weather, children should have coats, hats, mittens, and footwear appropriate to our climate. Students are not allowed to play in the snow without snow pants, boots, and gloves or mittens. It is recommended that your child bring sneakers or shoes to wear inside.

Harassment Policy

The Biddeford School Department recognizes the dignity of individual employees and students, and the right to work/study in an environment free from intimidation and harassment. Such intimidation or harassment based on sex, race, color, religion, national origin, age, physical or mental handicap is in violation of this policy and of federal and state laws. Harassment of any type is unacceptable conduct and will not be condoned or tolerated by the Biddeford School Department.

Drugs, Alcohol and Smoking Policy

The Biddeford School Committee in keeping with current health practices related to drugs, alcohol and the use of tobacco requires that none of these substances be used on school property at any time for any reason.

Furthermore, any chaperone or volunteer supervising or directing any student related activities off school sites are required to adhere to the non-use policy.

Dangerous Objects / Weapons

Students shall not possess any object that can be used to inflict bodily harm to others, damage to school property, or in any way interrupt the educational process. Objects of this type will be confiscated. We do not allow students to bring toys with a violent theme to school.

School Closings

In the event of a school closing due to inclement weather or an emergency situation, cancellations will be posted on Twitter, Facebook, Channels 6, 8, and 13 and through our district alert system.

Emergency School Dismissal

There may be a need for an unforeseen early school closing during the school year. It is important that you establish and discuss an emergency plan with your child in the event that they arrive home from school earlier than anticipated and you are not at home. It is also important that you keep us updated if you change phone numbers, addresses, child-care providers, etc.

Medication Policy

Children can receive medication at school only when necessary. Antibiotics will be given only if prescribed more than three times a day. All medications must come in the original container. No student is allowed to keep medication in the classroom or transport medicine on a school bus. All medication is kept safely out of students' reach in the nurse's office and administered by an adult at the proper time. Exceptions are sometimes made for inhalers. Parents may pick-up medication paperwork in the main office.

School Programs

Resiliency and Wellness

At BPS, we teach students the skills to develop healthy identities, reach personal goals, manage emotions, show empathy for others, enhance relationships, and make responsible choices. We strive to develop social skills and teach the whole child. By meeting students where they are at emotionally, we will enhance their relationships, help regulate their emotions, and increase their academic performance. At Biddeford Primary School, classroom teachers promote student voice and empowerment with support from our School Counselor and our Resiliency Coordinator.

Title One

Title One is a federally funded program to help students experiencing difficulty in reading and/or math. We are a Title I School, so all students experiencing academic or behavioral difficulties

have access to the full range of interventions by any of our staff, including general education teacher, Title I teachers, specialists, special education staff, and support staff. We are all here to support the learning of all students.

Nursing Services

Children should not come to school if they are sick and should be symptom-free for at least 24 hours before returning to school.

It is important to complete and return the confidential form in the beginning of the school year and update information, as needed. This lets the school know what health concerns your child may have and provides us with contact information where parents or guardians can be reached. We need to be able to reach someone while your child is at school.

All medication is kept safely out of reach of students in the nurse's office and administered by an adult at the prescribed time. The school nurse also conducts vision and hearing screening. If your child fails the screening and you receive a referral letter, please follow-up and return the form to the school nurse.

Unified Arts

All K-2 students take part in Unified Arts classes to help enrich their educational experience. Unified Arts (UA) are embedded in the daily schedule in which students visit one UA per day. The UA's include Physical Education, Music, Art, Library, and STEM.

Positive Behavior Programs

Biddeford Primary School believes in teaching, practicing, and supporting students as they grow. We celebrate positive behavior within classrooms, UA classes, and as a whole school. Each month our school gathers for Tiger Pride Assemblies. Tiger Pride Assemblies celebrate community, learning, and citizenship. Each teacher chooses one student each month as a Tiger Cub Recipient. Recipients are chosen by safe, responsible, and respectful behavior all month. In addition, teaching staff can nominate Most Improved Recipients who have demonstrated growth in any particular area. Names will be announced at our monthly Tiger Pride Assembly.

Students also have the opportunity to earn Tiger Pride Tickets. Tiger Pride Tickets can be earned anytime. Those who have earned a Tiger Pride Ticket receive a shout out on the Friday announcements and receive a paw pencil and sticker. One ticket per grade level is also drawn monthly to earn a special breakfast with a chosen staff member!

Additional Biddeford School District Policies:

These policies cover important topics such as attendance, conduct, academic expectations, safety procedures, and student privacy rights under the Family Educational Rights and Privacy Act (FERPA). We encourage all students and parents to familiarize themselves with these policies, particularly FERPA regulations concerning confidentiality of student records. Understanding these policies ensures a successful, positive, and legally compliant school experience. If you have any questions about specific policies or FERPA guidelines, please do not hesitate to contact school administration for clarification.

Code Finder - Index of Policies

Policies for Biddeford School Department

Helpful Tips for Parents & Guardians of Young Learners

The early school years are full of wonder, growth, and big emotions! Children in PreK–2 are learning how to be part of a classroom, follow routines, build friendships, and grow in independence. Here are some tips to help support your child during this exciting time:

1. Talk About School Each Day

Ask your child about their day—what they learned, who they played with, or something that made them smile.

2. Build a Consistent Routine

Children thrive with routines. Try to keep consistent bedtime, wake-up, and school-day habits.

3. Get Involved

Attend open houses, school events, and parent conferences. Your involvement shows your child that school is important!

4. Make Sure Your Child is at School On Time

Being on time helps your child start the day feeling calm and ready to learn.

5. Celebrate Effort

Praise your child's hard work, even when things are challenging. Effort is more important than perfection.

6. Read Together Every Day

Reading with your child builds strong language skills and a love of books.

7. Limit Screen Time

Set limits on TV, tablet, and phone use. Encourage play, reading, and conversation instead.

8. Help Them Learn Problem-Solving Skills

When your child is upset or facing a challenge, guide them in thinking about ways to solve the problem together.

9. Work as a Team with the School

Teachers, principals, and staff are here to support your child's learning and well-being. Reach out with questions or concerns—we're here to help!

10. Set Clear and Positive Expectations

Let your child know what behaviors you expect at home and at school. Be consistent with praise and gentle reminders.

11. Know Who Your Child Spends Time With

Ask about your child's friends and help them build positive, kind relationships.

12. Keep Communication Open

Let your child know they can always come to you. Listen patiently, even when they don't have the words to explain everything.

Choosing the Bus is a Great Option for BPS Families



Every day, our buses are driven by trained, licensed professionals whose full-time job is getting children to and from school safely. Riding the bus means your child avoids our busiest moments of the day: the arrival and dismissal car line, where dozens of vehicles, pedestrians, and young children are moving through the same small space at once.

Nationally, students are statistically safer on a school bus than in a passenger vehicle for the same trip — and fewer cars in our lot each morning means a calmer, safer space for every child who walks or is dropped off. Choosing the bus can also reduce morning stress for families. Instead of navigating traffic, waiting in the drop-off line, or worrying about arriving on time, parents can enjoy the peace of mind that comes with a reliable transportation schedule.

Choosing the bus also helps our whole arrival and dismissal process run more smoothly. Buses follow a consistent schedule and pull into a dedicated loop, which means less congestion, less idling, and a faster, safer flow of traffic for everyone — including commuters and residents along Hill Street and West Street.

The bus is also one of the easiest ways to support your child's attendance and punctuality. Because it runs on a set schedule and comes right to your stop, it takes the guesswork out of morning traffic, parking, and car line wait times — all common reasons families arrive late. Starting the day on time matters: children who arrive late miss important morning routines, class announcements, and the first minutes of instruction, and it can be a stressful way to start the day. Riding the bus builds a steady, predictable routine that helps your child arrive at school on time where they are received and released as a single, supervised group. Our staff focuses on every child's safe transition into and out of the building each day.

The benefits of riding the bus extend beyond transportation. Daily rides give children an opportunity to connect with classmates outside the classroom, helping them build friendships, develop social skills, and strengthen their sense of belonging. Whether they're talking about their day, meeting new friends, or simply enjoying the ride together, these shared experiences help children begin and end each school day with familiar faces.

Families also have the convenience of the BusRight app, which allows parents to track their child's bus in real time and receive notifications about pickup and drop-off times. Knowing exactly where the bus is and when it will arrive makes mornings and afternoons more predictable while providing added peace of mind that your child has safely boarded or reached their stop.

If you've been on the fence about the bus, we'd love for your family to give it a try. Our transportation team is always happy to help with routes, stops, or timing questions and can be reached at 207-282-0909 or email transportation@biddefordschools.me. We think you'll find that choosing the bus is not only a safe and convenient option, but one that helps your child—and our entire school community—start and end each day successfully.