



**Dayton Consolidated School**  
**21 Clarks Mills Road**  
**Dayton, Maine 04005**  
**(207) 499-2283**  
**Fax: (207) 499-7356**  
**Office Hours: 7:15 AM-2:45 PM**  
**Principal: Kimberly A. Sampietro**

**Superintendent of Schools**  
Jeremy Ray

**Assistant Superintendent for Business & Operations**  
Christopher Indorf

**Director of Instruction and Innovation**  
Mandy Cyr

**Director of Communications**  
Karen Garnett

**Director of Development**  
Shelley Kane

**District Wide Services**

Director of Special Education: Jen Normand  
Director of Technology: Rich Dutremble  
Director of Maintenance: Bill Gervais  
Director of Transportation: Mike Hallett  
Director of Food Service: Susan Morrell

**Telephone Directory**

Dayton Consolidated School	499-2283
Dayton Kitchen Manager	499-7803
Superintendent of Schools	282-8280
Director of Special Education	282-8283
Bus Dispatch	282-0909
Food Service Director	282-8285



Dear Dayton School Families,

On behalf of the staff, we would like to welcome you to a new school year. This handbook is for you and your children. It outlines some of our school's policies and procedures and provides general information about the school. We hope this will be of use to you throughout the school year. If you have any other questions, do not hesitate to call the school. District policies can be found on our website ([www.daytonschooldept.org](http://www.daytonschooldept.org)) and take precedence over school practices.

The success of our school program is due largely to the partnership of parents, teachers, and community working together for our children. Your support of our school, and of your child's educational program, is needed and appreciated. We believe that building positive relationships with students, parents and the community is the foundation of our success. We are committed to continuous improvement of our practices.

All of us at Dayton Consolidated School are looking forward to a positive and successful school year filled with learning.

Please feel free to contact me any time.

Sincerely,  
Kim Sampietro, Principal

## **SCHOOL OPERATIONS:**

### **School Calendar**

**Dayton Consolidated School Student Hours 7:40 am- 2:10 pm.**

#### **DCS Student Drop Off**

Students **should not be dropped off at the school earlier than 7:40.** There is **no supervision** for earlier arrivals. Please be sure to drop off in time for your child to get to their classroom BEFORE the 7:50 tardy bell.

Students arriving after 7:50 will report directly to the office where they will be given a tardy slip before entering class. Students not in their classrooms by 7:50 will be marked tardy unless they have checked in with their teacher first. When a student enters their classroom after the morning procedures have begun, they are starting their day likely feeling rushed. We know our students do not drive themselves to school and appreciate family support in getting your child to school on time each day. If you need support, please reach out to us. *Repeated tardiness will be referred to the school's student services team.*

#### **DCS Student Dismissal**

Dismissal will start at 2:05 with bus students being dismissed first. We will begin calling pick up students at 2:10.

#### **Dismissal procedures for parent or guardian transported students**

Parent pick is similar to drop off in the morning. Pick up will take place at the front of the school closest to the gym doors. There are two lines. The line closest to school is for students who can get into their car on their own and buckle themselves. Adults are not to get out of their car in this line. The line furthest from school is for any student who needs assistance with buckling. If you have multiple students you pick up (daycare) and know the loading process will be longer, please be mindful of others loading and leaving and pull into the far left lane designed to go slower.

We call three cars at a time to load. Please have your student's name clearly identified on the car (name plates will be given at the start of the year). Having names clearly displayed helps the loading process go quicker for all. Again, please do NOT get out of your car unless you are at one of the three loading cones in the far left lane.

In order to prevent confusion and a possible liability situation, all students being picked up or dismissed from Dayton School by someone other than a parent, must have prior permission.

Unless it is an emergency, please do not ask to have your child dismissed after 1:30. This causes unnecessary interruptions to end of day procedures in individual classrooms and our pick up line has begun to form out front.

## **CORE VALUES AND COMMON PROCEDURES**

The Dayton School staff is committed to maintaining a supportive and orderly school environment in which students will receive and staff will deliver a quality education without disruption or interference. In this environment, students can develop into ethical, responsible and involved learners. To achieve this goal, Dayton School has partnered with the Maine DOE to bring Positive Behavioral Interventions and Supports to Dayton Consolidated School. These expectations are based on the core values identified by our community as essential to ethical and responsible behavior.

### **CORE VALUES**

Practice a Positive Attitude

Act Responsibly

Work and Play Safely

Show Respect

These core values form the acronym PAWS. Work on these values will be embedded throughout our day. Students will receive explicit instruction in what it means to show PAWS behaviors across school settings.

### **Dayton Consolidated School Commitment to Students 2025-2030**

For the full compact you can find it on our website [here](#).

**Pillar 1- Engaged Learning:** *We will create a dynamic learning environment that inspires students to actively participate in their education.*

**Pillar 2- Positive Learning Climate:** *We will establish consistent behavioral expectations while providing comprehensive support for student success.*

**Pillar 3- Community Partnership:** *We will strengthen the connection between school, home and community to support student growth.*

### **BEHAVIOR MATRIX**

The Schoolwide Positive Behavioral Interventions and Supports (PBIS) Team has developed a matrix that teachers will use to teach students what the core values look like in different common areas of the school. Below is a snippet of that matrix.

PAWS Updated 8/7/23	We are Positive	We Act Responsibly	We Work & Play Safe	We Show Respect
Arrival	Greet others	Be on time and follow directions	Walking feet and body to yourself	Pass the door to the person behind you

A full copy of our building matrix, along with all the details for our PBIS Tier 1 system, can be located in the PBIS Family Handbook located on our website under the PBIS tab [here](#). Questions? Please email [hbalfour@daytonschoolddept.org](mailto:hbalfour@daytonschoolddept.org).

*\*\* DCS has partnered with the Maine DOE and UMaine System as a PBIS Cohort School to aid in ensuring a proactive school wide systems approach to improving social and academic competencies for all students.*

## **ATTENDANCE:**

### **ABSENCES**

State law requires your child to attend school every day unless there is a legitimate excuse for the absence. Under this law, only the following reasons can be accepted for absence from school:

- A. Personal illness
- B. Appointments with health professionals that cannot be made outside of the regular school day
- C. Observance of recognized religious holidays when observance is required during the regular day
- D. Emergency family situations
- E. Personal family business
- F. Planned absences for personal or educational purposes that **have been approved by administration ahead of the trip.**

In the interest of your child's safety, it is important that the school/administration be notified if he/she is absent. Parents are requested to call the office at 499- 2283 between 7:15-8:30 A.M. Your child will be asked to have a note if the school has not been contacted.

Parents are asked to make every attempt to plan family vacation time around the school calendar. It is very important for students to be present during the designated days of instruction. Schools must take advantage of all available instruction time. Your cooperation is greatly appreciated.

A planned family vacation during which a student is absent from school does not obligate his/her teacher (s) to prepare missed assignments in advance. Students will be provided with make-up work upon returning to school. Parents should be aware that it might not be possible to recreate some of these missed learning opportunities through make-up work.

*\***Chronic Absenteeism**- refers to 10 or more absences per year, regardless of reason. Research shows that this is the mark at which learning is significantly impacted. If you are having difficulty getting your child to school due to behavior or transportation, please contact school counselor, Heather Balfour.*

## **HOMEWORK GUIDELINES**

### **Grades 1-5**

At the elementary school level, the purpose of homework is to develop good study habits, promote positive attitudes toward school and communicate to students that learning takes place outside of school as well as inside school. Different types of homework may be assigned.

A general rule of thumb for time on homework is 10 minutes per grade level starting with 1<sup>st</sup> grade. Another way to think about this is that students in grades 1 & 2 can handle about 10-20 minutes of homework each day. Older students in grades 3-5 can handle 30-60 minutes a day. We also know that as our students transition to area middle schools, homework becomes a larger focus of their days. We are working to begin the foundational work now. Your support in this area is very important.

If your child cannot complete the work independently, or if your child has worked with good effort for the recommended time and cannot finish the work assigned, please be aware that you may give permission for your child to stop working and write a note to your child's teacher indicating such.

*\*\*Homework for kindergarten students will only be occasional and may involve work that is a partnership between student and family.*

We want DCS students to be successful in their learning both inside and outside of school. Together teachers, parents and students can make this happen.

*\* More information can be found by visiting Dayton School Policy code IKB in our policy tab at [www.daytonschooldept.org](http://www.daytonschooldept.org).*

## **DRESSING FOR SCHOOL/DRESS CODE**

Student dress, including total appearance is a shared responsibility between home and school. In instances where dress is considered inappropriate, the child will be required to cover or change the clothing and/or parents will be called to bring appropriate attire.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the Dayton School Department to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting, suggestive, or demeaning words or imagery (e.g., racial/ethnic slurs) are not permitted.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Appropriate footwear must be worn at all times on school grounds. School administrators or teachers may require special clothing for health and safety reasons for\] students participating in physical education, certain extracurricular activities, working with or around machines, or other activities. However, no particular brand may be required.

## **MEDICATION GUIDELINES**

In the event that medications are necessary for your child during the school day, the following are required:

1. The medication is part of a physician's medical plan of care.
2. The medication must be taken on a schedule that cannot otherwise be adjusted to outside school hours.
3. All medication will be kept in the nurse's office and can only be taken with adult supervision.
4. Medicines sent to school must be in their original container that has the current prescription label on it.
5. No medication should be brought back and forth to school by students. This includes cough drops, pain relievers, cold medicine, etc. An adult should always hand deliver medication to the school.
6. Any over the counter medications that need to be administered at school (i.e, cough drops, pain relievers, cold medicine), must be accompanied by a permission to administer form signed by the parent on file with the school nurse.
7. If there is any doubt concerning the accuracy of a prescription, dosage, or time of dosage, the medication will not be administered. A doctor must order changes in any long-term prescription.

## **ACCESS TO CLASSROOM TEACHERS**

If you have a concern regarding your child's educational program, please contact the teacher first. To schedule a conference with your child's teacher, please call the school to schedule an appointment. Parents will not be permitted to enter the building before or after school to talk with the teacher without a pre-scheduled appointment.

If you are not satisfied with the response after meeting or speaking with the teacher, please make contact with the following individuals in the appropriate order:

1. Principal
2. Principal and teacher
3. Superintendent

**\* *Limits of Text & Email***- While we encourage you to contact your child's teacher in a manner that is most convenient for you, please be aware of the limits of confidentiality when using email or text. In addition, if an immediate response is needed, please contact the office directly.

## **REPORTING SYSTEM**

The Dayton School Department has a trimester reporting system. Parents will receive a formal report from their child's teacher three times during the school year. Parents will have an opportunity to meet with their child's teacher in the fall and spring. This is scheduled during the months of November and March. If you wish to meet more often please contact your child's teacher.

## **SCHOOL SAFETY:**

### **EMERGENCY INFORMATION**

Please notify the school secretary immediately if there is a change in your address, home or work phone numbers, cell phone numbers, employer or day care provider.

### **EVACUATION/FIRE DRILLS**

Evacuation drills are necessary for the safety of the students and staff. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Detailed information for evacuation drills is posted in each room and discussed by teachers. Visitors to the building must evacuate the building along with the staff and students. Every child is required to participate. Elementary schools are required to practice an evacuation drill ten times during the school year.

### **SAFETY DRILLS**

Safety drills are done to practice the procedures that may be required in an emergency situation. We will practice at least two of these during the year.



## **CUSTODY ISSUES**

Parents are requested to provide accurate and updated information regarding custody arrangements. The school is required to enforce the most up to date legal document on file in a child's records. All court documents must be dated. If there are no court documents the school must follow the laws governing parental rights.

## **STUDENT SUPPORT SERVICES:**

### **RESPONSE TO INTERVENTION (RTI)**

The Dayton Student Assistance Team (SAT) consists of an administrator, a special education teacher, social worker, classroom teachers and other school personnel. The team receives referrals and develops interventions designed to help students experience success in the school setting. It also serves as a resource for teachers, parents, and administrators in addressing children's individual strengths and needs. In addition, the team may function as a pre-referral system to the Special Education process. Parents may access this service through a classroom teacher.

The first level, Tier 1, occurs naturally in a classroom. Students receive instruction within a research-based program. Assessment data and other information from progress monitoring will be used to determine if students are meeting grade level standards. Those children not making adequate progress in the core curriculum can receive small group, targeted interventions in addition to classroom instruction with regular progress monitoring at a Tier 2 level.

Tier 3 consists of children whose needs are at a more intensive level. Students in Tier 3 receive individualized, intensive interventions with increased frequency, duration and progress monitoring. At all levels of intervention, students' progress is monitored to determine if students are meeting goals, and parent involvement is encouraged throughout the process.

### **COUNSELING SERVICES:**

The school social worker is available to meet with both students and parents to discuss any social or emotional concerns which impact the student's learning. The counselor maintains an up-to-date referral list for any parents who would like to seek outside counseling on a regular basis. In addition to in class lessons and individual counseling, the counselor facilitates several groups throughout the year on topics such as family change, friendship skills, and anger management. When a teacher makes a referral, the counselor will contact the parent regarding the type of group which will best meet the student's needs.

## **INDIVIDUAL EDUCATIONAL PLAN TEAM (IEP TEAM)**

The Team is a committee that is made up of a classroom teacher, principal, special education teacher and other specialists as needed. Responsibilities of the IEP Team are to identify students who may require special education services, to develop appropriate individual education programs for students with special needs, and to monitor each child's special education progress. Individuals (ages 3-20) who are educationally handicapped are eligible for special education services. An educational handicap is any condition that prevents a student from performing to his or her ability in school. Educational handicaps include:

- hearing and visual impairments
- delayed mental development
- learning disability
- emotional handicaps
- speech/language impairments
- physical or other health problems

## **SOCIAL-EMOTIONAL LEARNING**

Social-emotional learning (SEL) teaches students the skills to develop healthy identities, reach personal goals, manage emotions, show empathy for others, enhance relationships, and make responsible choices. At DCS we strive to partner with our families to develop students' SEL skills and teach the whole child. Students receive SEL lessons and support from our School Counselor.

## **TITLE I**

Title 1 is a federally funded program which assists students who are performing and/or achieving below grade level in reading and/or math. Identification is based upon standardized tests results and teacher referral.

## **GIFTED AND TALENTED PROGRAM**

Some students in grades 3-5 may participate in our G/T program. Curriculum and units of study are designed for students who qualify for this program. Qualification is based on standardized test scores, teacher referral and criteria from the DOE.

## **ELL**

ELL stands for English Language Learner. It is a service for students who speak a language other than English at home. Students receive support for listening, speaking, reading, writing and thinking in English.

## **NURSE SERVICES**

Your children are very important to us and will make every attempt to remedy any injury or illness that is reported. Dayton Consolidated School has a full time registered nurse who provides care for those students who become ill or get hurt at school. We do, however, request

that you do not send your child to school when you know they are sick or injured. A school nurse is able to assess but cannot diagnose or prescribe. Thank you very much for your cooperation.

## **MISCELLANEOUS RULES AND INFORMATION**

### **VOLUNTEERING**

Parents and/or volunteers are welcome to come into our school for special events or to volunteer after they have applied and been approved. In the interest of safety, all visitors must be pre-arranged and sign in at the office. All visitors and volunteers must wear a Visitor's badge that is visible while you are in our school. We look forward to your visits and appreciate your volunteer time.

All volunteers **MUST** fill out a School Volunteer Registration form as well as a School Confidentiality form. We suggest filling it out at the start of each school year. It must be on file before you can volunteer at school. The registration form can be found [here](#). The confidentiality form will be provided for you at school. All volunteers must sign in at the office upon arrival.

**Dayton Community Club:** The Dayton Consolidated School Community Club is an active group of parents and teachers. Monthly meetings are held (typically first Monday of the month at 6:30) in the art room.

The Community Club sponsors a variety of activities for the community which include book fairs, Movie Nights, Art Show, Trunk or Treat and many others.

The Community Club organizes several major fundraisers each year in order to help fund field trips, special guests at assemblies, trips to the Sea Dogs and other programs that are not funded through the school budget.

We would love to have all parents attend these meetings and/or participate in activities. You can reach the Community Club at [daytoncommunityclub@gmail.com](mailto:daytoncommunityclub@gmail.com) or find them on Facebook.

### **BIRTHDAY BALLOONS, FLOWERS, INVITATIONS**

Students should not receive balloons, flowers, or other deliveries during school hours. Staff is not available to make deliveries to the classroom. Classroom interruptions such as these are discouraged to protect instructional time. Invitations to a party or celebration should not be given out at school, on the bus, or on the playground unless all children in a class are receiving one. Leaving a child out can be very hurtful. If you wish to collaborate with your child's teacher to arrange for a special event, **please do so ahead of time.**

## **BUS TRANSPORTATION**

Once a student boards the bus at the beginning of the day, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day. Riding the school bus is a privilege. Failure to adhere or conform to the bus rules and regulations may result in loss of this privilege. Students are expected to ride their regularly assigned bus. Changes in bus assignments will take place only with the prior notification of Bus Dispatch and for emergency purposes. *\*Please note families this year will not be able to have students dropped off at multiple locations as in years past.* Bus changes cannot take place for the purpose of a play date.

***The phone number for Bus Dispatch is 282-0909.***

## **ELECTRONICS**

### **Cell phones/SMART watches**

We realize some parents ask that their child bring a cell phone or smart watch to school; Phones must be turned off before a student enters the building. The phone must be stored in the student's locker for the day. In addition, the watch may not be used for texting, phone calls or gaming. Use of the cell phone or SMART watch during the day will result in its confiscation and a warning the first time. Subsequent infractions will result in confiscation and parent notification. We understand the need for communication between students and parents/guardians, but it must be done outside of school. During the school hours, any emergency communication must be done through the school phone in the office. **You can see our Cell Phone Policy [here](#).**

A reminder that students do not have access to a locked space and the school is not responsible for the replacement of such items. In addition, school issued devices must follow the Acceptable Use Policy. See policy [IJNDB-R](#).

## **OTHER PROHIBITED ITEMS**

We also ask that children leave toys at home. There may be occasions where teachers invite students to bring an item in from home. Other than those times, please have your child give you the item before getting to school. When a child brings something to school with a parent's permission, asking the teacher to take it away sets a difficult tone for the day. We want to ensure students start their morning in a positive way. If these items are brought to school and taken out during the school day, a staff member will hold onto it for your child until the end of the day or until it can be picked up.

Fidgets should only be used in the classroom by students with an approved need, such as students with an IEP, 504 plan, intervention plan, or an established plan between the parent and teacher. If fidgets are not being used properly or are distracting to the student using them or

other students in the class, the teacher may ask the student to stop using the fidget. If this occurs, parents can work with teachers to seek a suitable alternative.

## **LOST AND FOUND**

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

A reminder that toys are to be kept at home. We are not responsible for damage or loss of these items during the school day and don't want to see them get lost or stolen.

## **PARENT COMMUNICATION**

An electronic "Thursday Folder" is sent out every Thursday. This contains many important school related updates. The Principal Newsletter is sent out in this electronic folder at least 1x per month via S'more. Classroom teachers send out individual newsletter weekly, biweekly, or monthly as needed and/or communicate via Seesaw or Google Classroom.

Dayton Consolidated School also has an active Facebook page where we regularly post updates.

## **RECESS**

All students will have recess at least one time per day. In the case where a student needs an alternative recess, such plans will be made with the teacher and administration as appropriate.

We will go out with a feels like of at least 10°F. There are times when the wind is exceptionally strong on our open playground and we will choose to keep students inside when the temperature is above 10°F. Please make sure students have layers and appropriate clothing during all the seasons. If you need support, please reach out to your child's teacher. Students will still be expected to go outside even if they "choose" not to bring boots (for example) in the winter.

## **SCHOOL CANCELLATION**

The Infinite Campus Notification Service will send a telephone message to you to inform you about school cancellations or delays due to weather conditions or other emergencies. In addition, an announcement will be made on radio and television stations, as well as our social media account. You can sign up for Dayton School closing alerts to be texted to you through your station of choice. Delayed openings may be utilized if it appears that a one or two hour delay will make it possible to safely operate the buses. If you are not receiving alerts, please contact our office, as email and phone numbers will need to be cross checked.

## **5-2-1-0 FOR WELLNESS**

To encourage physically active and healthy lifestyles, our school has partnered with Let's Go!, a nationally recognized obesity prevention program. Let's Go! believes in the 5-2-1-0 philosophy for healthy living:

5: Eat at least 5 servings of fruit & vegetables on most days.

2: Limit screen time to 2 hours or less daily.

1: Participate in at least 1 hour or more of physical activity every day.

0: Avoid sugar & sugar sweetened drinks; limit fruit juice to half a cup or less per day. Instead encourage water and 3-4 servings/day of milk.

In order to help students achieve these goals, DCS has taken the following steps:

- \*Encourage healthier snacks and drinks at school.

- \*Promote a variety of options for rewards and celebrations.

- \*Aim to provide all students with physical activity breaks during the school day.

You can help by sending healthy snacks and drinks to school with your child.

## **SCHOOL BREAKFAST AND LUNCH**

A balanced breakfast and a hot lunch is available daily for students in Pre-Kindergarten through Grade 5. Both of these meals can be obtained for FREE for ALL students.

However, we need your help and ask that ALL FAMILIES fill out the Free/Reduced form. This form is directly linked to the money all schools receive in reimbursement. Forms can be obtained through the school office or through the Food Service Director, Susan Morrell. All forms are processed through her office.

A monthly menu is available on our school website.

Children can bring a breakfast or cold lunch from home. We encourage healthy food as a foundation for a child's breakfast and lunch. Carbonated beverages in cans or glass containers are not allowed at school. We ask students to bring water ONLY from home (unless a

specific plan is worked out with the nurse). Other drinks will not be permitted during the day in classrooms. We also ask that you do not drop off speciality drinks to your child. These will be held at the office.

*Updated 7/31/25*