

Fisher Mitchell School Handbook for Families

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fms.rsu1.org

rsu1.org

RSU1 SCHOOLS

Dike-Newell	207-443-8285
Phippsburg Elementary	207-389-1514
Woolwich Central	207-443-9739
Bath Middle	207-443-8270
Morse High	207-443-8250
Bath Tech	207-443-8257
Superintendent's Office	207-443-6601

The purpose of this handbook is to provide information to families regarding the policies and procedures of Fisher Mitchell School and RSU1 and to answer any questions you may have.

**Administration reserves the right to change the terms of this
handbook at any time.**

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GENERAL POLICIES AND PROCEDURES

School Office Hours: 7:15 to 3:45 PM daily

Daily Schedule:

*8:15 AM	Buses begin arriving (breakfast served 8:15)
*8:25 AM	School Begins
11:25 AM-12:35 PM	Lunch
2:53 - 3:00 PM	Dismissal

**One hour later every Wednesday*

Walkers and students dropped off by parents/guardians should **not arrive prior to 8:15 AM.** *

VOICEMAIL

When calling the school please listen carefully to menu options before pressing a button. In the event we are unable to answer your call, please leave a voicemail so that we may return your call.

STUDENT ABSENCE MAILBOX - PRESS 1 - *Please report all student absences to this box instead of the main office.*

MAIN OFFICE: Ms. Holly or Ms. Betsi, School Secretaries, or Mr. Berkowitz, Principal - PRESS 0

NURSE'S OFFICE: Ms. Lindsey, School Nurse - PRESS 2

COUNSELOR OFFICE: Ms. DeRosa, School Counselor - PRESS 3

SCHOOL CANCELLATIONS

School cancellations are announced on TV Channels 6, 8 and 13 (also listed on the website of each channel), and Bath Community TV. They may also be heard over the following radio station: WCME 99.5 FM. They will also be posted on the RSU1 Website and Facebook page. If it is necessary to cancel the afternoon session after school has begun, schools will close around 11:45 AM. **PARENTS WILL BE NOTIFIED OF ANY EMERGENCY EARLY DISMISSALS OR CANCELLATIONS via SCHOOL MESSENGER so PLEASE - Keep your phone number and email information updated throughout the year!** Parents/guardians should have an arrangement with a child care provider or neighbor in the event that there is no school.

ATTENDANCE AND TARDINESS

Regular attendance in school has far-reaching impact on later success in life as far as finishing school, learning a trade, going to college, and lifetime income. Please help your student(s) get to school every day!

Excused Absences include:

1. Personal health, including physical, mental and behavioral health
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has been approved
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

The student's parent and/or guardian is expected to notify the Front Office the morning of an unplanned absence. If the notification is not received on the day of the absence, the school must receive notification within two (2) school days after the student's return. For illnesses longer than five (5) consecutive days, appropriate documentation from a physician may be required. For planned absences, written notification in advance must be provided.

All parent notification must include the student's name, date(s) of absence and the specific reason for the absence. Failure to provide acceptable documentation or proper calls to the Front Office will cause the absence to be recorded as UNEXCUSED.

A student who is at least 7 years of age and has not yet completed grade 6 is **truant** if they have the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during the school year. For complete RSU1 Attendance policies please visit www.RSU1.org, Board of Directors, RSU1 Board Policies, JEA and JHB.

To report absences or tardies to the Front Office, parents/guardians/guardians can email or call. To email, use the attendance email address, fms-attendance@rsu1.org. To call the school use 443-8265 and press 1. Leave a message in our "student absence mailbox" rather than calling the main office. In the email or voicemail message, please indicate your student's name and date of absence or tardy and the reason. If your student has a contagious illness we should be aware of, please leave that information as well.

Attendance is taken every day first thing in the morning, safety checks go out for unreported absences. Reporting absences timely to the Front Office will prevent an unnecessary safety check.

EXTENDED ABSENCES

If you plan to take your student out of school for an extended period of time for a vacation, family event, etc., you need to complete an Extended Leave form which must be approved by the Teacher and Principal. These forms are available in the office.

EMERGENCIES / EARLY DISMISSALS

Every school has a crisis plan in the case of an emergency. Part of the Fisher Mitchell plan is to contact parents/guardians by telephone, text or email via fmsinfo@rsu1.org if school is unexpectedly dismissed early. **Please be sure to update the Fisher Mitchell office whenever there are any changes in address, parents/guardians' work numbers, emergency contact number, home phone number or after-school care provider** during the year. This is the only way we can provide you accurate information and ensure your students get home safely.

ARRIVALS AND DEPARTURES

[Please see Here We Come and There We Go](#)

TRANSPORTATION

Safety will be the first consideration in assigning bus routes. Encouraging students to walk to school to promote physical health will also be a consideration in determining which students are walkers.

- o Bus stops are determined by the contracted bus service and will be published on the district websites.
- o All Fisher Mitchell students who live over ½ mile from the school are eligible for transportation. Students may be required to walk up to ½ mile to a bus stop.
- o Also eligible for transportation are those students who live:
SOUTH of (not including) Weeks Street
NORTH of Leeman Highway
WEST of (not including) Pine Hill

Below are the Bus Rules for First Student:

MINOR VIOLATIONS:

1. Creating excessive noise
2. Swearing
3. Littering
4. Putting arms or any object out of the window
5. Improper boarding/exiting the bus
6. Being rude, discourteous, or annoying
7. Not respecting safety, and wellbeing of others

SERIOUS VIOLATIONS:

1. Distracting driver
2. Ignoring warnings from the bus driver
3. Bringing dangerous or inappropriate articles aboard the bus
4. Failure to remain seated or buckled
5. Lighting matches, smoking, or vaping
6. Fighting, pushing, biting, or tripping
7. Spitting
8. Destroying property
9. Unacceptable language towards others
10. Safety violations including harassment, bullying and threatening others

Communication to parents/guardians about bus violations will be emailed from the child's school principal. While the hope is to not disrupt student transportation, through consequences such as seat change, discussion, and written warning, the building principal reserves the right to have a student removed from the bus for a period of time. The amount of time off the bus is determined by both the infraction and the frequency of infractions. It is important to be aware that it can range from 1 day to the remainder of the school year. When removal from the bus for a set period of time fails to change a student's behavior, the student will be removed from the bus until a conference can be set up between the parent, school administrator and First Student.

ANIMALS IN SCHOOLS

Permission is to be obtained from the principal before animals are brought into the classroom or onto the playground by anyone. If students wish to bring them for educational purposes, they are to consult with their teacher, who, in turn, will request permission from the principal. Animals are not to be transported on the school bus. Additionally in the interest of safety we ask that parents/guardians not bring animals when picking up/dropping off students.

BICYCLES, ETC.

Riding a bike to school is a great way to get exercise every day! However, in the interest of safety, students who ride bicycles, skates, wheelies, skate boards or scooters to school will not be permitted to ride on the playground or in the schoolyard during school hours (except when supervised during PE class). Since the school cannot assume responsibility for stolen or damaged bikes, we recommend that a lock be used. A bike rack is available to house a number of bicycles. Skateboards may be stored indoors either in the gym or the classroom (with prior permission from the teacher).

TELEPHONE USE / CELL PHONES / SMART WATCHES

Student use of the school telephone is intended for school-related issues (i.e. staying after school for extra help, discipline, illness). Students should make arrangements for after-school social plans at home outside of the school day.

Many students have different after school schedules on different days. They may get anxious in the afternoon about where they are going or who's picking them up. You can ease their minds and teach them a lifelong strategy at the same time, by making out an index card with the week's schedule to put in their backpacks.

Ex: Mon-Home (Bus 1)

Tues-Nana's (Bus 1)

Weds-Dad picks you up from school

Thurs-Nana's (Bus 1)

Fri-Home (Bus 1)

Students in grades 3-5 are discouraged from bringing cellphones/smart watches to school. However, we understand some parents/guardians may rely on them for contacting the student after school hours. Students may keep them in their backpacks but not use them during the school day or on the bus. If a student does not respect this rule the cell phone/smart watch will be turned into the office and must be picked up by a parent.

LOST AND FOUND

Labeling your student's clothing and other items greatly increases the chances of them being returned should they be separated from your student. Unlabeled items will be placed in the Lost and Found which is located right after the double doors near the 4th and 5th grade wing. Please check this area when you are at school with your student! Unclaimed items will be turned over to a charitable organization during school vacations.

SCHOOL VISITS

All visitors to Fisher Mitchell School must enter through the front door and check in at the office before proceeding anywhere else in the building. Please remember that unscheduled visits to classrooms are disruptive and are discouraged. If you'd like to visit to observe or volunteer in your student's class, please make arrangements in advance with the teacher.

For the safety and security of our students and staff, **all visitors and volunteers must sign in at the office and wear a VISITOR tag**. We welcome your help and presence in the school. With your cooperation, we are confident that this system will help us keep our students safe.

FAMILY COMMUNICATION

We regularly update our website with current information, be sure to visit it frequently to stay informed. The Breakfast and Lunch menus are available under Parent Resources, Food Services, Breakfast and Lunch Menus. Additionally we regularly correspond via email so it is important that we have an accurate email address on file. Our emails will come from fmsinfo@rsu1.org so be sure to watch for our messages.

PARENT TEACHER ASSOCIATION

The Bath Elementary PTA is for families of students in K-5 at Dike Newell and Fisher Mitchell. They hold one meeting per month and a variety of events throughout the year. This is a vital organization that supports a wide range of activities and resources for our schools. To get involved or for more information email the Bath Elementary PTA at bathelementarypta@gmail.com or checkout their facebook <https://www.facebook.com/BathElemPTA/>.

VOLUNTEERS

We are always looking for parents/guardians, grandparents/guardians, friends, neighbors, and community members to volunteer at our school. There are many ways to be involved that range from once or twice a year for special events, service projects, or field trips to once or twice a week in a classroom, library, and art room. Please remember all adults must have an approved application on file EVERY SCHOOL YEAR. You can find this application on the RSU1 website. If you are interested in volunteering, please contact your student's teacher. Not only will our students and staff benefit tremendously from your efforts, but so will you!

HOMEWORK

The RSU1 Board believes that homework extends learning and is an important part of our students' regular academic program. The Board also believes that effective homework assignments do not just supplement classroom lessons, they also teach students to be independent learners. Homework is designed to be done by students independently. Students appreciate the encouragement and interest their family members show for doing quality work. However, parents/guardians are not expected to be teachers. If your student seems to be frustrated or doesn't understand parts of an assignment, write a note back to the teacher.

Homework assignments will be limited to work that has been presented by the teacher, or to work that is at an independent reading or practice level for the student.

- A. Homework assignments will be carefully prepared and thoroughly explained.
- B. Written homework assignments will be collected and/or reviewed with students in class to provide immediate feedback, and/or graded by the teacher and returned promptly to students.
- C. Homework will be assigned for academic purposes, not for punishment.
- D. Homework assignments for each grade will vary by level and depend upon the instructional needs of individual students in the group.

Availability of resources in the school, home or community will be considered when making homework assignments.

PARENT TEACHER CONFERENCES / REPORT CARDS

Parent conferences are held in late November and in March for all Fisher Mitchell students. Every effort will be made to schedule the conference for a time that is convenient. Our goal is 100% participation! Please contact the teacher if you cannot attend during regular conference times and make other arrangements. Conferences can help teachers and parents/guardians work together to support the student.

Report cards for the first trimester will be given out in November and the second trimester reports will be given out in March. The last report goes home on the last day of school. Report cards rate a student's performance relative to standards and expectations for his/her grade for a certain time of year. (i.e. *Is the student demonstrating the reading comprehension strategies expected for the middle of 3rd grade?*) Please contact your student's teacher if you have any questions or concerns.

SUPPORT SERVICES

Our school offers a variety of support services for students who are struggling with specific aspects of learning and meeting RSU1 district standards. They include differentiation of instruction in the classroom, extra help/practice, small group skills instruction, and specially designed instruction and related services as specified in an Individual Educational Plan, if a student is determined to be eligible for Special Education. One or more of the following services will be provided to students who are identified through the IEP. process depending on the individual needs of the student.

- Speech therapy
- Resource room support
- Behavior support
- Support services such as occupational therapy, physical therapy, and social work

Teaching teams monitor students' growth regularly and recommend strategies to help students who are not making gains. Differentiated instruction in the classroom may need to be supplemented by additional small group instruction through one of the following programs:

- Students in grades 3-5 who are experiencing difficulties in math/reading may be recommended for Title I services
- Students in grades 3-5 who are experiencing difficulties socially or academically may be referred for Response to Intervention for a 4-6 week period

It is our goal that all students meet standards. Often it takes a joint effort by the student, his/her family, and staff members to master certain skills.

ACADEMIC ENRICHMENT PROGRAM

The Academic Enrichment Program addresses the needs of students in grades 3-5 who have been identified as academically gifted and talented. These students spend time during the week with the teacher of GT or educational technician in a group of students working on activities which stress creative and critical thinking. Identification is based on referrals from staff members and parents/guardians, and on achievement on various standardized testing.

FIELD TRIPS

From time to time, to complement the academic program, students will be taken on field trips to nearby sites. Parental permission is required. Blanket permission slips are collected at the beginning of the school year and cover the entire year through the Annual Update. Advance notice will be sent home before any field trip.

FEDERAL PROGRAMMING – NO CHILD LEFT BEHIND (NCLB)

Federal funding for various types of programming are provided to schools. RSU1 currently applies for and receives funding for Title I - Reading and Math Supportive Services; Title IIA Class Size Reduction and Professional Development; Title IID funding for technology and technology professional development; Title IV - Safe and Drug-Free Schools; and Title VI - Small and Rural Schools. These programs support district teacher and educational technician salaries and stipends, supplies, and professional development.

ESSA (Every Student Succeeds Act) is the current version of the ESEA (Elementary and Secondary Education Act), replacing NCLB (No Child Left Behind.) Additional information on ESSA is available upon request. Please contact the Superintendent of Schools, Patrick Manuel, at 443-6601 if you have questions or would like further information. Working with parents/guardians is an important aspect of our efforts to help students learn, and we welcome your interest.

WELLNESS POLICY

Our school is committed to supporting the physical and emotional well-being of all students and to creating an environment that promotes healthy choices and readiness to learn. We support healthy eating, nutrition education, regular physical activity, physical education, and opportunities for students to stay active throughout the school day. Nutritious meals and snacks are provided in accordance with applicable federal nutrition standards, and free, safe drinking water is available to students throughout the school day. Nutrition and wellness messages are reinforced across the school environment, including classrooms, the cafeteria, and school-home communications.

The school also promotes wellness through recess, physical education, extracurricular activities, and other opportunities for physical activity. Foods and beverages provided or sold during the school day, including those used for celebrations or rewards, are expected to follow applicable USDA Smart Snacks standards. Families and staff are encouraged to model and support healthy eating and active lifestyles. Our districtwide Wellness Committee provides ongoing guidance and recommendations related to student wellness and helps promote a healthy school environment. The complete Student Wellness Policy is available on the RSU1 School website www.RSU1.org, Board of Directors, RSU1 Board Policies, JL.

EMERGENCY INFORMATION

It is very important that each student has current emergency information on file. The vital information provided enables us to contact you in case of emergency or illness. **Your student may only leave the school with people who are listed as guardians.** If at any time you want someone who is not a guardian to pick up your student, you must call the school or send a note. These measures help us to keep our students safe.

ACCIDENTS AND ILLNESS

You will be notified if a serious accident or illness occurs during school hours. It is our policy that any student with a fever or contagious illness be sent home immediately. Knowing that serious injuries or illness can happen, it is our intention to carefully assess and treat each student as you would if they were at home. It is important to note, with the exception of the school nurse, we are not trained medical personnel.

MEDICATION

We discourage the taking of medication at school. If it is necessary to have medication available at school, the following procedures will be followed:

1. Medication must be provided in the original prescription bottle- the pharmacy will provide one if you request it.
2. The doctor must supply a copy of the original prescription or fill out a school medication form.
3. The parent must sign the medication permission form.
4. Any change in medication or dose must also meet the above criteria before the change will be implemented at school.
5. If a medication is discontinued, a doctor's order must be provided.
6. If a medication is ordered three times per day we ask that, if possible, the doses be given at home before school, after school and before bedtime.
7. All medication will be kept in the school office.

Thank you for your cooperation. If you have questions, please call the School Nurse at 443-8265.

RECESS / PLAYGROUND

Please be sure that your student is dressed appropriately for outside play each day in the various weather conditions we experience here in Maine. The school cannot provide dry clothes for all students who might require them so pack extras.

The purpose of recess is to provide fresh air and exercise for a short time, and so that students may interact with each other in an informal and unstructured, but supervised situation. Physical activity outdoors provides a healthy break for students midday.

CONTAGIOUS DISEASES

In the case of contagious diseases/epidemics, Fisher Mitchell will follow the guidelines provided by the Superintendent, who in turn receives advice and directives from the state of Maine health office. Parents/guardians and students should follow the following guidelines that we know are sound methods to reduce risk of contagious diseases:

1. Wash hands frequently
2. Cover one's mouth with a tissue or arm when sneezing.
3. Stay home if you have the symptoms and consult a doctor. Please keep school informed.
4. Students with the flu should remain home 24 hours after the last symptom before returning to school.
5. We have been advised not to close school at this time and will keep parents/guardians informed of other advisory reports from the Center for Disease Control.
6. When in doubt, have your student see a doctor.

Parents and guardians will receive updates as the state of Maine provides recommendations to the RSU.

FOOD SERVICE

Patrica Murray, the Cook at Fisher Mitchell School, and Judy Kingsbury, Kitchen Assistant, work hard to provide a variety of healthy, appealing food options daily. All studies show that hungry children cannot learn to their potential; we offer numerous healthy choices for breakfast and lunch in all of our kitchens. Students have choices of menu items for each meal, and can always choose a sandwich as an alternative.

If you have questions about meals, bills, or menu choices, please contact Ms. Murray at pmurray@rsu1.org. Family members who wish to eat with a student during lunch may purchase a school lunch at the adult fixed price.

For more information, please contact the Food Services Director, Melissa Cole at 443-6601 X114 at the Central Office at Wing Farm or at mcole@rsu1.org.

RSU1 SYSTEM-WIDE CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents/guardians, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment. It is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- | | |
|----------------|------------------|
| * Compassion | * Fairness |
| * Integrity | * Respect |
| * Honesty | * Courage |
| * Perseverance | * Responsibility |

All students are expected to comply with the Code of Conduct and the Code of Conduct applies to students:

- while on school property
- while in attendance at school, on a job site, 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.

The following expectations for student behavior are fundamental to a safe, orderly, and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order, and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.

8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

For the complete RSU1 Code of Conduct, please go to the district website [RSU1 Board Policies](#), Board of Directors, and refer to policy JIC Student Code of Conduct.

ITEMS NOT APPROPRIATE FOR SCHOOL

School days are packed full of reading, writing, mathematics, arts, music, physical education, and more! Recess is short and designed to get students up and moving after concentrated classroom time. Therefore, we request that students not bring personal toys and items of value to school, unless requested by the teacher for a special class activity. If you as a parent or student have a question regarding the appropriateness of any item, please contact the Principal.

STUDENT DRESS CODE

Grooming and dress are the responsibility of the student and parents/guardians or guardians. However, an individual's dress or personal appearance shall not interfere with the safety, order, and effectiveness of the educational process. Therefore Fisher Mitchell adheres to the following School Board Policy on Dress Code.

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. 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 school unit 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 that 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 words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Clothing that is overly revealing is not permitted.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required. These guidelines shall be published in student handbooks at each building. The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

COSTUMES

Students are permitted to wear themed clothing as part of school-wide celebrations held throughout the year, such as Color Days, Royalty Day, Pajama Day, and other designated spirit events. These occasions are designed to foster school spirit and build a sense of community. In addition, individual classroom teachers may organize class-specific celebrations where themed attire may be encouraged. Outside of these approved events, students are not allowed to wear costumes to school. All attire must continue to align with the school's dress code and be appropriate for a learning environment.

PARTY INVITATIONS

We realize that it is convenient to distribute invitations to home parties during school hours. However, this can result in tears and hurt feelings among those students who do not receive invitations. We respectfully request that invitations not be

distributed at school, unless *all students in the classroom* will receive one. We also are not able to give parents/guardians the addresses and/or phone numbers of other students because of confidentiality.

RSU1 POLICIES for STUDENT SAFETY

BULLYING, HAZING, HARASSMENT, WEAPONS, ALCOHOL and CIGARETTES

There are numerous district policies that address aspects of the code of conduct to ensure students' safety and well-being at school. They include policies to prevent bullying, hazing, and harassment; and policies prohibiting weapons, violence, and use/possession of cigarettes, drugs, or alcohol and are available on the district website [RSU1 Board Policies](#), section J.

Fortunately, we rarely have to deal with these issues in grades 3-5, so these policies are not all detailed here. However, students learn how serious these violations can be. For example, a student who hurts another student on the bus with a pencil - needs to learn that ANY item used to harm someone else is a violation of the "weapons" policy below, and can have serious consequences.

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons. Examples of such articles include but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars; and

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following: bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (e.g., match, lighter), files, tools of any sort and replicas of weapons (including some toys).

It is our goal to educate students at Fisher Mitchell about the seriousness of these offenses through the social and emotional curriculum and disciplinary conferences with parents/guardians when students violate our code of conduct in a way that could lead to suspension or expulsion in the future.

BOMB THREATS

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

Administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. §1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found, after a hearing by the Board, to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. §1001 (9-A) and School Board Policy, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

NONDISCRIMINATION

RSU1 is committed to a policy of non-discrimination in its educational and employment programs, and honors all applicable laws relating to discrimination.

RSU1 does not discriminate in any of its programs on the basis of race, color, national origin, religion, sex, age, marital status, or disability, and complies with all provisions of the Maine Human Rights Act, Titles VII and IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the individuals with Disability Education Act, and the Americans with Disabilities Act. Inquiries regarding these obligations may be made to the Affirmative Action Officer at Bath Middle School, 6 Old Brunswick Road, Bath, ME 04530 (443-8270).

The United States Department of Education Office for Civil Rights, Region I address is: U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491

GRIEVANCE PROCEDURES

1. It is suggested that the student and/or the student's parent or guardian discuss or make an attempt to discuss the matter with his/her principal with the objective of resolving the matter informally.
2. When a student and/or their parent or guardian feels there has been discrimination, they may file a written grievance through the Affirmative Action Officer/Coordinator.
3. A formal grievance procedure must be initiated within 30 days of the event or condition which caused the grievance.
4. The Affirmative Action Officer/Coordinator will provide assistance in preparing the grievance if so requested.
5. The Superintendent of Schools or designee shall, within ten days after receiving the complaint from the Affirmative Action Officer (Equal Opportunity Officer), review the situation in consultation with the Affirmative Action Officer/Coordinator and the grievant and notify the grievant of the decision to take action or not take action.

E.1 If the grievant is not satisfied with this response, they may submit a written appeal to the RSU1 Board of Directors indicating the specific nature of disagreement with the response. A formal grievance procedure must be initiated within 10 days of the decision of the Superintendent or designee. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision on the matter as expeditiously as possible following the completion of the hearing.

6. Part E.1 is the recommended procedure for the disposition of grievances.
However, a grievant may bring their case to the state or federal agency having jurisdiction at any time.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and eligible students (18 years of age or older) certain rights with respect to the student's education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day Regional School Unit 1 receives a request for access. Parents/guardians/eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian/eligible student of the time and place where the record(s) may be inspected.
- B. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask Regional School Unit 1 to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Regional School Unit 1 decides not to amend the record as requested by the parent/guardian or eligible student, Regional School Unit 1 will notify the parent/guardian or eligible student of the decision, and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, Regional School Unit 1 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Regional School Unit 1 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- E. Regional School Unit 1 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received. Such information will not be disclosed if the parent/guardian of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:
- Regional School Unit 1
34 Wing Farm Parkway
Bath, ME 04530
- F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent/guardian or eligible student notifies the school unit that they do not want such information released. Such information will not be disclosed if the student's parent/guardian or eligible student notifies the school unit, in writing, that such information should not be released without their written consent. Any such notice should be sent to:
- Superintendent/Designee
Regional School Unit 1
34 Wing Farm Parkway
Bath, ME 04530
- G. Under Maine law, Regional School Unit 1 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents'/guardians' names.

Regional School Unit 1 maintains a more extensive policy and procedure concerning education records. This policy and procedure can be obtained by contacting the Superintendent/designee.

Legal Reference: 20 U.S.C. § 7908
 34 C.F.R. § 99.7
 20-A M.R.S.A. § 6001

RSU1 BOARD POLICIES

The RSU1 Board of Directors and the Administrative Team have developed a comprehensive menu of policies which guide the operation of our organization and schools. In an effort to make these policies available for all parents/guardians and community members, they have been published on our website. You may access these policies on the RSU1 School website www.RSU1.org, Board of Directors, RSU1 Board Policies. If you would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your student's school or the RSU1 Central Office, and we will provide a copy for you.

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions. Some information may not be complete or current. The District reserves the right to correct any errors, inaccuracies, or omissions and to change or update information at any time without prior notice. In the case of any inconsistency between the handbook or website and RSU1 Board Policy, the Board Policy will govern.

CONCERNS

The Fisher Mitchell staff want your student to learn and grow through a positive school experience. This is most likely to occur if you, your student, and the staff work together and communicate with each other often. If at any time you have concerns about your student's progress or adjustment, please contact the classroom teacher. If you still have questions or concerns, please contact the principal.