

Winslow Elementary School

**Parent/Guardian and Student Handbook
2025-2026**

“Valued Children Become Valuable Adults”

**Winslow Elementary School
285 Benton Avenue
Winslow, ME 04901
(207) 872-1967
wes.winslowk12.org**

WINSLOW ELEMENTARY SCHOOL HANDBOOK

The purpose of this handbook is to provide students and parents/guardians with useful information about Winslow Elementary School. WES is a Responsive Classroom School and as such the students and staff have set expectations for all who learn and work here.

Please take some time to review the contents of this handbook with your child(ren) so that our home-school connection can remain strong and consistent. The table of contents is hyperlinked so that it can take you directly to the topics listed if you are viewing this electronically. Special attention is asked of those items in bold. There are hyperlinks to other documents such as school board policies throughout the document. Printed copies of this handbook and copies of school board policies are available at the WES office. We welcome your input and hope that you will keep us apprised of any concerns you may have, should the need arise. Together we will ensure a safe, caring, and responsive learning environment for all.

Thomas Henson

Winslow Elementary School Philosophy

Winslow Elementary School recognizes that the school is an integral part of the community. We will contribute to the development of its citizens by modeling respect for family, community and world.

We celebrate the diversity of individuals and are committed to providing students with an opportunity to learn in a way that is most advantageous to each. All students will feel wanted, needed, valued, and safe.

The success of this school shall be measured not only by the literacy and broad knowledge base which encourages lifelong learning, but also by the happy faces, healthy bodies, and curious minds it develops.

*If there is a conflict between policy and this handbook, policy will govern.

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Winslow Elementary School's Vision
Valued Children Become Valuable Adults

Mission

The mission of Winslow Elementary School is to help all students to learn and grow through creative classrooms, supportive staff and a caring community.

Goals

Goal I

Every student's learning will be supported through resources, scheduling, and technology with instructional strategies and assessments, which are aligned to a sequential, broad-based K-12 curriculum. This learning experience will be an ongoing process between students, teachers and parents/guardians to meet the diverse social, emotional and educational needs of everyone.

Goal II

Communication, interaction, involvement, respect and support will be strengthened among all members of the Winslow community.

Goal III

A commitment to having clean, safe and modern facilities with appropriate class size, space and supplies will continue to support a school culture that is positive and conducive to learning and where student responsibility and involvement creates strong values.

Goal IV

Equal opportunities for K-12 students in all programs will be supported through scheduling flexibility.

Goal V

We will continue to employ qualified, motivated staff and provide ongoing relevant professional development.

Winslow Elementary School's Guiding Beliefs

Code of Ethics

Moral

Respectful

Responsible

Accepting

Student-Centered Environment

The environment must be:

1. Emotionally secure

2. Physically secure

3. Mentally secure

4. Positive

The Learning Experience

Needs:

Quality resources

Ownership for learning

To address all learning styles

To motivate students

Coordination and alignment
of K-12 curriculum

To Achieve the Highest Standards and Goals we need the support of:

Parents/Guardians

Teachers

Administrators

Community

WINSLOW ELEMENTARY SCHOOL GOALS

GOAL 1 Develop responsible and respectful students.

GOAL 2 Improve student achievement.

WES STAFF

[WES Staff Directory by job responsibility with email addresses \(link\)](#)

CENTRAL OFFICE ADMINISTRATION

Mr. Peter Thiboutot - Superintendent of Schools	(207) 872-1960
Ms. Ashley Pooler – Director of Transportation	(207) 873-7048
Mr. Cory Eisenhour – Director of Facilities	(207) 872-1960
Mr. John Hersey - Director of Food Services	(207) 873-2751
Ms. Michelle Lake- Curriculum Coordinator	(207) 872-1960

ELEMENTARY ADMINISTRATION (207) 872-1967

Tom Hersom - Principal
Jessica Skillings-York- Assistant Principal

WINSLOW TOWN COUNCIL

<u>District</u>	<u>Name</u>	<u>Telephone</u>	<u>District</u>	<u>Name</u>	<u>Telephone</u>
1	Michael Joseph	872-1080	5	Adam Lint	649-4976
2			At Large	Lee Trahan	509-8453
3	Frances Hudson	692-4093	At Large		
4	Doris Labranche	649-8798			

SCHOOL COMMITTEE

The Winslow School Committee consists of seven members serving staggered three-year terms elected by the general population. Elections are held annually in November, with terms starting in January.

Current members	District	Email
Joel Selwood- Chair	1	jselwood@aos92.org
Earl Watts	2	ewatts@aos92.org
Karen Andrus	3	kandrus@aos92.org
David Dickson	4	ddickson@aos92.org
Ashely Powell	5	apowell@aos92.org
Steve Russell	At Large	srussell@aos92.org
Meghan Loubier	At Large	mloubier@aos92.org

School Committee meetings are held in the library at the Winslow High School Media Center. Meetings begin at 6:00 p.m. and the public is welcome to attend. Monthly meetings for the 2025-2026 school year are scheduled on the following dates: August 25, September 22, October 27, November 24, December 15, January 26, February 23, March 23, April 27, May 18, June 22.

The Winslow Public Schools (WPS) Committee is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment. In accordance with applicable Federal and/or State laws and regulations, WPS prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

DAILY SCHEDULES

7:50 To Homerooms/Unified Arts (Gr 6)	7:55 Announcements
2:05 Announcements/Dismissal	

	<u>Recess</u>	<u>Lunch</u>
Grade 1	10:30-10:55	11:00-11:25
Grade 2	10:35-11:00	11:05-11:30
Grade 3	11:05-11:30	11:35-12:00
Grade 4	11:10-11:35	11:40-12:05
Grade 5	12:05-12:30	12:30-12:55
Grade 6		12:35-1:00

SCHOOL PROCEDURES

VISITORS

ALL VISITORS must use the video/intercom system located in the middle of the front doors of the Main Office entrance to gain access to the school. Please state your name, the purpose of your visit and if requested, photo identification (such as a driver's license). When entering the building, all visitors must report to the check-in office window. All Visitors must have an appointment and/or prior permission to enter the building. All approved Visitors will be given a Visitor's Badge before going to any parts of the school and this must be worn and visible during the entire visit.

Thank you for your cooperation.

ARRIVAL AND DISMISSAL

If you are transporting your child, they **should arrive at school no earlier than 7:35 AM. We do not provide supervision for students prior to 7:35 AM. Students arriving after 7:55 AM must be walked to the office by an adult to be signed in.** At school dismissal, all children should leave the school immediately unless they are involved in a supervised activity. If a parent/guardian picks his/her child up at dismissal, we ask all parents/guardians to wait outside under the portico until a staff member checks in with you and dismissal starts. Students will be dismissed from the side door of the gym. **Please be prepared EVERYDAY to show a photo ID if requested.** Dismissal starts after the buses leave at approximately 2:15pm. It is important that students are picked up promptly.

If a parent/guardian finds it necessary to have a child excused early for an appointment or other urgent reasons, the parents/guardians are asked to send a note with the child for their teacher giving the date, time he/she is to be picked up, who will be picking the child up, and the reason for the early dismissal.

Children will be released to someone other than their custodial parent **only** if a note indicates custodial parent/guardian consent, or if the school has received a phone call from a custodial parent/guardian indicating their consent. **Listing a person as an emergency contact does not allow for an unauthorized dismissal unless deemed an emergency by the school administration.** These safeguards help us keep your children safe and we appreciate your cooperation. **Any dismissal changes need to be communicated to the office before 1:30 pm.** In the event the school parking lot is full, please use the former Scott Paper parking lot to reduce congestion and allow safe departure of our buses. **THERE IS NO VEHICLE TRAFFIC OR PARKING ALLOWED AT ANY TIME OF DAY IN THE BUS LOOP.**

PERMISSION NOTES

Permission notes from parents/guardians are needed for the following reasons:

- ✓ Changes in usual bus routine,
- ✓ Tardiness/Early Dismissal
- ✓ Pick up instead of being bussed
- ✓ Riding a bike/walking to and from school if a child normally rides a bus (permission from administration must be obtained before this happens) You can request a bike riding permission form from the office in advance. This form must be completed, returned and signed by an administrator before your child can ride. This is available to students in grades 5 and 6 or younger when accompanied by a sibling in grade 5 or higher.

If your child does not have a note or you have not called the office to inform us of your change in plans, he/she will be sent home their usual way. We request that any calls to make changes in student transportation be made before 1:30 PM.

BIRTHDAY INVITATIONS

Please distribute birthday invitations outside of the school setting. Invitations sent to school to be distributed will be sent back home.

SHARED FOOD IN SCHOOL

Shared food may ONLY be sent to school upon the request of the teacher. The teacher will request specific items that meet the allergy needs of their classroom. All food will either be whole foods such as fruits and vegetables or will be packaged foods with a label to check for allergens. These items should be healthy in nature whenever possible and when sugary type foods are requested they will be in small amounts. Food will only be requested for whole-class rewards or activities and not for individual events like birthdays. The reason for this is that we want all children to have the same opportunity and we know not all families can provide snacks for their child's birthday.

ATTENDANCE POLICY

Regular school attendance is essential to the education process. ***A Parent/Guardian must contact the office anytime your child will be absent.*** If your child is not in school, and the office has not been notified about the absence before 9:00 AM, an automated call will be placed to the home phone listed in our database, asking parents/guardians to inform the school about your child's absence. Absenteeism has adverse effects on the educational progress of students because they are deprived of a variety of educational opportunities, meaningful student-teacher interaction, and learning experiences shared with their classmates. State law dictates: Every school age child shall attend a public day school during the time it is in session. ***Maine elementary students who have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year are considered habitually truant.*** The following will be considered excused absences from school:

1. Personal illness (illness spanning multiple days or frequent absences related to illness may require a note from a healthcare provider).
2. Appointments with health professionals that cannot be made outside of regular school hours.
3. Observance of recognized religious holidays when the observance is required during a regular school day.
4. Emergency family situations.
5. Planned absences for personal or educational purposes which have been **approved in advance.** (Please request a **pre-planned absence** form with this link or from the office.)
6. Contagious disease. (Notes are needed upon return from healthcare provider)

Parents/Guardians are asked to avoid planning family vacations that result in student absences from school. This is a particular concern during the required standardized testing dates established by the State of Maine and local assessments given to all WES Students.

- ✓ State Assessments: October and May
- ✓ DRA III: October, January and May

Please contact the assistant principal for more details of these assessments and dates.

A plan for regular attendance will be developed if a student becomes habitually truant or has an excessive number of excused absences. The school administration reserves the right to request documentation of excused absences (e.g. Doctors notes) if the number of absences from school becomes excessive.

RETURN AFTER ABSENCES

A note must be provided to the WES office when students who have been absent return to school for 3 consecutive school days. Should the child have a contagious disease, a doctor's permission to return is required. When children are absent from school and credit is to be given or work is to be made up, it is necessary to make satisfactory arrangements for make-up work with teachers at a time mutually agreeable to both parties.

EMERGENCY CONTACTS/CENSUS VERIFICATION SHEET

We ask that you provide the contact information for **at least two** individuals in addition to parents/guardians to

serve as emergency contacts in case of an emergency. All contact information is provided by parents/guardians on the New Student Registration Form completed when enrolling your child for the first time at WES. Parents/Guardians are provided the opportunity to update this information at the beginning of each school year on the **Census Verification Sheet**. Please update this information if changes take place during the school year (such as changes in address, babysitter, telephone numbers, place of employment, etc). Parents/Guardians have access to our Parent Portal, which allows you to log in and view your contact information on file and see student attendance. Please contact the school if you would like login details.

ReachMyTeach

We use ReachMyTeach, an automated phone and email message system to communicate with parents/guardians and family members school information, school closings, delays and early dismissals.

- School Cancellation – This message will be shared using the phone number we have listed as the phone number for your family residence. A similar message will be sent to the email address of the 1st contact listed on your child's census verification form.
- School Delay – We will use the same method of contact as described above for school cancellations. Please note that school delays will likely be 1 hour or 2 hours.
- Early Dismissal – Due to the fact that many parents/guardians are working when we are needing to notify parents/guardians of an unscheduled early dismissal, we will use a feature of ReachMyTeach that sends phone and email messages to every phone and email contact we have listed in our student information system. Please also note that the news media may show WPS dismissing at 11:30, **the dismissal time for WES will be 12 noon unless we state differently in our messages.**

If you have any questions regarding the use of the system or your contact information, please call us.

CANCELLATION/DELAY OF SCHOOL

In the event that school must be closed or its opening delayed because of snow, inclement weather or an emergency, an announcement will be made over the following television channels:

Television Channels: 5 and 6

LOST AND FOUND

Please label all student items. Please check our lost and found items for lost clothes or other items your child has lost. The primary lost and found is located in the lobby area by the Commons. Unclaimed items will be donated to charity at least twice during the year.

EXPECTATIONS

BEHAVIOR EXPECTATIONS FOR SCHOOL AND BUS

A positive school atmosphere is fostered by all school staff, students, and parents/guardians through role modeling appropriate behavior. Modeling respectful, responsible, safe behavior, and performing acts of kindness creates a climate which embraces learning. Please refer to the [Winslow Elementary Expectations Matrix](#) below that describes the expectations for positive behavior in many areas of the school and bus.

When students are not meeting expectations we work to educate them on the expectation and talk with them about why they are not meeting expectations. We hope that this will help students to meet expectations without any further intervention. However, there are times when students continue to struggle to meet expectations and we need to provide a consequence. When not meeting expectations and consequences involve administration we will call you to let you know about what is going on. It is our hope that with our work at school and your follow up work at home that we can help students to meet the expectations and be successful at school. Depending on the age and level of severity, physical aggression towards others may result in consequences up to out of school suspension.

WES BEHAVIOR MATRIX

(click on link to view)

CELL PHONES/TELEPHONE

Students cannot use the telephone or be called out of their classroom during school hours unless it is an emergency. Each classroom is equipped with a phone. Calls will be directed through the office. A message can also be left on teachers' voice mail. [Cell phone use by students is not allowed during school hours or on school buses. Parents/Guardians are strongly encouraged to keep all cell phones home. If a student is seen with their cell phone it will be brought to the office until the end of the school day at which time they can pick it up. If a student is caught more than once with their cell phone it will be brought to the office and a parent will need to pick it up.](#)

WINSLOW ELEMENTARY SCHOOL DRESS CODE ([Policy JICA](#))

The School Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s).

Students and parent(s)/guardian(s) are encouraged to use sound judgment in dress and grooming. In keeping with the goals of the school unit to provide a respectful, responsible, safe, and non-discriminatory environment, students' appearance should reflect a manner of dress that promotes positive school culture at Winslow Elementary School.

Examples of school appropriate clothing

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports or physical education)

Students May Not Wear:

- Head coverings unless permitted for religious, medical, culturally appropriate, or other reasons by school administration
 - Sunglasses unless permitted for medical reasons
- Clothing that would expose undergarments at any time or where undergarments would typically be.
 - Shirts that may expose the midriff are not permitted
 - Bottoms that may expose buttocks are not permitted
- Costumes/costume parts
- Items of clothing with:
 - Violent images or abusive language
 - Images or language depicting drugs or alcohol
 - Images or language that creates a hostile or intimidating environment
- Clothing that is destructive to school property or potentially harmful to others (cleats, chains, etc)

*Administration has the right to make any final decisions regarding dress code violations
(Dress Code Effective 4/25/2022)

WES PHOTOGRAPHY/VIDEO RECORDING ON SOCIAL NETWORKS

Photographing and/or video recording is permitted at school functions and events for your own personal viewing. We request that photographs and/or video containing any student or child, other than your own, not be shared on social media (such as Facebook, Twitter, Instagram, Snapchat, etc). This is requested to help keep all students safe.

COMPUTERS, INTERNET, AND ACCEPTABLE USE

Students in Grades K-5 take part in weekly classes in our computer lab. Students are taught basic computer skills as well as the importance of appropriate use of technology. Students receive lessons on internet safety and digital citizenship. ***Please review the following information carefully (for all students):***

For Parents/Guardians and Student: The main points of behavior that we would like you to review with your child concerning school computer use are the following rules:

- Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. General school rules for behavior and communications apply.
- School computers are not to be used by students for Internet game playing that are not part of the educational program, personal email accounts and/or social networking sites (i.e. Facebook, MySpace, Twitter, etc.). Teacher directed activities/sites such as Cool Math, PBS Kids, etc. are allowed.
- Students intentionally attempting to access inappropriate materials or activities will be disciplined as determined by the school's staff or administrators.
- Damaging computers, computer systems, or computer networks intentionally will result in payment for damage if applicable, suspension or cancellation of computer privileges.

The above rules are based on Winslow Schools "Technology Use and Cyber Safety" policy ([Board Policy IJNDB](#)) and general Winslow Elementary school rules.

For Parents/Guardians:

- WES is compliant with CIPA (Child Internet Protection Act) as we offer only filtered Internet access. In other words, school computers have to go through MSLN's filtering system in order to access the Internet. MSLN implemented this global policy for all schools, as of July 1, 2002. The categories that are filtered are as follows: Social Networking, Adults Only, Nudity, Pornography, Sex, Hate, Discrimination, Illegal, and Violence. The filters only apply to the school's Internet connection. Devices such as smartphones are not covered by the filters when they are using their own cellular data connection to access the Internet.
 - [Cell phone use by students is not allowed during school hours or on school buses. Parents/Guardians are strongly encouraged to keep all cell phones home.](#)
- Students in Grades K-6 are supplied with individual accounts to be used with Google Apps for Education. This allows students in these grades access to Google Classroom and Google Drive.
- A student's picture with name or other pertinent identifying information **will not** be published on our web site without parent/guardian permission.

Students will be assigned a device to use at school and to bring home if needed for a specific assignment.

- These devices should be used for school-related work only.
- Using Chromebooks in a responsible manner not only in what they are using them for but how they are caring for them is extremely important.
- Damaged devices: Just like textbooks or library books our Chromebooks need to be cared for properly. If a device is intentionally damaged or damaged as a result of not taking proper care of it, parents/guardians will be asked to pay the cost of repair or replacement. We believe that our students can care for these devices responsibly.

RECESS

As outdoor recesses are part of the daily school program, children should dress appropriately for this part of the day. During cold weather, a hat, mittens, scarf, ski pants, or pants and boots need to be worn. Boots cannot be worn indoors, so please be sure your child has shoes to wear at school. Also, remember that spring tends to bring breezy days along with the nice ones. Please make sure that if your child wears a spring jacket that he/she also has a sweater or sweatshirt in addition to this. Lower grade children should bring a change of clothing that is marked with their name. It will be kept in their classroom. In warm weather please have children dress appropriately for a school setting. Please remember to mark all of your child's clothing, boots, lunch boxes, etc.. This saves confusion and the loss of any items.

Winslow Elementary School Chaperone Expectations and Responsibilities

First and foremost, thank you for your support and interest in accompanying Winslow Elementary students on their field trip. As a Winslow chaperone, you play a vital role in maintaining a fun, safe, non-competitive learning environment. The students are our greatest treasure, and we keep our expectations high to ensure their well-being and safety.

The classroom teachers from Winslow will assign to you a group of students to monitor and supervise during the duration of the field trip including the bus ride. These students need to be under your direct supervision at all times throughout the field trip, both inside buildings and outdoors to ensure student safety and maximize a positive experience. Your enthusiasm and encouragement can be a great motivator for our students. Please prompt them to show respect to their guide, to be active listeners, and of course, always model these behaviors yourself.

Cell Phones and Other Electronics: Within recent years, cell phones have become a necessity for most of us. However, they often create a distraction during these activities. As a chaperone, your **primary** focus and responsibility **at all times** is your group. Therefore:

- We ask that you “unplug” (including refraining from texting) for the duration of the field trip, so that the students may have your full attention.
- If you are taking pictures, please be advised that photographs and/or video containing any student or child, other than your own, not be shared on social media (such as Facebook, Twitter, Instagram, Snapchat, etc). This is requested to help keep all students safe.
- All other electronic devices should be left safely at home.

Keep it about the children: While we understand the desire to talk and share during the program, it is important for us to resist the urge to talk with one another while chaperoning. The focal point of the field trip is **the children** and we must constantly remain aware that they will take their cues from us. If we remember this, your success in making their field trip a quality experience will be evident.

If you have a need to discuss your child’s school progress with a teacher, please contact the school at another time to set up a parent/guardian-teacher conference.

General Requirements and Policies: As a chaperone you represent Winslow Elementary School. If you have been chosen to chaperone, the teacher and children are expecting your attendance and commitment to the field trip. You demonstrate these by:

- Arriving on time
- Being prepared with necessary clothing, snack or lunch, if needed.
- Signing-in at the WES office to acquire a yellow name tag
- Wearing the name tag before leaving and while on the field trip.
- Dressing appropriately and modestly.
- Using respectful language.
- Following all [school policies](#), specifically those referenced in the Parent/Guardian/Student Handbook (and available online through the school’s web page) such as:
 - o Non Discrimination/Equal Opportunity And Affirmative Action (AC),
 - o Harassment And Sexual Harassment Of Students (ACAA),
 - o Bullying Policy (JICK)
 - o Hazing Policy (ACAD),
 - o Tobacco-Free School (ADC), etc.
 - o The WES Parent/Guardian/Student Handbook and the policies are available online wes.winslowk12.org

Dismissal Procedures

Your child must ride to and from field trips on the bus. If you would like to have your child dismissed when we return to school, you may go to the office and sign them out.

Thank you for your commitment to our students and your interest in being a chaperone. We look forward to a continued relationship between you and our school.

A compact is a voluntary agreement between our school, our students and their families. It outlines how the school, families and students will share in the responsibility for high student achievement. Ongoing, open communication between families and school is essential and will be accomplished through the following: 1. Parent/Guardian/teacher conferences 2. Progress reports to families 3. Reasonable access to staff and opportunities to volunteer and participate in classroom activities.

Student Agreement- I will:

- o Be respectful of our school, materials, students and adults.
- o Be responsible for my behavior and school work.
- o Be safe in and out of school.
- o Come to school prepared to learn and use my time wisely.

Parent / Guardian Agreement- I/We will strive to:

- o Encourage my child to be respectful of materials, adults and peers.
- o Encourage my child to be responsible, and safe in and out of school.
- o Do my best to see that my child is punctual and attends school regularly.
- o See that my child is well rested and nourished.
- o Do my best to provide my child with a quiet place to read and study.
- o Communicate with the school regarding my child's academic and social concerns.
- o Support my child in school work and activities, looking to the school for resources.

School Agreement- The faculty and staff will:

- o Respectfully help each student grow to his/her fullest potential. The school will serve as a resource for families in meeting these goals.
- o Provide a classroom atmosphere conducive to meet individual learning styles.
- o Provide appropriate and meaningful lessons.
- o Communicate with students and parents/guardians regarding student progress, academic achievement, along with social concerns.
- o Work closely with special areas teachers to correlate and reinforce learning.
- o Provide a safe environment in the building and on the playground.

HEALTH OFFICE/SCHOOL NURSE

School Health Office

A registered professional nurse certified with the Maine Department of Education manages the school health office. The goal of this office is to strengthen and facilitate the educational process by improving and protecting the health of students. To achieve this goal, a major focus is the prevention of illness or injury, and the early detection and treatment of health problems.

Parent/Guardian Responsibility

1. Complete and sign all health and medication forms in a timely fashion to ensure safe care of your student.
2. Emergency contact information for parents/guardians is kept on Infinite Campus. It is the parent/guardian responsibility to update the school with any changes.
3. Communicate with the school nurse if there is any change in students' health status.
4. If your student requires accommodations during the school day (use of crutches, splints, etc.) or is unable to fully participate in their day, documentation from a medical provider is required upon return to school.

Forms

1. "Student Health Conditions form" and "Permission for Administration of Non-Prescription Medications" forms will be provided to the parent/guardian at the beginning of each school year. These must be updated, signed, and returned to the nurse as soon as possible at the start of the school year.
2. Students with a diagnosis of asthma, a life threatening allergy, serious health conditions, or need for a prescribed medication to be given at school will be provided with additional forms to be filled out. These forms must be completed by the parent or guardian and the student's health care provider, and returned to the nurse as soon as possible.

Requirements for Students with Medical Conditions

Students with Asthma

Students with a known history of asthma who are prescribed an inhaler are required to submit the following documentation and/or supplies at the beginning of each academic year.

- An updated copy of your student's Asthma Action Plan completed by the healthcare provider
- An updated medication permission form completed by the parent/guardian
- Student's rescue inhaler (and spacer if used) in the original pharmacy labeled container

Students with Severe allergies/anaphylaxis

Students with a known severe allergy and/or history of anaphylactic reaction who are prescribed an Epi-Pen for their allergy are required to submit the following documentation and their emergency medication at the beginning of each academic year.

- An updated copy of your student's Allergy Care Plan completed by the healthcare provider
- Updated medication permission form(s) for any prescribed emergency medications.
- Student's epinephrine autoinjector in the original pharmacy labeled container and benadryl if prescribed on your student's allergy care plan

Students with Seizure disorders

Students with seizure disorders are required to submit the following documentation and/or supplies at the beginning of the academic year

- An updated copy of your student's Seizure Treatment Plan
- Medication permission form(s) for any emergency medication prescribed
- Emergency medication in the original pharmacy labeled container

Students with Diabetes requiring Insulin

Students with diabetes who require insulin administration at school are required to submit the following documentation and/or supplies at the beginning of the academic year

- An updated copy of your student's Diabetes Management Plan (Road Map) from their Diabetes specialist. Any changes made to the student's Road Map must be communicated to the school nurse.
- Medication permission form(s) for any medications prescribed
- Students with diabetes should have a diabetic kit available with needed supplies for their day. This should include a glucometer, test strips, lancets, ketone strips, alcohol wipes, insulin syringe, insulin, glucagon, and rapid acting carbohydrate which should accompany them to their classes.
- Diabetes supplies and snacks may be kept in the nurse office or carried by the student.

Medication Administration

Students may not carry or self-administer over-the-counter medications during the school day. Certain over-the-counter medications are available in the nurse's office if needed once signed permission forms are received.

There may be times when it is necessary for your child to take prescription medication in school per their medical provider. The following procedure will be followed for safe administration of prescription medications during the school day.

1. Parents/Guardians must complete and return to school an "Authorization for Administration of Medication" form for any prescription medication that is to be given during school hours.
2. The first dose of any new medication should be given at home.
3. Any prescription medication needed for more than 15 consecutive days requires a current written order from the prescribing health care provider. A prescription label on the medication package is acceptable for medication needed for 15 days or less.
4. Antibiotics which are ordered to be given three times a day need not be given during the school day. These can be safely and effectively given before school, after school, and at bedtime.
5. All medications at school must be in the original medication container with a pharmacy label.
6. All medications will be kept in a locked cabinet in the nurse office.
7. Students who wish to carry emergency medication (inhalers, epinephrine auto injectors, etc.) in school or for school sports, may only do so with written approval from the physician, parent/guardian, and school nurse.
8. All medication will be picked up by a parent/guardian or designee by the close of the school year, or sent home with the student with prior parent permission by the close of the school year.
9. Information regarding the student's medication may be shared with appropriate school personnel on a need to know basis.
10. Medications will be administered by the school nurse or by the school nurse's designee. This may include unlicensed personnel that are trained by the school nurse, only when the school nurse is not available.
11. Additional non-prescription medication not included on the school medication permission form, may only be dispensed by the nurse with a written order from the physician and written permission by the parent/guardian.

Immunizations

Maine State law requires that each student be fully immunized to attend school.

The minimum requirements to begin the Four-Year-Old Program are:

- 4 DTap (diphtheria, tetanus, pertussis)
- 3 Polio
- 1 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox) or reliable history of disease

The minimum requirements to begin Kindergarten are:

- 5 DTP (diphtheria, tetanus, pertussis) – 4 DTP if 4th dose is given on or after 4th birthday
- 4 Polio - (if 4th dose given before the 4th birthday, an additional age appropriate IPV should be given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 2 Varicella (chickenpox) or reliable history of disease

Additional requirements for entering 7th grade include:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 1 MCV4 (meningococcal conjugate)

A child not immunized or immune from a disease shall be excluded from school and school activities when in the opinion of a public health official the child's continued presence in school poses a clear danger to the health of others. The superintendent shall exclude the child from school and school activities during the period of danger, or until the child is immunized.

OR

- Medical exemption from a health care provider for one or all vaccines
- If your child's immunization record is unavailable, laboratory evidence of immunity to specific diseases or reliable history of disease
- Philosophical or religious exemptions are only allowable for students with an IEP and exemption in place prior to September 1, 2021

Illness

In order to protect your child from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not be sent to school. It is the duty of the school to exclude any students who appear to be ill or are suspected of having an infection or contagious disease.

Students should not attend school with any of the following conditions:

1. Fever of 100.4F and above (without any fever reducing medications)
2. Active vomiting or diarrhea
3. Contagious or infectious illness
4. Unexplained rash that is open or draining, or accompanied with a fever.
5. Sore throat if accompanied with a fever of 100.4F and above
6. Strep Throat (*Maine CDC recommends exclusion until a student has been on antibiotics for 24 hours.*)

Before returning to school after a diagnosed communicable disease, students must be symptom free (including a fever, vomiting, and diarrhea) for 24 hours unless the primary care provider provides written documentation approving school attendance before symptoms have subsided. **The principal or school nurse has the authority to request a doctor's note at any time for a student to return to school.*

Parents/Guardians may be called to pick up their child during the school day if they become ill. The following criteria are used to determine when a parent/guardian is called.

1. Fever greater than 100.4F
2. Nausea, vomiting, or diarrhea.
3. Signs or symptoms of contagious illness.
4. Any disease of the skin, mouth or eyes that is suspicious of being contagious.

All dismissals from school due to illness or injury must go through the school nurse. Students feeling ill in class should request to see the nurse for evaluation. If dismissal is necessary, the school nurse will call a parent/guardian to notify them of the need for dismissal, and plan for dismissal. The student must check out at the main office with an early dismissal pass prior to leaving the building.

Emergency Procedures

1. Emergency contact information for parents/guardians is kept on Infinite Campus. It is the parent/guardian responsibility to update the school with any changes.
2. Minor first aid is given as needed by the school nurse. The school nurse or designated school employee will determine the steps to be followed in all emergencies.
3. Parents/Guardians should transport students or make arrangements for them to be transported for evaluation or further care in the event of medical emergencies. When it appears in the best interest of the child, the school nurse or employee in charge may call an ambulance if the situation warrants. Responsibility for payment for this service rests with the parents/guardians.

Screenings

As required by the Maine Department of Education, the following health screenings will be conducted on students:

1. Vision screenings will be performed on all students in grades pre-K, K, 1, 3, and 5. Students, parents/guardians, and teachers may request screening at any time during the school year. If problems are found, a parent/guardian will be notified via letter and/or by phone.
2. Hearing screenings will be performed on all students in grades pre-K, K, 1, 3, and 5. Students, parents/guardians, and teachers may request screening at any time during the school year. If problems are found a parent/guardian will be notified via letter and/or by phone.

If your child is seen by a medical care provider for vision or hearing please provide a copy of the results to the school nurse.

*An annual report will be made to the Maine Department of Education on the above screenings.

*Written permission is not required for state-mandated screenings such as hearing and vision.

If your child is seen by a vision or hearing provider for issues or follow up, please provide a copy of the results to the school nurse.

Concussion

Concussions and other head injuries are serious and could result in significant brain damage if not recognized and managed properly. Any student suspected of having sustained a concussion or other head injury during school or a school sponsored activity must be removed from that activity immediately. The student and parent/guardian will be informed if there is a need for an evaluation for brain injury before the student is allowed to return to full participation in any school-sponsored activity.

If your student reports any symptoms that appear consistent with a concussion, or if you notice the signs or symptoms of a concussion yourself, you should seek medical evaluation and provide documentation of the evaluation upon return to school. If there are any accommodations needed, a note from a medical provider will be required with specific accommodations.

More information on concussions including signs and symptoms and how to treat it can be found at the following link: [Concussion Fact Sheet for Parents](#).

Appropriate Clothing and Footwear

Students need protective, comfortable, and appropriate clothing for a successful school day.

- Younger students need an extra set of clothes to keep in their classroom in case of bathroom accidents or spills.
- Students need to wear sneakers for PE class.
- Sturdy shoes, sneakers, closed toe velcro sandals, or boots are the only types of footwear allowed on the playground. [Flip flops, slides, high heeled shoes, and open toe sandals are not allowed for playground activities.](#)
- Students need jackets, snow pants, hats, mittens, and shoes that are appropriate for the weather. Please send these items with your student every day. The weather changes quickly so they should always be prepared for outdoor recess.
- [To insure safety and prevent injury, students who do not have appropriate outdoor clothing for recess or sneakers for gym they will not be allowed to participate in these activities.](#)
- If you need assistance obtaining clothing or shoes for your child to use at school, please see the school

nurse or social worker.

SCHOOL PROGRAMS AND RESOURCES

WES HOMEWORK K – 6

Purpose:

We believe that the purpose of homework is to reinforce classroom learning, improve study skills, develop automaticity* and responsibility, and build a strong home-school connection.

***Automaticity” refers to rote skills that need to be “automatic” such as math facts, sight words, etc.*

Guiding Principles:

- ☞ Depending on the age/grade/needs of students, homework may consist of unfinished class work, projects, content/theme-specific practice and at-home reading.
- ☞ **All Grades K through 6** encourage or assign **daily** at-home reading to build and reinforce strategies, comprehension and fluency.

Parents’/Guardians’ Role:

- ☞ Create a regular routine and comfortable learning environment for homework completion.
- ☞ Check and monitor home/school connection tools (planner, assignment books, homework folders, communication journals, etc.) for assignments.
- ☞ Verify directions and/or review student resources to help identify key concepts.
- ☞ Check for understanding and completion of assignments.
- ☞ Learning is your child’s **job**; reinforce responsibility and self-respect by ensuring that all work is completed by the student and returned to the teacher. Let your child “own” it!

Note: If your child becomes frustrated or overwhelmed, or if homework is taking longer than his/her teacher expects, please contact your child’s teacher immediately.

Parents/Guardians are urged to read with and to children of all ages at home. To promote reading for children of ALL ages:

- ☞ Set a good example as a reader – read every day at home, even if it is a magazine or newspaper.
- ☞ Make reading fun – a time that you both look forward to spending together.
- ☞ Use the tips in “[Raising Readers: What Parents Can Do?](#)” and “[Raising Ready Readers – and Keeping Them That Way](#)” to know how best to help your child during at-home reading. You may obtain copies from the school, or click on the link for each title.

WINSLOW ELEMENTARY PARENT/GUARDIAN/TEACHER ORGANIZATION

The parent/guardian/teacher organization consists of all parents/guardians who have children attending Winslow and any parent/guardian or teacher may volunteer to serve. The officers and representatives make up the executive board of the PTO.

The purpose of the organization is to assist the Winslow Public Elementary School in its educational activities. Fundraising is sponsored by the Winslow Elementary PTO. The funds help defray the cost of school activities such as field trips, special programs brought to the school, and select major purchases. The group’s goal is to work along with, and help our school system in providing children with a positive educational experience. The continued support of all parents/guardians is vital to a successful organization.

WELCOME FROM THE KITCHEN

Our meals are made from quality ingredients, with taste and nutrition always in mind. We take the suggestions of the students seriously and try to implement them as often as possible. Winslow Elementary also has a breakfast program. Although we serve many students, we would like to see more participation. The staff is looking forward to serving your children during this new school year.

BREAKFAST PROGRAM

Breakfast is served daily at Winslow Elementary. We offer a different entree each day with a second choice being cold cereal. Milk and juice or fruit is also offered with each breakfast. Upon arrival those students who eat breakfast are to proceed directly to the Commons. Breakfast is free to all children 18 years of age or younger.

LUNCH PROGRAM

Hot lunches are available at no cost to all children 18 years of age or younger. **If a student chooses to bring a cold lunch, milk may be purchased at 40¢ per carton.** (Please note a positive balance is required on the student account to make an extra milk purchase. Students may also select unused/unopened milks that are returned to a chilled return container designed for this purpose). Please note that students will be charged for extra milk beyond the milk supplied with the meal, or for milk taken with a cold lunch from home. It will be the responsibility of the Food Service Director to notify the parents/guardians to collect on accounts before the student charges in the following school year. Parents/Guardians can also pay and manage school meal accounts online at www.myschoolbucks.com.

SOCIAL WORKER SERVICES

School Counseling services are available to all students by a full time Social Worker. The Social Worker sees children individually and in groups as well as conducting classroom activities. Topics focus on helping students increase positive peer relationships and improve decision-making and problem-solving skills. The social worker is available to consult with parents/guardians and teachers and to coordinate services with local agencies for students.

SPECIAL EDUCATION SERVICES

Special Education Services are provided to any student who is identified, through evaluation data, as having a disability as defined by the Maine Unified Special Education Regulation and require specialized services to access educational programming in the least restrictive environment. Disabilities are identified as: Autism, Deaf-Blindness, Deafness, Developmental Delay (K), Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairment (including Blindness). Students are identified for Special Educational Services through the IEP process. Students may be referred to special education by parents/legal guardians at any time and by professional school staff and other persons knowledgeable about the child's needs. Once a referral to the IEP team is made, the team will review educational concerns, current evaluation data and consider the need for additional evaluations. The IEP team consists of the students, teacher, administration, parents/guardians, and other school personnel deemed appropriate to be a part of the team. Additional IEP team meetings are scheduled to address eligibility and the development of the IEP. An IEP must be updated annually. Amendments to the IEP can be made at any time with the team's approval. The law requires that written consent from a parent/legal guardian be obtained for the school to evaluate the student for initial special education services. Parents/Legal Guardians are encouraged to call the special education office at 872-1960 with any questions or concerns regarding special education.

SECTION 504

Section 504 is not an aspect of special education. Its intent is to provide necessary accommodations to identified students within the regular education environment. To determine eligibility for Section 504, a group of individuals knowledgeable about the student must meet to review evaluations and concerns to determine services needed. Section 504 protects all students with handicaps, defined as those having a physical or mental impairment that substantially limits one or more major life activities. The physical impairment may be physiological, cosmetic, or anatomical; the mental impairment may be psychological, intellectual, or emotional. Major life activities include but are not limited to seeing, hearing, walking, breathing, speaking, using one's hands, caring for oneself, and learning. Examples of conditions that may be covered are health needs such as asthma, diabetes, and epilepsy, Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder (ADD & ADHD), communicable diseases (including AIDS), drug and alcohol dependency, social maladjustment, specific learning disabilities, and a student removed from special education services that exhibits a physical or

mental impairment and meets the requirements. This law deals with what must be done to assist a student in accessing their educational program. Evaluations must be conducted by qualified personnel, and they must be sufficient and accurately assess the nature and extent of the handicap. Students may be referred for 504 services by parents/legal guardians at any time and/or by professional school staff and other persons knowledgeable about the child's needs. Parents/legal guardians with questions and/or concerns regarding Section 504 Services are asked to contact the school at 872-1967.

FOUR-YEAR-OLD PROGRAM

Winslow Elementary School offers a four-year-old program to residents of Winslow. There are two sessions: morning 8:15 to 10:45 a.m. and afternoon 11:45 to 2:15 p.m., Monday through Thursday. We try to select equal numbers of boys and girls. One certified teacher heads the program with the help of an Educational Technician Level II. Eligibility guidelines are reviewed and evaluated each year to reflect the needs of our community.

GIFTED AND TALENTED PROGRAM

STRETCH READING AND MATH

Students who qualify as academically advanced in grades 3, 4, 5 and 6 have the opportunity to participate in Stretch math and/or reading classes/activities. The Stretch program seeks to accelerate the subject matters content while supplementing the curriculum with challenging material based on student needs and interests. Students must qualify for the Stretch Program through teacher recommendation, achievement test scores, and IQ testing. Parents/Guardians may also request testing. Formal identification is conducted at the end of grade 2. The Gifted and Talented Advisory Board reviews scores, examines applicants, and recommends placement when appropriate. Academically advanced students in lower grades will be serviced in shorter periods of time for selected units of study throughout the year on a rotating basis as needed.

VISUAL AND PERFORMING ARTS

WES provides programming for students identified as gifted and talented in the visual and performing arts. Formal identification is conducted at the end of grade 2, following screening of all students using a referral process. As with our Stretch program, the GT Advisory program reviews a range of information for all referred students as part of the identification process. Programming goals include providing opportunities for students to interact with and receive instruction from a variety of arts specialists, opportunities for participation as a member of a community of artists, and opportunities for original creative expression. Activities may range from differentiation in the classroom setting to participation in school or regional events.

TITLE IA

The Title IA Program provides supplementary reading and math instruction to students. Teachers work to determine, prescribe and address appropriate reading and math programs to meet the needs of qualifying students. WES has a Parent/Guardian Advisory Board to assist in the programming of our Title 1A program.

ART

Grade K-5 elementary students participate in art as part of our weekly "Specials" classes. Grade 6 students receive art as part of the Grade 6 Unified Arts rotation. The elementary art program introduces students to various forms of art, technique and artists and utilizes a variety of mediums and creative projects, while allowing each the opportunity to express individual creativity.

LIBRARY

Library Mission Statement

The mission of the Winslow Elementary Library Media Program is to empower, inspire, and support learners in the art of inquiry and discovery as they become critical thinkers, skillful researchers, and responsible, ethical users, producers, and managers of ideas and information. The program provides an environment that promotes student success in today's knowledge and technology-driven society; fosters independent, enthusiastic and lifelong learners and readers; and promotes cohesiveness with the district's curriculum goals, objectives, and values in a cheerful, pleasant atmosphere.

Checkout Policy

Library Classes: Students visit the library with their class weekly (K-5), where they may check out one to four books at a time, depending on their grade and their information needs.

Checkout period: Books are checked out for one week at a time with options to renew.

Number of checkouts by grade level:

- Kindergarten and first grade: 1 book
- Second and Third grade: 2 books
- Fourth and Fifth grade: 4 books

Renewal: If a student is still reading at the end of the week, they may renew by bringing the book to the library to check out again, as many times as needed.

Care of books

Please help your child select a safe, dry place to keep their library books at home. It's a good idea to always put them in the same place, away from areas where food & drink, pets, and toddlers could cause damage, and where they can be located quickly. Some choose to keep their books in their backpack in a high and secure place. Keeping the book(s) in a plastic bag inside the backpack is a good idea during wet weather.

Overdue, Damaged, and Lost Book Policy

Overdue books: Notices will be sent home regularly (monthly) for books that are past due.

Damaged books: Sometimes accidents happen. If a book is damaged, please be responsible and return what is left to the librarian. Mrs. Murray will determine if it needs to be replaced, or if it can be repaired, and assess the appropriate fines. (Fines will not be assessed for the kinds of damage due to normal wear and tear.)

Lost books: To clear up a lost book, students must return, replace, or pay for the book. Most paperback books cost \$5 to \$15. Most hardcover books cost \$10 to \$50. If the book cannot be located and payment is a financial hardship, a lost book may be replaced with a different book that is in good condition and of comparable value (monetary and informational).

Reading is fun!!!

Checking out books from our school's library is a vital part of the learning experience. Books often complement classroom instruction, are used for research, or simply for personal enjoyment. Please make time to read at home with your child.

Volunteers are always welcome. Anyone wishing to volunteer can simply contact the office or speak directly with the librarian. Check out the Library web page at <https://sites.google.com/aos92.org/wes-library>

MUSIC PROGRAM

The elementary students receive music instruction from a music specialist. Music skills are taught in a sequential and developmental pattern leading to the introduction of choral and instrumental music electives in the 5th and 6th grade. The instrumental program in grade 5 starts in the fall with a student/parent/guardian meeting for those students who are interested. (Notices will be sent home prior to the meeting.) The choral 5th grade program will begin the first full week of school in the fall. Students will sign-up with their homeroom teachers and will attend one 40 minute rehearsal once a week during the school day. All elementary students in general music, band and chorus are expected to perform in concerts throughout the school year. Our goal in the overall K-12 process is to provide a solid foundation for the further development of music skills at the middle and high school levels and provide a basis for understanding and appreciating music.

PHYSICAL EDUCATION

All WES students participate in physical education classes. The elementary physical education program is designed to develop gross-motor skills, sportsmanship, cooperation, and creative play. Students are introduced to team sports as well as some lifelong sports. Students are encouraged to dress appropriately for

class participation. Students are expected to wear sneakers in physical education class. To insure safety and prevent injury, students who do not have sneakers for gym will not be allowed to participate. If you need assistance obtaining appropriate clothing or shoes for your child to use at school, please contact the school nurse or social worker. A note from a doctor or parent/guardian is required to excuse a student from class participation.

PLAYGROUND

Students are encouraged to go outside each day during the times available to them. It is important to us that students have a safe place to exercise during these times so the following is done on a daily basis: The playground surface and equipment are inspected. If either the equipment or the ground surface is found to be at risk for students, then students are kept in until the area is made safe. During times of the year when the outside temperature is low, we use the following procedure: Students are allowed out for recess as long as the temperature is above 10 degrees when factoring in the wind chill. We make every reasonable attempt to provide a safe, supervised, playground environment for our students.

DISTRICT POLICIES

SCHOOL COMMITTEE POLICIES

All school policies created by the Winslow School Committee that govern our schools can be reviewed in the school office (and copies provided if requested) or you can view the policies at: <https://winslow.aos92.org/home> and choose the District Resources drop-down tab in the top menu and select "Contracts and Policies." Many of the following policies require annual notification. These include: Non Discrimination/Equal Opportunity and Affirmative Action (AC), harassment/sexual harassment (ACAA), hazing (ACAD), care of school property (JICB), bullying (JICK), tobacco-free schools (ADC), bomb threats (EBCC), video cameras on school property (EEAEFA), student conduct on buses (JFCC), use of physical restraint and seclusion (JKAA), food service payments (EFD), technology use/cyber safety (IJNDB), homework (IKB), animals in the school (IMG), questioning and searches of students (JIH), drug/alcohol use by students (JICH), student records (JRA), Title 1A (KBF). Please contact us with any questions.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) and EVERY STUDENT SUCCEEDS ACT (ESSA)

The Federal Elementary and Secondary Education Act (ESEA) requires all states, school districts, and schools to provide annual report cards to parents and communities. The ESSA as amended and formerly known as the No Child Left Behind (NCLB) Act of 2001 was reauthorized as the Every Student Succeeds Act (ESSA) in December 2015. Parents/Guardians can find out more about this by talking to the building principal or by visiting the following website: <https://winslow.aos92.org/home> and choosing the District Resources drop-down tab in the top menu. The District Report Card link can be accessed there.

ANIMALS IN THE SCHOOL ([Board Policy: IMG](#))

Students or parents/guardians who wish to bring animals to school for educational purposes must consult with the teacher who, in turn, will request permission from the building principal. All other persons who wish to bring animals to school must obtain written permission, in advance, from the building principal. Animals may not be transported in school vehicles. No domestic mammals/pets (including dogs, cats, ferrets, and primates) or livestock will be allowed in school unless current proof of rabies and/or other vaccination is provided. Smaller mammals, such as mice, hamsters, gerbils, guinea pigs and rabbits do not need to be vaccinated against rabies. Bats are not allowed in the school. Parrots, parakeets, and other psittacine birds (birds that carry psittacosis, a severe human respiratory disease) shall not be brought to school unless they have been tested and certified as psittacosis-free.

STUDENT RECORDS ([Board Policy JRA](#))

You have the right to inspect your child's school records and have copies of any materials in his/her folder at your expense. If you wish to do this, please call your child's school for an appointment. A copy of the Family Educational Rights and Privacy Act is available at [this link for policy JRA](#) and at the School Office.

HAZING/HARASSMENT/BULLYING [JICK - Bullying.pdf](#)

Winslow Elementary recognizes the right of each student to perform in an atmosphere that is free of intimidation, ridicule, hostility, and offensiveness.

Hazing, harassment or bullying of any type will not be tolerated.

Injurious Hazing is defined by Maine law as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” (unkind, mean behavior)

Harassment is defined as unwelcome verbal or physical behavior based on:

- Race
- Color
- Religion
- Age
- National Origin
- Disability
- Sexual Orientation
- Sex
- Retaliation

A hostile environment results from harassment that is “sufficiently severe” (it is unwelcome and uncomfortable) and “pervasive” (happens more than once over time).

Bullying: Bullying, [as defined by state law](#), includes but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 1. Physically harming a student or damaging a student’s property; or
 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
 1. Creating an intimidating or hostile educational environment for the student; or
 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
 1. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684- A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 2. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyber bullying

Cyber bullying means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Additional information related to bullying, the procedure for reporting bullying and the administrative procedure for addressing bullying is contained in Board Policy [JICK](#).

What should a student do if they are being hazed, harassed or bullied?










- **Tell someone!**
 - **Tell a teacher, a bus driver, a principal, a parent/guardian, the school resource officer or any adult that can help. This is a critical step as it may begin the very important process of documenting the behavior if it happens again.**
- If possible, tell them to stop.
 - We encourage students to use this language immediately if they feel comfortable confronting the person causing the problem. This is often enough to stop any future unwanted behavior:
 - Firmly say: “Your behavior makes me uncomfortable. If you do not stop, I will report your behavior to an adult.”
 - If the person causing the problem repeats the behavior, we encourage students to say in a calm, non-threatening manner:
 - “I have already asked you to stop. You have not stopped. I have no choice but to report your behavior to an adult.”
 - **It is imperative that the student then reports this behavior to a teacher or administrator.**
- If a student is not comfortable confronting the person causing the problem, they should tell a principal so the principal can deliver the message that the behavior is unwelcome and the consequences that will result if they do not stop.
- **Take an affirmative action!**
 - If your child feels he/she is being hazed, harassed, or bullied he/she needs to report such harassment to a teacher or administrator immediately.
 - Parents/Guardians are asked to report incidents of hazing, harassment or bullying to the administration as soon as possible. We know that when students reach the point that they are telling us this is happening, it has likely been happening for a while.







What do we do if a student has committed the act of Bullying/Hazing/Harassment?

- We begin by educating the person on all the information above and we document that we have personally provided this information. The student is also informed of the steps we will take below if they repeat the inappropriate behavior. This stops most students from becoming repeat offenders.
- If the student repeats the same behavior, the student receives the consequence of an in-school suspension. This will become more progressive depending on the severity of the behavior or if the student is a repeat offender. Though rare at the elementary level, progressive discipline could result in out-of-school suspension or expulsion. ([See school policy ACAA and ACAD.](#))
- If the person retaliates or tries to get back at others involved because they reported their behavior, the consequences will be more severe than the consequences for repeating the behavior.

Other Important Policies

[ACAA Harassment and Sexual Harassment of Students](#)

-  [ADC - Tobacco Use and Possession.pdf](#)
-  [EBCC - Bomb Threats.pdf](#)
-  [JICH - Drug and Alcohol Use by Students.pdf](#)
-  [JICIA - Weapons, Violence and School Safety.pdf](#)
-  [JIH - Questioning and Searches of Students.pdf](#)
-  [JIH-R - Questioning and Searches of Students Administrative Procedure.pdf](#)
-  [JJI - Student Activities - Extracurricular Activities.pdf](#)
-  [JJIF - Management of Concussion and Other Head Injuries.pdf](#)
-  [JFAA - Admission of Resident Students.pdf](#)

-  [JFAB - Admission of Non-Resident Students.pdf](#)
-  [JFABB - Admission of Foreign Exchange Students.pdf](#)
-  [JFABD - Admission of Homeless Students.pdf](#)
-  [JFCC - Student Conduct on Buses.pdf](#)
-  [JGAB - Assignment of Students to Classes - Transfer Students and Home Schooling Students.pdf](#)
-  [JI - Student Rights and Responsibilities.pdf](#)

The following staff members can be reached by calling (207) 872-1967 for additional support or resources:

- Tom Hersom, Principal
- Jessica Skillings-York, Assistant Principal
- Greg Chesley, Dean of Students
- Sabrina Vasoll, Social Worker
- Kate Hersom, School Counselor

- Michelle Lake Affirmative Action Officer 872-1960
- Chris Preble Title IX Officer 872-1990