

RSU 13 Elementary School Family Handbook 2025-2026

Updated June 17, 2025



Ash Point Community School
54 Ash Point Drive
Owls Head, ME 04854
(207) 594-5650
apcs.rsu13.org



Cushing Community School
54 Cross Road
Cushing, ME 04563
(207) 354-2312
ccs.rsu13.org



South School
30 Broadway
Rockland, ME 04841
(207) 596-2020
ss.rsu13.org



Thomaston Grammar School
65 Watts Lane
Thomaston, ME 04861
(207) 354-6353
tgs.rsu13.org

The purpose of this handbook is to offer a brief overview of RSU 13 elementary school policies and procedures to Pre K - 5 families. For more complete information visit RSU13.org. If there is a discrepancy between information in this handbook and RSU 13 policy, the policy takes precedence.

RSU 13 Educational Vision

We are a learning community that ensures a safe, inclusive, and responsive culture that fosters relationships and the academic, social, and emotional growth of all learners.

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Numbers to Know

	Number	Alternate Contact Option
Ash Point Ben Tripp, Principal	207-594-5650	btripp@rsu13.org
Cushing Dawn Jones, Principal	207-354-2312	djones@rsu13.org
South School Hillary Arroyo, Principal Jake Carlson, Vice Principal	207-596-2020	harroyo@rsu13.org jcarlson@rsu13.org
Thomaston Grammar Ainslee Riley, Principal	207-354-6353	ariley@rsu13.org
Special Education Janet Corcoran, Director	207-596-2003	jcorcoran@rsu13.org
Transportation Roy Grotton, Director	207-593-9066	rgrotton@rsu13.org
Food Service Shane Hill, Director	207-593-3641	shill@rsu13.org
Technology Helpline	207-466-8000	support@rsu13.org
Summer School Programs Laura LaPointe	207- 975-3052	llapointe@rsu13.org
Affirmative Action Officer Terri Church	207-596-2003	tchurch@rsu13.org
Superintendent's Office John McDonald, Superintendent Steffany Tribou, Assistant Superintendent	207-596-6620	jmcdonald@rsu13.org stribou@rsu13.org

Emergency Contact Information

For emergency reasons, it is imperative that we are able to reach you by phone. If you have a change in phone number please contact the office so we can update our records. For all other announcements or reminders the office will send home copies to be included in your child's home folder/binder or the school may post information via Class Dojo or send an email, text, and/or call through our OneCall system. Similar to having a current phone number, it is equally as important to have an email address so we can reach you. Also, be sure the information is up to date for your student's other emergency contacts.

Attendance

School starts at 8:30 a.m. It is very important that students arrive at school on time.

Please notify the school when your student is absent, is going to be tardy, or if you are planning on dismissing them early. If your student is going to arrive after 8:45, please let the office know the student's preference for lunch.

Parents are responsible for the school attendance of students who are under 17 years of age. By law, schools are required to report all attendance to the Department of Education. Reports include absences and early dismissals and whether or not these are excused or unexcused. Multiple unexcused absences may need to result in us reporting your child truant. Before this happens, we make every effort to work with the family on a successful attendance plan. Even considering excused absences, students who are absent 10% or more of the school year are considered chronically absent.

Even excused absences impact a child's education. Attending school regularly helps children feel better about school and themselves. When students build this habit early, they learn right away that going to school on time every day is important.

A person's absence is excused when the absence is for the following reasons:

- Personal illness
- An appointment with a health professional that must be made during the school day
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A family emergency
- A planned absence for a personal or educational purpose (3 days or longer) that has been approved. **(Please contact your school's office in advance and complete an absence request form. Not completing a form will result in unexcused absences. Not completing the work detailed on the form could result in unexcused absences.)** [*Planned absence form*](#)
- 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 superintendent's student transfer agreement.

If your student is absent from school due to an unexcused absence or illness, they are not eligible to attend evening events such as concerts and family nights.

Arrival & Dismissal

Student Arrival: Unless your student is enrolled in before-school care, student drop off begins at 8:10. If you are interested in early before-school care, please contact your school office.

Tardy Students: If your student is coming to school tardy, an adult must come in and sign them in at the office.

Before School Care: Before-school care is offered at each school, supervised by staff. Before-school care is available daily. Contact your school for the schedule, pricing information, and to sign up, if interested. Spots are limited.

Dismissal Process (Student Pick-Up): Your school will provide specific procedures. Please make sure the office has up to date phone numbers and emergency contacts. You are able to specify who is permitted to sign your student out of school. If an individual, not on the emergency contact list, comes to pick up your student we will call to verify.

When Dismissing a Student Early: We understand that there are times when a student will need to be picked up early. We kindly ask that you call the school ahead of time. Please come to the front door and buzz the office. We will contact the classroom for your student to be dismissed. If you would like to have your student ready to go at a certain time because of time constraints, please let us know and we will do our best to accommodate.

Bus Policies: Please see District Policy [EEA-P](#) for details about bus procedures and guidelines. “Pre-K and elementary drivers will not let a child in grades Pre-K to 3 off the bus unless a responsible caregiver is visible at home. “

Transportation Changes: The end of the day is a very busy time. Please make sure to call the office by 2:00 p.m. with any transportation changes. You can also send in a note with your student. It is necessary that we hear from you, the parent/guardian, to ensure that all students get to where they need to be at the end of the day. If we do not hear from you, we will follow your child’s regular dismissal plan. Changes that would require a student to ride a different bus than normal are not allowed.

Walkers & Bike Riders: Students who ride bikes or walk to school should follow safe procedures, and they should go directly to school from home and to home from school at the end of the day. Any students who ride bikes or scooters to school must wear helmets. Reports will be made to the office regarding any unsafe behavior.

Emergency School Closing & School Cancellations, Delays & Early Release

RSU 13 uses the One Call Now System. This system allows us to make early school closing announcements via email, automated call, and text alert and will eventually automate our attendance calls. Please make sure that you notify the school when your contact information (telephone number, cell phone number and/or email address) changes.

If you would like to be notified via text alert in the event of an early school closing, text the word Alert to 22300.

If you do not have the means to receive text alerts, and you believe an early dismissal is likely, please check for announcements at www.rsu13.org, www.villagesoup.com, TV stations WCSH 6, WMTW 8, WGME 13 or on the radio stations 103.3 and 102.5.

Food at School

School Breakfast and Lunch:

RSU 13 offers breakfast and lunch that is free to all students.

Snack Time:

Students will have a snack time built into each school day. Please pack healthy, nutritious snacks each day. Some healthy snack suggestions are: fruits, vegetables, cheese and crackers, pretzels, yogurt, milk, etc. Food sharing is not permitted. Energy drinks are not permitted.

Food for School Events:

When food is incorporated into school events or activities, all food must be arranged by or provided by the school to ensure safety and student privacy.

Birthdays:

Families should not send in food items for birthdays.

Code of Conduct

RSU #13 has a student [Code of Conduct](#) that is followed by all schools. See the details within that document.

Student Threats

All threats of violence are taken seriously and will be investigated utilizing the Comprehensive School Threat Assessment Process ([CSTAG process](#)).

Classroom Discipline Procedure

Each teacher has their own set of procedures, style, and system of classroom management consistent with our district-wide use of Restorative Practices. Many behavioral or social issues are addressed within the classroom. Depending on the severity and/or frequency of the infraction, a student may be referred to the principal's office. For more information see the Board Policies listed further down in this document.

Student Conduct on Buses

The day to day operations and administration of the Transportation Department rests with the Superintendent and the Transportation Director. The School Board requires students to behave in an appropriate manner while riding on a school bus. While the School Board is required to provide transportation between school and home for all grades Pre K-12, transportation on a school bus is a privilege that may be revoked based on the behavior of the student. School administrators shall apply disciplinary consequences, up to and including suspension of bus riding privileges, should misbehavior continue.

The driver will communicate to students that riding the bus is a privilege. Safety must be considered at all times. Violation of the bus rules will result in disciplinary consequences that may include termination of bus riding privileges.

1st offense	The bus driver shall make the broken rule known to the student and discuss it with him/her. Positive behavior will be suggested that can take the place of observed misbehavior. (Ex; change of seating, sitting closer to the driver, etc.)
2nd offense	The bus driver shall write a bus discipline report and give it to the school office. The bus driver and school administrator shall meet/talk about the situation. A copy of the bus discipline report is sent to the student's home.
3rd -5th offense	The bus driver shall report the offense in writing to the building administrator. The building administrator will impose a suspension of bus privileges of 1-3 days, 10-30 days, or 2-3 quarters/trimesters, as appropriate.

Procedure: If a bus driver reports a student for a 2nd-5th offense under the bus discipline rule, the school administrator, transportation director, and bus driver shall meet to discuss the situation. Because of the need to do this in a timely manner, this meeting shall be held as soon as possible, but no later than 48 hours

Student Health

Details about district health protocols for COVID 19 are updated as needed.

Allergy Concerns: If your child has an allergy, please make sure the classroom teacher and school nurse are aware.

Ice Packs and Band Aids: An elementary school is a busy place, especially at recess. It is not unusual for elementary students to need an ice pack or bandaid. For minor injuries we typically do not phone home. However, for more serious injuries either the office or school nurse will call to let you know what has happened and the treatment provided.

Illness Concerns: Generally speaking, if a student is too ill to go outside for recess, that student is probably too ill to be at school. The office will evaluate all notes requesting a student to stay inside. Help us keep our school healthy! If your student has been ill, they must be fever free as well as vomit and diarrhea free for 24 hours before returning to school.

Toileting: On occasion, students have accidents during the school day. For elementary students, cleaning themselves after such an occurrence requires the assistance of an adult. If this occurs, the parent or guardian will be called and the attending adult may come in and assist with cleaning and changing or they may choose to take the student home to wash up and change clothing before returning to school. Students are discouraged from attending school with "pull ups." If you feel your student will require "pull ups" at school, please contact the school nurse to discuss the situation. If there are medical needs, we will work with families to develop an individualized health plan. No student shall be punished for soiling, wetting, or not using a toilet.

Immunization of Students: All students who enroll in RSU #13 are required by Maine Law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chicken pox). Non-immunized students shall not be permitted to attend school unless specific conditions are met. Please refer to RSU13 Board Policy [JLCB](#) on the district website for more information regarding this matter. The superintendent shall

exclude from school and school activities any non-immunized student when there is a clear danger to the health of others, as provided by law.

Infectious Disease: Infectious disease is an illness that can be passed from one person to another by close personal contact. Teachers shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

Sunscreen: Any student who attends public school can possess and use a topical sunscreen product (non-aerosol) while on school property or at a school-sponsored event without a note or prescription from a health care provider if the product is regulated by the federal Food and Drug Administration for over-the-counter use to limit skin damage from ultraviolet radiation.

Medication for Students: No medication of any kind including non-prescription medications like Tylenol, cough drops, etc. will be given at school without a signed Medication Form. **Do not send medication to school with a student or ask the bus driver to deliver it to the school.** All medications must be dropped off at school by the parent along with a RSU 13 Medication Form. The district highly discourages the administration of medication to students during the school day when other options exist. We do recognize that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. When this is the case, please have your physician fill out the medication form. Medication must be brought to school in its original and/or current prescription bottle, along with a [RSU 13 Medication form](#) that has been signed by a prescribing physician.

A Scent Free Environment: Fragrance sensitivity is an irritation or an allergic reaction to certain chemicals in products. Some of the offending agents, especially in an enclosed space, are: perfume, aftershave, scented soaps, hand creams, body lotions, clothes dryer softener sheets, laundry soap, candles, etc. Many of these products cause physical symptoms that are not just unpleasant but are unhealthy, such as: stinging and burning eyes, sore throat, runny nose, weakness and fatigue, nausea, headache, migraine, asthma, anaphylaxis, and more. Please be sure to use scent free products in our school. See Policy [EBBCA](#).

Classroom-based Interventions for Common Student Health Issues		
**If there is no improvement with suggested intervention or other symptoms develop, the nurse will be notified		
Student Health Issue		Classroom-based Intervention
Dry or chapped lips		-Encourage parents to provide children with chapstick -If a child does not have chapstick, they may apply vaseline once.
Minor nosebleed with scant drainage		-Have student apply direct pressure to nose with tissue
Minor abrasions (scrapes)		-Instruct and guide child to: <ul style="list-style-type: none"> • Clean with soap and water • Apply bandage to clean dry abrasion
Mosquito or insect bites with localized itching and no known allergy		-Instruct child to apply cool wet paper towel to calm the itch -Topical application of hydrocortisone may also be applied with parent permission or checked box on health history form
Closed blister		-Instruct child to apply bandage to prevent friction

Loose teeth or loss of primary tooth with scant or no bleeding		-Instruct child to: <ul style="list-style-type: none"> • Avoid wiggling tooth • Reinforce NOT to put hands in mouth
Itchy eyes		-Encourage child: <ul style="list-style-type: none"> • NOT to rub eyes • If red and/or drainage, contact nurse for further assessment
Anxiety/stress/mental health condition		-Try calming techniques
Tick		-If crawling, remove it or have child use a lint roller -If embedded, call nurse
Bumped Head		-Call nurse
Suspected Heat Exhaustion (student may complain of headache and stomachache)		-Get child out of sun quickly -Apply a cool cloth or ice pack to head -Have child drink fluids -If not improving after 15 minutes, call the nurse (see also emergency language above)
Suspected break		-Keep the child comfortable and immobile -Contact the nurse for an assessment

School Counselor Resources

Each school has a school counselor. Students can refer themselves or be referred by teachers or parents to work with a counselor.

Individual Services: There are multiple ways for students to access the school counselor. The teacher, school administration or a parent/guardian can refer students to the school counselor and/or they can refer themselves. The school counselor is not a licensed clinical counselor and does not provide on-going therapy to students. The school counselor can conduct structured, goal-oriented sessions in systematic response to identified needs of individuals or groups of children. If the school counselor feels that the student requires further support, she can then make a referral to an appropriate outside agency.

Groups: Small groups are made available to all students. Teachers and parents can request or recommend students for small groups. Students must have parental permission to be in a group. Some groups deal with specific issues, such as friendship or changes in family dynamics. Other groups may be used for improving self-concept, developing problem solving and coping skills or improving communication and social skills.

Classroom Lessons: In addition to individual and group services, the counselor teaches units at grade levels from Pre K-5 according to the RSU #13 guidance curriculum. We utilize the Character Strong program. Character Strong focused on three areas: Be Kind, Be Strong, and Be Well. Within those areas there is a focus on social skills and conflict resolution and the attributes of respect, empathy, and cooperation. There is also a focus on executive functioning, including focusing organizing, and goal setting, and the attributes of responsibility, perseverance, and courage. The final focus is on wellness strategies, including emotional regulation, and the attributes of gratitude, honesty, and creativity.

Access to the School Counselor and Confidentiality: In order to effectively promote the physical and emotional safety of all students, it is the policy of RSU #13 to permit access to the school counselor to any student voluntarily requesting such services. All student conversations with the school counselor will be confidential/privileged, unless information provided by the student indicates that:

- The student is considering, or is involved in behavior(s) that would place that student or another person in imminent danger. Suicide threats or threats of harm to specific individuals are instances where confidentiality responsibilities are secondary to the obligation to prevent harm.
- The counselor has reasonable cause to suspect, as a result of information received, that the student has been abused or neglected.
- The student is willing to give permission to the counselor to release information.

Access to school based counseling may be available through your outside service provider within the school day. Contact your school with questions.

McKinney-Vento/Homelessness

Students whose housing situations are impacting their education because they lack a fixed, regular, and adequate nighttime residence are guaranteed the right to a free, appropriate, public education. Public schools are required to identify, enroll, and serve these students. This means they can often remain enrolled in the schools they have been attending even if they no longer meet residency requirements. A Best Interest Determination meeting may be held to determine this. They may receive transportation if needed to attend school, enroll in school even if they lack the typically required documents and immunizations, and/or receive other educational support. In RSU 13 we will collect information to identify students who may be experiencing homelessness through a screening form included in the annual registration packets. If your family is experiencing homelessness, please be sure to let your school know as soon as possible. Your school will work with you to minimize educational disruptions and maintain stable school enrollments for impacted students. More information can be found on the RSU 13 District Website under the *Services* tab at www.rsu13.org.

Library Services

The librarian/technology integrator provides instruction in technology and library skills as well as time to check out books from the school library. Please help your child keep track of the books that they bring home from the library. We have a wonderful selection in each school and want all children to have the opportunity to read as many books as they can from their school libraries. The school will charge a replacement fee for lost or damaged books.

ACE Programming - Support for Gifted/Talented Students

Gifted and talented students are those who excel or have the potential to excel beyond their age peers in the regular school program to the extent that they need and can benefit from gifted and talented (GT) education programs. In RSU 13 the ACE program provides these services in grades 3-12. We screen all students in Grade 3 to identify eligible students in Literacy and/or Math. Students in Art or Music are identified beginning in Grade 3. Beyond district screening efforts students may be nominated for consideration by parents, teachers, and mentors. The district's identification calendar and protocols (which involve multiple pieces of evidence) can be found on the district's website. For students who qualify an individualized learning plan (ILP) is developed. The

plan specifies goals and at the elementary level may include differentiated instruction in the classroom, specialized or accelerated instruction, and/or access to enrichment opportunities aligned with ILP goals.

School Supplies

We have all the school supplies that your child needs while at school. However, if you would like your child to have their own set of materials please feel free to send them in. These materials may include markers, crayons, scissors, pencils, colored pencils, glue sticks, etc. Please make sure that your child does have the following items:

- A backpack
- A lunch box
- A water bottle
- Headphones
- A change of clothes
- During winter: indoor shoes, winter jacket, snow pants, boots, hats and mittens

Classroom teachers may also request specific materials in the fall or during the school year.

Personal Items from Home

Students are not permitted to bring personal items, such as toys and games, to school. If personal electronic devices must be transported to and from school for some reason, they should be kept in the student's backpack. Cell phones must also remain in student backpacks at all times. If these items are taken out without teacher permission, they may be kept with the teacher or in the principal's office for a parent to pick up.

Homework & Make-Up Work

It is the student's responsibility to complete any assignment that is given by their teacher for homework and to bring it to class on the due date. You may help by checking with your children to see that assignments are done properly and on time. If your child has been or will be absent, contact your child's teacher and the office. Please provide the school with advanced notice to gather the necessary materials.

Lost & Found

It is not uncommon for kids to have identical lunch boxes, backpacks, coats, mittens, gloves, boots, shoes, hats, and mittens. Label **everything** with your child's name. Additionally, sometimes students leave these items around the school. If your child is missing an item, please check our lost and found. We routinely donate unclaimed items to Goodwill.

Volunteers

Anyone interested in volunteering must fill out a volunteer form. The form is linked here: [volunteer forms](#). Applications must be completed each year. We will provide you with information about school procedures, including safety protocols, confidentiality policies, and other important information. In addition to in-school volunteering, there are ways to volunteer for out-of-school activities or after-school events; please contact the Parent Group for more information. Please keep in mind that when you volunteer during school hours, whether it is in the class or as a chaperone on a field trip, siblings are generally not permitted to accompany

you. All visitors, including volunteers, must check in with the office upon entering the school and need to wear a visitor badge.

Field Trips

Field Trips are often planned for educational purposes. Parents must sign and return a field trip permission form in order for their child to participate. Please know that field trips are considered a privilege. Since students are off campus, we need to trust that they will be safe and respectful. It is possible that a student may be excluded from a field trip based on behavior or we may ask the parent/guardian to accompany them specifically.

Fundraising

Individual schools have their own fundraising opportunities to help fund things like school events and activities. For information please contact your school's parent group or the school office.

School Parent Groups

The Parent Group at each elementary school is an organization of teachers, parents, and friends of students. If you are interested in helping your student's school, and would like to be involved, please contact the school. There are lots of ways to help out. Contact the school if you would like to join.

Dressing for School

Please be sure that your child is dressed appropriately for the weather. Students will be going out for recess unless the temperature or wind chill factor is below 10 degrees.

Students are not allowed to wear items that promote drugs, alcohol, or tobacco or clothing containing slogans that may offend others.

All attire must be school appropriate. Shorts, skirts or dresses must extend to mid-thigh. Shirts must fully cover the chest, back, sides and midriff, either when standing or sitting. Flip-flops may be worn to school, but we prefer students wear safer shoes to avoid injuries. Students need proper footwear for Phys-Ed class and other athletic activities, including playground games. Hats and head coverings will be allowed as long as they do not negatively impact learning or safety.

504 Process

Section 504 of the Americans with Disabilities Act ensures educational access for students with disabilities. For more information click this link: [the 504 Process](#)

Selected RSU 13 Policies

All policies may be found on the RSU 13 website by going to:
[RSU 13 Policies](#)

AC	Non-discrimination/Equal Opportunity & Affirmative Action
ACAA	Harassment & Sexual Harassment of Students
ACAA-R	Complaint Procedure
ACAD	Hazing
EBCC	Bomb Threats
IHBA	Individualized Education Plans
IHBAA	Referral/Pre-Referral of Students with Disabilities
IHBAA-R	Referral/Pre-Referral Procedures
IJNDC	Student Computer & Internet Use
JCA	Assignment of Students to Schools
JCA-F	Student Transfer Request
JEA	Compulsory Student Attendance
JFAA	Student Residency
JFAB	Admission of Non-Resident Students
JFABD	Admission of Homeless Students
JHB	Truancy
JICH	Drug and Alcohol Use by Students
JICIA	Weapons, Violence, & School Safety
JICJ	Student Use of Electronic Devices
JICK	Bullying & Cyberbullying Prevention in Schools
JICK-R	Bullying & Cyberbullying Administrative Procedure
JIH	Student Searches
JK	Student Discipline
JK-R	Administrative Procedure - Expulsion of Student
JKD	Suspension of Students

JLCB	Immunization of Students
JLF	Reporting Child Abuse and Neglect
JRA	Student Education Records
JRA-E	Notification of Student Education Records and Information Rights

Regional School Unit 13 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all.

Student Technology Agreement 2025-2026

Fees (for negligent damage or loss)

Negligent Damage/loss of iPad	\$324.00
Logitech Keyboard Case	\$109.95
Logitech Crayon	\$49.95

Logitech Crayon Parts:

Replacement Tip	\$1.99
Replacement Tip Cover	\$1.99
Replacement Battery Cover	\$1.99
Replacement Cap	\$1.99
iPad Power Adapter	\$19.00
iPad Cord	\$29.00
All Charging Parts	\$38.00
Brenthaven Bag (grades 6-12)	\$24.95
Brenthaven Bag (grades K-5)	\$23.00

USER AGREEMENT

- I will return the iPad, case, bag, (crayon if applicable) original charger and power cord in working condition.
- I will pay the full cost for intentional or negligent damage, abuse or loss.
- I will never leave my iPad unattended or loan it to others.
- I will notify my technology integrator or administrative assistant ASAP for a lost, missing or damaged iPad. Missing iPads will be rendered inoperable by the district.
- I will use my iPad in ways that are appropriate and educational, and that conform to the RSU 13 board policy (RSU13.org, policies IJNDA & IJNDC, JICJ, JICK-R)
- I understand that my iPad and school email are monitored and subject to inspection at any time without notice. I will assume no privacy.
- I understand that email and other methods of communication on the iPad must be for school use only.
- I will immediately report any threatening or harassing communications to school staff.
- I will not use my iPad to bully, intimidate or threaten others.
- I will respect other students' devices.
- I will follow classroom technology rules (e.g. "Apples Up").
- I will bring my fully charged iPad to school every day, I will only use the original Apple charger and cord to charge my device. I will not remove (or add) any stickers or labels on the equipment.
- I will keep my iPad in the school issued protective case and transport it in the school issued protective bag.

Non-compliance with this agreement can result in disciplinary consequences in accordance with the severity of the infraction.

Connecting Every Student



RSU 13 Title I School-Parent Compact for 2025-26

(Individual schools provide more specific information to families of enrolled students that include identification of staff members who provide Tier 3 Interventions.)

The _____ School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents and the entire school staff will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2025-26

SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities: (_____ School will:)

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** *The school will employ highly qualified instructors, including Interventionists with a specialty in literacy and mathematics. These instructors will utilize assessment data, observations, teacher and parent recommendations to craft highly individualized learning plans tailored to meet specific identified learning needs. Instruction may occur individually, in small groups where students have similar learning needs, and/or through a co-teaching or push-in model during Tier 1 instruction in the classroom. Students' personal learning plans will be reviewed and assessed for effectiveness regularly and will be modified or adjusted as necessary to ensure continuing improvement and growth towards established learning objectives. The faculty and support staff that will be providing interventions at the _____ School include:*
 - Ø Teachers
 - Ø Educational Technicians
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** *This year parent teacher conferences will be held on December 11, 2025 and on March 19, 2026. Interventionists typically participate in classroom conferences, though parents may schedule a separate conference if needed.*
3. **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:** *Parents will receive written reports at the conclusion of each trimester regarding student progress in meeting goals in Personal Learning Plans, as well as progress toward grade-level learning standards.*
4. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:** *The _____ School staff encourages parents to contact us any time there is a question or concern regarding your child. We are more than happy to meet with parents at their convenience and believe that on-going communication and collaboration are necessary in supporting learning for all children. Parents may contact staff by calling the school or by emailing to the addresses provided.*

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:** *Parents will receive regular newsletters from the school. These newsletters will contain notices about special events at the school and opportunities for parents to become involved in school activities such as joining in for special events or assemblies, chaperoning field trips, and attending and participating in parent group meetings. We welcome and encourage parent participation!*

Parent Responsibilities:

- Ensuring excellent attendance.
- Participating in decisions relating to my child's education.
- Contacting my child's teachers when I have questions or concerns.
- Staying informed by reading and responding as needed to notices from the school.
- Attending parent/teacher conferences.
- Making sure that homework is completed.
- Monitoring screen time and promoting positive use of my child's extracurricular time.
- Volunteering in my child's classroom.
- Becoming involved with my school's parent organization and serving on parent advisory teams or committees at either the school, district, or school board level.

NOTICE REGARDING THE PROFESSIONAL QUALIFICATIONS OF TEACHERS

Your child is attending a school receiving Title I federal funds through the Elementary & Secondary Education Act (referred to as ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

- The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
- The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a master's or doctoral degree.
- In addition to the qualifications of the teacher, if a paraprofessional (Educational Technician) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact the school principal.

INFORMATION & FEEDBACK

For more information and links to resources please visit the [Title I Parent Resources](#) page on the RSU 13 district website. You'll find answers to frequently asked questions, along with a Parent Inquiry/Feedback form for questions or feedback about RSU 13 programming in this area. If you have specific questions or feedback related to your child's learning, please contact your child's teachers and/or school principal.

RSU 13 Services for Homeless Students: Last Updated August 2021

RSU 13 realizes that homelessness alone should not be a sufficient reason to separate learners from the school learning environment. RSU 13 strives to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to all learners in the school system. In accordance with federal and state regulations, RSU 13 will provide homeless learners access to instructional, transportation, and to other services so that they remain consistently enrolled in their 'home school' or school of origin. Learners shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The federal law governing homeless learners is the McKinney-Vento Act. Under this legislation, homeless students are guaranteed the right to a free, appropriate, public education. When students become homeless, they can remain enrolled in the schools they have been attending, although they might no longer meet residency requirements. This regulation also guarantees homeless students the right to enroll in a public school even if they lack the typically required documents and immunizations. In addition, homeless students are provided with the transportation services they need to attend school.

Examples of students in homeless situations may include:

- A student living in a homeless shelter (including transitional housing).
- A student who is not living with his/her family (unaccompanied youth) and is staying at a different friends/families' home
- A student living in a hotel or motel after his/her family loses their home.
- A student living 'doubled up' with another family after his/her family loses their home.
- Migratory students meeting the descriptions above.

Examples of students in situations that are not considered to be homeless may include:

- A student living in foster care.
- A student whose family is living in a hotel or motel by choice while building or purchasing a new home.
- A student whose family is sharing a household due to convenience or by choice and sharing expenses.
- A student living in low-income, Section 8, or public housing.
- A student living with legal guardians (grandparents, relatives, etc.).

Parents or guardians of students experiencing homelessness, or students who are unaccompanied youth should feel free to let school officials know about their situation when enrollment occurs or when conditions of homelessness become present. Your school community can share helpful information about services available and to work with all those involved to minimize educational disruptions and maintain stable school enrollments for impacted students.

Additional information and forms regarding services for homeless students, factors that inform school placement decisions related to homelessness, and the enrollment dispute resolution process are available at the RSU 13 home website (www.rsu13.org) by clicking on the *Services* tab, or by contacting Dawn Jones, RSU 13 Homeless Liaison at 207-354-2312, or djones@rsu13.org.

**Notice to Parents at all RSU 13 Elementary Schools
Regarding the Professional Qualifications of Teachers**

Your child is attending a school receiving Title I federal funds through the Elementary & Secondary Education Act (referred to as ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a master's or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (Educational Technician) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact the school principal.