PHIPPSBURG ELEMENTARY SCHOOL

STUDENT/FAMILY HANDBOOK



Home of the Explorers

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Greetings and welcome to Phippsburg Elementary School,

As your principal, I would like to take the opportunity to welcome you to our amazing school! With eleven years of teaching experience, and eight years as a school administrator, I truly value and believe in the importance of building a school community where students, staff, parents, and community members work together and feel welcomed. Elementary School is an important time in a child's development; socially, emotionally and academically. Their experiences during this time and skill development, will carry forward with them through the rest of their lives. We strive to build students who learn to be responsible, respectful, kind and safe members of our community.

Our professional group of teachers are skilled in their practice and knowledge of early to middle childhood development. They are experts at using differentiation to meet the needs of all learners, so kids can feel successful at school. We provide a diverse and rigorous curriculum, while incorporating opportunities for students to connect to their community and enhance the world around them. Some of the unique experiences at PES are a weekly outdoor learning time, our outdoor classrooms and garden, and a whole school expeditionary learning experience in the spring where students engage in field study visits and learn from field experts.

As a school staff, we strive to create experiences that are rooted in community and togetherness, so that students learn the value of working together and caring for one another. Our core values of respect, responsibility, kindness and safety, are grounded in each day of a student's educational journey, and modeled by our staff with the goal that these qualities become part of their everyday lives. During the year, we come together as a school on several occasions to practice our skills as members of a team working together.

Our school year will be packed with opportunities for fun, exploration, connection, and lots of learning. I look forward to another amazing year of working with the students, parents, and community members of the Phippsburg School community.

Warm regards,

Nina Willette
Principal

Welcome to Phippsburg School and RSU1!

VISION STATEMENT

Phippsburg Elementary School is a safe and fair community where all students can achieve academically, socially, and emotionally to become successful lifelong learners. Students embody the qualities of responsibility, respect, and kindness.

MISSION STATEMENT

At Phippsburg Elementary School we believe in meeting the needs of all learners. Using the guidelines of our vision and mission statement and the Maine Learning Results we:

- Set high standards and goals for our students where every child meets or exceeds the established academic standards.
- Create a safe environment that allows our students to become able and reliable citizens aspiring to reach their individual potential.
- Encourage personal challenge and growth within a collaborative environment.
- Bring members of the community together to support the education of our children.

RSU#1 Mission

To support and challenge students to develop and apply the skills, knowledge, and character to be responsible and productive participants in our local community and global society.

Beliefs:

- We are a community of lifelong learners.
- All students are unique and deserve learning and leadership opportunities that engage their interests and passions.
- All students must have rigor and relevance in their curricula and instruction that promotes problem solving and critical thinking.
- All students deserve to be surrounded by staff members who are skilled, knowledgeable, and caring.
- All students and staff members have the right to feel physically and emotionally safe.
- Effective educators are the most important factor in student learning.
- High expectations for learning and behavior leads to higher achievement.

PHIPPSBURG ELEMENTARY SCHOOL STAFF

Superintendent	Patrick Manuel
Assistant Superintendent	Katie Joseph
Principal	Nina Willette
Secretary	Tammy Doran
Nurse	Melissa Lindsey
Guidance/Social Work	Terry McCartney
Librarian / Librarian Ed Tech	Lisa Hardman / Romy Polizotto
Teachers	
Pre-K Teacher / Ed Tech	Carly Riva / Quinn Thompson
Kindergarten	Chelsea Riva
1st	Natalie Hutchinson
2nd	Sarah Williams
3rd	Kathy Henrikson
4th	Erika Phippen
5th	Amber Snell
Art	Romy Polizotto
Band / Music	Christel Michaud / Mariah Charland
Physical Education (PE)	Ryan Monroe
Special Education	Bronwyn Morissette
Academic Intervention	Leslie Gallant
Educational Technician	Mycah Crowley
Speech	Darcy Libby / Christina Ambrose
Occupational Therapy	Victoria Blackington
Head Cook	Joanne Wells
Assistant Cook	Rena Grover
Custodians	Nick Green, Haven Cole

Office Information

Emergency Contact Information

It is extremely important that each child has current emergency contact information in our Student Information System. The vital information enables us to contact you in case of an emergency. If there are any changes to address, parent's work, cell or home phone numbers, emergency contact numbers, or after school providers, please be sure to update the emergency information promptly on the Student Information System, and contact the main office. Except for emergency situations, emergency contacts must have prior written approval from guardians to pick up students.

Attendance

Regular attendance is an essential requirement and model for academic and future employment success. As long as children are not sick, please help them get to school every day they are scheduled to do so. Learning experiences that occur in the classroom are meaningful and vital components of the educational process. Time lost from class, whether for legitimate reason or due to a student's intentional decision not to attend, is irretrievable in terms of opportunity for instructional interaction. As long as a student is enrolled in RSU#1 schools, regardless of age, the student's parents (which also includes legal guardians) are responsible for his/her attendance, dismissals and tardiness to school.

Absences

A note giving specific reasons for absences from school, from the parent or guardian, must be given to the office on the day of the absence, or the day preceding the absence. For planned absences beyond two days, parents must complete the extended absence form. Student work will not be given during planned absences as instruction does not accompany the work. Students may read or write during extended absences. Legally acceptable absences are defined as:

1. Personal illness;
2. Observance of a recognized religious holiday when the observance is required during the regular school day;
3. Appointments with a health professional that must be made during the regular school day
4. Emergency family situations;
5. Planned absence for personal or educational purposes that have been pre-approved;
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individual education plan or superintendent's agreement.

Please call the school between 7:30 and 8:30 if your child will be absent that day. If the school is not notified, the school office may make a phone call home to confirm the reason for the absence. Consistent and prompt attendance is necessary for the success of every child.

Truancy

A student who is at least 6 years of age, but not yet completed 6th grade, is considered truant if they have 7 or more unexcused absences or 5 consecutive days of unexcused absences, or a student who is enrolled in a public school, is at least five years old, and has not completed sixth grade, or been withdrawn from school, is considered truant if they have 7 or more unexcused absences or 5 consecutive days of unexcused absences. (See Habitual Truant Policy JHB).

School Cancellation

In the event that school is either canceled or delayed due to inclement weather, you will receive a call from the RSU1 automated School Messenger System. Announcements can also be heard on the following radio and television stations: WCME 99.5FM, WCSH Channel 6, WMTW Channel 8, and WGME Channel 13 (also listed on the website of each channel), and Bath Community Television. This information will also be posted on our website and Facebook page, in addition to the automated call.

On occasion we may be required to dismiss students early due to the weather. Please make sure you listen to the stations listed above for accurate information. We will make every effort to contact parents beginning with the primary grade level students. Please do not call the school.

Student Records

Student records are kept confidential with the exception that requests by parents to review their child's cumulative record will be granted. After parents notify the school office of their request, such a review will be scheduled at a time mutually agreeable to the parents and school officials.

School Newsletters

Each week, you can expect to receive a digital newsletter. Please take the time to review the newsletter each week for important updates, highlights, and information. The digital newsletter is available via email, our school website, and our school facebook page. Classroom teachers will also send home a monthly newsletter to families.

Daily Logistics and Schedule

PES learners will have a structured schedule each day, allowing students to easily learn daily routines and procedures. All students will engage in reading, writing, phonics or word study, math, science, social studies, and a daily special. The general school day schedule for K-5 is as follows:

8:20 - 8:30 - Arrival
8:35 - School Begins
11:15 -11:40 - Lunch #1
11:15 -11:50 - Recess #1
11:40 - 12:15 - Recess #2
11:50 - 12:15 - Lunch #2
2:55 - Dismissal

Morning Arrival

Non-bus students are not to arrive at school prior to 8:20 a.m. (9:20 Late Start Wednesdays). Buses will drop off students first, followed by parent drop offs. PES staff will be ready to greet students each morning and help them out of cars in the drop off line. Our staff is ready to support your child if drop off becomes difficult; this allows our car line drop off to run efficiently in the morning. At PES, we have limited parking, making it difficult for parents to park and walk their children to the front door. Family members are not permitted beyond the main entrance/office area during this time.

Students who arrive after 8:30 must report to the office and be signed in by a parent/guardian. Students need to have a valid excuse for tardies to be excused. The following are acceptable reasons:

- Doctor's appointment that could not be scheduled outside the school day
- Family emergency
- Religious holidays
- Illness

Afternoon Dismissal

Our school day ends at 2:55 with dismissal of students riding the bus, followed by parent pick ups. During pick up times, please enter the car line. Children will line up alongside the building and be dismissed to parents in the car line. Our staff will help your child/ren into your vehicles. To verify your identification, you may be asked to present a photo id to PES staff on dismissal duty. Please note there is limited parking for parents. If you are parking to pick up your child, they must wait until they are dismissed by a PES staff member. Please do not allow your child/ren to run to you before being dismissed.

When students are leaving before the end of the day, the following guidelines should be observed:

1. The parent or person picking up the student should come to the office.

2. The office will notify the teacher.
3. The student will come to the office to meet the parent.
4. Students need to be signed out in the office whenever they are picked up.

**Please note that school doors are locked at all times - including before and after school.*

Bus Notes and Dismissal Changes

If you need to change your regular afternoon dismissal plans for your child/ren, please contact the main office or send a note to your child's teacher as a bus note. The note must include the exact address where the child is to be dropped off. If your plans change during the day, please contact the main office as soon as possible. Please notify the office no later than 2:00 pm as the office becomes quite busy during dismissal time. If you are picking up your child, only adults listed on our information system may pick up students.

Student Responsibilities

Be Responsible, Be Respectful and Kind, Be Safe

School-Wide Expectations

All students attending Phippsburg Elementary School have the right to learn in a safe and calm environment. The school makes every effort to provide a climate that is conducive to learning. All students have the responsibility to respect themselves, to respect other people, and other people's property, and to respect the learning and working environment for all. All students must adhere to school board policy JIC Student Code of Conduct and follow the statewide standards for ethical and responsible behavior. To assist in creating and maintaining a positive educational environment, there are school wide rules. They include:

- Compassion
- Courage
- Fairness
- Respect
- Honesty
- Responsibility

Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:
- on school property;
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress (see Policy JICA – Student Dress Code).
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.

10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

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

Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. In addition to these consequences, certain situations may also require restitution for loss or damage and, where appropriate, the involvement of law enforcement officials. Disciplinary actions may include one of the following:

- Lunch and or recess detention
- In school suspension
- Out of school suspension

Tier 1 Staff or Administrative Response	**Tier 2** Parent or Guardian Involvement	**Tier 3** Use of Student's Time	**Tier 4** Exclusion from Normal School Activities	**Tier 5** Expulsion
Possible Consequences: ● Verbal Reprimand ● Time Out ● Out of Classroom ● Loss of Privileges ● Teacher or Administrator Conference with Student ● Parent Notification	Possible Consequences: ● Behavior Reflections ● Restorative Practices ● Phone Call to Parent ● Written Notice to Parent ● Conference with Parent	Possible Consequences: ● Detention ● Community Service ● In-School Suspension (Parent Notification Required for all Tier 3 consequences)	Possible Consequences: ● Positive Behavior Support Plan ● Restricted Access ● Out of School Suspension ● Alternative Placement (Parent Notification	Possible Consequences: (Parent Notification Required for all Tier 5 consequences)

			Required for all Tier 4 consequences)	

Offense	**Definition**	**Range**
Absence - Unexcused	An absence for a day or any portion of a day for any reason other than those cited as excused.	Tier 1 - 4
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	Tier 1 - 4
Cheating or Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	Tier 1 - 4
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource.	Tier 1 - 4
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	Tier 1 - 4
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, gender identity, gender expression, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	Tier 2 - 4
Disrespect Towards Peers or Adults	Inappropriate comments or physical gestures to peers, teachers, staff members, or other adults in the school community.	Tier 1 - 4
Disruption - Classroom	Behavior that interferes with the learning of others in any learning environment.	Tier 1 - 4
Disruption - School	Behavior that interferes with the safe and orderly environment of the school or school activity.	Tier 1 - 5
Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs,	Tier 4 - 5

	over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia. IV to V	
Failure to Serve Assigned Consequences	Failure to serve detention, suspension, or other assigned consequences.	Tier 2 - 4
Physical Attack on Staff, Students or Others	Aggressive action with physical contact directed at a staff member, student or another person on school grounds or at a school sponsored event.	Tier 4 - 5
Profanity	Using vulgar or abusive language, cursing, or swearing	Tier 1 - 4
Failure to Comply with School Rules	Failure to comply with school rules, regulations, policies, and/or procedures.	Tier 1 - 5
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	Tier 2 - 5
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	Tier 2 - 5
Threat to Staff or Student: Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member or another student.	Tier 3 - 5
Weapons Violation	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.	Tier 3 - 5

Dressing for School and Personal Belongings

Dressing appropriately for school and maintaining possession of personal belongings is a life skill that students begin in elementary school. We encourage you to put a name on everything that your child/ren brings to school. If an item is brought to the office with no name it will go into our lost and found area. We ask that students dress appropriately, keeping in mind the weather, as well as the day's activities. For example, students should have proper footwear on PE days, as well proper footwear on Fridays for outdoor learning. Being prepared means that students will have a high level of participation in these activities. We do ask that students wear shoes that will stay securely on their feet and allow them to move easily outside (please no heels, cleats, platforms, or heelys shoes). It is helpful if parents send in an extra set of clothing for your child to keep at school in case he/she gets wet at recess.

At PES, we know our students are learning to dress for their bodies. We ask that families help support students in

dressing. Please send students with clothing that appropriately fits their bodies and is not unduly revealing. Students should not wear any clothing which contains controversial slogans or advertisements, for example alcohol, tobacco, drugs or other explicit material. We also do not allow students to wear hats, hoods or sunglasses during the school day. We encourage kids to dress according to the weather.

Electronics and Toys

Students are asked to leave personal electronic items and toys at home. If a student brings a toy or electronic item to school, it must be kept (turned off) in the student's backpack during the school day. The school assumes no responsibility or liability if items are brought to school and are damaged. Cell phones must be kept in a student's backpack, turned off, during the school day. Students needing to make a call to parents/guardians during the school day may do so in the school office.

Electronics on Field Trips: Prior to a field trip, each teacher will clearly communicate to parents their guidelines for the use of electronics while riding the bus to and from the field trip location. The school assumes no responsibility or liability if items are brought to school and damaged.

Playground Rules

Dressing for Recess: Students must be dressed appropriately for the weather when they go out to recess. During spring and fall, we request that fleece jackets or sweatshirts be brought to school. When there is snow on the ground, students must wear boots in order to walk/play in it. Students also need to wear snow pants when playing in the snow. All students should wear coats during the winter months.
Use of Playground Equipment: All equipment will be used appropriately and safely, in the way it is intended to be used. Teachers will review rules with students throughout the school year. Pre-Kindergartners and Kindergartners are restricted from some equipment due to safety concerns.
Other Playground Rules: Older students must look out for younger students, act like positive role models and keep them safe. Keep your hands and feet to yourself. Only soft baseballs and preferably tennis balls may be used to play baseball. Games such as football and soccer will be allowed as long as students are not playing roughly. Privileges will be suspended if students are not playing safely.
Winter rules: Sleds, snowshoes, and other snow toys are provided in the winter months when the snow depth and conditions permit. Students will use these items safely and according to teacher directions. Students will not throw ice and snow.

Cafeteria / Lunch

Students are expected to demonstrate and maintain proper manners in the lunchroom at all times. This includes maintaining a level one or two voice, keeping hands and body to themselves, and not sharing or touching foods. Students who violate these rules will have consequences and possible privileges in the cafeteria restricted. Students may bring lunch from home, or order one from the school cafeteria. Students will sign up for a school lunch each morning with their classroom teacher. Please make sure your child/ren knows what their plans are for lunch. Menus are posted on our school website and school newsletter. If your child brings lunch from home, please mark all containers and lunch boxes. Students are asked to bring a water bottle from home each day, which should also be labeled.

Respect for property

Students are responsible for materials and books provided to them by the school. Students will respect the property of their peers, as well as their own. They will respectfully use these items and are responsible for reimbursing the school for the cost of replacing damaged or lost items.

Student Services

Health

Phippsburg Elementary School has employed a school nurse on a full-time basis to conduct selected health services. Anyone wishing to discuss any health matter may call the nurse at school.

Medication

If it is necessary for a child to take any medication during school hours (including over-the-counter medications,

inhalers, Epipens and diabetic supplies) a **Medication Authorization Form** must first be completed by **both the parent and the physician/dentist.** This form is available in the school office, clinic and on the school website for your convenience. Written medical consent for any medications to be given in school must include:

1. Student's name
2. Name of medication
3. Dosage amount and time to be given
4. Reason for the medication
5. Name, signature and phone number of physician or dentist
6. List of possible side effects and action to be taken
7. Phone number and signature of parent or legal guardian granting permission for the medication to be given in school, either by the school nurse or by the designated non-medical school personnel.

If a medication is ordered to be given three times per day, we ask that unless it is contraindicated, the doses be given before school, after school and at bedtime. All medication must be provided in its original container. Any medication sent to school improperly packaged in envelopes or plastic bags will be discarded. A spare prescription bottle can be requested from your pharmacist. Students are not permitted to carry their medication in their pockets, purses or backpacks. Our School Board Policy requires all medication be brought by the parent/legal guardian to the school clinic/office for safe keeping, and then collected. All uncollected medication will be discarded at year's end. See RSU1 Medication Policy

Immunization

Proof of immunization must be provided upon registration. The following is the schedule of minimum requirements for immunizing agents administered to children entering school.

Diphtheria/Pertussis/Tetanus: Five (5) doses on any DPT-containing vaccine or DT (pediatric)
Poliomyelitis: Four (4) doses of OPV or IPV
Measles/Mumps/Rubella: Two (2) dose of MMR
Varicella: One dose of Varicella

Anaphylactic Emergencies

A. Parents or legal guardians will be responsible for providing precise instructions from their physician for action to be taken when a student contacts an allergen which may cause anaphylaxis (bees, wasps, nuts, other foods, latex, etc.).
B. The school nurse will complete an individualized health plan for each student who has been diagnosed with anaphylaxis.
C. The parent is responsible for providing the appropriate medication for those students who require immediate treatment
D. In some cases emergency epinephrine and inhaler medication may be kept with the student. The student must demonstrate sufficient knowledge, skills and judgment to carry and use to the school nurse.

Asthma/Diabetes Mellitus

Parents and physician are expected to complete an asthma or diabetes management plan annually, if students are medicated for persistent asthma or diabetes. No child with a potentially life-threatening illness will be allowed to attend school without providing the school with unexpired emergency medication. This includes but is not limited to EpiPens, glucagon, and albuterol inhalers.

Injury and Illness

Parents or legal guardians will be notified when a serious injury or illness occurs during school hours. It is our practice that any child with a fever over 100 F or other manifestations of possible severe illness will be sent home.

Food Services

Breakfast/Lunch

Breakfast and lunch are served every day, and both meals are FREE to all students in the 2026-2027 year. An adult lunch is $6.00 (adult breakfast: $3.50) and parents/families are invited to join us for lunch; just let us know by 10:30AM. A menu is sent home monthly with the school newsletter. Please review the menu with your child/ren. Milk is available for free to all students who bring lunch from home; food and literary restrictions still apply.

Wellness Policy

On August 27th, 2018, the RSU 1 Board of Directors revised the Wellness Policy, which demonstrates the deep commitment of the RSU 1 for the health and wellness of all our children. The policy addresses 7 areas of student wellness, including nutrition education, meals served through food service, food served outside of food service, physical education, physical activity, wellness communication and promotion, and evaluation.

Bus Services

Bus services are provided through a contract with a private carrier. Bus schedules will appear in the newspaper prior to the beginning of the school year. In the event a change is necessary, please be sure that your child has a note from a parent/guardian, to give to her/his teacher. In the event that your child does not have a note, please call the office. It is important to limit any changes in dismissal plans as much as possible.

Bus Rules

Guidelines for appropriate bus conduct will be provided by our bus personnel. In general, it is reasonable to expect that the well-behaved Phippsburg bus student will:

- Keep hands and feet to oneself (no fighting, hitting, etc.)
- Remain seated
- Obey the bus driver
- Respect the bus equipment without destroying property
- Be respectful of him/herself and others
- Behave in an appropriate and safe manner
- No eating or drinking on the bus

Students who violate the bus rules will be sent home with a bus slip. Upon receipt of a third bus notice, the student and parents will meet with the principal to determine a corrective plan of action. The principal reserves the right to remove students from the bus for a period of time based upon rule violations at any time.

Special Education Services

Qualified personnel are available to provide services to students in the areas of speech therapy, learning disabilities, tutoring, psychological testing, physical therapy, occupational therapy, and counseling. Referrals for these services may be requested by parents, as well as school staff, by contacting the principal.

Child Find for Students with Disabilities

RSU 1 has the responsibility to identify, locate, and evaluate all children of school age (5-20 years), residing within their towns (Arrowsic, Bath, Phippsburg and Woolwich) that may be in need of special education services due to a disability. This includes students attending public or private schools, or those who are home-schooled. In addition, children 0-5 years of age have the same rights through the Child Development Services System.

If you have a child or know of a child residing within RSU 1 who may have a disability, please contact the Special Services Administrator at RSU 1 (443-6601) for children age 5-20 years, or Child Development Services Search (725-6365) for children age 0-5 years.

Library Services

The library is designed as a resource center to help students obtain a wide variety of information. A professional librarian, along with parent volunteers, work to provide numerous services to both the children and their teachers. Students are also taught library skills as part of their language arts program.

As with any library, there is a need for cooperation in the care and use of books and for prompt return of borrowed materials in order that they may be shared by everyone in the school. Parents are asked to help their children keep track of library materials, return them on time, and pay for books in the event they are lost or damaged.

School Counselor Services

The mission of the guidance program is to assist every student to reach his/her academic and personal potential. Guidance services are offered to all students. These services include classroom lessons, small group and individual counseling, and consultation for parents and staff.

Teaching and Learning

Grading and Report Cards

Report cards are issued three times a year for grades K through 8 (December, March and June). Report cards will be sent home with students in the week or so after the end of the trimester.

Parent Teacher Conferences

Parent conferences are held in the fall and spring each year, and throughout the year as needed. Parent-teacher conferences as well as any other parent-teacher meetings may be held in person, by phone or via online meeting.

Homework

Homework supplements, complements, or reinforces teaching and learning. It is generally based on one or more of the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom
2. Review of previously learned skills
3. Completion of unfinished classroom assignments
4. Participation in research activities
5. Extended reading for pleasure and enjoyment
6. Opportunity for parents and children to work together on assignments relating to a child's school experience
7. Development and promotion of self-discipline and a sense of responsibility to do independent work outside the school setting

Make-Up Work

When students are absent from school, they may be expected to complete work that has been missed. Arrangements should be made with the classroom teacher to make up missing assignments.

Special Subjects

Phippsburg Elementary School offers the special subjects of Art, Music, and Physical Education in its graded curriculum.

Physical Education is required for all students. All students must participate in physical education classes unless they submit a doctor's note requesting that they be excused. In that event, the student is expected to attend and observe class. Appropriate dress, including sneakers, must be worn. Dress is not an excuse for non-participation.
Art is required for grades K-8.
Music classes are required for students in grades K-5. Band is in grade 5. All students are expected to participate in band. Chorus is for grades 4 and 5.
Band Lessons are given to students in grade 5, who are learning to play a band instrument. Lessons are scheduled on a rotating basis during the school day.

Screening of Children

At the Pre-K and K level, we use the DIAL screening assessment to identify student needs. Three times a year, all K-5 students participate in a one on one reading assessment called DIBELS. This reading assessment acts as a universal screener to help us determine if students need additional support for reading. We also screen students for math, using different platforms, depending on grade level. In grades 3-5, students are required to take the Maine Through the Year standardized assessment in both reading and math twice a year, once in the fall and once in the spring. In grade 5, students take the Maine state science assessment in the spring. Information regarding screeners is typically shared during grading and report card periods. If you have concerns about your child/ren's learning throughout the school year, please don't hesitate to reach out to the classroom teacher or building principal, Nina Willette.

Rules of Special Note

Birthday Celebrations and Invitations to Parties

We celebrate every child's birthday both in the classroom and in the lunchroom if singing is requested by the student. Our goal is to celebrate all children equally. Please do not send in food or toys, to celebrate your child's birthday, as we have children with various allergies. Our school and your child's teacher will honor your child/ren's special day. Invitations to non-school events, activities, birthday parties, etc. may not be given out at school unless ALL children in the classroom are invited.

Field Trips

All chaperones have to be approved volunteers and 18 years of age. Parents wanting to attend a field trip must contact the teacher or building principal for permission; volunteers will not be permitted at field trip sites without prior permission. Students cannot be dropped off or picked up at another location going to or returning from a school field trip. If a parent wants to pick up a child at a field trip location he/she must arrange this with the school staff in advance.

Student Wellness

We believe that student wellness and good nutrition are related to a student's physical and psychological well-being and their readiness to learn. We are committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. In keeping with school board policy on wellness (available upon request), parents are encouraged to provide nutritionally sound snacks from home and food for classroom parties or events. Soda should not be brought to school.

Public Conduct on School Property – Playgrounds

The school playgrounds were built with community funds for the enjoyment of the children of RSU1.

A. Playground hours are sunrise to sundown, but are designated for RSU1 students during school hours. All others with permission.

B. Children should be supervised by an adult at all times.

C. No alcoholic beverages, illegal substances, or smoking allowed.

D. Equipment is to be used properly.

E. No pets allowed.

F. No soliciting.

G. Play at your own risk after hours.

Animals in Schools

For the safety of all students, we ask that pets not be brought into the school building. Per RSU 1 Board Policy IMG, students or parents 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.

School Volunteers

The RSU 1 Board of Directors welcomes and encourages the use of school volunteers in our schools. School volunteer programs must provide adequate screening and reasonable supervision of volunteers based upon the amount of student contact and adequate training of volunteers. Before a person can volunteer, he or she will be screened through a background check. The objective of screening is to ensure, so far as is reasonably possible, that students are safe in school environments. Volunteers are bound by the standards of conduct applicable to school employees. The principal/designee may terminate the services of a volunteer if he/she deems it to be appropriate. RSU 1 reserves the right to decline the services of a volunteer at any time, for any reason. Volunteers whose history demonstrates a risk to the safety or well-being of students and staff will be denied participation. Among the factors taken into consideration is the nature of the offense, the age of the person at the time of the offense, and the amount of time between the date of the offense and the date of the application. The Superintendent or his/her designee shall be satisfied that volunteers be of sufficient moral character so as not to represent a danger to students and staff.

Guidelines for disqualification:

- Registered sex offenders;
- Currently on probation;

- Conviction of or Plea of No Contest to any felony;
- Conviction of or Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment;
- More than one OUI;

A pattern of criminal charges, even if the charges were dismissed, which causes concerns that the volunteer may pose a threat to the integrity or safety of the school environment.

Visitors

Per RSU1 protocol, all school buildings have a secure front entrance. Buildings will be locked when school is in session, and visitors will be required to buzz in to the office to request to enter. Our front door will be locked at 8:30 each morning. Please be sure to accompany your child/children to the office if you arrive at school after 8:25 to assist with this process and to sign them in. For safety reasons, all visitors are required to report to the school office upon entering the school building to sign in and wear a visitor's badge. Parents are welcome and are encouraged to visit the school. We encourage you to become involved in school by taking advantage of volunteer opportunities.

Miscellaneous

Grandmother's Fund

The Grandmother's Fund, supported by the Popham Women's Circle and other community members, was created to ensure that all students in our school have an opportunity to attend enrichment activities, either at the school or in the community. This fund is available to students Pre-K through Grade 5.

PTA: Parent Teacher Association

The PTA is an organization of parents, teachers, and friends of Phippsburg School who work together to enhance and support the school through special events, activities, scholarships, and fundraising. All are welcome to join. Meetings are held throughout the school year and are advertised in the weekly school newsletter.

Questions or Concerns

There may be times when you have questions or concerns regarding what is happening at school or on the bus. We ask that you contact the person most closely involved with the situation. If you are not sure who to contact, please call or email Nina Willette, the school principal. Teachers are busy with children most of the day, and will most likely not be able to return your call or email until the end of the day. All personnel emails are posted on our website.

Before and After School Programs/Care

Through volunteers, our PTA runs our *Great Start Program* on Wednesday mornings. This is free and available to all students in K-5. The program drop off time is 8:15 and runs until the start of school. Participation is dependent on the student's behavior. If there are issues, students may be asked to take a break from attending the program. We also have various opportunities for before and after school programs throughout the year. Please make sure you read school newsletters for information regarding sign ups for these special programs.

FEDERAL PROGRAMMING – Every Student Succeeds Act (ESSEA)

Federal funding for various types of programming are provided to schools. RSU#1 currently applies for and receives funding for Title I – reading and math supportive services; Title IIA Class Size Reduction and Professional Development; Title IID funding for technology professional development; Title IV – Safe and Drug Free School; and Title VI – Small and Rural Schools. These programs support district teacher and educational technician salaries and stipends, supplies, and professional development.

Additionally under the Every Student Succeeds Act (ESSEA), there are certain criteria that teachers must meet. This is referred to as "highly qualified" status. It is our obligation to provide you with information about the teacher(s) who are teaching your children. Under these requirements, teachers who teach in a school that provides programming using Federal Government funds from Title I must meet general qualifications as well as the specific requirements of the subject they are teaching.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in

education reform, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently required to teach under Maine's strict certification requirements. Teachers must have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated to make sure that their teaching skills remain at the highest possible level.

Additional information on the ESSEA Act, as well as on the qualifications of your child's teacher is available at rsu1.org. Please contact the Superintendent of Schools, Patrick Manuel, at 443-6601, if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

RSU1 Board Policies of Note

The RSU 1 Board of Directors and the Administrative Team have developed a comprehensive menu of policies, which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our web site. You may access these policies by going to http://www.rsu1.org. Once there, click MENU, Board of Directors, Board of Education, and then the Board Policies link. If you would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your child's school or the RSU 1 central office, and we will provide a copy for you.

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. The District reserves the right to correct any errors, inaccuracies or omissions and to change or update information at any time without prior notice. In the case of any inconsistency between the handbook or website and the RSU 1 Board Policy, the Board Policy will govern.

STUDENT COMPUTER AND INTERNET USE

Regional School Unit 1 computers, network, and internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks and internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

Regional School Unit 1 computers remain under the control, custody, and supervision of the school unit at all times. Technology protection measures are in place and are used for all Internet access. It is RSU1 policy to periodically monitor Internet usage by students, parents and staff. RSU 1 reserves the right to further investigate questionable behavior related to technology use. Students should have no expectation of privacy in their use of school computers and the use of personal computing devices on school networks.

Regional School Unit 1 utilizes filtering technology designed to block materials that are obscene, harmful to minors, or child pornography. Regional School Unit #1 utilizes precautions to supervise student use of the Internet; however parents should be aware that Regional School Unit 1 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

The district will educate minors about "appropriate online behavior", including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as deemed appropriate.

USE OF TOBACCO PRODUCTS THE SCHOOL GROUNDS SHALL BE TOBACCO FREE 24 HOURS PER DAY, 365 DAYS PER YEAR. The use of all tobacco products in school buildings, facilities, on school buses, during school sponsored, as well as non-school sponsored events and in personal vehicles on school property is prohibited. This includes all days when school is not in session and at all functions that take place on school grounds. This policy applies to all persons, including students, staff and the general public. Additionally, all students shall not use tobacco products within line of sight of school property.

Faculty, staff and visitors should also be aware that tobacco odor on their person is an environmental irritant and can cause negative health effects for those they come in contact with.

Affirmative Action Plan

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
RSU 1 does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.
Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited.
Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.
For the purpose of this policy, "race" includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locs.
The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.
RSU 1 has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent.
RSU 1 has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school unit provides required notices of these complaint procedures and how they can be accessed, as well as the school unit's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Harassment Policy

The school recognizes the right of each student to a learning atmosphere which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, disability, or sexual orientation (including gender identity and expression) are not only violations of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

A. Unwelcome sexual advances, gestures, comments or contact
B. Threats
C. Offensive jokes
D. Ridicule, slurs, derogatory action or remarks
E. Academic decisions based on race, color, sex, religion, age, national origin, sexual orientation or disability

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste or inappropriate. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, parent/guardian, administrator, or the school district's Affirmative Action Officer.

A charge against a student will subject him/her to disciplinary action which may include suspension, expulsion, and/or referral to the police department.

Bomb Threats

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

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

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

Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to disciplinary consequences which may include suspension and/or expulsion.

Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

E. RSU 1 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received. Such information will not be disclosed if the parent/guardian of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student.

Any such notice should be sent to the Superintendent of Schools at the following address:

Regional School Unit 1
34 Wing Farm Parkway
Bath, ME 04530

F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent/guardian or eligible student notifies the school unit that they do not want such information released. Such information will not be disclosed if the student's parent/guardian or eligible student notifies the school unit, in writing, that such information should not be released without their written consent. Any such notice should be sent to:

Superintendent/Designee
Regional School Unit 1
34 Wing Farm Parkway
Bath, ME 04530

G. Under Maine law, RSU 1 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

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

DISCRIMINATION, HARASSMENT & GRIEVANCE PROCEDURES

PHIPPSBURG ELEMENTARY SCHOOL DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL COMPLY WITH ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION. PLEASE REPORT ALL COMPLAINTS CONCERNING DISCRIMINATION, HARASSMENT, OR GRIEVANCES TO ANY TEACHER OR ADMINISTRATOR AT THE

PHIPPSBURG ELEMENTARY SCHOOL
1047 MAIN RD
PHIPPSBURG, MAINE 04562
TEL. 389-1514

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Phippsburg Elementary School reserves the unlimited right to change the terms of the handbook at any time, without notice.

Phippsburg Elementary School
1047 Main Road, Phippsburg, Maine 04562
Telephone: 207-389-1514, Fax: 207-389-1516
www.phippsburg.rsu1.org

Nina Willette, Principal
nwillette@rsu1.org

Tammy Doran, Secretary
tdoran@rsu1.org

Think - Care - Act

REGIONAL SCHOOL UNIT (RSU) #1
NOTICE OF PARENT/STUDENT RIGHTS
Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by Section 504 of the Rehabilitation Act ("Section 504") to parents and their children who are identified as disabled. The school district is obligated to inform you of decisions about your child and of your rights if you disagree with any of those decisions.

You have the following rights:

1. To have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability;
2. To have the school district advise you of your rights under federal law;
3. To receive notice from the school with respect to the identification, evaluation, educational program or placement of your child;
4. According to the Department of Education's 504 Regulations, to have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and related aids and services necessary for your child to benefit from his or her educational program;
5. To have your child educated in comparable facilities and receive comparable services to those provided non-disabled students;
6. To have decisions regarding your child's evaluation, program and placement based upon a variety of information sources, and made by persons familiar with the student, the evaluation data, and placement options;
7. To have your child reevaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement;
8. To have your child receive an equal opportunity to participate in extra-curricular school activities;
9. To examine all relevant educational records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
10. To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. To request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. To file a grievance through local grievance procedures regarding any alleged violation of the Rehabilitation Act;
14. To request an impartial hearing, to be conducted by a person who is not an employee of the district, to dispute decisions or actions regarding your child's identification, evaluation, educational program or placement as a student with a disability. You and your child may take part in the hearing and have an attorney represent you at your expense. Questions about how to request a hearing may be forwarded to the person responsible for the district's compliance with Section 504 listed below; and
15. To have the decisions made by hearing officers or others reviewed in state or federal court.

The person responsible for assuring compliance with Section 504 programming is your school principal:

Nina Willette, Principal
389-1514 x102, nwillette@rsu1.org