

West Bath School

Student Handbook



2017 - 2018

West Bath School Handbook

2017 – 2-18

Purpose

Welcome to the West Bath School. This handbook is designed to provide an overview about many aspects of attending school at WBS. The contents include the school’s procedures and excerpts from the West Bath School Administrative Unit (WBSAU) policies. Should WBSAU policies and procedures change during the school year, those details will replace the policies and the procedures that are stated here.

Further information and/or clarification of a particular service may be obtained from the office of the principal.

Reservation Clause

The administration of West Bath School has the right to change the terms of this handbook at any time. Updated handbooks will be posted on the school website at <http://www.westbathschool.org>.

Table of Contents

Table of Contents	1
West Bath School Vision Statement	2
School Directory	3
Discrimination Statement.....	4
Absences	4
Annual Notification of Asbestos-containing Building Material in Facilities	4
Arrival and Dismissal	5
Attendance	6
Behavior Expectations.....	6
Bomb Threats.....	8
Building Use	9
Bullying.....	9
Electronic Devices.....	9
Emergency Cards/Information.....	9
Emergency Closings	9
Evacuations and Lockdowns.....	10
Federal Programming – Elementary and Secondary Education (ESEA).....	10
Field Trips.....	11
Food Service	11
Guidance	11
Hazing.....	12
Homework.....	12

Immunizations.....	12
Inappropriate Items for School	12
Library.....	13
Lost and Found	13
Medications.....	14
Newsletters.....	14
Nurse.....	14
Parent Concerns	14
Parent Teacher Organization (PTO)	15
Placement.....	15
Promotion or Retention.....	15
Recess and Lunch Schedule.....	16
Report Cards	16
Right to Search.....	16
School Advisory Groups (SAG).....	17
School Attire	16
School Cancellations.....	16
Section 504 of the Rehabilitation Act of 1973.....	17
Special Education.....	17
Student Code of Character.....	17
Student Records	18
Student Testing	18
Student Use of Office Telephone.....	18
Student Visitors.....	19
Technology/Student Computer and Internet Use.....	19
Textbooks and Equipment	19
Title I.....	20
Truancy	20
Visitors.....	20
Volunteers	20
Walkers and Bicyclers	21
WBSAU Board Policies.....	21

West Bath School Vision Statement

Inspire lifelong learning through quality education for all.

As an integral part of their preparation for the future, all children are provided with equal opportunities to develop the knowledge, skills, and attitudes necessary to become well rounded, productive members of society.

West Bath School students, parents, educators, and community members work as a team to facilitate a lifelong love of learning. Equal opportunities to learn are fostered by a common set of learning objectives that hold high expectations for all students. Stakeholders in this

process-students, parents, educators, and community members-encourage well rounded students by example to show respect, self-confidence, good manners, responsibility, and positive attitudes.

Educators are mentors who guide the learning process. They use a variety of strategies to provide an environment where children are happy and are able to succeed because their individual learning styles are accepted and built upon. Problem solving and communication skills are emphasized, students applying learned techniques to these arts. They benefit from teacher preparation programs and professional development opportunities emphasizing humanities, technologies, and approaches effective in helping students achieve the desired learning results.

Accountability for ensuring that all students continue to progress toward educational excellence is shared by stakeholders who act in the belief that our top priority is to create and maintain an environment in which all students can and do achieve their full potential.

School Directory

School Board: Keith Hinds (chair), Dennis Crews, Robert McDaniel, Ashleigh Randall, and Jordi St. John

Superintendent: Emily Thompson	
Director of Special Services: Sara Helman	
Principal: Emily Thompson	
Office Manager: Lisa Donovan	School Counselor: Allison Cosgrove
Kindergarten: Robin White	Music: Esme Ouellette
Kindergarten: Lauren Bosso	P.E.: Jason Carter
Grade 1: Jennifer Harris	Art: Karen Wolfe
Grade 2: Kelsey Marco	Librarian: Kathy Parker
Grade 2: Ida Beal	Technology Specialist: Patrick Bowdish
Grade 3: Lori Sawyer	Speech and Language: Darcy Libby
Grade 4: Julie Upham	Occupational Therapy: Maria Grill
Grade 4: Kaitlin Goulet	Ed. Tech: Elena Desjardins
Grade 5: Robert Schulz	Ed. Tech: Elizabeth Detwiler
Special Education/Title 1 Teacher: Lori Franklin	Ed. Tech: Suzi Newton
Special Education Teacher: Sheryl Winchester	Ed. Tech: Meagan Sluter
Gifted & Talented & Response to Intervention: Elizabeth Jarvis	Ed. Tech: Kari Tracy
Food Service: Jessie Sutfin	Nurse: Hannah Goss
Food Service: Wendy Morton	Custodial: Randy Dennison

Discrimination Statement

The West Bath School and WBSAU do not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Emily Thompson
Superintendent of Schools
207-443-9145

Inquiries concerning the application of nondiscrimination policies may also be referred to the regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-455

Absences

Please call the West Bath School at 443-9145 by 8:30 AM if your child will be absent. The school office is open from 7:30 A.M. to 3:30 P.M. each day. Each student needs to provide an explanation for the absence upon his or her return to school. It may be in the form of a note that has been dated and signed by a parent or legal guardian, a phone call, or an e-mail. If a child has been under a doctor's care, especially in the case of a communicable disease or a surgical procedure, the school nurse may require a note from the physician. Your help in notifying the school of illness and certain communicable conditions is appreciated. **All students who are absent from school for 5 consecutive days due to an illness, must provide a doctor's note upon return for those absences to be considered to be excused.**

We realize that a child may be absent from school on occasion because of a planned trip. When there are instances of planned absences, we ask that you complete the extended absence form to notify the teacher(s) regarding the absence and make arrangements to receive the appropriate assignments.

Annual Notification of Asbestos-containing Building Material in Facilities

The West Bath School has been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management has been developed. This plan noting the type and location of ACBM's is available for inspection at the school office. Copies may be made on request for a cost of 10 cents per page.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually subject to surveillance.

The following inspections and maintenance activities occurred during the past year:

- Semi-Annual Inspections
- Cleaning and Maintenance

The following activities are planned for the upcoming year:

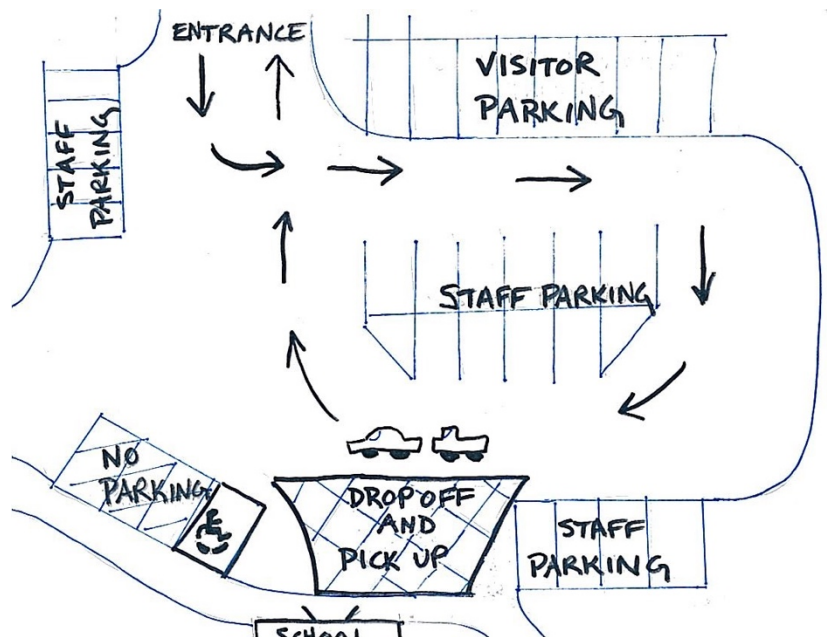
- Semi-Annual Inspections
- Cleaning and Maintenance

Arrival and Dismissal

The bus arrives at 8:20. Non-bus students should not arrive before 8:10, as we are unable to provide appropriate supervision before this time. Students who arrive after 8:30 are considered tardy. If a parent wishes to dismiss a child before the end of the day, he/she should come to the office to inform the office personnel and use the sign out sheet. The office will then contact the child's classroom teacher. If a child is not to ride the bus or is to be picked up by a parent, friend, or relative, please send a note to the child's teacher indicating a change in plans or contact the office by 2 PM. We will not release children without the appropriate notification. Parents who are picking a child up at the end of the day should arrive no earlier than 2:50 PM. Students will be dismissed to parents at 2:55.

Student drop-off procedures:

When you pull into the school parking lot, please turn left and follow the arrows to the drop off/pick up spot labeled (see map). When you reach that space at front of the building, there will be room for two cars at a time to drop children off with the adult on duty, beginning at 8:10. From there, children will go to the playground or inside to breakfast. If your child is tardy and no adult is present outside, please park in the designated visitor parking area, walk into the building, and sign your child in at the office. Please do not park in *no-parking* areas to ensure that our students are safely able to walk from buses to the playground and that the traffic in the parking lot can continue to move safely. If your child is unable to unbuckle from his or her safety restraints by himself/herself and needs parent assistance, please park your car in the visitor parking spaces and walk your child to the drop off/pick up area. Children should not be in the parking lot unattended. When you leave the visitor parking area, please follow the traffic flow of the drop off route to exit the lot, which may require waiting for others to drop off their children.



End of Day Dismissal Procedures:

For dismissal, we will be creating a car line. The car line will begin at the drop off/pick up location indicated on the map. When you come into the parking lot, turn left and follow the traffic pattern arrows. The first car to enter the line will park at the student drop off/pick up location. All other cars will queue in line behind that first car along the traffic circle. Beginning at 2:55, students who are being picked up will be brought to cars by a staff member, two cars at a time. To help to keep students safe and ensure our car line moves efficiently, please be mindful of the following:

1. Parents/Adults should remain in their cars. Please do not leave cars in the pick-up queue unattended.
2. Please do not pass the car in front of you.
3. Children will not be released to the cars of adults who are not listed on their pick-up or emergency form. If an alternative adult will be picking your child up from school, please inform the school of the change in writing and inform that adult of the dismissal procedures. Adults who are not known by the dismissal monitor will be asked to show identification.
4. If your child can ride the bus home, please let him or her do so whenever possible to relieve the end of day congestion. If you have questions about the bus schedule, please call Bath Bus Service directly at 443-1006.
5. If you need to change the end of day plans for your child, please send in a written note or call the office by 2 PM. Please do not change your child's end of day plans by email, as email is not always seen before 3 PM.
6. Cars must yield to the buses.

Attendance

Students are expected to be in attendance at school throughout the regular school year. However, there are times when attendance is not possible. Legally accepted reasons for absences are defined as:

- Personal illness
- Appointments with health professionals that cannot be made outside the regular school hours.
- Observance of a recognized religious holiday when the observance occurs during a regular school day.
- Emergency family situations.
- Planned absences for personal or educational purposes.

In order to participate in after-school events or activities, a student must be present in school for the entire day of the event.

Behavior Expectations

West Bath School is committed to ensuring that our school environment is safe, secure, and orderly. Our Code of Character applies to student behavior during the school day, before and after school, while on school property, while being transported by school vehicles, and at all

school sponsored events and field trips/field work. Infractions have a range of possible disciplinary responses that may be imposed by school staff, teachers, and administration. Responses may include, a student/teacher conference, student/teacher/administration conference, student/administration conference, parent conference, in-school disciplinary action or loss of privilege, and out-of-school disciplinary action, among other things.

Students have a right to:

1. Be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and intimidation;
2. Receive courtesy and respect from others;
3. Receive professional instruction.

Students have a responsibility to:

1. Attend school regularly and punctually;
2. Be prepared for class;
3. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
4. Show respect for school property and the property of others;
5. Be polite, courteous, and respectful towards others;
6. Behave in a polite, honest, and cooperative manner towards students, teachers and staff;
7. Refrain from obscene and defamatory communication in speech, writing, and other modes of expression.
8. Bring to school only those personal possessions which are safe and do not interfere with the learning environment.
9. Follow posted classroom rules (*see Code of Character Matrix of Expectations in the appendix.*)

Basic Classroom Rules:

1. Be on time and prepared for class.
2. Follow directions.
3. Be kind and fair to others.
4. Be safe.
5. Use classroom supplies appropriately.
6. Walk.

Basic Playground Rules:

1. Follow directions of adults.
2. Be kind and fair to others.
3. Be safe.
4. Keep shoes on your feet at all times.
5. Use playground equipment appropriately.
 - a. Climbers are for climbing.
 - b. The balance beam is for balancing.
 - c. Monkey bars are for turning and spinning.
 - d. Bouncing hangers are for hanging on and bouncing.

- e. Dome jungle gym is for climbing up and down, over and around, and for sitting on top.
 - f. Railway is for hanging on and getting a gentle push. Please send it back for the next person.
 - g. Bouncing platform is for standing on and bouncing.
 - h. Swings are for swinging while facing front. We keep our hands to ourselves, swing from front to back, and can give two-handed pushes from behind. If we are not on the swings we give a safe space for the swingers.
 - i. Slides are for sliding down on your bottom.
 - j. Tag is played on the grass, away from the playground equipment.
6. Make fair teams.
 7. Remain in the boundaries of the playground (on the woodchips or on or within the track.) Stay out of spaces that are closed due to weather or conditions.
 8. Keep objects on the ground (ie. woodchips, rocks, and snow).
 9. Remain on the playground unless you have permission from an adult to go inside.
 10. Line up in designated space when the whistle blows.
 11. Inform adults of problems.

When a student misbehaves while in school, the teacher will take steps to create learning opportunities to provide students with the skills necessary to respond appropriately in the future. If the behavior persists a formal discipline procedure persists with the aim of teaching the student how to make more appropriate choices in the future. Major behaviors involving safety, bullying, or physical aggression will be referred to the principal. Parents will be informed in writing, by phone, or in person if his or her child has been sent to the office as a result of a major behavior.

Bus Rules:

1. Remain seated.
2. Face the front of the bus.
3. Keep hands and feet to yourself and out of the aisle.
4. Use a quiet voice to talk to the person next to you.
5. No eating and drinking
6. Keep the bus clean by cleaning up after yourself.
7. Use kind and respectful language.

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.

Bomb Threats

Pursuant to Title 20-A MRSA, Section 1001, a student who is involved in a bomb threat will face suspension from school until the student is no longer deemed a threat to the safety of the students and staff. The student will be subject to criminal action pending an investigation by

law enforcement officers. Any days lost because of a bomb threat will be made up during the school year.

Building Use

The West Bath School is available for use by community groups. Requests for use must be made through the school office at least 7 days in advance. The individual responsible for the group must complete a building use form. Please contact the school office to complete a building use form. A rental fee and/or fees for additional custodial time may be charged.

Bullying

Bullying, as defined by WBSAU policy, is not acceptable conduct at West Bath School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. See Policy JICK.

Electronic Devices

Personal electronic equipment used for communication or entertainment (including but not limited to cell phones, ipods, iphones, etc) cannot be used during the school day or on the school bus. If a student must have a device, electronic devices must be turned completely off and remain in a child's backpack during the school day. Students are not permitted to use cell phones, including text messaging, during the school day. The use of cameras, including camera phones, is strictly forbidden on school grounds, except with the explicit permission of the classroom teacher or principal. If these rules are violated, a staff member will confiscate the device for the remainder of the school day and disciplinary actions will be imposed.

Emergency Cards/Information

Each September parents are asked to complete an Emergency Information Card for the school. This card provides us with a record of the child's home number, parents' names, work numbers, family physician, medical information, and emergency contacts. **This information is very important in the case of illness or an emergency. It is important that this information stays accurate and up to date. Please notify the office immediately when your telephone number, addresses, or emergency contacts change.**

Emergency Closings

There may be occasions when a decision has been made to dismiss students early in the day. If this should occur, various radio and television stations in the area will carry the announcements. Please take the time to discuss with your child(ren) what to do in such an occasion. It would be helpful for the teacher to have a note with specific arrangements for

where the child is to go-the sitter, a neighbor, or home. Although we try, it is not possible to make phone calls to all parents.

Evacuations and Lockdowns

WBS has a detailed Crisis Plan for major crises demanding evacuation or lock down. Specific plans for safely evacuating students and staff from the school are in place and practiced on a regular basis. There are also established procedures for the securing of the school should that step be necessary to keep our students safe. By state law there will be 10 evacuation/fire drills and at least 1 lock down drill held throughout the year. These sessions are designed to help students learn how to respond if and when there is any type of emergency at school and become familiarized with the procedures, reducing their fears and anxieties. Every possible step will be taken by staff members to ensure the wellbeing of all members of our school community during drills.

Federal Programming – Elementary and Secondary Education (ESEA)

Federal funding for various types of programming are provided to schools. WBSAU currently applies for and receives funding for Title I – reading supportive services and Title IIA Professional Development funds. These programs support district teacher and educational technician salaries and stipends, supplies, and professional development.

Additionally, under ESEA 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. This means we must inform parents whenever a teacher who does not meet the federal definition of “Highly Qualified” teaches a child for four consecutive weeks.

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 teacher 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. At this time, 100% of teachers in the WBSAU meet the NCLB qualifications for being “Highly Qualified”.

Additional information on the ESEA Act, as well as on the qualifications of your child’s teacher is available on request. Please contact Emily Thompson at 443-9145 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.

Field Trips/Field Work

As part of the academic program, students will participate in a field trip or field work. There may be occasions when the students will be required to pay a small fee to cover the cost of the trip. A signed permission is required of each student in order to participate. Students without completed permission slips will not be allowed to participate. Parents who have had a background check may be asked to chaperone. This allows for better supervision of students and presents an opportunity for the parent to become directly involved in their child's educational experience.

Food Service

A well-balanced hot lunch is offered daily. Students who bring a bag lunch may purchase milk. Meals are served on a pre-paid basis. It is recommended that parents send money for the week on Monday in an envelope labeled with the child's name. Checks should be made out to the Town of West Bath. Alternatively, student lunch accounts may be paid online at <http://www.myschoolbucks.com>. Breakfast and lunch prices are as follows for the 2017-2018 school year:

- Breakfast - \$1.25
- Adult Breakfast - \$2.50
- Milk - \$.55
- Lunch - \$2.55
- Adult Lunch - \$5.30

Parents should make checks payable to Town of West Bath or utilize the online payment system (myschoolbucks.com). Applications for free and /or reduced lunches are available in the school office or on the school website.

Guidance

The school guidance counselor, Allison Cosgrove, is available to all students to help them have a positive school experience. The program involves classroom guidance lessons and other group related activities. The guidance counselor may meet with children individually when necessary for short term support, and work in consultation with teachers and parents. Students, teachers, and parents may make referrals to the guidance counselor anytime during the duration of the school year.

Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extra curricular, co-curricular, and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and/or appropriate disciplinary measures. See policy JICFA.

Homework

Homework is assigned to reinforce and enrich student learning. It is the responsibility of the student, not the parent, to see that homework is completed. Homework is assigned to give practice in basic skills, to develop good work habits, to teach students to budget time, and to help students develop responsibility.

The amount and type of homework assigned differs among teachers. As a child advances through school, it is reasonable to expect that the amount of homework can be increased using the following guidelines:

- Kindergarten through Grade Three: Up to 30 minutes daily
- Grades Four through Grade Five: Up to 60 minutes daily

Additional work may go home if a student does not take advantage of the time given in school for an assignment.

Students may have adjusted expectations according to their needs and what is stipulated on the accommodations or modifications page of their Individualized Educational Plan. Students should check with their teacher for missing assignments after an absence.

Students who commit to extra courses, such as band, may have additional homework expectations.

Immunizations

State of Maine Requirements for School Children

All parents registering a student in the Regional School Unit 1 Schools must show written proof that their child has received the following immunizations per State of Maine Immunization Law, before they may attend school.

- 5 DPT/DT's (4 if the fourth dose was given after age 4)
- 4 POLIO (3 if the third dose was given after age 4)
- 2 MMR
- 1 VARICELLA (2 if the first dose was given after age 13)

Acceptable forms of evidence of immunization include previous school health record, medical record from medical office, laboratory results, or official Certificate of Immunization. One of these must be provided to the school main office for a child to attend West Bath School.

Non-immunized students shall not be permitted to attend school unless an Immunization Exemption Form is completed and signed annually.

The Certificate of Immunization must be presented to the school before the child can enter.

Inappropriate Items for School

As a rule, inappropriate items are those which could interrupt or detract from a safe and orderly learning environment. Items deemed inappropriate, as well as all toys and trading cards, should be left at home. The school will not be responsible for loss or damage to personal items. Examples of inappropriate items for school are as follows: toy or imitation weapons, electronic games, cell phones, matches, lighters, skates, or skateboards. Possession of weapons, cigarettes, alcohol, drugs, or drug paraphernalia on any school property is strictly prohibited and will be investigated by the Sagadahoc Sheriff's Department.

Library

The library's mission is to provide information and a wide variety of reading materials for all students and teachers. Parent volunteers are always welcome. Students have a formal library period once a week with their class. They are able to check out books, conduct research, hear a story, and receive instruction in library skills. All students can return as often as needed to exchange books. Books may be checked out for one week with renewal available. There are also educational videos available for student use. As with any library, there is a need for cooperation in the care and use of books and for the prompt return of borrowed materials. Parents are asked to help their children keep track of library materials, return them on time, and pay for materials that are lost or damaged.

Lost and Found

It is a student's responsibility to report lost articles to a teacher or staff member at the time it first appears to be missing. Most articles found in the building are turned into the office. Lost clothing is placed near the cafeteria entrance. Children are encouraged to check it often. Unclaimed articles will periodically be turned over to a local agency. It is suggested that all

student articles be labeled. Please do not allow your child to bring valuable items or large amounts of money to school. Please call the office if you are concerned that a valuable item may have been lost at school. We will always try to locate the item.

Medications

It is the practice of the WBSAU that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

If it is necessary for a student to take medication during school hours and the nurse is not available, the Principal or designee(s) will administer the medication in accordance with the following:

A. A permission form, "Medication Authorization Form (Prescription or Non-prescription)," is completed and signed by the parent or legal guardian and the physician or nurse practitioner or physician's assistant.

B. The medication must be sent to the school office in the original, unbreakable container with a pharmacy produced prescription label with the name of the medication, date, dosage and the name of the student who is to receive it. Over the Counter (OTC) medication must be in the original container.

Students are not permitted to carry their own medication in their pockets, purses, or book bags. All medications are to be brought to the school office by the parent or legal guardian where it will be kept in an area inaccessible to other students and administered to the student at the appropriate time.

Newsletters

The school prepares a weekly newsletter that is sent electronically to families on the last day of the school week. It contains information on upcoming events and specific items of importance. The newsletter is a bridge between home and school. Please make it a point to read and refer to the newsletter.

Nurse

Our nurse, Hannah Goss, is employed by the school department one day per week. The nurse conducts vision and hearing screening for all students in pre-K-5. She is available to parents for consultation purposes by calling the school on Tuesdays.

Parent Concerns

There may be times when a parent or guardian has a concern with something that has happened at school. If that is so, we wish to hear about it immediately. It is always best to first contact the child's classroom teacher. If the issue can't be satisfactorily resolved at that level, then a call to the principal would be appropriate. The classroom teacher, the principal and the parent will work together to resolve the issue at hand.

Parent Teacher Organization (PTO)

The West Bath School Parent Teacher Organization is comprised of members of the school community. The group has two primary purposes:

- To raise funds to supplement the school budget and provide the moneys for field trip, extra curricular events, school equipment, etc.
- To serve as a community resource and help the community be aware of school functions and events.

The meeting schedule of the Parent Teacher Organization will be posted. Participation provides parents with a unique opportunity to have a positive impact on their children's education. It is also an opportunity for the children to learn about community involvement and become a part of the solution. PTO officers are nominated and voted upon each June and begin their service the following September.

Placement

The staff at West Bath School strives to provide fair and equitable placement for all students. Our goal is to create classes that are well balanced to meet the needs of all students within them. When students must be assigned among teachers at a grade level, many things will be taken into consideration including, academic strengths and needs, social and emotional development, learning style, peer relationships, gender, class size and parent requests. Once the lists are created, the principal, guidance counselor, and teachers will review them to make any necessary adjustments. Parent input in this process is important. Requests for placement must be made in writing and submitted to administration no later than May 15. Final decisions for placement rest with the principal.

Promotion or Retention

It is the intent of the School Board that appropriate instruction is offered to all students in a progressive and sequential manner. Grade placement of each student will be made on an individual basis. Retention is only considered if student data indicates that it is in the best interest of the student to be retained. Parents, teachers, guidance counselors, and the principal partner to make such important decisions. Parental input is of extreme importance, as this decision is not made lightly. Parents dissatisfied with the decision may appeal to the Superintendent and School Board.

Recess and Lunch Schedules

Kindergarten – Grade 2:

Lunch - 11:30 – 12:00

Recess – 12:00 – 12:30

Grade 3 – Grade 5:

Recess – 11:30 – 12:00

Lunch – 12:00 – 12:30

Report Cards

Report cards will be sent home with students three times a school year (December, March, and June).

Right to Search

Desks, storage places, cubbies, and coat areas provided for students are and remain at all times, property of the WBSAU. These areas and their contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought onto school grounds when there is reason to suspect that a student may be in possession of items that violate school policy.

School Attire

All students should dress appropriately for school. Parents should assist their students in selecting clothing that will not detract from the instructional program. Clothing that advertises alcohol, tobacco, or rude language will not be allowed. Clothing that does not cover a student's body properly may not be worn. Hats are not allowed to be worn within the school building. Students may be asked to change their attire if they come to school dressed in a manner that is deemed to be inappropriate.

Students should be dressed adequately for all types of weather. Students are expected to attend outside recess in all seasons and in light rain. Please send your students to school in clothing that is acceptable for the season.

School Cancellations

When it is necessary to delay or cancel school, parents can turn to the following television stations for announcements: channels WCSH6, WMTW8 and WGME13. If school is not in session, staff will not be available to take your phone calls. Additionally, school delays or closures will be listed on the school website and school Facebook page. School cancellations are listed under West Bath School.

Section 504 of the Rehabilitation Act of 1973

Procedures:

1. Referral to the 504 team may be made by school staff members, parents, or students.
2. Parents will be notified of the referral and their rights.
3. When evaluations are gathered or completed, the 504 team will review the data to determine if the child is handicapped, the life function that is limited, and the extent to which it is limited.
4. If the student is eligible under Section 504, and accommodation plan will be developed.
5. The 504 team will review the plan at least annually.
6. Should the committee consider making a significant change to the student's program, another evaluation should be completed.
7. An alternative route to these procedures should be undertaken when an IEP team has determined that a student has been evaluated, found to have a disability that adversely affects the student's educational performance but does not need special education. In this case the relevant data should be turned over to a 504 team to develop a plan.

Special Education

Students who have been identified with specific learning disabilities or physical handicaps may be eligible for special education services. These services are provided to students in a setting that is deemed most appropriate. Services may range from support in a classroom to instruction in a separate setting. A variety of services are available to a student when deemed necessary: academic instruction, speech/language, occupational therapy, physical therapy etc. Students must qualify for special education services by meeting specific criteria and participating in a special education referral process. This process includes: referral, testing, and parent's attendance at an Individualized Educational Plan (IEP) meeting to review results of testing. The IEP Team is composed of teachers, administrators, specialists and parents. If the team determines that a student is eligible for special education services, an IEP is developed. The classroom teacher and appropriate special education staff implement this plan. The plan is reviewed and revised yearly. Parents who have concerns regarding their child's progress should contact the classroom teacher or building principal immediately.

Student Code of Character

In the winter of 2010, the students at the West Bath School created a student code of character. The traits in the code represent the ways in which we strive to act and treat each other when we are in our classroom, at lunch, on the playground, in the hall, and on the bus. The traits that we strive to follow are to be:

- Respectful – I use kind words and actions towards other people, belongings, and my school.
- Compassionate – I will show that I care about others and their feelings.
- Honest – I am truthful and fair.
- Joyful – I approach things in a joyful manner. I am happy and positive.
- Responsible – Others can count on me to do the right thing. I am dependable.
- Creative – I will share ideas in my own unique way.

Student Records

Pupil records are kept to assist in the instruction, guidance, and educational progress of each student. Pupil records include directory information, academic data, and standardized test scores from achievement tests and the Maine Educational Assessment. All records are maintained in the school office. Parents or legal guardians have the right to review records in accordance with school policy. This may be done by completing a request form to view the records during school hours. Copies of records can be obtained at a cost of \$.10 per page plus postage if mailing is required.

Student Testing

West Bath School strives to provide a comprehensive academic program for its students. To obtain up to date information on academic progress, it is necessary that certain tests be administered to students on a regular or yearly basis. These tests provide a record of achievement and serve as tools for determining individual strengths and needs. Test data also gives the school information on the appropriateness and effectiveness of curriculum. Students are given the following tests throughout the academic year; common writing prompts, Dial 3 (Kindergarten), Developmental Reading Assessment (DRA), Maine Educational Assessment (MEA) (Grades 3-5), Science Maine Educational Assessment (MEA) (grade 5) and the Northwest Education Association's (NWEA) Measure of Academic Progress. All student scores are reviewed and accurate records of the scores are maintained in each student's cumulative file. Should a student transfer to another school, these records are forward to the receiving school upon receiving a release of information. Results of the Maine Educational Assessment are sent to parents upon their arrival. Other classroom assessment results are available through conferences.

Student Use of Office Telephone

Students are always allowed to use the office telephone in the case of an emergency. Please discuss with your child what constitutes an "emergency" call home (missing note, essential homework due on a specific day, permission slip etc.).

Student Visitors

There may be times when student or parents request that relatives who attend other schools be able to attend classes at West Bath School. We believe that this could interfere with the established educational environment in the classroom. Please consult the teacher and administration before discussing the potential of a visit with your child.

Student Wellness

On March 2, 2016, the West Bath SAU Board of Directors adopted a new Wellness Policy, demonstrating the deep commitment of the WBSAU for the health and wellness of all our children. The policy address 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. The meals served through our cafeteria are well-balanced and nutritious. We encourage all parents to provide healthy snacks for your children, such as fresh fruits and vegetables, yogurt, hard-boiled eggs, cheese and whole grain breads. Parents are asked to considered the wellness policy when providing food for school or classroom events.

Technology/Student Computer and Internet Use

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with all school policies and rules regarding computer and Internet use. The school reserves the right to monitor all computer and Internet activity by students. Students who violate the policy and or rules may have their privileges revoked and may face further disciplinary action. Before a student is allowed to use school computers and Internet services, the student and the student's parent or legal guardian must sign and return the Computer/Internet Access Acknowledgment form. These forms are available in the students beginning of school packet. The school will retain the signed acknowledgment.

Textbooks and Equipment

Students are responsible for taking care of books and materials that are provided to them from school. They must be returned to school in good condition at the end of use. Parents/legal guardians will be billed at the end of the school year for any damaged or lost materials.

Title I

Title IA is a federally funded program that provides extra assistance in reading and/or math for eligible students. This is a supplemental program in addition to the student's regular language arts program. All first grade students are screened in September using Clay's Diagnostic Survey. This assessment consists of 5 subtests including alphabet recognition, concepts of print, 20 word recognition List, writing as many words possible in ten minutes,

and a dictation test of two sentences looking for sound symbol correspondence. Parents are notified if their child qualifies for Title I services. Parents must give written consent for a child to participate in the program. Children receive services either in their classroom or a tutorial space. They may receive assistance individually or in a small group setting. Typical service time ranges from 15 to 30 minutes three to five times a week. Parents are welcomed to sit in on a session.

Truancy

A student who is habitually absent (attaining the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during the school year) can be regarded as truant. Any person having the responsibility for a child who is a habitual truant may be fined by the state. Any person who permits a child to be absent from school or conceals a child when he is absent, commits a civil violation for which a fine of not less than \$500.00 shall be imposed. The attendance officer will investigate suspected cases of truancy as directed by administration and required by law after two cases of unexcused absences.

Visitors

All visitors to the school must check in with the office before going to a classroom. Visitors must wear a visitor badge while in the building and sign out in the office after the visit. Student and pre-school visitors are not permitted during regular school hours.

Volunteers

West Bath School values volunteers! The role of volunteers may change as your child progresses from kindergarten through sixth grade. In the lower grades, (K-2) parent volunteers are a welcomed extra pair of hands in a day filled with many different transitions. In all grades, parent volunteers may be asked to confer with students about writing, listen to students read, work with small groups of children who need extra support, or assist a teacher with material preparation. Volunteers are also extremely helpful in art classes or on field trips. Each teacher has an individual preference for working with volunteers so please contact him or her to find out how you can be an asset to the classroom environment. Volunteers in West Bath must participate in a background check prior to working in a classroom, with students, or chaperoning field trips/field work. The necessary form can be obtained in the office or on the school website.

Walkers and Bicyclers

Students who would like to walk or bike to and school are permitted to do so. Parents must contact the school personally to verify that they approve of their child's mode of transportation. The office also requires that a signed permission slip be on record for safety purposes. Please contact the office to obtain this form. According to state law, any student riding their bicycle to or from school must wear a helmet.

WBSAU Board Policies

The WBSAU Board of Directors and school administrative have developed a comprehensive menu of policies that guide the operation of our organization and school. 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 at: <http://www.westbathschool.org>. Once there, click on the heading "Board of Directors" and pull down to policies. 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 WBSAU Board Policy, the Board Policy will govern.