

CONGIN SCHOOL

HANDBOOK

2023-2024



Westbrook School Department
410 Bridge Street
Westbrook, Maine, 04092
207-854-0844

If you need any special accommodations to make it possible to attend and participate in any meeting, parent conference, or presentation throughout the year, please contact the Special Services Offices at 854-0850.

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Welcome to Congin School

Congin Students, Families and Community,

I am eager to begin this school year with you all as we start to plan the 23-24 school year. I hope everyone has had a fantastic summer filled with memories and enjoying the nice weather. I have spent my summer with a few trips, spending time with my loved ones, and I have been getting settled in at Congin school by meeting with staff and starting to meet you all!

As our classrooms and hallways are busy being cleaned by our amazing custodial staff, I am excited to have them filled up with staff and students who are eager to learn and enjoy the upcoming school year. It is always our goal to help each student and family feel welcomed, connected and a part of the Congin School family. Additionally, we strive to provide students with rigorous learning opportunities to help them grow their academic abilities.

If you are a new student or family to Congin School this year, welcome to our Congin family! I hope you quickly feel welcomed and that you become involved in all of our activities from after school clubs, after school events, PTO meetings, and volunteering opportunities. Our PTO is planning on meeting the second Monday of every month at 6pm. Meetings will be held at Congin School in the cafeteria. I hope families will be able to join this group to help with events and initiatives.

In our effort to provide the highest level of education, it is important for students to attend school each day and be on time. School begins promptly at 8:40, and any student who comes in after that time will be considered tardy. Additionally, it is imperative that parents and teachers have open lines of communication. Please keep in contact with your child's teacher via phone, email, or in person by scheduling a meeting. Throughout the year, information will be shared on our website, our Facebook page, or by text/email.

I am looking forward to a great school year. Please contact the Congin School office at 207-854-0844 if you have any questions.

Your Principal,

Marc Bisson

WESTBROOK SCHOOL DEPARTMENT
SCHOOL CALENDAR
 2023-2024

August / September				
M	T	W	TH	F
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
T - 23		S - 21		
25,29 Prof Development Days 1 No School 4 Labor Day				

October				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
T - 21		S - 20		
6 Prof Development Day 9 Indigenous Peoples' Day				

November				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
T - 19		S - 18		
9 K-12 - 1/2 day students 10 Veterans' Day observed 22 Compensatory Day 23 Thanksgiving 24 No School				

December				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
T - 14		S - 14		
21-29 Vacation 25 Holiday				

January				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
T - 21		S - 21		
1 New Year's Day 15 Martin Luther King Day				

February				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
T - 16		S - 16		
19 Presidents' Day 19-23 Vacation				

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
T - 21		S - 20		
15 Prof Development Day				

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
T - 17		S - 16		
11 K-12 - 1/2 students 12 Compensatory Day 15 Patriots' Day 15-19 Vacation				

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
T - 22		S - 22		
27 Memorial Day				

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
T - 9		S - 9		
13 Last Day of School (1/2 Day) If necessary, contingency days will be added to make up for school closures. 19 Juneteenth				

- 60 Minute Early Release Day for Students
- ◇ K-12 1/2 day family / school conferences
- △ Compensatory Day
- Prof Development Day; No School for students
- () 1/2 Last Day of School
- No School

Graduation TBD

Quarters	Student Days	Teacher Days
August 28 - November 3	= 44	47
November 6 - January 19	= 42	43
January 22 - April 12	= 53	55
April 15 - June 13	= 38	38
Totals =	177	183

Approved by School Committee: May 10, 2023

Canal School	(Grades PK - 4)	207-854-0840
Congin School	(Grades PK - 4)	207-854-0844
Saccarappa School	(Grades PK - 4)	207-854-0847
Middle School	(Grades 5 - 8)	207-854-0830
High School	(Grades 9 - 12)	207-854-0810
WRVC		207-854-0820
Adult Education		207-854-0826
Superintendent's Office		207-854-0800
Transportation Office		207-854-0807
Special Services Department		207-854-0850
Multilingual Learner Dept / ELL		207-591-6237
Homeless Liaison		207-854-0850
Affirmative Action / Title IX Coord		207-591-6048
School Nutrition		207-854-0810 ext. 2061

Staff List

Principal - Marc Bisson (bissomn@westbrookschoools.org)

Administrative Assistant - Bethany Fulton (fultonb@westbrookschoools.org)

Nurse - Melody Heath (heathm@westbrookschoools.org)

Alternative Ed Tech III - Kevin Dowling (dowlingk@westbrookschoools.org)

School Counselor - Christine Woolworth (woolworthc@westbrookschoools.org)

School Counselor / Social Worker - Mary Richardson (richardsonm@westbrookschoools.org)

Kindergarten

Kayla Downing (downingk@westbrookschoools.org)

Josh Galvin (galvinj@westbrookschoools.org)

Celina Marden (mardenc@westbrookschoools.org)

Melissa Morowski (morowskim@westbrookschoools.org)

1st Grade

Mary Armstrong (armstrongm@westbrookschoools.org)

Calista Jackson (jacksonc@westbrookschoools.org)

Janine Lappin (lappinj@westbrookschoools.org)

Kimberly Walls (wallsk@westbrookschoools.org)

2nd Grade

Madison Dudley (dudleym@westbrookschoools.org)

Vanessa Kinslow (kinslowv@westbrookschoools.org)

Katlyn Preston (prestonk@westbrookschoools.org)

Kelly Townsend (townsendk@westbrookschoools.org)

3rd Grade

Jennifer Bertino (bertinoj@westbrookschoools.org)

Mary-ellen Doherty (dohertym@westbrookschoools.org)

Lindsay Rounds (roundsl@westbrookschoools.org)

4th Grade

Danielle McLaughlin (mclaughlind@westbrookschoools.org)

Wendy Nugent (nugentw@westbrookschoools.org)

Angela Pecoraro (pecoraroa@westbrookschoools.org)

Special Education

Chelsea Beliveau (beliveauc@westbrookschoools.org)

Bethany Fournier - OT (fournierb@westbrookschoools.org)

Nicole Gelston - Speech (gelstonn@westbrookschoools.org)

Kristen Lemay (lemayk@westbrookschoools.org)

Salina Santone - Ed Tech III (santones@westbrookschoools.org)

Nancy Marcigliano - Ed Tech III (marciglianon@westbrookschoools.org)

Zainab Abdulrazzaq - Ed Tech III (abdulrazzaqz@westbrookschoools.org)

Unified Arts

Hannah Eastman - Library (eastmanh@westbrookschoools.org)

Wendy Gaulrapp - STEAM (gaulrappw@westbrookschoools.org)

Rachel Dean - STEAM (deanr@westbrookschoools.org)

Jami Murphy - PE (murphyj@westbrookschoools.org)

Melissa Perkins - Art (perkinsm@westbrookschoools.org)

Michael Varno - Music (varnom@westbrookschoools.org)

Susan Cyr - Music (crys@westbrookschoools.org)

Title 1

Amy Doughty (doughtya@westbrookschoools.org)

Becki Wellman (wellmanb@westbrookschoools.org)

ML Teachers

Kirsten Bjork (bjorkk@westbrookschoools.org)

Susan Powers (powerss@westbrookschoools.org)

Interventionist/Coaches

Andrea Elder-Bruns (elderbrunsa@westbrookschoools.org)

Kellie Hooper-Bressler (hooperk@westbrookschoools.org)

Marianne Collins (collinsm@westbrookschoools.org)

Briana Morrill (morrillb@westbrookschoools.org)

Christina Proulx (proulxc@westbrookschoools.org)

Custodians

Rae Belanger (belangerr@westbrookschoools.org)

Mark McCarthy (mccarthym@westbrookschoools.org)

Eileen Rousseau (rousseau@westbrookschoools.org)

Telephone Numbers

Congin School	207-854-0844
Transportation	207-854-0807/0808
Superintendent's Office	207-854-0800
Canal School	207-854-0840
Saccarappa School	207-854-0847
Westbrook Middle School	207-854-0830
Westbrook High School	207-854-0810

It is appreciated if arrangements for after school are made in advance when possible. Changes in student's afternoon dismissal or transportation must be made prior to 12:00pm.

School Hours

School officially begins at **8:40 am** and ends at **3:20 pm** each day. Students can start getting dropped off beginning at **8:25 am**. Students cannot be dropped off prior to 8:25.

Our Shared Vision

The Westbrook School Department believes education is a partnership among students, staff, parents, and community. We encourage self-directed learning and individual excellence through student-centered activities and interdisciplinary connections. Within a framework of high expectations, the school environment allows for a variety of opportunities for students to demonstrate what they have learned. As partners in learning, we all share the responsibility to make this vision a reality in a changing world.

Our Mission - One Promise: The best education for all, for life.

Attendance

Attendance at Congin School is imperative to ensure the success of all students every day. This data must be reported to the Maine Department of Education each year, and it is a factor in determining if the school makes Adequate Yearly Progress.

We ask that appointments or family trips be scheduled after school hours whenever possible. Each day that we have with your child is very precious for their learning and emotional well-being.

Please contact our Congin School Office (207-854-0844) if your child is sick and is unable to attend school. If you have any questions, please contact Ms. Heath, our school nurse, if you have any health related questions. Thank you in advance for working together with us to ensure that everyone stays safe and healthy.

Absences

If your child is going to be absent, please notify the school (207-854-0844) by **8:30 am**. Please let us know the purpose of the child's absence so that we may determine whether the absence or tardiness is excused. If we do not receive a phone call about the absence, your child will automatically receive an unexcused absence. Student attendance is monitored regularly, as the Westbrook School Department has an intervention process to help those students who develop a pattern of absenteeism.

We will continue to require an authorization from your child's physician or other professionals explaining the need for any absence or late arrival in order for it to be recorded as an excused absence. Most professional offices have these forms readily available, so please ask them to provide you one when you arrive to your appointment.

If a child is leaving on a family vacation and will miss school days, the child's guardian must submit a letter in writing to the principal ahead of the absence for approval.

Policy - JEA and Truancy Code - JHB

Health Emergencies

Please make sure that we have all emergency numbers to reach relatives or friends in the event your child is ill or hurt and you are unavailable. Please update these numbers as necessary as it is crucial that we are able to reach someone in case of an emergency.

If your child exhibits symptoms consistent with COVID-19 during the school day the school nurse will be contacting you to come and pick your child up immediately. Students will be in an isolation room until parent/guardian arrival.

Medication

Medication will be provided to the school nurse under the conditions listed below:

1. No drug or medication will be allowed in the possession of a student at any time on school grounds or on the bus. Students are not allowed to carry any medication.
2. All prescription medications will be delivered to the school nurse by parent or guardian.
3. Prescription medications must be in the original pharmacy container labeled with the student's name, date of prescription, the name of medication, dosage, and the prescribing physician's name.
4. Written permission by the parent or guardian must be provided on the medical consent form (available in school office).

If your child has significant medical concerns, your child may benefit from a 504 plan. This plan is created with the help from the district nurse, school nurse, nutrition director, classroom teacher, principal, and guidance counselor. Please contact the school nurse or guidance counselor for more information.

Policy - JLCD

Necessary Notes

Notes from parents or health professionals are required and **must be presented to the secretary** in the morning for the following reasons:

- Absence or late arrival
- Any changes pertaining to the dismissal of a student
- Medication
- Early dismissal

Immunizations

Immunizations and a completed health history form are required for school enrollment. Maine State Law makes immunization mandatory for each school child in kindergarten through the 12th grade. The law also mandates that a record of immunizations be on file at the school for each child. To comply with the law, each child must be completely immunized or be in the process of being immunized prior to school enrollment. The district needs cooperation of all parents to meet these requirements and to help insure a healthy school environment. According to the state law, each child must be immunized with the following immunizations:

- 5 DTP (Diphtheria/Tetnus/Pertussa)
- 4 Polio (IPV or OPV)
- 2 MMR (Measles, Mumps, and Rubella)
- 2 Varicella

Policy - JLCB

Changes in Information

Please notify the school office of any and all changes in address, **telephone numbers** (either at home, cell, or work), baby-sitter and childcare arrangements, and telephone numbers for emergency caretakers. It is vital that we are able to reach you in case of an emergency. Our School Messenger System will also need to be updated.

Emergency School Closing

During inclement weather when school remains open, parents should exercise their own judgment with regard to sending children to school. In the event of an emergency school closing, announcements will be made on local radio stations, television stations, and on the district website. The superintendent of the Westbrook School Department will send an automated message out when school is closed or when dismissal is early.

Within the first ten days of the new school year, parents must notify the school of an emergency child-care plan in the event of an unexpected school closing. Children will not be allowed to remain in school on an emergency closing day since emergencies indicate critical safety concerns. A form is sent home in the first week of school for this purpose.

Policy - EBCE

Volunteers

Volunteers are welcomed and encouraged to work with children and staff in the classrooms. It is our hope that you will share your knowledge, skills, interests and enthusiasm with our children and staff. Please contact the volunteer coordinator, Diane Rivers-Hooke riversd@westbrookschoools.org, for more information.

Volunteers must complete an application, have a background check, and attend an orientation meeting before volunteering. Applications are available on the district website. There will be one orientation meeting per month. This process takes some time so please plan ahead to ensure you are able to help when the opportunity arises.
Policy IJOC

School Visits

Parents are welcome to the school. Advance arrangements are to be made through your child's teacher. All teacher appointments are to be scheduled ahead of time. Meetings with teachers during drop-off or pick-up are not permitted.

In order to ensure safety, of our students and staff as well as the visitor, all visitors **MUST**:

- enter through the main entrance
- sign-in at the main office
- get a badge from the secretary

School personnel may request to see identification of any person on school property. The principal or her designee may refuse to allow persons with no legitimate business or unruly persons to enter school grounds.

As part of our **SCHOOL SAFETY PLAN**, all parents, visitors, and volunteers who wish to go into the building past the office are required to wear identification tags available in the main office.

Dismissal

To protect the safety of our students, children will be released **ONLY TO** parents, guardians, or others listed by parents/guardians on the emergency cards. If someone

else is to pick up your child, you must provide proper consent directly to the secretary in the office or the principal.

Any person not named on the emergency form, not known to us, and asking to pick up your child will be asked to provide a picture ID that will be copied and kept on file. Persons authorized to pick up your child when you are unable to be reached should notify you that they have done so.

Walkers / Parent Pick-Up

All students outside the defined walking distances can be transported to and from school on a school department bus. A predefined location for the pick-up and dropping off of students will be set at the beginning of each school year by the transportation director.

Transportation will not be provided outside each school's designated area. Students on waivers are not provided transportation.

Parents/guardians picking up students are to use the student drop-off/pick-up lane. Parents/guardians are to stay with their cars. Teachers will bring students to their cars. Pick-up time is 3:25. Please do not arrive earlier as this will have a negative impact on the movement of vehicles through the drop-off/pick-up lane. This lane is not for parking and/or waiting.

Parents/guardians dropping off students are to use the student drop-off/pick-up lane. Parents are to stay in their cars. Drop-off time is between 8:25-8:40. Please do not arrive earlier than 8:25 as there is not student supervision prior to this time and arriving early will negatively impact the flow of the student drop-off/pick-up lane.

Parents should determine the route your child/children is to use to and from school if walking. Time your walk/ride so as to arrive between 8:25 and 8:40am. Students must be in the classroom by **8:40 am** or they are considered tardy. Students are to walk on the sidewalks. If there is no sidewalk, use the left side, facing oncoming traffic. Students must never run between parked cars and look in all directions before crossing the street, using marked crosswalks.

Bus Changes

Parents are asked to make bus pick-up and drop-off the same each day. Once students are assigned to a bus, they will ride this bus until further notice. **If a child is to be picked up at school rather than riding the bus, a written note must be sent to school with the child or a parent must call the office prior to NOON. If we do**

not receive a note in the morning or a phone call by noon, the student will be sent home on their regular bus. Changes in buses can not be made for such things as playdates or parties.

Children being picked up by a parent/guardian during the middle of the school day must be picked up outside the main office doors.

Long-term or permanent changes in a child's bus arrangements must be made with the Transportation Director by calling 854-0807.

Policy - EEA

Bicycles

Students are allowed to ride their bicycles to and from school and park them on school premises, at their own risk, during school hours.

Students who ride bicycles are expected to:

- When on the sidewalks of the school, bikes are to be walked – not ridden.
- Park bicycles in space provided.
- Lock bicycles individually. The school does not assume responsibility for bike loss or damage.
- Students are expected to obey all state safety and highway regulations regarding bicycles.
- Helmets must be worn according to the law.**

Students riding bikes are to arrive between 8:25 and 8:40am., not before.

Fresh Fruit and Vegetable Program

Beginning in September, all students will have access to a daily fresh fruit or vegetable snack. These snacks are provided through a federal grant based on our school's demographics. We encourage students to try these healthy snacks.

Lunch

We will have 5 lunches beginning at 10:30 AM. If your child is going to be late on any given day and wishes to receive hot lunch, you should notify the school prior to 8:40am (when lunches are ordered).

All students will receive a free breakfast and lunch this year.

Student Behavior

The goal of the school is to foster independence and responsible behavior. Students, staff, and parents share responsibility for learning. Students are expected to behave in a manner that reflects their understanding of the function of a public school. A school is a community of students and staff working together with parents to assure the best possible education for each student while maintaining individual rights and respecting the rights of others. Within this context, home and school must work together to assure clarity and consistency of discipline.

The behavior guidelines apply to all areas of the student's school day, including the areas of classroom, hallways, cafeteria, playground, buses, gym, field trips, etc. Through our Positive Behavioral Interventions and Supports (PBIS) philosophy model (Be Kind, Be Safe, Be Responsible, and Be Respectful) and practice behaviors in our matrix of expectations for student behavior in all parts of the school. We ask that parents regularly reinforce these guidelines for behavior.

Policy - JK

Recess

Children who are able to attend school on any given day are also able to go out to recess. If there are extenuating circumstances that prevent this, please contact the school nurse to explain and provide a doctor's note. This time to run and play in the fresh air helps to stimulate and renew a child's ability to be attentive and learn. On poor weather days (rain and extreme temperatures), we will arrange for recess to be inside.

Playground Behavior

The safe use of equipment is taught to each class at the beginning of each school year and reviewed throughout the year.

All activities are expected to be safe and friendly. Organized games, visiting with friends, or simply relaxing alone are all activities that are safe and enjoyable. Rough play, pushing, and wrestling lead to fights, ruined clothing, and injuries and are unacceptable activities.

Baseballs, tackle football, throwing stones, sticks, ice or snow, and riding skateboards are **prohibited** for safety reasons. The teacher will point out the specific areas of the playground designated for student use. Students must stay on the playground at all times.

Unsafe play during recess may result in loss of recess, parent notification, and/or suspension from school.

Policy - JIC

Dangerous Items

Dangerous items such as weapons: knives, matches, guns, bow and arrows, bullets, and explosives such as caps, fireworks, etc. are prohibited on school grounds. This includes making items that can resemble or be used as a weapon. Bringing such items to school will result in suspension from school.

Policy – JICIA

Vandalism

School vandalism by students will be reported to parents and law enforcement. Parents will be responsible for restitution for damages as determined by school officials.

Animals at School

Persons who wish to bring animals into the school must have prior approval from the classroom teacher **AND** principal.

Policy - IMG

Toys and Other Valuable Items

Trading cards, toys, electronic games, radios, skateboards, and other valuable items, etc. **are NOT appropriate for school, including recess, and should be left at home.** If a teacher pre-approves one of these items for a school visit, the teacher

will store it during the day. The item must be picked up after school when leaving campus.

The Westbrook School Department assumes no responsibility for lost or stolen items of this nature.

School Storage Areas

Desks, lockers and other student storage areas are the property of the Westbrook School Department. At no time does the Westbrook School Department relinquish its exclusive control of these storage units provided for the convenience of students. **School authorities, for any reason and at any time, may conduct an inspection of these storage areas.**

Policy - JIH

Telephones

The telephones at school are for business and emergency use only. If a child is ill, school personnel will place a call to the parent. Our business telephones remain extremely busy and must remain available for emergencies. **Students need to make prior arrangements for social occasions and cannot use the business telephones for making arrangements.**

Students are not permitted to use cell phones during school hours, including on the school bus and at recess. All cell phones must be turned off and remain in lockers while they are at school. **This rule is in accordance with School Committee Policy.**

Policy - JICJ

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found box. Unlabeled or unclaimed property is turned over to a nonprofit agency each month.

Dress

We want your child to be dry and comfortably warm during our daily outdoor play. ***Please be sure that your child wears appropriate outdoor clothing, especially in winter.***

It is important to send an extra set of clothing in your child's backpack or bag in the event that he or she may need a change of clothes. An extra pair of socks is especially important when the weather is cold, wet, and snowy.

Thank you for your cooperation and support concerning your child's dress.

We ask you to use good judgment about what your child wears to school. Due to playground surfaces, **sandals/flip-flops are not advisable.**

Clothing should be appropriate for the weather conditions and should not be offensive to others. **Spaghetti straps or strapless tops and shirts that do not cover midriffs are not permitted. Undergarments should not be visible.**

Please mark your child's jacket, sweater, etc. with their full name on the inside of the garment so that such clothing is easily identifiable.

No sneakers with wheels or "heelies" will be allowed at school (in the building or at recess).

Clothing with writing about or images of smoking, drugs, sexual items, guns, violence are not permitted. Students will be asked to change or parents will need to bring in additional clothing.

Fire, Lockout, and Lockdown Drills

Drills are held on a regular basis and at different times of day to prepare the children in the event of an emergency. Law requires 10 drills with a minimum of two in our first week of school to familiarize students with our process early.

These procedures are established with guidance from the Westbrook Police Department.

Policy – EBCB

Unified Arts (Specials)

Students attend each Unified Arts (specials) on a weekly basis for 45 minutes. Unified Arts include: library, art, music, PE, and STEAM. Each unified art will be assessed on semester report cards. If you would like to schedule a meeting or parent-teacher conference with a unified arts teacher, please reach out to the teacher directly to schedule that meeting.

School Bus Rules

The following list of rules applies to all students riding the Westbrook School Department buses and should be reviewed by parents and students.

Parents and students should be aware that video/audio taping is taking place at all times on buses and vans to ensure student compliance and safety.

- If deemed by School Department plan, students must wear a mask when riding the school bus.
- Permission for a student to ride a school bus is a privilege, not a right.
- Students shall obey the driver who has full charge of the bus.
- Students should arrive at their bus stop 10 minutes before scheduled pick-up time.
- Students should not run to the bus. Wait for the bus to come to you and wait for it to come to a complete stop.
- Take 10 giant steps down the side of the bus before crossing in front of it. You should be able to see the driver's face. Remember if you can't see the driver, the driver can't see you.
- Wait for the driver's signal before crossing.
- Students shall not extend any part of their body out of the bus to avoid serious injury. The bus comes very close to trees, poles and signs etc. that would create a serious injury.
- Students shall go to their assigned seats, without crowding or pushing. The driver will assign each student a seat at the beginning of the school year and has the right to reassign seats as needed for any reason.
- Students shall not tamper with the emergency door or any bus equipment.
- Students shall not mar or deface the bus. The student and/or his family must pay for any damage to seats and or other equipment.
- Students shall request permission from the driver before opening or closing any windows.
- Students shall not fight or scuffle on the bus or create any disturbance.

- Students must not shout or wave to pedestrians or occupants of another vehicle, or throw objects out or within the bus.
- Students shall keep the walkway clear of any obstacles that could trip another passenger.
- Students must remain seated until the bus has come to a complete stop. Standing while the bus is in motion is a serious safety hazard and violates state law.
- Students are not to chew gum, eat, or drink anything while on the bus. Eating or drinking in a moving vehicle can be a safety hazard.
- If you drop something getting on or off the bus NEVER stop or go back to pick it up. Get an adult to get it for you.
- Always be aware of the DANGER ZONE, the area that surrounds all sides of the bus. Stay 10 giant steps away from the bus so the driver can see you.
- Live animals of any kind, large toys, whistles, boogie boards, balloons, skateboards and any other type apparatus with wheels, or any glass items are not allowed on the bus.
- Firearms, knives, explosives, lighters, matches, etc., or any other dangerous materials are not allowed on the bus.
- Privileges to ride are arranged by the Director of Transportation and/or the school principal. The determination to suspend riding privileges is made by the Director of Transportation and/or school principal or principal designee.**

Policy - JIC

Homework

The following information reflects our school-wide policy on maximum requirements for assigned homework per student, per night:

- Grades K – 2 (A maximum of 30 minutes for all subjects combined, per night.)
- Grades 3 and 4 (A maximum of 60 minutes for all subjects combined, per night.)

Policy – IKB-R

Testing

District and state assessments will be given throughout the school year, which include NWEA testing in reading and math for grades K-4 three times a year, a DRA reading assessment at the start and end of the year in all grades, MEA state assessment for grades 3 and 4 in reading, writing, and math, and teacher formative assessments to provide instruction at each student's individual level.

If you wish to opt your child out of state assessments, you must complete a form within the policy and return it to the assistant superintendent – at Central Office.

Policy – ILA

Field Trips

When a school field trip is planned, a notice with a permission form will be sent home for you to sign. This permission slip must be signed and returned to school before the child is able to go on the trip. Without written consent, a student will not be able to attend out of school district activities.

At the beginning of the school year, a permission slip is sent home to cover all field trips within the Westbrook city limits for the school year.

Students must travel to and from the field trip on the bus. Approved chaperones must also travel on the bus with the students to and from the field trip.

If a staff member feels that a student will not be safe on a field trip experience, the student will have an alternate plan at school.

Reporting to Families

Parent-Teacher conferences with parents or guardians are scheduled near the end of the first and third quarters.

Parents or guardians will be notified of a time to sign up for conferences or conference notices will be sent home. Please respond to the scheduled time as soon as possible. If rescheduling of a conference will be necessary, please contact the secretary in the main office as soon as possible to make alternate arrangements.

Report Cards are provided at the end of the 2nd and 4th quarters.

Student Records

Student records are collected and maintained to promote the instruction, guidance and educational progress of the student and for legitimate educational research.

Parents or eligible students (age 18 or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the Westbrook School Department student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent of an eligible student has a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personal identifiable information contained in the student's educational records, except to the extent allowed in accordance with 34 CFR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the Westbrook student records policy by contacting the building principal.

The three types of student records maintained by the school include:

- Academic information such as grades, progress reports, student work samples, achievement test data, etc.;
- Statistical information including aptitude scores, mental ability, permanent school health records, etc.; and
- Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later; that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent. Westbrook School Department forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Policy - JRA

Student Support Services

The Westbrook School Department provides a variety of resources to support a broad range of learning needs and styles. These include special education, alternative learning, gifted and talented programming, Title I (for reading and/or math), multi-lingual, social work, counseling, and 504 provisions.

If you believe that your child would benefit from one or more of these services, please contact the office to be directed to the appropriate person.

Educational Program Information

Special Services

Exceptional children are provided for with Special Education Services. Students are evaluated and programs are prescribed for special needs. Parents wishing to consult with special service personnel may contact the office of the principal for information.

Section 504 of the Rehabilitation Act of 1973

The Westbrook School Department supports, and complies with, Section 504 of the Rehabilitation Act of 1973. The Act provided, among other things, that recipients of federal assistance should not discriminate on the basis of disability. Please contact the office of the principal if you have questions or need further information.

Gifted/Talented

The Westbrook School Department provides special programming for students who are assessed and qualify for GT services beginning in grade 3. The program includes G/T instruction in the areas of art, mathematics and humanities. The program will be housed in each individual building. Please contact the GT teacher, guidance counselor, or building principal for information on the selection process and/or criteria for the “Challenge Plus” program.

School Social Work/School Guidance

The guidance counselor assists students, staff, and parents in developing a closer working relationship as it pertains to the student’s problems and needs. The social worker also acts as a liaison between the school, parents, and other community agents.

Speech and Language

All children with speech and hearing difficulties are brought to the attention of the speech and hearing teacher through teacher referrals or a screening process. Parents are notified when such problems are detected.

Multi-Lingual

Children whose home or first language is not English may qualify for English services as a Multi-Lingual Learner. Students are evaluated and a program is prescribed for their English needs. Parents wishing to consult with Multi-Lingual personnel may contact the office of the principal for information.

Student Insurance

Parents are responsible and encouraged to purchase school child accident insurance which covers the child during school day activities, intramural activities, and accidents that may occur on school property. Notification explaining school child accident insurance will be provided at the beginning of the school year. The insurance may be purchased throughout the school year. Prior to participation in any school sponsored activity, permission slips will be filled out and signed by parents.

Policy - JLA

Monitoring Progress

Along with all schools in the district, we have teams that provide systems to monitor student progress.

The **RTI Team** (Response to Intervention) identifies students who struggle academically and supports teachers in monitoring interventions that are implemented to address areas of concern. A cross-section of educators participates in these teams and maintain notes in Infinite Campus.

The **Student Services Team** identifies students who struggle socially and emotionally and coordinate supports within the schools. This team also collaborates with partner agencies to offer student and family supports within the greater community. Attendance, behavior, and health concerns are also addressed by this team. Notes are maintained in Infinite Campus.

The **Data Team**, consisting of school administrators, instructional coaches, and teacher leaders, meets to review achievement, attendance, and behavioral data and collaborates with district administrators, monitor school goals in the school's annual Success Plan, and report annually on progress.

School Committee

School Committee meetings are held on the second Wednesday of each month at Westbrook Performing Arts Center and on Facebook live at 7:00pm. Community members are encouraged to attend and welcomed.

Parent/Teacher Organization (PTO)

Our Parent-Teacher Group meets on the second Monday of each month at 6:00 in the school library to discuss activities happening at school, to offer feedback to the principal, and to organize monthly family activities. We hope you will join us!

<u>AC</u>	<u>Non-Discrimination</u>
<u>ACAA-R</u>	<u>Student Discrimination and Harassment of School Employees</u>
<u>ACAA</u>	<u>Harassment and Sexual Harassment of Students</u>
<u>ACAB</u>	<u>Harassment and Sexual Harassment of School Employees</u>
<u>ACAB-R</u>	<u>Employee Discrimination and Harassment Complaints Procedure</u>
<u>ACAD</u>	<u>Hazing</u>
<u>EEAEF</u>	<u>Video Camera Use on School Vehicles</u>
<u>EBCC</u>	<u>Bomb Threats</u>
<u>GBEEB</u>	<u>Employee/Volunteer Student Relationships</u>
<u>GCSA</u>	<u>Employee Internet Use</u>
<u>IJOC</u>	<u>School Volunteers</u>
<u>JIC</u>	<u>Code of Conduct</u>
<u>JICH</u>	<u>Substance Use and Possession by Students</u>
<u>JICH-R</u>	<u>Substance Use and Possession Procedures WMS and WHS</u>
<u>JICIA</u>	<u>Weapons Violence and School Safety</u>
<u>JICK</u>	<u>Bullying</u>
<u>JICK-E1</u>	<u>Bullying Reporting Form</u>
<u>JICK-E2</u>	<u>Bullying Responding Form</u>
<u>JICK-E3</u>	<u>Bullying Remediation Form</u>
<u>JIH</u>	<u>Questioning and Searches of Students</u>
<u>JKAA</u>	<u>Use of Physical Restraint and Seclusion</u>
<u>JL</u>	<u>Student Wellness</u>
<u>JLF</u>	<u>Reporting Child Abuse and Neglect</u>
<u>JLF-E</u>	<u>Reporting Child Abuse and Neglect Form</u>
<u>JRA</u>	<u>Student Educational Records</u>