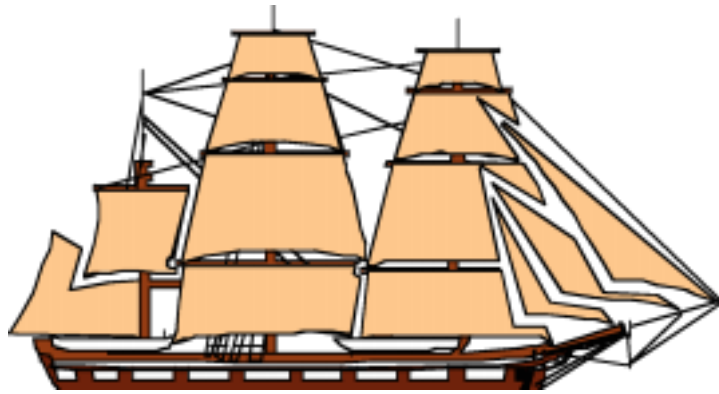


PHIPPSBURG ELEMENTARY SCHOOL

1047 Main Road
Phippsburg, ME 04562
Tel: 389-1514



STUDENT - PARENT HANDBOOK 2023 - 2024

Phippsburg Elementary School
serves grades Pre-K through 5 and
is part of RSU#1.

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PURPOSE OF HANDBOOK

The purpose of the Student-Parent Handbook is to enable students and families of RSU#1 to meet with success at Phippsburg Elementary School by understanding expectations in behavior, following the procedures/policies set forth, and to know the consequences if policies are not followed.

OUR VISION

Phippsburg Elementary School is a safe and fair community where all students can achieve academically, socially, and emotionally to become successful lifelong learners.

MISSION STATEMENT

The mission of Phippsburg Elementary School is to:

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

We will be guided by our vision, our mission, and the Common Core State Standards.

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

OFFICE HOURS ARE 7:30 - 3:30

389-1514 PHONE

389-1516 FAX

ADMINISTRATION

Sandra Gorsuch-Plummer - Principal

Tammy Doran - Secretary

GENERAL EDUCATION INSTRUCTION

Kathleen Brockett	Pre-K
Mycah Crowley	Pre-K Ed Tech
Donna Tardif	K
Natalie Hutchinson	1
Sarah Williams	2
Amy Henderson	3
Erika Phippen	4
Amber Snell	5
Brandi Tainter	Nurse
Celina Reed	Music
Theresa McCartney	Guidance
Christel Michaud	Band
Mary McCauley	Phys. Ed
Tina Caron	Library Ed Tech
Romy Polizotto	Art
Madison Burch	Discovery

SUPPORT SERVICES

Melissa Smith	Special Education
Kaitlin Woodbury	Academic Support
Tom Hines	Ed Tech, Academic Support
Lisa Sabatine	Psychological Examiner
Erika Olsson	Speech Pathologist
Jess DeLong	Occupational Therapist

SCHOOL LUNCH

Anna Varian	Kitchen Manager
Faye Larrabee	Kitchen Assistant
Nicole Estes	Kitchen Assistant

CUSTODIAL SERVICES

Nick Green	Daytime Custodian
Nick Nicholas	Evening Custodian

RSU#1 BOARD MEMBERS

Anita Brown - abrown@rsu1.org
Jamie Dorr - jdorr@rsu1.org
Lou Ensel – lensel@rsu1.org
Megan Fuller - mfuller@rsu1.org
Patricia McLaughlin - pmclaughlin@rsu1.org
Jennifer Ritch Smith – jritchsmith@rsu1.org
Kurt Spiridakis – kspiridakis@rsu1.org

SUPERINTENDENT'S OFFICE

Dr. Patrick Manuel
Superintendent of Schools
RSU#1
34 Wing Farm Parkway
Bath, Maine 04530
TEL. 443-6601
FAX. 443-8295

DAILY SCHOOL SCHEDULE

8:20 a.m. Buses begin arriving, students dropped off
8:25 a.m. School Starts
8:35 a.m. Morning Announcements
11:30-12:30 Lunch and Recess
3:00 p.m. Dismissal

*** 9:20 - 9:25 Arrival on Late-Start Wednesdays (9/6/23 - 6/12/24)**

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. While make-up assignments and reading may be done independently, many learning experiences (labs, simulations, discussions, etc.) cannot be reproduced outside the milieu of the classroom. Thus, attendance and participation in specific class activities are important factors contributing to academic achievement that may be taken into account along with other performance requirements when determining student grades. Students are expected to take responsibility for attending their classes, engaging in academic learning experiences in and out of class, and keeping their parents informed of any problems related to school attendance.

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. Exceptions will be made only for students who have been legally emancipated by court decree or for any student who is eighteen years of age, living on his/her own and has prior approval from his/her parents and the Administration.

Please call the school by 9:00 AM if your child will be absent or late. Legally acceptable excuses are defined as:

1. Personal illness; or meeting any of the criteria on the student health screener
2. Observance of a recognized religious holiday when the observance is required during the regular school day;
3. An appointment with a health professional that must be made during the regular school day;
4. Family emergencies;
5. A planned absence for personal or educational purpose, which has been approved in advance by the administration; or
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.

In addition, classes missed for the following reasons will be treated as present in school and excused from class:

7. In the case of a disabled student, a reason which the student's IEP or 504 Plan determines the absence is disability related;
8. Absence from class due to participation in a school-sponsored or approved trip or event; and
9. Serving a school-imposed disciplinary suspension.

TRUANCY

Truancy laws vary depending on the grade level of the student. A student who has completed grade 6 is considered "habitually truant" if he or she has the equivalent of ten full days or seven consecutive days of unexcused absences during a school year. A student who is at least five years old but has not completed grade 6 is habitually truant if he or she has the equivalent of seven full days or five consecutive days of unexcused absences during a school year. (See Habitual Truant Policy JHB).

ABSENCE REPORTING

The student's parent and/or guardian is expected to notify the school on the morning of an unplanned absence. If the notification is not oral, a written note must be received by the school within two (2) school days after the student's return. For illnesses longer than five (5) consecutive days, appropriate documentation from a physician will be required. For planned absences, a student's parent is expected to provide written notification in advance.

All parent notes must include the student's name, date(s) of the absence, the specific reason for the absence and the parent's signature. Failure to provide acceptable documentation or proper calls to the attendance office will cause the absence to be recorded as UNEXCUSED and any work missed during that period may be subject to consequences.

DRESS CODE

Student dress shall not distract from the educational process. Students are expected to wear appropriate and presentable clothing. Students wearing clothing deemed disruptive or inappropriate by staff (may include but not limited to ripped or torn clothing, clothing advocating tobacco, alcohol, other drugs, inappropriate language) will be asked to change.

Appropriate footwear must be worn in the building at all times for safety reasons.

Clothing that is destructive to school property (e.g. cleats, sneakers with skates) is not permitted.

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.

BUSING

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 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

- Remain seated.
- Face the front of the bus.
- Keep hands and feet to yourself and out of the aisle.
- Use a quiet voice to talk to the person next to you.
- No eating and drinking
- Keep the bus clean by cleaning up after yourself.
- 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.

TRANSPORTATION SERVICES MANAGEMENT

The Superintendent with the approval of the School Board and in accordance with the State Law will provide the following transportation services:

1. The RSU will provide transportation for elementary school and middle school students to and from the school that (a) is within RSU and (b) is the school that is nearest to the residence of the student. Transportation to other schools will not be provided, except for elementary (K-5) students who reside in Arrowsic.
2. Special Education/504 students – All students, regardless of distance, if specified in an IEP or 504 Plan will be transported to and from school; door-to-door.
3. High School students – The school district may provide transportation for high school students.
4. In order to protect the safety of students, any student receiving transportation services will be picked-up and dropped-off only at the designated stop closest to the student's residence.

Bus routes will be reviewed annually. Appeals for additional stops must be made in writing to the Superintendent, and if so requested by the parent, the School Board at their discretion may review the decision of the Superintendent. Transportation shall be accomplished in the most economical manner that is consistent with the welfare and safety of the students.

Legal Reference: 20-A M.R.S.A. § 5401; Private and Special Laws of Maine 2007, Chapter 25
Adopted: July 23, 2012

DISMISSAL

If your child is to be dismissed during the day, a written note explaining time, date, and identifying who will pick up the child is necessary and should be sent to his/her teacher. If your child returns during the day, a parent must escort the child to the front door and the child will be let in the building. For safety purposes, at end of day dismissal staff will escort students to waiting parents. If your child is dismissed due to illness or injury, students should be picked up within 45 minutes of being called.

SCHOOL CLOSINGS

In the event that school is either canceled or delayed due to inclement weather, you will likely 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/900AM, WMME 92.3FM, WEEB 98.5FM, WCSH Channel 6, WMTW Channel 8, and WGME Channel 13, Bath Community Television, and Cable Channel 3 (PBCTV).

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. **Please keep your emergency phone numbers up to date throughout the school year.** If we have a potential dismissal due to weather conditions, it would be very helpful for your child(ren) to know exactly where he/she is to go after dismissal.

INJURY AND ILLNESSES

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.

EMERGENCY FORMS

Each year you are asked to review and update emergency information. This year, Census Verification will be updated electronically via Infinite Campus parent portal. Please make sure that the information is accurate and kept up to date. If you change jobs or have a new phone number, please call the school office so changes can be made on the form. We also need a name and number of someone who can make decisions about your child in case we are unable to reach you. We refer to these forms daily, and your cooperation is greatly appreciated. Parents must come pick up their child if they are called to do so.

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.

BEHAVIOR - EXPECTATIONS/DISCIPLINE

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. Please refer to the Code of Conduct for more details on our code of ethics, behavioral expectations and consequences.

Disciplinary records will be maintained on each student who is sent to the office. These records will be reviewed each time a student is sent to the office, and will help determine future consequences, if necessary.

BULLYING

Bullying of any kind, physical, verbal, or written, is **unacceptable** and will result in disciplinary action, which may include in-school, or out of school, suspension.

FILE: JIC

STUDENT CODE OF CONDUCT

Promoting ethical and responsible student behavior is an essential component of the RSU1 Board's educational mission.

RSU1 is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Board has developed this Student Code of Conduct with input from school administrators, staff, students, parents and the community. Based on values identified as essential to ethical and responsible behavior, the Code articulates the RSU1 Board's expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for

unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- 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.

Expectations

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, the Board's policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, look alike and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

C. Bullying

Bullying is not acceptable conduct in RSU1 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

D. 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 a public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

E. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation including gender identity and expression, or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation including gender identity and expression, socioeconomic class, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

G. Tobacco Use

Students are prohibited from possessing, selling, distributing or dispensing tobacco or related products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Violations of this policy may result in disciplinary action up to and including suspension from school.

H. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

I. Computer/Internet Use

Students must use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

J. Athletic/Extracurricular Activities

Students must follow all RSU1 Board policies and school rules while participating in athletics and extracurricular activities. Students who violate Board policies and school rules may be subject to suspension or removed from the team/activity as well as additional disciplinary action under the applicable Board policies and/or school rules.

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.

Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan (IEP).** The school shall schedule a meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

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.

Range of Consequences

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. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Board of Education attendance policy.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
<u>Options</u> * Verbal Reprimand * Time out * Loss of privileges * Teacher/Administrator conference with student * Contact with parent	<u>Options</u> * Phone call to parent * Written notification * Conference with parent * Parent or guardian accompanies student to school/classes	<u>Options</u> * Detention * Community Service * In-school suspension (Parent notification <u>required</u>)	<u>Options</u> * Restricted access * Suspension * Alternative Placement (Parent notification <u>required</u>)	<u>Options</u> (Parent notification required)

Note: Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

Offense	Definition	Range
Absence-Unlawful	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
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.	I to IV
Cutting Class	Unexcused absence from a class or school activity.	II to IV

Defamation	False or unprivileged statements of representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
Disruption, classroom	Behavior that interferes with the learning of others in any learning environment.	I to IV
Disruption, inciting and/or participating	Behavior disturbing the atmosphere or order.	I to V
Disruption, school	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to V
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, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
Extortion/Strong-arm ing/Blackmail	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear or threat.	IV to V
Failure to Serve Assigned Consequences	Failure to serve detention, suspension, or other assigned consequences.	I to IV
Bomb Threats/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	III to V
Fighting	A hostile confrontation with physical contact involving two or more students	II to V
Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V II to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in a group.	IV to V

Indecent Exposure	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	III to IV
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	III to IV
Pager	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
Physical Attack on Staff	Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	IV to V
Physical Attack on Students or Others	Aggressive action with physical contact directed at another person, student, or non-student on school grounds or at a school-sponsored event.	IV to V
Profanity	Using vulgar or abusive language, cursing, or swearing.	I to IV
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies, and/or procedures.	I to V
Sexual Activity	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to V
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	II to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
Tardiness	Lateness to school or class	I to IV
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
Tobacco Use/Possession	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	III to V
Trespassing	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion.	II to V
Truancy	Unexcused absence.	III to IV

Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	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 that would reasonably lead a person to believe it was a weapon.	III to V

STUDENT DISCIPLINARY CONSEQUENCES

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 civil and criminal 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 the disciplinary consequences outlined in the Student Code of Conduct.

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.

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. RSU1 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.

Legal Reference: 47 USC § 254(h)(5) (Children’s Internet Protection Act)

Cross Reference:

EGAD - Copyright Compliance

GCSA - Employee Computer and Internet Use

IJNDB-R - Student Computer and Internet Use Rules

IJND – Distance learning Program

PARTY INVITATIONS

We do not allow party invitations to be handed out on school premises. We feel that this will eliminate students being left out and having their feelings hurt unnecessarily. We apologize for any inconvenience this may cause.

PROHIBITED MATERIALS/SUBSTANCES

Any item that can be used as a weapon is a prohibited item. This includes any type of knife that may be in pockets or lunches. Cigarette lighters, tobacco products, alcohol, and medicines are also prohibited items. If students find any such items on themselves or on school grounds, they should give it immediately to the nearest adult. Parents and students are reminded that toy weapons should not be brought to school. Failure to follow these rules could lead to suspension or other consequences as outlined in policy JICIA.

CELL PHONES

If a student brings a cell phone to school, it must be turned off and stored in his/her backpack. Students are not allowed to make calls or send text messages on their cell phone during the school day.

GRADING and PARENT CONFERENCES

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

FAMILY TRIPS

Parents who plan to take a family trip during school are requested to notify the school in writing prior to their departure. Students are responsible for making arrangements with their teachers for missed work.

BREAKFAST/LUNCH

Breakfast and lunch are served every day, and both meals are FREE to all students in the 2023-2024 year. An adult lunch is \$5.00 (adult breakfast: \$2.50) and parents/families are invited to join us. A menu is sent home monthly with the school newsletter, and parents are encouraged to review the menu with their children.

SWEETSER SCHOOL-BASED SERVICES

A Sweetser School-Based clinician is housed at Phippsburg Elementary School and mental health counseling services are offered to those students who are experiencing social, emotional, or behavioral difficulties. This school-based service provides individual therapy during the school day, as well as family work in the child's home, if requested. Most private insurance carriers, as well as MaineCare, cover this service and payment would be handled through Sweetser. This program is often a more convenient alternative to the counseling services that take place elsewhere, and allows the clinician to more easily collaborate with school staff about how to best support the student.

If you are interested in more information, or making a referral for your child with the Sweetser School-Based clinician, please contact Theresa McCartney or Sandra Gorsuch-Plummer.

IMMUNIZATION REQUIREMENTS FOR STUDENTS ENTERING REGIONAL SCHOOL UNIT#1 SCHOOLS

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. Though it is very clear under state statute that the parent must provide this information prior to attending school, we recognize that from time to time circumstances prevent timely attention to detail. The school nurse will send one letter to the parents reminding them of the statute requirements and if there is no response in five (5) days, the superintendent will be informed and send official notification to the parent that the student must, by law, be excluded from attending school.

- 5 DTaP (4 if the fourth dose was given after 4th birthday)
- 4 POLIO (3 if the third dose was given after 4th birthday)
- 2 MMR
- 2 VARICELLA (chicken pox) or reliable documented history of disease provided by a physician

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 RSU#1 schools.

Non-immunized students shall not be permitted to attend school unless one of the following conditions is met:

- A. The parents/guardians provide to the school written assurance that the child will be immunized within 90

days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career and requires a written statement and time schedule approved by a physician; or

- B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The student is covered by an IEP and parents/guardians elected a philosophical or religious exemption from immunization requirements on or before September 1, 2021 pursuant to the law.

The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of the un-immunized child.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

RSU#1 MEDICATION POLICY

It is the policy of RSU1 schools that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

- I. If it is necessary for a student to take medication during school hours and the registered 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.
- II. Any person administering medication in the District (i.e. school day, field trips) will comply with the following:
 - A. Participate in appropriate training or instruction given by a school nurse annually with documentation of the training filed in the District Human Resources Office.
 - B. Refer to this medication policy as necessary.
 - C. Verify that a permission form (See Section I.A. above) is on file.
 - D. Follow the prescription instructions.
 - E. Record the administration of each medication.
 - F. Store medication in a locked cabinet.
 - G. Consult with the school nurse as appropriate.
 - H. Allow inhalers to be kept by students as directed by a physician/parent if the school nurse has determined that the student uses the inhaler appropriately.

III. Parents or legal guardians should be advised that:

- A. The Principal's designee(s) will assist with administration of medication based on label directions.
- B. Changes in the medication administration will be according to a doctor's prescription. A one-time telephone order from the physician is acceptable and must be followed up by a written prescription.
- C. Medication permission forms must be completed yearly.
- D. Parents must supply all medications and administration equipment needed by a student in school, including, but not limited to, glucose tablets, glucagon, glucose monitoring equipment, EpiPens, and nebulizer equipment.
- E. Parents are responsible for the removal of the medication from school at the end of the school year or on the last days of the student's enrollment. Medication will be discarded appropriately by the school nurse if not removed by the parent or guardian by the end of the school year.
- F. Medications sent to school improperly packaged and/or without a physician's signature will not be administered, and the parent/legal guardian will be notified.

IV. 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.

V. 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.

- VI. 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.

WELLNESS POLICY

On August 27th, 2018, the RSU#1 Board of Directors revised the Wellness Policy, which demonstrates the deep commitment of the RSU 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.

The meals served through our cafeterias will be well balanced and nutritious. We are reducing sugars and fats in many of our meals and have eliminated all trans-fats. 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 fortify those young minds. There is an opportunity for students to obtain a snack through Food Service at the Phippsburg Elementary School.

Foods provided to classrooms by parents for classroom celebrations, must meet the RSU#1 Approved List of Nutritious Foods. This list, as well as the entire RSU#1 Wellness Policy can be found on the Phippsburg Elementary School website (www.phippsburg.rsu1.org and look under the heading "For Parents" and select "Policies"), or may be reviewed at the school office.

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.

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.

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 or eligible students must 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 or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask RSU#1 to amend a record that they believe is inaccurate or misleading. They should write 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 or eligible student, the Department will notify the parent 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 and 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, which 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 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 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:

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 or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parents or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent. Any such notice should be sent to:

Superintendent of Schools	- or -	Principal
34 Wing Farm Parkway		Morse High School
Bath, ME 04530		826 Shipbuilder Drive
		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 of Schools.

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, West Bath, 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 up to 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 up to 5 years of age.

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

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.

STAFF CONDUCT WITH STUDENTS

The Regional School Unit 1 (RSU1) Board expects all staff members, including teachers, substitute teachers, coaches, counselors, administrators, and others, to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers while engaged in school-related functions.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based on mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the RSU1 schools.

It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;

2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance;
4. Sexual banter, allusions, jokes or innuendos with students;
5. Asking a student to keep a secret from parents or authority figures at the exclusion of all others;
6. Disclosing personal, family, sexual, employment concerns, or other private matters to students. This does not preclude staff from sharing personal experiences that are relevant to education;
7. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
8. Interacting with students on social networking sites or through any digital applications outside of any school sponsored activity; and
9. Communicating with students on non-school matters via computer, text message, phone calls, letters notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parents approve of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts);
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities; and/or
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the Superintendent or building administrator if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

Dissemination of Policy

This policy shall be disseminated to staff and volunteers by means determined by the Superintendent. This policy shall also be included in student handbooks.

Cross Reference:ACAA – Harassment and Sexual Harassment of Students

GCSA/GCSA-R – Employee Use of School-Issued Computers, Devices and the Internet

JLF - [Reporting Child Abuse and Neglect](#)

* Maine law requires that certain persons report any case of suspected child abuse or child neglect to the Maine Department of Health and Human Services (DHHS). The definition of mandated reporter includes all school administrators, school counselors, and school teachers. All cases involving students should be referred through the principal's office.

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.

RSU#1 BOARD POLICIES

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.

**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

Sandra Gorsuch-Plummer, Principal
sgorsuch-plummer@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:

Sandra Gorsuch-Plummer
Principal
389-1514 x102
sgorsuch-plummer@rsu1.org