

# Yarmouth Elementary School

**GRADES 2-4**

**STUDENT / PARENT HANDBOOK**

**2019 – 2020**



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## Principal's Message



Dear Parents, Guardians and Students,

Welcome to Yarmouth Elementary School (YES)!

The 2019 - 2020 school year begins with approximately 350 students. We welcome our returning students, our new grade two students and those who are new to Yarmouth as we begin another exciting year of learning and growing together.

Our educational program is rooted in our deep respect for the dignity and integrity of all our students and families. Our shared mission, "Empowering All Students to Lead Fulfilling Lives in a Changing World", is focused on the work we do together to support the social, emotional, and academic growth of all learners. *George Couros*, in his book *The Innovator's Mindset*, states "I believe education's why is to develop learners and leaders who will create a better present and future. When forward-thinking schools encourage today's learners to become creators and leaders, I believe that they, in turn, will create a better world."

To encourage this, Yarmouth Elementary provides a safe, caring and child-centered school that engages and empowers children in the learning process. Clear learning standards and high expectations result in an academic rigor that is developmentally appropriate and supported with the strong and positive community built through our Responsive Classroom practices. Clear learning targets and strong support for the whole child results in vibrant, joyful and effective instructional practices.

The Yarmouth Elementary School staff is highly qualified, and all members work to ensure that your child will receive the best possible education. We are committed to providing an educational experience that will meet the needs of all learners through a continual growth mindset. Understanding that learning styles vary amongst children, educators provide a wide range of educational experiences. We strive to create a school learning community where every child's individuality and needs are considered. We believe that all students can be successful learners and productive citizens.

In recognition of these efforts, we were honored to receive the [2018 National Blue Ribbon Award](#) by the U.S. Department of Education. As principal, my goal is to always continue Yarmouth Elementary's high level of excellence while finding even better ways to meet our students' needs and provide all our learners with high-quality educational experiences. I am honored and proud to lead the YES learning community!

The policies and procedures in this handbook have been carefully prepared to help you understand how YES operates so that you can become an integral part of it. Please take the time to familiarize yourself with our building rules and policies. I believe that a strong connection between home and school is essential for the success of our students and our school. I hope that you will take the time to follow the [YES Twitter page](#) , [YES website](#) news feeds and monthly newsletters as I share all the learning and fun that occurs throughout the school year.

Above all, we are here to assist and support you. During the school year if you have a concern or any questions, please contact me, or your child's classroom teacher. We look forward to this school year with you and deeply appreciate the trust that you put in us to educate your children.

Welcome to YES!! It is going to be another great year!

Sincerely,  
Ryan Gleason  
Principal

**2019 – 2020 FACULTY AND STAFF**  
**Telephone 846-3391**

**ADMINISTRATION**

Andrew Dolloff, Superintendent of Schools  
Ryan Gleason, Principal

**FACULTY**

Abbott, Todd, Technology Integrator  
Agell, Charlotte, G/T  
Bessey, Jennifer, ESL  
Bullard, Breanna, Grade 4  
Callahan, Taylor, Grade 3  
Ciechowski, Brad, Grade 4 Band  
Clark, Rachel, Math Lead Teacher  
Colfer, Nicole, Grade 3  
Davis, Aimee, Grade 2  
Di Russo, Jenny, Speech  
Perle, Sarah, Literacy Lead Teacher  
Frost, Laura, Grade 4  
Gautreau, Stephanie, Grade 2  
Gordon, Gabe, Grade 4  
Gross, Bob, G/T  
Lokken, Lindsey, Social Work  
Moll, Melanie, Grade 2  
Moreno, Mary, Librarian  
Moynihan, Meghan, Grade 3  
Ney, Karin, Grade 3  
Oliva, Sheri, ESL  
Ouimet, Annie, Instructional Support  
Pachuta, Meg, Physical Education  
Parkin, Kate, Grade 4  
Reidman, Tim, Occupational Therapist  
Rhoads, Renee, Grade 4  
Rusinek, Karen, Instructional Support  
Scribner, Lauren, Instructional Support  
Smith, Megan, Grade 2  
Spellman, Laura, School Counselor  
Spencer, Kimberly, Grade 2  
Tate, Elke, Grade 2  
Thomson, Alison, School Nurse  
Troy, Erica, Music  
Volk, Kerry, Physical Therapist  
Wentworth, Chris, Grade 3  
Wetmore, Laura, Grade 3  
Winton, Amy, Grade 4  
Woodcock, Liz, Instructional Support

**SUPPORT STAFF**

Bianchini, Lisa, Administrative Assistant  
Carter, Dani, Administrative Assistant  
Clifford, Gale, Instructional Support Ed Tech  
Curry, John, Instructional Support Ed Tech  
Demers, Daphne, Instructional Support Ed Tech  
Elward, Mary Kate, Instructional Support Ed Tech  
Carlisle, Justine, Director of Partners in Education  
Gregoire, Margaret, Instructional Support Ed Tech  
Harlow, Susan, Instructional Support Ed Tech  
Hincks, Allison, Instructional Support Ed Tech  
Kern, Ginny, Instructional Support Ed Tech  
Marden, Ashley, Instructional Support Ed Tech  
Sanokklis, Danielle, Instructional Support Ed Tech  
Scammell, Mariella, ESL Ed Tech  
Stowell, Susan, School Nutrition

## **YES BELIEF STATEMENTS**

### **We believe students:**

- appreciate the diversity among us and practice tolerance.
- honor and respect themselves, each other, and their environment.
- are involved in at least one conference a year to share their progress with parents.
- must be the focal point of school related decisions.

### **We believe educators:**

- are reflective, lifelong learners.
- work cooperatively and collaboratively toward sharing a common language and purpose.
- honor one another as professionals and respect individuality.
- clearly articulate student growth over time.
- form supportive relationships with their students' parents.
- have essential ongoing, direct and student-focused communication with parents.
- work as a team with parents to meet each child's needs.

### **We believe parents:**

- provide a supportive, nurturing environment to support the educational process.
- provide helpful information about their child to address unique learning needs.
- clearly explain their child's growth over time.

### **We believe that:**

- ALL students can learn.
- it is the responsibility of each educator to come to know each child through assessment and observation and to use that data to instruct each child at the appropriate level, demonstrating progress over time.
- educators need to be committed to exploring various teaching strategies and styles to meet the needs of individual students.
- clear standards and high expectations are important for quality

# YES CORE VALUES

## **INTEGRITY**

People with integrity are honest, sincere, trustworthy, ethical, loyal and fair.

## **RESPONSIBILITY**

Responsible people know, understand, consider and accept the impact and consequences of their personal actions and decisions.

## **PERSEVERANCE**

People who persevere are able to work toward their goals in spite of difficulties, obstacles, or discouragement.

## **RESPECT**

Respectful people recognize and appreciate diversity in ideas and people.

## **COMPASSION**

Compassionate people show concern for the well-being of themselves, others and the environment.

## **THE PURSUIT OF EXCELLENCE**

People who pursue excellence seek to improve and give their best effort consistently.

## DAILY SCHEDULE

Classes at YES are in session from 8:40 AM to 3:30 PM for grades 2-4. Students may arrive on the playground at 8:15 a.m. when teachers will be on duty. **Students should not arrive prior to 8:15 a.m., as there is no scheduled supervision.**

### **Yarmouth Elementary School Schedule**

#### **Morning Bell:8:40**

3 <sup>rd</sup> Grade Recess:	10:05 – 10:20
4 <sup>th</sup> Grade Recess:	10:55 – 11:10
2 <sup>nd</sup> Grade Recess:	11:20 – 11:40
2 <sup>nd</sup> Grade Lunch:	11:40 – 12:00
3 <sup>rd</sup> Grade Lunch:	12:20 – 12:40
4 <sup>th</sup> Grade Recess:	12:20 – 12:40
4 <sup>th</sup> Grade Lunch:	12:45 – 1:05
3 <sup>rd</sup> Grade Recess:	12:40 – 1:05
2 <sup>nd</sup> Grade Recess:	1:10 – 1:25

#### **Dismissal: 3:30**



### **LET US KNOW**



**Please remember to call us** when your child will be absent or late. For your child's protection, if you do not telephone the office by 9:20 AM, we will call you first at home and by cell phone, and, if not successful, at work. If you have a change of address and/or telephone, it is extremely important that you inform the school office so that this information can be recorded. Should an emergency arise, it is necessary for us to know where to contact you.

When your child is tardy, he/she must sign in with the office secretary before going to the classroom. **It is very important to be on time.** Students arriving late miss part of the routine and academics of their morning and require special attention, which takes extra time that could be used otherwise. They may also feel social pressure from peers.

If a child will be dismissed during the day, please send a note to the classroom teacher with the specific information.

**Parents need to come into the office to sign students out at any time, especially at the end of the school day. For safety concerns, students must wait inside the school building to be signed out. Thank you!**

## PLANNED FAMILY ABSENCE

Whenever possible, parents are urged to schedule extended family trips during school vacations. Please keep in mind that when a student misses school, they miss instruction and that learning experience cannot be replicated through make up work. Additionally, it is not a reasonable expectation for teachers to provide all missed work before a student leaves on a family vacation.

When a family does plan an absence from school for a vacation, the student or parent is to come to the office for a '**Planned Family Absence**' form. Please return the form to the office prior to the date of departure. It is also important that parents and students understand that it is the student's responsibility to make up missed work.

## AFTER SCHOOL PLANS

**For student safety**, any change to after school plans must be in writing. Please send written requests to the teacher for changes in bus arrangements (e.g. children getting off the bus at another stop other than their own, or riding on a bus other than their own). The note must include the exact location where the child is to be dropped off. Please give us all the information you can in order for teachers to issue an accurate bus slip to students. For your child's safety, bus drivers have been instructed to make **no exceptions** to this practice. If someone other than the child's parent/guardian comes to pick up a child, that person needs to have written permission from the parent/guardian.

## SCHOOL CLOSINGS

If inclement weather closes school, an announcement will be communicated electronically from the superintendent, Dr. Dolloff. An announcement will also be posted on the Yarmouth School Department website ([www.yarmouthschools.org](http://www.yarmouthschools.org)). Local radio and television stations will announce any school closings. Also, any extracurricular events scheduled for that day will automatically be canceled if schools are closed.



**Snow Day?**  
School Closing Status

## **HOMEWORK**

Homework is a topic of interest and curiosity for most parents. At the elementary level, homework is assigned to support learning that has already taken place in the classroom. Homework can be a means of teaching your child about planning, organization and self-discipline. At the elementary level it is a foundational skill that your child will develop and use throughout his or her educational career. Of course, homework does vary from grade to grade and classroom to classroom. Students will likely be asked to do homework related to spelling words, class projects, basic research, math, reading and writing. You will notice that the expected time for homework will increase with each year. For example, children in grade two will likely be expected to do 20 - 30 minutes of homework nightly, while students in grade three would likely be expected to do 30 - 40 minutes and students in grade four, 45 - 60 minutes. A good rule of thumb for getting an estimate of grade level homework time is to multiply the grade level times 10 (e.g.  $2 \times 10 = 20$  minutes for grade two). Parents often ask what they can do at home to help their child in school. Beyond taking an interest in your child's day and supporting their efforts, parents can read to their child, listen to their child read, practice math facts with their child or do simple word problems. We appreciate any and all support that you can provide to your child on behalf of their growth as a learner.

## **SCHOOL HEALTH PROGRAM**

The Yarmouth School Department realizes that the health and well being of all students is vital to learning. It is difficult to concentrate and learn when a child is ill. Our goal is to keep all students healthy and in school.

- **EMERGENCY INFORMATION SHEETS**

*At the beginning of each school year, forms are sent home for you to update with any changes in address, phone numbers, emergency contacts, etc. There is also a brief section regarding allergies, medications and health issues. Please help us to meet your child's health needs by providing us with any pertinent information.*

- **HEALTH SCREENING**

*The school nurse conducts vision and hearing screenings for all third graders at YES. If results are not within normal limits, the nurse will contact you. If you have concerns regarding your child's hearing or vision, please feel free to contact the nurse.*

- **HEALTH AND FIRST AID**

*If your child feels ill or sustains an injury during the school day, he/she may go to the office to be evaluated. The school nurse or secretary will contact you if your child has symptoms that are interfering with his/her ability to learn in the classroom and/or are considered contagious. If you cannot be contacted, the person designated as the emergency contact may be called to care for your child until you can be reached. Please help us by updating these important phone numbers as needed.*

- **MEDICATION POLICY**

*If your child requires medication during school hours, please contact the school nurse. Prescription medicines to be administered at school require a medication permission form signed by both the child's physician and the parent. Please refer to the Administering Medications Policy at the Yarmouth School District website. The permission form is available on the Yarmouth School District's website or can be obtained from the office.*

## **ACADEMIC SERVICES, PROGRAMS and REPORTS**

### **SCHOOL COUNSELING**

We are able to offer the students counseling in grades 2-4. Yarmouth Elementary School has developmental counseling services available to all students. Small group, individual counseling, and classroom social-emotional learning are integral parts of the program. Self-referrals, as well as those from parents and teachers, are welcomed.

The goals of the program include: helping to meet the immediate social- emotional needs and concerns as requested by students, parents and teachers; helping students to gain an awareness of self; facilitating the orientation and transition of students and parents to Yarmouth Elementary School; and facilitating the transition of students from their school to other environments.

Good home-school communication is important in fostering positive learning environments for social and emotional growth. Parents are encouraged to contact the school counselor or social worker whenever concerns or questions arise.

### **EDUCATIONAL TECHNICIANS**

Educational Technicians are an important part of our educational team. They perform a wide variety of tasks, which enable classroom teachers to give more individual attention to all children. Ed Techs must have specific qualifications and work under the supervision of a certified teacher.

## **ASSESSMENT**

The school provides a testing program to assess the academic abilities and achievements of each student. It is essential to periodically measure the development of a child's basic learning skills. Without this information, effective evaluation of instruction and individualization of teaching would be difficult in the most crucial learning years of a child's life. Third and fourth grade students take the Maine Education Assessment (MEA) in the spring. Second graders will be administered the Measures of Academic Progress for Primary Grades (MPG) in the fall and winter. Northwest Evaluation Association's Measures of Academic Progress (MAP) is administered to 3<sup>rd</sup> and 4<sup>th</sup> graders in the fall and winter. Special tests may be administered if a student is experiencing any learning difficulties. The information gained from these tests is sent home to parents and discussed in conferences with teachers, the principal and/or other school professionals so they can better understand the child and plan his/her program accordingly.

## **INDIVIDUAL EDUCATION PLAN TEAM**

The purpose of the IEP Team is to investigate the needs of children having problems in school and to design special education programs to meet their unique needs.

An IEP Team is a committee comprised of teachers, administrator, parents, and instructional support staff. Its principle duties are as follows:

- (1) Identify students who may be in need of special education services.
- (2) Develop appropriate Individual Education Plans for students needing services.
- (3) Monitor the progress of Individual Educational Plans.

As a parent of a child who may require, or who is receiving special education and related services, you have numerous rights. A copy of these rights is available in the Superintendent's Office.

## **STUDENT REPORT CARDS & PARENT-TEACHER CONFERENCES**

Student report cards are issued twice a year in reading, writing and mathematics. Other areas of your child's experience, such as work habits and social growth, are also important parts of these reports.

Conferences between you and your child's teacher provide an excellent opportunity to discuss many details about your child's school experiences that cannot be conveyed on the itemized report. Formal Parent-Teacher conferences are held in late fall and late winter. A conference may be requested by the parent or the teacher. The purpose is to share knowledge about your child and to gain a better understanding of his/her needs and interests. Regular contact between home and school helps children to see that both parents and teachers care about their progress and have confidence in them. If you have any questions regarding a student report, or concerns regarding your child's progress, please contact the teacher or teachers involved.

## **CLASSROOM PLACEMENT**

The placement of students into classes each year is a thoughtful, time consuming and complex process which involves teachers, specialists and the building principal. Our top priority is to create well-balanced, heterogeneous classes. If this outcome is attained, we feel confident that your child will have a positive experience. This process takes place during the months of April and May of each year. A “Step Up Day” is held for all students in the spring where they have an opportunity to spend time with the teacher and classmates that they will be with the following school year.

## **TALENTS PROGRAM**

The Talents Program offers the opportunity for academically and/or creatively talented students to further develop their abilities. Teachers and/or parents may nominate students for this program. At grade four the Talents teacher works with individual and small groups of children, whereas, at grade two and three the program utilizes the teacher consultation model. According to state legislation, we identify and service the top 3-5% of fourth graders.

***For more information, please visit the [Instructional Support](#) website where you will find the [GT/Chapter 104](#) link. Additionally, you can get specific information about the Talents programming at our school through the document [Understanding Gifted & Talented Instructional Support at YES](#) found on our school website.***

## **CHILD STUDY TEAM**

The Child Study Team (CST) is a multi-disciplinary team working with teachers to identify students who are at risk for not meeting academic standards or who may have social, emotional, and/or behavioral challenges. The CST provides specific short-term interventions and collaboratively monitors student response to the interventions. The CST provides a structure for professional collaboration and sharing of resources and means to monitor school wide trends in academic strengths and needs

## **INSTRUCTIONAL SUPPORT SERVICES**

In our literacy, math and resource room programs, our goal is to work with students within their regular classroom as much as possible. We are confident in our efforts toward this goal based on research and a thorough understanding of the unique needs of all students. Along with this, the entire staff realizes that more consultation between specialists and teachers is necessary to adequately assess where each child stands in his/her academic program. So that no one misunderstands this approach, you should realize that, whenever possible, Instructional Support Services will use a combination of inclusion and pullout programs. The inclusionary program in special education means that the child will spend the entire day with his/her regular classroom teacher and be provided with support services within the classroom as needed.

## **TECHNOLOGY: Tools for Today and Tomorrow**

Students and teachers at Yarmouth Elementary School use technology as a tool for essential learning in all subject areas. Activities include writing and publishing, mathematical practice and conceptual understanding, online research for science and social studies topics, problem-solving challenges, and the creation of multimedia presentations.

Students in grades 2, 3 and 4, and their teachers, use individual iPads for learning and instruction in their classrooms. The Library has workstations set up for viewing the electronic catalogue of the book collection as well as research. Classroom teachers use digital projectors and document cameras during instruction and to share student projects. 3D Printers are also available and utilized by teachers to support student learning. The STEAM Lab is available for special projects, science explorations and classroom extensions.

Technology experiences at YES are based on these National Educational Technology Standards for Students from ISTE (International Society for Technology in Education):

1. *Empowered Learner*
2. *Digital Citizen*
3. *Knowledge Constructor*
4. *Innovative Designer*
5. *Computational Thinker*
6. *Creative Communicator*
7. *Global Collaborator*

## **SCHOOL SAFETY**

The Yarmouth School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person is prohibited. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys.)



## **BICYCLES**

Students should park their bicycles in the racks by the walkers' path or at the front of the building as soon as they arrive at school. The school cannot assume responsibility for bicycles. No bicycle riding is permitted after your child arrives at school until school is dismissed at the close of the school day. Safe bicycle riding rules should be followed at all times. Maine has a helmet law for all children 15 and younger.



## **BUS TRANSPORTATION**

All students will be transported if they live more than one-half mile from the school. They will be picked up at the bus stop nearest their home.

As with any other school activity, proper conduct is expected on the buses at all times. Students who are reported to the administration for misbehavior could have the privilege of riding on the bus suspended for a period of time. We take this matter very seriously and ask you to cooperate with us to assure your child's safety at all times. Remember - riding the bus is a privilege! **If your child does not arrive at their scheduled drop off spot you can contact the main office until 4:30 p.m. The main office is staffed and open until all students are dropped off and all buses are back in. After this time you can contact the Yarmouth Police Department who will quickly be touch with school administration.**

## **PICTURES AND VIDEO IN PUBLICATIONS, PROJECTS AND ON THE WEB**

Our class photographs will be taken on **Thursday, September 26th** this year with a photo make-up/retake date to be determined.

From time to time we take pictures and videos to use on our website and for other school publications and projects. We identify children by first name only unless we have specific parent permission to use the student's entire name, such as when an award is presented. (Photos and rosters of school groups or teams may include full names and/or uniform numbers.) Our video projects usually are posted on the Yarmouth Elementary School Web Page.



## **SCHOOL NUTRITION PROGRAM**

The Yarmouth School Nutrition Program provides the YES students and staff each day with tasty, healthy and affordable lunches. Our lunch menu offers three meal choices every day and every day we have at least one vegetarian choice. Meal choices include the hot lunch, our Bento lunch and the increasingly popular sunbutter & jelly sandwich with string cheese. A meal has five components: a meat or vegetarian protein, a whole grain, fruit, vegetables and a low fat or fat free milk. The hot lunches vary day to day and the Bentos vary week to week. A Bento lunch may contain a combination of cheese cubes, hummus, whole grain crackers, a hard-boiled egg, yogurt, granola or our new strawberry parfait. A school lunch is considered a "Meal Deal" in that the five components are offered every day, but students may prefer not to select all of them. After picking up their entrée students walk to the salad bar to choose from a variety of fresh fruit and vegetables. To make sure students are getting a healthy, well balanced meal our nutrition staff check each and every tray to make sure they have at least three components and one of those must be a fruit or vegetable. Students are not required to take the milk option. Throughout the year we will source as much as we can locally including the Yarmouth School Garden and nearby Maine Farms. Details can be found on our menu sent home each month and on the school nutrition web page.

Each classroom teacher will review the daily procedures for choosing meals with the students. In the lunch line, as a student has been served a lunch and/or milk, he/she will be asked to provide their assigned pin number. Payments are also recorded in the same computer and a daily balance is kept current for each student. **The price of a student lunch is \$3.25, which includes milk. Milk purchased without a meal is \$.50. Breakfast for students is \$2.00. The adult lunch price is \$5.00 if you would like to join your student for a meal!**

**Student balances may not fall below zero. We do not honor 'IOU's in the cafeteria.**

Our department is not staffed to send out payment reminders to parents. The School Nutrition Program accepts payments online through **Paypams.com**, a website where you may also monitor student balance, payment and purchase activity. Checks should be payable to the "Yarmouth School Nutrition Program". We also welcome applications for free or reduced price meals. Please contact us if you are unsure about your balance.

We sincerely hope that your student enjoys the cuisine offered at lunchtime. Providing nutrition for the next generation is our business. We continually strive to improve our service of providing healthy, attractive and affordable meals! Please contact us with any questions and/or feedback that you may have about our program. Thank you for your patronage!

*Susan Stowell*  
Accounts Manager  
YES Nutrition Program  
susan\_stowell@yarmouthschools.org  
846-0579

*Blair Currier*  
School Nutrition Specialist  
Director, Yarmouth School Nutrition Program  
blair\_currier@yarmouthschools.org  
846-2323

## **PLAYGROUND RULES AND GUIDELINES**

To encourage a respectful and safe atmosphere on the school grounds, our playground rules and guidelines are centered around our Core Values

**Respect  
Caring  
Fairness  
Citizenship**

### **On the playground please:**

1. Respect classes inside by staying off the grass and away from the windows.
2. Play away from the electrical box and the dumpsters. Be safe!
3. No standing on or jumping from the swings.
4. Three or fewer students on a tire swing at a time. When you are waiting for a turn, please count to 100 slowly.
5. Walk on the climbing structure.
6. Return borrowed equipment to where it belongs.
7. Whenever someone is hurt or there is a problem on the playground, please quickly get one of the adults on duty

### **The following equipment and type of play are not allowed:**

1. Hard balls – such as lacrosse, field hockey or baseballs
2. Lacrosse sticks, hockey sticks and pucks
3. “Roughhousing”: Grabbing, pushing or pulling of others
4. Throwing of snow, ice, rocks, sticks or any other objects
5. Rollerblades, scooters, skateboards, hee-lies



**PLAY FAIR AND HAVE FUN!**

## **FIRE DRILLS**

We are required to periodically hold 10 fire drills and 2 lockdown drills during the year to insure speed and efficiency in getting your child to his/her assigned place of safety in case of an emergency.

## **SECURITY**

The school discourages students from bringing expensive items to school, i.e., cell phones, video games, etc. Band instruments are to be taken home each day since the school does not have an area large enough to secure them properly. The school cannot assume responsibility for damage or the loss of such items. Students who do bring expensive items to school, do so at their own risk.

## **BOOKS, SUPPLIES AND FEES**

Most books and supplies needed for the regular school program are provided by the school system. However, there are a few items needed for each classroom that are outlined on the classroom supply list that are not provided by the school. Additionally, students may be asked for a small amount of money for a field trip, a news magazine used in the classroom, or a guest speaker. Your child is responsible for all supplies provided for his/her use. Students are expected to pay for lost or damaged books, supplies and equipment. A student or their parents are required by law to pay for willful damage to any school property which may include broken windows, defacing the building and damage to books.

## **GUM CHEWING**

Gum chewing is not permitted unless utilized as part of a student learning support plan monitored by the teacher. The careless disposal of gum in the drinking fountains, on furniture and on floors presents sanitation and cleaning problems along with costly repair bills.

## **DRESS**

During the warm weather months please send your child with sneakers or similar footwear for outside play as flip-flops are dangerous for running and climbing. Please make sure your child is dressed appropriately for all weather conditions as students play outside with weather permitting. Yarmouth Elementary School students do not wear hats inside the building.

## **CONDUCT**

Students should always conduct themselves in accordance with our core values. This includes being well behaved in school and complying with all school policies and regulations. They should respect and obey all persons in authority and be ready to accept the consequences for their own actions. Self-discipline of all students is the goal. When breaches of discipline do occur, professional personnel are authorized to use reasonable steps to address it. As a last resort, the building principal may administer suspension. However, primary discipline should be the responsibility of the parents.

## **SUSPENSION**

Suspension is a very last resort procedure handled only by the principal. If the action necessitates suspension, the student will be accorded all rights due him/her under our suspension policy. The administration has the right to suspend any child, for up to a ten-day period, with school committee approval.

## **OBSCENE LANGUAGE**

Profanity and/or obscene gestures used to cause a disturbance, or to be offensive to those within sight or hearing range, or to be clearly disrespectful to other students, teachers, administrators, or school employees shall not be allowed. When an incident occurs, the principal will arrange for a conference with the student offender and the offended party. After determining the nature of the incident, the administration will take the disciplinary action deemed necessary.

## **VISITORS**

Parents and other adults must report to the office to sign in and obtain a visitor's pass before visiting classes or the playground. Please arrange all classroom visits via the classroom teacher. Student visitors need to obtain permission from the principal at least one day in advance. When student visitors are brought to school, they must stay with their host throughout the day.

## **TELEPHONES**

The office telephone is for school business and may only be used by students with permission by the office personnel. **Arrangements to have your child go to someone else's home after school should be made prior to arriving at school.** Students are discouraged from using the telephone during the school day to work out such details. The telephone is not to be used to call for homework or books that have been left at home. **Cell phones that are brought to school need to remain in backpacks during the school day and are not to be used.**

## **LOST AND FOUND**

Please mark all clothing with your child's name. The "lost and found" area is kept near the office and should be checked frequently. At the December, February and April breaks all unclaimed articles are donated to a local charity.

## **INVITATIONS**

If your son or daughter is having a birthday party or some other social gathering, please do not have the child issue invitations at school unless everyone in the class is invited. At this age, children can be easily hurt if they are left out.

## **FIELD TRIPS**

From time to time, each of our classes takes field trips. We do require permission slips for all trips involving bus transportation, and for insurance reasons, we are very strict about getting them back. We cannot take any student on a bus trip without permission.

As in past years, we choose trips very carefully. The funds for these trips usually come from special fund raising by the students, PTO, parental contributions, etc. We will make every effort to keep your costs to a minimum.

Throughout the school year, classes will take bus trips around Yarmouth, to other schools, and some classes take walking trips. There is a waiver included on the school emergency form for these 'local' field trips to simplify the process for permission. This will apply only to bus trips within Yarmouth and walking trips to the library, middle school, etc. All trips outside of Yarmouth will have separate permission slips.

The following rules pertain to all field trips:

1. If the field trip is an all day trip, eating arrangements will be planned.
2. Students are permitted to bring ipods and Kindles with headphones.
3. Students should remain seated once the bus leaves for its destination.
4. Students must follow the directions of all bus drivers, teachers and chaperones.
5. Students are not allowed to leave the general areas of the field trip without teacher or chaperone supervision.
6. Glass bottles or any glass items are not allowed on the buses.

## **VOLUNTEER PROGRAM**

The Yarmouth School Volunteer Program is designed to enrich students' educational experience and strengthen the learning environment of our schools by supporting the efforts of our professional personnel. Utilization of volunteers from the community creates partnerships that work to enhance the quality of education and benefit the students.

If you would like to know more about volunteer opportunities, please contact:

**Justine Carlisle, Program Director**  
**(207) 846-5535**

## **AFFIRMATIVE ACTION PLAN**

*The Yarmouth School Department will be in full compliance with all laws which prohibit discrimination and ensures that no student shall, on the basis of race, color, national origin, religious creed, sex, or disability, be excluded from participation in, be denied of, or be subjected to discrimination under any educational program or activity.*

### **I. GENERAL POLICY STATEMENT**

- A.** It is the policy of the Yarmouth School Department to ensure fair and equal employment and educational opportunities for all people free from intimidation, hostility and offensiveness, and to ensure nondiscrimination in employment practices and educational programs in accordance with all federal and state legislation.
- B.** Copies of laws, statements of assurance of compliance, self-evaluations, and relevant records are on file at the Office of the Superintendent of Schools, 101 McCartney Street, Yarmouth, Maine 04096.

### **II. CONTACTS FOR INQUIRIES OR GRIEVANCES**

To make an inquiry or to file a grievance, contact one of the following:

Jodi McGuire  
Affirmative Action Officer  
Yarmouth School Department  
101 McCartney Street  
Yarmouth, Maine 04096  
**or**  
Maine Human Rights Commission  
State House Station #51  
Augusta, Maine 04333 (207) 624-6290

### **III. ALLEGATION OF HARASSMENT, PHYSICAL AND/OR SEXUAL ABUSE**

#### **A. Employee Complaint Process - By An Employee**

In the event that an allegation of harassment, physical and/or sexual abuse is made against an employee from any source, internal or external, the following steps will be taken:

- 1.** Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit's legal obligations to investigate allegations and to discipline perpetrators when misconduct has occurred.
- 2.** Any employee learning of the allegation is to immediately advise his/her supervisor/principal, or the superintendent. In any event, the superintendent is to be informed immediately.

3. The superintendent is to immediately assess the situation, and cause an internal investigation to be made. If appropriate, reports will be made to the Department of Human Services and, in the case of physical/sexual abuse of a child, to the District Attorney.
4. If there is reasonable cause to believe the allegation, and the allegation would severely impair the unit's reputation or endanger the health and welfare of students and/or fellow employees, the employee will be assigned immediately to another position not having contact with or be placed on administrative leave. In the event an employee is placed on administrative leave, the School Committee will be notified as soon as practicable.
5. The employee will not be returned to his/her primary position until the superintendent is satisfied that the allegation is false or the charges are dismissed. Every effort will be made to conclude the investigation within a reasonable time from the initial notification to the superintendent; and
6. If the superintendent finds that the allegation is true, the appropriate disciplinary action will be initiated which may include, but not necessarily be limited to, dismissal.

students,

**B. Student Complaint Process - By a Student**

In the event that a student working in the Yarmouth School Department wishes submit a complaint of sexual harassment by an adult or another student of either gender, he/she may use the following internal grievance procedure, may report the grievance to the Maine Human Rights Commission (State House Station 51, Augusta, ME 04333, (207) 624-6290) or pursue a Title IX civil action.

to

1. Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit's legal obligation to investigate allegations and to discipline perpetrators when misconduct has occurred.
2. Within 24 hours of receiving the student's complaint, the principal shall notify the complaining student's parent(s)/guardian(s), the accused student's parent(s)/guardian(s), and shall inform the superintendent. The parent(s)/guardian(s) shall be given notice of the right to attend any interviews of the complainant or the accused. The interviews should take place in a non-intimidating environment in order to elicit full disclosure of the student's allegation and student's response to such allegations. The interviews should take place within five school days from the time the complaint was made. If requested by the student, another adult, mutually agreed upon by the student and the principal, shall attend and may serve as the student's advocate.

3. The principal shall impress upon all persons present the confidential nature of the complaint process.

4. Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. Copies will be given to the student, the principal, the superintendent and one copy will be kept in the principal's file.
5. The principal will keep the complainant and his/her parent(s)/guardian(s) informed about the progress of the investigation.
6. If the principal finds a substantiated charge of sexual harassment by another student, the offending student shall be subject to disciplinary action.
7. If a substantiated charge of sexual harassment by an employee is found, the results of the investigation will be sent to the superintendent for consideration of appropriate disciplinary action.
8. The principal shall fully document the investigation of every complaint of sexual harassment even if inconclusive. Such documentation will include summary of the allegations, a description of the investigation and any recommendations made by the complaint manager.

No reprisals or retaliation by students or employees resulting from the good faith reporting of charges of sexual harassment will be tolerated.

If a student is not satisfied with the results of the investigation as performed according to this procedure, appeal may be made to the superintendent.

#### **IV. GRIEVANCE PROCEDURE (Discrimination or Unequal Treatment)**

This school unit will provide equal opportunities to all persons and will adhere to rules and regulations regarding equal opportunities as set forth in state and federal laws.

Should a person feel discriminated against, these procedures will be followed:

An Affirmative Action Committee has been established to assist any person should the problem be one of discrimination or unequal treatment. The Affirmative Action Officer may be contacted for needed assistance in filing a grievance.

The following notice has been posted for, and disseminated to, all employees and students:

Any employee and/or student in this system who has a grievance concerning any alleged discrimination will be able to obtain counsel and guidance from the Affirmative Action Officer. It is understood that an attempt to resolve the grievance directly with the appropriate administrator (i.e., building principal) would be made at the earliest possible time.

Employees and/or students may use the following internal grievance procedure (see following), or they may report their grievances) directly to the

**Maine Human Rights Commission  
State House Station #51  
Augusta, Maine 04330  
(207) 624-6290.**

Any student or employee, who has a grievance concerning discrimination, should consult the appropriate school official (teacher, coach, principal, superintendent, manager, supervisor, foreman, etc.). If, however, the grievant shows cause acceptable to the Affirmative Action Office for by-passing the appropriate school official (teacher, coach, principal, superintendent, manager, supervisor, foreman, etc.), or if satisfaction is not secured through consultation with the appropriate school official, further relief may be sought through the Affirmative Action Officer who will follow the guidelines of the grievance procedure.

If carried to the Affirmative Action Officer, the grievance procedure shall consist of a two-step process:

**Step One** shall be a first level conference. In the case of a student grievance, the conference shall involve the grievant, the school principal and the Affirmative Action Officer or his/her designee.

If the grievant is an employee, the first level conference shall involve the employee, the supervisor and the Affirmative Action Officer or his/her designee. At a first level conference, the Affirmative Action Officer may consult with other school officials when considering the grievance or arriving at a proper decision.

If a proper resolution is arrived at from the first level conference on hearing, the results shall be submitted, in writing, by the Affirmative Action Officer to the appropriate official for implementation, with a copy forwarded to the grievant and to the superintendent. The report of the resolution shall contain a timetable for implementation and a requirement for a follow-up report at a specified date.

**Step Two** shall be a second level conference. Should the student or employee not be satisfied with the outcome of the level one conference, he/she may request further relief through the Affirmative Action Officer who will arrange for a second level conference with the superintendent which may, at the superintendent's discretion, include the Affirmative Action Committee.

If judged necessary by the superintendent, the matter shall be presented to the School Committee for resolution.

## **PARENTAL CONCERNS**

The recommended procedure for dealing with a parental concern with a teacher is as follows:

- (1) The parent should communicate the concern directly to the teacher(s) involved
- (2) If the concern with the teacher(s) is not resolved, the parent should communicate the concern to Mr. Gleason, the building principal.
- (3) If the concern is not satisfactorily resolved at the building principal level, the parent may address the issue to the superintendent, Dr. Dolloff.
- (4) If the concern is not resolved at the superintendent level, the parent may submit in writing his/her concern through the superintendent to the school committee for its consideration.

## **BULLYING, TEASING, HAZING, NAME CALLING, AND HARASSMENT**

The Yarmouth School Committee requires the development of policies and operating procedures that ensure that our students experience a safe and secure learning environment. In addition, the School Committee requires the development of policies and operating procedures that encourage students to report all incidents of bullying, teasing, hazing, name-calling, and harassment. The purposeful intent to intimidate, exploit or hurt will not be tolerated under any circumstances. Any report of such an incident will be investigated fully.

As part of the Yarmouth School Department's Affirmative Action Plan, we have developed specific policies regarding student discrimination and harassment and a complaint/grievance procedure, which are found on pages 21-24.

Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

### **Examples of Prohibited Harassment:**

- A. Unwelcome sexual advances, gestures, comments, or contact
- B. Threats
- C. Offensive jokes, ridicule, slurs, derogatory action, or remarks regarding race, color, gender, sexual orientation, religion, age, national origin, or disability
- D. Basing academic decisions or practices on submission to harassment.

## **BOMB THREATS**

The Yarmouth School Committee recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The committee directs the superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

## **ANNUAL NOTIFICATION OF BUILDING OCCUPANTS**

Each year, a required component of the Federal Asbestos Hazard Emergency Response Act requires public schools to notify all building occupants about the presence of asbestos.

The Yarmouth Elementary School has been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials is available for inspection at the office of the Superintendent of Schools, 101 McCartney Street, Yarmouth, Maine and at the school's main office during regular office hours. Copies may be made on request at a cost of 50 cents per page.

## **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's' education records.

### **A. Inspection of Records**

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the superintendent or building administrator in writing and must identify the record(s) to be inspected. The superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.50 per page.

### **B. Amendment of Records**

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing procedure.

### **C. Disclosure of Records**

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

#### **1. Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

#### **2. Military Recruiters/Institutions of Higher Education**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

#### **3. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

#### **4. Health or Safety Emergencies**

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

#### **5. Other School Units**

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records,

attendance records, special education records, and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. **Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the superintendent or building administrator.

**C. Complaints Regarding School Department Compliance with FERPA**

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

**PEST MANAGEMENT NOTIFICATION**

The Yarmouth School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

**Pesticides**

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

**Notification**

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review in the school office. The Superintendent's Office keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator, Rudy Rudolph, Director of Business Services at 207-846-5586. **Adopted: March 25, 2004 In accordance with FERPA regulations effective December 9, 2008**

