

WOOLWICH CENTRAL SCHOOL HANDBOOK 2019-2020



Home of the WILDCATS

**137 Nequasset Road
Woolwich, ME 04579
(207) 443-9739**

Greetings and Welcome to Woolwich Central School!

As your principal, I would like to take this opportunity to introduce myself to you and welcome you to our school. My family and I live in town and I have been working in RSU 1 for 20 years, the last 10 of which have been at Woolwich. During this time, I have worked closely with our faculty and school community. I believe our Pre-K-8 structure allows us to offer our students a true sense of community and belonging. Our staff is committed to doing what is right for children, our parents are dedicated to supporting the staff in these efforts and our students strive to meet these high expectations. The core values that guide us are reflected in our Woolwich Way. This slogan reflects our commitment to instilling in our community the values of respect, responsibility, honesty, compassion, courtesy and quality. Our focus at Woolwich is to model for our students these qualities so that they become part of their daily lives. I want to assure everyone that it is my goal to continue the traditions of Woolwich Central School and maintain the core values that provide the foundation of our school community. I look forward to working with the staff, parents, students and community of Woolwich on this exciting journey.

Sincerely,

Jason R. Libby

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VISION STATEMENT

Recognizing that the success of public education is essential to our promising future, the community of Woolwich Central School embraces the principles of *Relationships*, *Rigor* and *Perseverance* as defined below.

- ❖ **Relationships**
 - Exemplify the Woolwich Way at all times and promote these values in others.
- ❖ **Rigor**
 - Aspire to high standards.
 - Be creative, critical and reflective thinkers.
 - Collaborate with others to produce quality work.
- ❖ **Perseverance**
 - Take risks and strive to maximize individual potential.

The Woolwich Way

Respect

Responsibility

Honesty

Compassion

Courtesy

Quality

RSU 1 Board Policies

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

Please note that Woolwich Central School and RSU #1 have the unlimited right to change the terms of the handbook without notice, at any time.

Woolwich Central School Personnel

Superintendent	Dr. Patrick Manuel	
Principal	Jason Libby	
Dean of Students	Nina Willette	
Secretary	Jane Pratt	
Bookkeeper	Alaine Pinkham	
Nurse	Roberta Sherwood	
Guidance	Cameron Reny	
Social Worker	Thera McCartney	
Librarian	Abby Luchies	
Teachers		
Pre-K	Jeannie Harrington	
Kindergarten	Kimberly Plummer	
	Sarah Sample	
Grade 1	Jacqueline Olsen	
	Mary Ellen Morin	
Grade 2	Kathy Vise	
	Beth Pols	
Grade 3	Kari Babcock	
	Courtney Keefe	
Grade 4	Greg Emerson	
	Courtney Culley	
Grade 5	Mary Moran	
	Suzanna Lynch	
Grade 6 Writing, Science and Social Studies	Steven Shea	
Grade 6 Reading and Grades 6/7/8 Math	Patrick Harrington	
Grades 7 Reading, Writing and Social Studies	Theodore Lucas-Wallace	
Grades 6/7/8 Math and Grade 8 Reading	Turner Huston	
Grades 7/8 Science and Social Studies	Jayme Seheult	
Grades 8 Writing & Social Studies & Grade 6 Social Studies	Leann Fisher	
Grade 7/8 World Language	Isabelle Lapin	
Grade 7/8 Health	Emily Buczkowski	
Life Skills	Rachel Garland	
	Jonathan Fisk	
Art	Laura Devin	
Music	Cynthia Streznewski	
Physical Education	Shane Hutchings	
Special Education	Erin Chubbuck	
	Krista Walker	
	Colby Gail	
Speech Therapy	Gail Aseltine	
Occupational Therapy	Sheena Petrillo	
Literacy Intervention	Beth Kaser	
Math Intervention	Kara Griffin	
Gifted and Talented Services	Judi Mansfield	
Educational Technicians	Leann Schwarz	Lindsey Darling
	Clare Schumaker	Tracy Smart
	Jean McGuigan	Tina Ouellette
	Rebecca Malburne	Cathy McDaniel
	Katie Smith	Cora Fahey
	Maryellen DeRuitter	Kristen Anderson
	Beth Waters	Jaymee Wallace
	Vanessa Brooks	
Head Cook	Joanne Wells	
Cook's Assistant	Maryann Squillace	

OFFICE INFORMATION

Emergency Contact Information

It is extremely important that each child has current emergency contact information in our Student Information System. The vital information enables us to contact you in case of emergency or illness. If there are any changes in address, parent's work, cell or home phone numbers, emergency contact numbers, or after-school provider, please be sure to update the emergency information promptly with the front office. Except for emergency situations, emergency contacts do not have permission to pick up students without written permission from parents.

Attendance

Absences:

A note giving specific reasons for absences from school, signed by a parent or guardian, must be given to the classroom teacher on the day the student returns to school. Legally acceptable excuses are defined as:

1. Personal illness;
2. Appointments with health professionals that cannot be made outside of the regular school day;
3. Observance of recognized religious holidays when the observance is required during a regular school day.
4. Emergency family situations;
5. Planned absences for personal or educational purposes that have been pre-approved.

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

Truancy: A student 7 years of age but has not yet completed 6th grade, is considered truant if they have **7 or more unexcused** absences or 5 consecutive days of unexcused absences. A child who has completed 6th grade is truant if they have **10 or more unexcused absences**, or 7 consecutive days of unexcused absences.

Arrival:

Non-bus students are not to arrive at school prior to 8:20 a.m (9:20 on Late Start Wednesdays).

Students who arrive after 8:30 are considered tardy and must report to the office and be signed in by a parent/guardian. Students arriving after 10:00 without a valid excuse (*) will not be eligible for participation in any after-school activities for that day which includes dances, sporting events, etc.

(*)All tardiness to school will be unexcused except for the following:

- doctor's appointment that could not be scheduled outside the school day
- family emergency
- religious holidays
- illness

Students who are excessively or deliberately late will be subject to make up time after school and/or other appropriate disciplinary action. Late students must also bring a note stating the reason for the tardiness.

Dismissal:

[Our school day ends at 2:50 with the dismissal of students riding the bus, followed by parent pick ups.](#) When students are leaving school before the end of the day, the following guidelines should be observed:

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

When the office receives special instructions from parents regarding custody or pick-up restrictions, the teacher will be notified.

Parent pick-ups: Parents must notify the office of pickup changes by 2:30. Only adults listed on the [Parent Pickup Permission Form](#), will be allowed to pick up. All adults must show photo identification and sign students out at pick up time in the cafeteria.

School Cancellation

School cancellations will be announced over the following stations: Channels 6 (WCSH), 8 (WMTW), and 13 (WGME) television; WBLM, WCLZ, WCME, WGAN, WHTH, WJBQ, WJTO, WKRH, WMGX, WMME, WPOR, and WYNZ radio. You will also receive a recorded announcement from our school messenger system in RSU 1. If it is necessary to cancel school after students have arrived, announcements will be made over the same radio stations.

Student Records

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

STUDENT RESPONSIBILITIES

School-Wide Expectations

When expectations are clearly stated, fewer problems arise. For this reason, each teacher has his or her own rules and plans for positive reinforcement and discipline. To assist in creating and maintaining a positive educational environment, there are school-wide rules. They include:

1. All hall and stairway traffic will be quiet and will move in an orderly fashion to the right;
2. There will be no unnecessary noise or inappropriate behavior in the bathrooms;
3. During recess and after dismissal, students will not be in the building without permission;
4. Students will respect the property of others;
5. Students will not leave school without permission;
6. Weapons - all guns, knives, etc. (real or toy) - will remain at home; (may lead to suspension and/or expulsion)
7. Possession, use, and/or threat of use of articles that are commonly used or designed to inflict bodily harm and/or to intimidate, coerce, or harass persons are strictly prohibited and may lead to suspension and or expulsion. (This includes verbal or written death threats, bomb threats, etc.) In addition, the use, or the threat of use, of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce, or harass may lead to suspension and or expulsion.
8. Personal property that distracts from learning should not be used at school. Examples include: cell phones, MP3 players, skateboards, etc. The school is not responsible for personal property brought to school;
9. The following are examples of unacceptable behaviors on school property or at school sponsored or supported activities, i.e., Bath dances, sporting events, etc.:
 - a. Fighting and unnecessarily rough or inappropriate contact;
 - b. Swearing or the use of inappropriate language;
 - c. Damaging or defacing school property;
 - d. Use or possession of tobacco in any form;
 - e. Use or possession of alcohol or any chemical substance;
 - f. Throwing any objects (exceptions: supervised games or P.E.);
 - g. Snow throwing or rough play in the snow;
 - h. Littering;
 - i. Dangerous use of playground equipment.
 - j. Cheating
10. 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.
11. Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, disability or sexual orientation including gender identity and expression. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

12. If a student has been suspended from school, the student’s schoolwork will be collected daily in the main office. Suspended students are not allowed in the building until 3:15 to pick up their work. If school is cancelled on a day that a student is suspended, the suspension will be extended to the following day. Suspended students are not allowed to participate in after school activities or attend school functions (including dances).
13. Bullying is not acceptable conduct in RSU 1 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student’s bullying behavior may also be addressed through other behavioral interventions. For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:
 - A. A reasonable person should expect bullying will have the effect of:
 1. Physically harming a student or damaging a student’s property;
 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 3. Substantially disrupting the instructional program or the orderly operations of the school; or
 - B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Woolwich Central School Philosophy of Behavior

At Woolwich School we strive to ensure all students' basic needs are met. Our approach to behavior is restorative; we believe that behavior is taught to students as a subject. We work closely with children and families to ensure students are physically and emotionally safe, achieve academic success, are accepted as individuals, receive positive feedback and encouragement, are respectfully corrected when mistakes are made, and have a sense of emotional connectedness to the school that provides purpose and belonging.

Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. In addition to these consequences, certain situations may also require restitution for loss or damage and, where appropriate, the involvement of law enforcement officials. [Click here for our office behavior rubric.](#)

<u>Tier 1</u> Staff or Administrative Response	<u>Tier 2</u> Parent or Guardian Involvement	<u>Tier 3</u> Use of Student’s Time	<u>Tier 4</u> Exclusion from Normal School Activities	<u>Tier 5</u> Expulsion
Possible Consequences: <ul style="list-style-type: none"> ● Verbal Reprimand ● Time Out ● Out of Classroom ● Loss of Privileges ● Teacher or Administrator Conference with Student ● Parent Notification 	Possible Consequences: <ul style="list-style-type: none"> ● Behavior Reflections ● Restorative Practices ● Phone Call to Parent ● Written Notice to Parent ● Conference with Parent 	Possible Consequences: <ul style="list-style-type: none"> ● Detention ● Community Service ● In-School Suspension (Parent Notification Required for all Tier 3 consequences)	Possible Consequences: <ul style="list-style-type: none"> ● Positive Behavior Support Plan ● Restricted Access ● Out of School Suspension ● Alternative Placement (Parent Notification Required for all Tier 4 consequences)	Possible Consequences: (Parent Notification Required for all Tier 5 consequences)

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

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

Woolwich Central School Consequences

Students who may not meet the qualities of the Woolwich Way: respect, responsibility, honesty, compassion, courtesy and quality, are subject to disciplinary actions by teachers, administrators, and other school personnel.

Disciplinary actions may include one of the following:

- Lunch and or recess detention
- One 45 minute office detention from 3:00-3:45 on Tuesday or Thursday
- In school suspension
- Out of school suspension

Teacher detentions are given at the discretion of teachers and may occur from **Monday through Friday from 3:00- 3:45**. Students and parents will receive advanced notice of after school detentions. Students are expected to complete a behavior reflection and written letter to parents; if time remains, they are to complete schoolwork.

Dress Code

Your appearance affects how others see you and what they think of you. The clothing worn by you can affect work, attitude and discipline. We come to school for a serious purpose, and we want people to know it. We feel the primary responsibility for dress and grooming belongs at home with the parents and students. Student clothing and dress will:

- Not be unduly revealing, i.e., bare midriffs, strapless tanks or spaghetti straps, low-cut tank or transparent tops. Shorts and skirts that do not cover the mid thigh area are not acceptable. Leggings should be worn with a top that reaches the acceptable length of skirts or shorts.
- Contain no controversial slogans or advertising. For example, clothing ads for beer, alcohol, tobacco, or drugs or sexual connotations (coed naked) are not acceptable.
- Not include hats, bandanas, hoods and/or sunglasses.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be asked to change.

Cell Phones

Woolwich Central school is not responsible for any cell phone brought to school and students are not expected to be bringing cell phones to school. However, we understand that they may need them for communication before and after school. If a student decides to bring a cell phone to school it should be turned off and placed in the cell phone holder in their homeroom. If their phone is visible or they are suspected of using it during school hours, on the first occasion students may pick it up at the end of the day from the office. For subsequent offenses, parents will need to pick up the device at the office between 8:00 and 3:30. Failure to comply with that request or frequent reminders will result in turning the cell phone into the office during the school day and will include other consequences.

Respect for Property

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

Lockers/Desks

Students have access to desks and lockers but understand that all desks and lockers are the property of the school and may be searched at anytime "...when officials have a reason to believe that the locker or desk is improperly used for the storage of any substance or item which is in violation of the law or policies or regulations of the school. When necessary for the general welfare of the school, searches of all lockers and desks may be conducted by school officials." Locks are not permitted on lockers unless designated by the Principal.

Dances

Dances may be held periodically for 6th, 7th and 8th graders from 7:00-9:00. This is a time for socialization and enjoyment.

In the spring of the year a "Fancy Dance" is held for our 8th grade students. This is a celebration of accomplishments for the past nine school years (K-8) and students should dress accordingly, i.e., shirt and tie for boys and skirts or dresses for girls. School rules apply at all after-school events and activities.

STUDENT SERVICES

Health

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

Medication:

If it is necessary for a child to take any medication during school hours (including over-the-counter medications, inhalers, Epipens and diabetic supplies) a **Medication Authorization Form** must first be completed by **both the parent and the physician/dentist**. This form is available in the school office, clinic and on the school website for your convenience. Written medical consent for any medications to be given in school must include:

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

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

Immunization:

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

Diphtheria/Pertussis/Tetanus: Five (5) doses on any DPT-containing vaccine or DT (pediatric)

Poliomyelitis: Four (4) doses of OPV or IPV

Measles/Mumps/Rubella: Two (2) dose of MMR

Varicella: One dose of Varicella

Contagious Conditions:

The school must be notified if your child contracts a contagious condition such as chicken pox, pink eye, scabies, impetigo, or lice.

Food Services

A balanced breakfast and hot lunch are offered daily at the school. Students who bring a bagged lunch may purchase milk. Students in grades 5 through 8 are offered the opportunity to assist kitchen staff on a weekly basis. Any student bringing written permission

from parents may be given this opportunity. In return, students will receive a free lunch for each day they work. Students may be eligible for free or reduced meals. Applications will be sent home during the first week of school.

Lunch prices for 2018-2019:

- Student Breakfast - \$1.55
- Student Lunch - \$2.75
- Milk Only - \$0.55
- Adult Breakfast - \$2.00
- Adult Lunch - \$4.75

Meals are served on a pre-paid basis. Monies may be turned in daily or weekly, and payment by check rather than cash is encouraged. Any unpaid bills will be sent home to parents weekly. Students are always served a lunch, but bills in excess of \$10.00 may jeopardize your child's options in the hot lunch program.

Bus Services

Bus services are provided through a contract with a private carrier. Bus schedules will appear in the newspaper prior to the beginning of the school year. Guidelines for appropriate bus conduct will be provided by our bus personnel. In general, it is reasonable to expect that the well-behaved Woolwich bus student will:

- Keep hands and feet to one's self (no fighting, hitting, etc.)
- Remain seated
- Obey the bus driver
- Respect the bus equipment without destroying property
- Be respectful of him/herself and others
- Behave in an appropriate and safe manner

If a student misbehaves on the bus, the following consequences will be implemented:

- **First offense:** A "School Bus Incident Report" is sent home to be signed by parents/guardian. This is usually a warning.
- **Second offense:** A "School Bus Incident Report" is sent home to be signed by parents/guardian and bus privileges may be denied for at least one (1) school day.
- **Third offense:** A "School Bus Incident Report" is sent home to be signed by parents/guardian and bus privileges are denied for at least three (3) school days. The School Bus Incident Report also notifies you that if further misconduct is observed on the bus, transportation will be suspended and the matter will be brought before the School Committee.
- **Severity Clause:** Any severe infraction may automatically lead to bus privilege denial.

A note from the parent/guardian is required for any changes in a child's bus routine.

Special Education Services

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

parents, as well as school staff, by contacting the principal.

Child Find for Students with Disabilities

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

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

Library Services

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

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

School Counselor Services

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

ACADEMICS

Placement

The staff at Woolwich Central School strives to provide fair and equitable placement for all students. Our goal is to create a balanced educational setting which will meet the needs of all our students. When making placement decisions, many considerations are made: academic strengths and weaknesses, learning styles, special education needs, social, emotional, and physical development, peer relationships, gender, class size, etc. Once class lists are created, the principal, classroom teacher, guidance counselor, special education teacher, and staff will review them and make any necessary adjustments. Parental information on how their children learn is critical. Personal requests for specific teachers, however, may be considered but will not be used as the determining factor in class placement. Final decisions for placement rest with the principal. Parents will be notified of their child's placement prior to the beginning of the school year.

Parent-Teacher Conferences

Conferences are built into the school calendar twice a year, usually in November and March. The purpose of these conferences is to forge a partnership between the school and home that will provide a foundation for success at school. In addition to these available times, parents and faculty are encouraged to schedule a conference whenever needed during the school year.

Homework

Homework assignments are an extension of classroom work. It is another way of developing and demonstrating self-discipline and organizational skills. Kinds of homework might include: drill and practice, guided reading of assigned literature, independent reading, research activities, work on reports, projects, exhibitions, and studying for quizzes and tests. Because students study in different ways, the time spent on an assignment may differ drastically from student to student. The key is to organize time well. Students are responsible for their assignments and are expected to do their homework every day and pass it in on time. This helps teachers monitor what students have learned and what they are continuing to struggle with. If a student does not pass in homework, he/she may be asked to stay in from recess or after school to complete it. There is a direct positive relationship between doing homework, studying, and doing well in school.

Make-Up Work

Students are responsible for make-up work due to absence from school and/or class. Arrangements need to be made with the student's teacher to make up missing work. If a student is to miss a lengthy period of school, the parent should make prior arrangements by contacting the school office. **Incomplete grades on report cards must be made up within two weeks of the close of the ranking period.**

Study Hall

Study hall is a time when students may receive additional support from staff, complete homework or use the library. All students should come prepared to work for the entire period and should always have a free reading book to be reading if their work is completed ahead of schedule.

Special Subjects

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

Physical Education is required for all students. All students must participate in physical education classes unless they submit a doctor's note requesting that they be excused. In that event, the student is expected to attend and observe class. Appropriate dress, including sneakers, must be worn. Dress is not an excuse for non-participation.

Art is required for grades K-8.

Music classes are required for students in grades K-6. Music electives are available to students beginning in grade 5. *Instrumental Music Lessons* are offered to students in grades 5-8 who elect to learn to play a band instrument. Lessons are scheduled on a rotating basis during the school day. First-year students play in beginning band, while more experienced players perform in the concert band. *Chorus* is offered as an elective for students in grades 6-8 through their participation in concert choir. In each special subject, students will receive grades on their report card which will count toward honor roll determination. Specific grading criteria for each special subject are provided to students and parents at the start of each year.

Grading and Report Cards

Report cards are issued three times a year for grades K through 8 (December, March and June). Parents and students in grades 6-8 are encouraged to monitor student progress through the use of Infinite Campus. Log-in information will be provided at the beginning of

the year, but, if at any time you need assistance, please contact the main office.

Promotion

Whenever teachers or parents have concerns regarding the progress of a student, a meeting will be held to assess achievement and programming. In accordance with RSU 1 policy on retention, parents will be notified by February 15th, if their child is being considered for retention and an appropriate review of the student's needs will be conducted. In grades 6-8, any student with two or more failures as a yearly average or who fails reading, writing, or mathematics for the year shall be considered as a candidate for retention. A final decision will be made as to grade placement for the following school year by June 1.

ATHLETIC PROGRAMS

Athletics

Athletic Program Statement of Philosophy: We believe that the athletic program contributes to the well-rounded development of its

participants. It is designed to aid in the physical, social, and emotional development of the student. Athletics offer an enjoyable way to learn teamwork, sportsmanship, cooperation, and loyalty to one another as well as loyalty to the school and community.

Athletics also offer the opportunity for students to become good competitors, to give the game their best, to always play by the rules, and to take defeat without bitterness and victory without gloating; therefore, all players will participate in every game.

Woolwich Central School offers 6th, 7th and 8th grade boys and girls soccer and basketball. Students are also able to participate in field hockey, football, baseball, softball, lacrosse and track if offered at Bath Middle School and it does not negatively affect academic work.

Eligibility will be based on a student’s habits of work and must be maintained in order to participate in any sport. Our eligibility checks will be conducted weekly throughout the sports season. In addition, the athlete and his/her parents must agree to and sign the “Eligibility Rules and Requirements” prior to participating on any team. Only students enrolled at Woolwich at the time of try-outs will be eligible for that team. (Exception: If too few students try-out for any given sport, (or if space is available) then an additional try-out may take place and any student in attendance at that time may try-out.)

No student will take part in any tryout or practice until he/she has:

- a. written proof of a physical examination (examination is valid for two calendar years from the date of issue)
- b. an annual doctor’s statement (form provided by school) certifying that the middle school student is physically fit and able to participate in the interscholastic program
- c. written proof of insurance
- d. signed permission of a parent/guardian

Certain aspects of being an athlete will vary from sport to sport and from coach to coach (e.g. dress, curfew, etc.) The coach will make those requirements known at the beginning of the season.

Participants will be transported to and from all sporting events by school transportation. **It is expected that athletes will travel to and from their away games with their teams.** Exceptions may be made only through prior arrangements with the principal. (In emergency situations, permission may be granted by the coach.)

Only students in good standing may participate in the co- and extracurricular activities at Woolwich Central School. A student is considered in good standing if he/she is not the subject of any disciplinary action of any policy, or school rule, AND is currently eligible. If a student is serving an in-school suspension or out-of-school suspension on the day of a game (or the day before a weekend game), that student is not eligible to attend or participate in that game.

POLICIES

Woolwich Central School does not discriminate in the operation of its educational and employment policies and will comply with all appropriate laws relative to discrimination.

Notification of Rights Under FERPA for Elementary and Secondary Institutions

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:

1. The right to inspect and review the student’s education records within 45 days of the day Woolwich Central School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. 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 Woolwich Central School to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Woolwich Central School decides not to amend the record as requested by the parent or eligible student, Woolwich Central School 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 or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Woolwich Central School discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of all the student’s education records must be sent to any school administrative unit to which a student applies for transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Woolwich Central School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

5. Woolwich Central School 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. The school unit has designated the following as directory information: Student name, the student’s participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at Woolwich Central School, and honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notices should be sent to the Superintendent of Schools at the following address:

Superintendent of Schools
RSU #1
34 Wing Farm Parkway
Bath, ME 04530

Under Maine law, Woolwich Central School 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’ name.

Legal Reference: 34 C.F.R. Part 99; 20-A MRSA § 6001 Federal Register, Vol. 61, No. 226, at 59297 (Nov. 21, 1996).

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. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers and the use of personal laptops on school networks.

Regional School Unit #1 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. **Regional School Unit #1** takes precautions to supervise student use of the Internet, but parents should be aware that the **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.

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 he/she deems appropriate.

Federal Programming – No Child Left Behind (NCLB)

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 Schools; and Title VI – Small and Rural Schools. These programs support district teacher and educational technician salaries and stipends, supplies and professional development.

Additionally, under NCLB there are certain criteria that teachers must meet. This is referred to as a “Highly Qualified” status. It is our obligation to provide you with information about the teachers 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 requirement of the subject they are teaching. This means we must inform parents whenever a teacher who does not meet the federal definition of “Highly Qualified” teaches a child for four consecutive weeks.

We believe that a caring, competent and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently required to teach under Maine's strict certification requirements. Teachers must have college degrees and many have advance degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated to make sure that their teaching skills remain at the highest possible level. At this time, 100% of teachers in RSU #1 meet the NCLB qualifications for being “Highly Qualified”.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact the Superintendent of Schools, Patrick Manuel, at 443-6601, if you have any 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.

Affirmative Action Plan

Adoption of an Affirmative Action Plan for Woolwich Central School is indicative of the responsibility we have to the people we serve in regard to equal employment and education opportunities, and also to outline the goals and methods by which this Plan will be implemented.

It will be the responsibility of all of our staff, supervisory and non-supervisory, to help insure that this Plan be adhered to and

improved on when required.

An Affirmative Action officer is assigned responsibility for maintaining compliance with this Plan. Students, recruiting sources, professional organizations, governmental departments and others with whom WCS conducts business will be notified of this Plan.

The Affirmative Action Plan is a systematic procedure to eliminate discrimination, whether intentional or otherwise, and the structures which perpetuate that discrimination in both employment and education practices.

The basic criteria of an Affirmative Action Plan relating to employment practices are to strive to eliminate sex-role stereotyping and discrimination in the areas of pay, tenure, promotion, career training and development, recruitment and selection, publicizing job opportunities, and in making of contractual agreements as well as in the areas of curriculum, instruction, educational materials, and placement.

Harassment Policy

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

Examples of prohibited harassment:

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

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

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

Bomb Threats

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

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

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

Aiding Other Students in Making Bomb Threats

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

Failure to Report a Bomb Threat

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

HANDBOOK SIGNATURE PAGE

Please sign and return to Woolwich Central School, after reading the handbook on the Woolwich Central School website.

I have read the entire Woolwich Central School Student and Parent Handbook. Through this handbook, I understand the rights and responsibilities with regard to helping Woolwich Central School foster the health,

safety, and social and emotional well-being of students, as well as how to support the maintenance of a civil, safe, secure, and supportive school environment. I will do my best to ensure my child/children follow all the rules and policies described in this handbook. Whenever I have questions, I will not hesitate to call or visit the school for more information.

Signature of Parent or Guardian	Date
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Student Name	Grade	Teacher
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Additional Student Name (if siblings)	Grade	Teacher
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Additional Student Name (if siblings)	Grade	Teacher
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Additional Student Name (if siblings)	Grade	Teacher
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Additional Student Name (if siblings)	Grade	Teacher
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Additional Student Name (if siblings)	Grade	Teacher
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