

# Dike-Newell School Handbook for Families 2019-2020

Dike-Newell School  
3 Wright Drive  
Bath, ME 04530  
207-443-8285  
FAX 207-443-8288

**Dike-Newell School Home Page**  
<http://www.dns.rsu1.org>



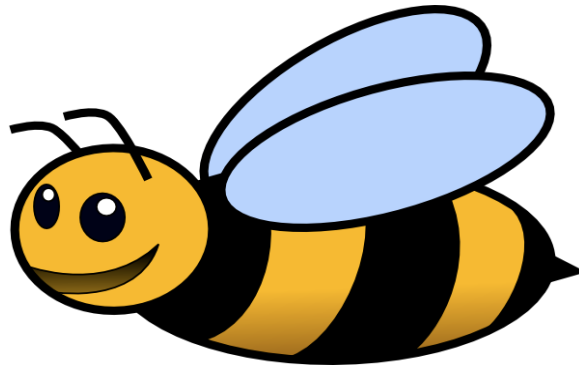
**RSU 1 Home Page**  
<http://www.rsu1.org>

Fisher-Mitchell School	443-8265
Bath Middle School	443-8270
Morse High School	443-8250
BRCTC	443-8257
Phippsburg Elementary School	389-1514
Woolwich Central School	443-9739
Administration Building	443-6601

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The purpose of this handbook is to provide information to families regarding the policies and procedures of Dike-Newell School and RSU 1 and to answer any questions you may have.

***Administration reserves the right to change the terms of this handbook at any time.***

## RSU 1 ADMINISTRATION

Patrick Manuel, Superintendent  
Katie Joseph, Asst. Superintendent  
Debra Clark, Business Manager/Payroll Specialist  
Dave Richards, Director of Maintenance & Transportation  
Justin Keleher, Director of Special Services  
Tim Harkins, Director of Food Services

## RSU 1 BOARD OF DIRECTORS

Lou Ensel  
William Perkins

Stephen August, Chair  
Jennifer Ritch-Smith  
Anita Brown

Megan Fuller  
Alan Walton

## DIKE-NEWELL SCHOOL STAFF

**RSU 1 email addresses take the form of: [firstinitial.lastname@rsu1.org](mailto:firstinitial.lastname@rsu1.org)**

**Example: John Smith: [jsmith@rsu1.org](mailto:jsmith@rsu1.org)**

Jennifer McKay, Principal  
Kimberly Burgess, Secretary

Emma Root	Pre-K	Larissa Costello	Special Education
Abby Deci	Kindergarten	Kerri Reno	Special Education
Leslie Gallant	Kindergarten	Amy Otis	Special Education
Sara Wells	Kindergarten	Gayle Bibber-Small	Special Education Ed. Tech.
Kap Wetzel	Kindergarten	Amy Burden	Special Education Ed. Tech.
Alyssa Giroux	Grade 1	Sheri Eckert	Special Education Ed. Tech.
Angela Green	Grade 1	Charlie Gabelmann	Special Education Ed. Tech.
Kathy Henrikson	Grade 1	Nicole Gibbs	Special Education Ed. Tech.
Kelli O'Brien	Grade 1	Shenel Kavanaugh	Special Education Ed. Tech.
Kathy Brown	Grade 2	Sue Morlock	Special Education Ed. Tech.
Kelsey Frost	Grade 2	Cecilia Smith	Special Education Ed. Tech.
Sue Michaud	Grade 2	Linda Styles	Special Education Ed. Tech.
Lynn Spivey	Grade 2	Abi Elliot-Ricciardone	Pre-K Ed. Tech.
Judi Main	Art	Shalon Hersom	Behavior Interventionist
Susan Cyr	Music	Joanne Powers	Academic Interventionist
Emily Buczkowski	Physical Education	Evie Katz	Academic Interventionist
Jason Carter	Physical Education	Melissa Bickford	Title I Ed. Tech.
Natalie Dean	Guidance	Tim Powers	Title I Ed. Tech.
Tanji Johnston	Social Worker	Lisa Hardman	Library Ed. Tech.
Dawn Dill	School Nurse	Judy Kingsbury	Kitchen
Emily Mauch	Physical Therapist	Tamara Seekins	Kitchen
Paula Price	Occupational Therapist	Rudy	Therapy Dog
Eileen Watson	Speech Clinician		

# DIKE-NEWELL GENERAL POLICIES AND PROCEDURES

School Office Hours: 8:00 AM to 4:00 PM daily

## Daily Schedule:

*8:15 AM	Buses begin arriving Walkers and students dropped off by parents arrive Breakfast served
*8:25 AM	First bell rings, front entrance locked, student drop off door closed
*8:45 AM	Morning Announcements
11:30 AM-1:05 PM	Lunch and noon recess (varies by grade)
12:00 PM	Pre-K Dismissal
3:00 PM-3:10 PM	Dismissal

**\*one hour later on Wednesdays**

All walkers are expected to leave the school grounds immediately after school is dismissed.

## VOICE MAIL

When calling the school please listen carefully to menu options before pressing a button. We will post upcoming events, reminders, no school announcements, etc. on our phone system whenever possible. Thank you.

**STUDENT ABSENCE MAILBOX - PRESS 1 - Please report all student absences to this box instead of the main office.**

**SCHOOL EVENTS & ANNOUNCEMENTS - PRESS 2**

**MAIN OFFICE: Mrs. Burgess, School Secretary, or Ms. McKay, Principal - PRESS 0**

**GUIDANCE OFFICE: Mrs. Dean, Guidance Counselor - DIAL 110**

**NURSE'S OFFICE: Ms. Dill, School Nurse - DIAL 106**

## SCHOOL ENVIRONMENT

At Dike-Newell our intent is to provide a safe, orderly, and respectful environment, where all students have an equal opportunity to learn. Our theme for character education is "Be Safe, Be Kind, Be Responsible." Serving some of the youngest students in the district, our approach is one of being proactive. Along with school wide expectations for behavior, and explicit teaching of those behaviors in the classroom, we have an excellent guidance program, which supports students in learning these appropriate behaviors. If students veer from expected behaviors, we view this as an opportunity to teach them how to act appropriately. If there are extreme circumstances, we follow the RSU 1 Board policies, which you can access with the following link:

[www.rsu1.org](http://www.rsu1.org)

## SCHOOL CANCELLATIONS - BAD WEATHER

School cancellations for RSU 1 are announced on TV Channels 6, 8, and 13 beginning at 5:30 AM. They may also be heard over the following radio stations: WGAN 560 AM; WCLZ 98.9 FM; WPOR 101.9 FM; WJTO 730 AM; WMGX 93.1 FM. If it is necessary to cancel the afternoon session after school has begun, schools will usually close between 11AM-12PM. Parents should have an arrangement with a child care provider or neighbor in the event that there is no school. Please note that if school has been cancelled due to inclement weather the office will be closed as well.

RSU1 utilizes a program called School Messenger to make automated phone calls when school is cancelled for the day. You will also receive calls from this program.

## ATTENDANCE, TARDINESS, AND TRUANCY

Regular attendance in school has far-reaching impact on later success in life as far as finishing school, learning a trade, going to college, and lifetime income. Please help your child(ren) get to school every day! Excused absences include:

- \* Personal illness
- \* Appointments for health issues that cannot be made outside of regular school hours
- \* Observance of recognized religious holidays
- \* Emergency family situations
- \* Planned absences for personal or educational purposes that have been approved in advance by the school principal

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

All parent notes must include the student's name, date(s) of absence, specific reason for the absence, and the parent's signature. **Failure to provide acceptable documentation or proper calls to the attendance office will cause the absence to be recorded as UNEXCUSED.**

A student who is at least 7 years of age and has not yet completed grade 6 is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during the school year. For the complete RSU 1 Attendance Policy please visit [www.rsu1.org](http://www.rsu1.org), Board of Directors, RSU 1 Board Policies, JHBB

Attendance is taken every day first thing in the morning at Dike-Newell School. **Parents are asked to call the school and leave a message in our "student absence mailbox" if their child is going to be absent instead of calling the main office. To do so, please call our school at 443-8285 and press 1.** Please indicate your child's name and date of absence. If your child has a contagious illness we should be aware of, please leave that information as well.

## EARLY DISMISSAL

Please try to avoid having any student dismissed before 3:00 PM. In the event that you must dismiss your child early, please send a note to the classroom teacher. If a situation arises during the school day, please call the office and we will have your child waiting for you. **For safety purposes, parents who are picking up their child must come to the office to sign out their child and must wait in the office area for their child.** Parents are asked NOT to walk around the building, go to classrooms, the playground or bus line without prior arrangements with the teacher or office.

## EXTENDED ABSENCES

If you plan to take your child out of school for an extended period of time for a vacation, family event, etc, you need to complete an Extended Leave form which must be approved by the teacher and principal for the absence to be excused. These forms are available in the office.

***Our attendance motto at Dike-Newell School is "ALL DAY EVERY DAY!!" and this is what we strive for!***

## ARRIVALS AND DEPARTURES

When students arrive at school they go directly to their classroom or to breakfast.

If you are planning to drop your child off in the morning, please enter the side parking lot, loop around and drop your child off at the door. Then, please exit the parking lot to allow space for the next car. There will be a staff member waiting inside to direct your child to the classroom.

**Walking students and students dropped off by parents should not arrive on school grounds prior to 8:15 AM (9:15 on Wednesdays).**

**Students arriving after 8:25 AM are considered tardy. Tardy students need to be signed in at the office by an adult and then should walk independently to their classrooms.**

If you are picking up your child after school, we ask that you enter the side parking lot, park in a designated space, and walk to the canopy to meet your child. Your child will exit under the supervision of a staff member beginning at 3:00 PM or once the first buses have left the parking lot. We ask that you wait outside these doors for your child (under the canopy.) For safety

reasons children are not permitted to cross the parking lot without a parent. **All students should be picked up no later than 3:05 PM. Pre-K students should be picked up no later than 12:05 PM.**

**Any change in regular dismissal procedure requires a note signed by the parent documenting the change.\***

If we do not have a note, your child will follow his/her regular dismissal plan. Students are expected to follow the bus driver's directions. Any misconduct could result in the loss of the privilege of riding the bus.

- **If your child will have a change in after school dismissal routine, you must put this in writing and send it to the classroom teacher in the morning. Planning ahead is helpful for both your child and the teacher.**
- **We ask that you avoid making last minute changes via phone whenever possible.**
- **If you must make a change via phone, we appreciate those calls as early in the day as possible. While we try to make accommodations for changes, dismissal time can be hectic and last-minute changes may not be possible to accommodate. Please call with change no later than 2:30 p.m.**

**\*Transportation policy: Bus stops will be determined by the bus service with no student being required to walk more than 2/10 of a mile. Bus routes are subject to change.**

We strongly encourage our families to use the bus service. Our parking lot is not big enough to accommodate large amounts of vehicle traffic and too many cars create an unsafe situation. If you do choose to drive your child, please follow the procedures outlined above.

### **BUS SERVICES AND POLICIES**

Bath Bus Service provides transportation for RSU 1.

Bus Rules:

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

Students who violate the bus rules will be sent home with a bus slip. **These slips must be signed and returned to the school. The principal reserves the right to remove students from the bus for a period of time based upon rule violations at any time, including repeated bus slips and/or extreme safety/behavior concerns.**

Students in grades 1&2 are dropped off at their bus stop even if an adult is not there to meet them. Students in Kindergarten need to be met at the bus stop by an adult unless the parent states in writing that the child is able to get off the bus alone or with an older child. Such notification should be sent to the school office. If an adult is not at the stop in the afternoon to meet a kindergartner, the bus will finish the rest of the run and then return the child to school. The parent will then be responsible for picking up the child from the school office. In the event this happens a second time, the Principal will meet with the parent regarding the issue. A third offense will warrant a meeting with the Superintendent.

Balloons and floral bouquets are not permitted on school buses and are a distraction in the classroom. Please make arrangements to have these items delivered at home instead of at school.

### **ANIMALS IN SCHOOLS**

Permission is to be obtained from the building administrator before animals are brought into the classroom or onto the playground by anyone. If students wish to bring them for educational purposes, they are to consult with their teacher, who, in turn, will request permission from the building administrator. Animals are not to be transported on the school bus.

### **BICYCLES**

In the interest of safety, children who ride bicycles to school will not be permitted to ride on the playground or in the schoolyard. Since the school cannot assume responsibility for stolen or damaged bikes, we recommend that a padlock be provided. A bike rack is available at the main entrance to house a limited number of bicycles.



## **SCHOOL VISITS**

All visitors to Dike-Newell School must enter through the main entrance and check in at the office before proceeding anywhere else in our building. There is visitor parking located near this entrance. **Our building is secured between the hours of 8:25 AM and 3:15 PM. All visitors will need to be buzzed in by the office staff. Please follow the instructions posted on the door.** For the safety and security of our students and staff, we require all visitors and volunteers to sign in at the office and wear a visitor tag while in the building. These are available at the main office when you sign in.

Parents are encouraged to come in and spend time with their child in the school environment. We ask that you make prior arrangements with your child's teacher if you are planning a visit to the classroom. If you are dropping something off for your child, you will be asked to leave it in the office and we will get it to your child during a natural break time. It is our goal to make as few classroom interruptions as possible so that we do not disrupt the learning process.

## **PARENT-TEACHER CONFERENCES/REPORT CARDS**

Parent-Teacher Conference take place in November, as we feel it is important for parents of young children to meet early in the school year with teachers. Our second conference will be held in March. Every effort will be made to schedule the conference for a time that is convenient. Your child will bring a notice home with the date and time of his/her conference. Your participation at conference time is encouraged. If at any time other than these schedule times, you would like to have a conference with your child's teacher, please let him or her know. Report cards are sent home three times each year in December, March, and June. Parents are encouraged to contact their child's teacher whenever there is a question.

## **HOMEWORK**

Homework is the practice needed to perfect a skill and to judge the student's depth of understanding and ability to apply learning. Homework also provides feedback to the teacher on how well the student understands and has mastered the content. Homework helps young people develop good study habits, promotes positive attitudes towards school and themselves, and communicates to students that learning takes place outside as well as inside the school building. Reading to and with your child every day is the most important homework you can do with your child! A good guideline for how much time your child might be expected to spend on homework: Grade 1 - 10 minutes, grade 2 - 20 minutes. For the complete RSU 1 homework policy, please go to [www.rsu1.org](http://www.rsu1.org). Click on the RSU 1 Board tab and refer to policy IKB.

## **EMERGENCY INFORMATION SHEET**

**It is very important that each child has a current emergency sheet on file each year.** The vital information provided enables us to contact you in case of an emergency or illness during the school year. Please fill out a new sheet or update your present information if there are any changes in address, parents' work numbers, emergency contact number, home phone number, or after-school care provider. Your child may only leave school with the people who are listed on the emergency sheet. If at any time you want someone who is not on the emergency sheet to pick up your child, you must call the school or send a note. These measures help us to keep your child safe.

## **ACCIDENTS AND ILLNESS**

You will be notified if a serious accident or illness occurs during school hours. It is our policy that any child with a fever or contagious illness be sent home immediately. Students must be fever free for 24 hours prior to returning to school. Knowing that serious injuries or illness can happen, it is our intention to carefully assess and treat each child as you would if they were at home. It is important to note, with the exception of the school nurse, we are not trained medical personnel.

## **MEDICATION**

It is the policy of RSU 1 schools that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home. If it is necessary for a student to take medications during school hours and the registered nurse is not available, the Principal or designee(s) will administer medication in accordance with the following:

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

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

For complete RSU1 Medication Policy please visit [www.rsu1.org](http://www.rsu1.org), Board of Directors, RSU1 Board Policies, JLCD.

If you have questions, please call the School Nurse at 443-8285, extension 106.

## **RECESS/PLAYGROUND**

All of our students go out daily for supervised recesses. Please be sure that your child is dressed appropriately for outside play each day in the various weather conditions we experience here in Maine.

The purpose of recess is to provide fresh air and exercise for a short time so children may interact with each other in an informal and unstructured, but supervised, way. Physical exercise is good for our bodies and our brains, helping us to learn and focus better. All students are expected to participate in recess unless a written excuse is provided by a doctor. Playground rules are taught and reinforced by classroom teachers and playground supervisors. Supervisors may remove any child from the playground whose behavior is not appropriate or safe. Students who are removed may be sent to a time-out area or may be sent to the Principal.

Children who repeatedly disregard the playground expectations may be denied use of the playground facilities.

## **SUN PROTECTION**

Students are encouraged to use sunscreen and play in the shade, during the peak sun hours between 10:00-2:00. Parents are expected to apply sunscreen before school, and provide appropriate clothing and accessories for safe sun play. We have many children with allergies. Due to this, sunscreen will not be supplied nor applied by school personnel. Parents should teach their children how to apply sunscreen properly. Please recognize that the sun's ultraviolet (UV) radiation can cause cancer even on a cloudy day. To help prevent the development of skin cancer, students will receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors. Students will be encouraged to wear articles of sun protective clothing, including hats, when outdoors. Students will also be encouraged to wear sunglasses, which protect the eyes from UV rays. Staff will optimize shade options for students and staff, and will encourage utilization of shaded or indoor areas for congregation and recreation as appropriate. Staff will also encourage water breaks for hot days to prevent heat exhaustion. We urge families to reinforce sun safe behavior outside the school and to support the school's sun safety programs.

## **FIELD TRIPS**

From time to time, to complement the academic program students will be taken on field trips to nearby sites. Parental permission is required. Blanket permission slips are sent home at the beginning of the school year and cover the entire year. They should be signed and returned to school. Advance notice will be sent home before any field trip.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

Rights of custodial and non-custodial parents differ. However, it is the intention of the school to honor all parents in the education of the child unless legal documentation is provided to the school office indicating a legal reason to do otherwise. See 34CFR99.6, 34CFR99.7, CFR99.37

## **SCHOOL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are "eligible students."

\* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

\* Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school still decides not to amend the record, the parent of eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)



- School officials with legitimate educational interest;
- Other schools to which a child is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or, you may inquire at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

### **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 “highly qualified” status. It is our obligation to provide you with information about the teacher(s) who are teaching your children. Under these requirements, teachers who teach in a school that provides programming using Federal Government funds from Title I must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we must inform parents whenever a teacher who does not meet the federal definition of “Highly Qualified” teaches a child for four consecutive weeks.

We believe that a caring, competent and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently required to teach under Maine’s strict certification requirements. Teachers must have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated to make sure that their teaching skills remain at the highest possible level. At this time, 100% of the 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 443-6001, if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

## **SUPPORT SERVICES**

Our school offers a variety of support services for children with special needs. One or more of the following services will be provided to students who are identified through the I.E.P. process depending on individual needs of the student. Services are available for students whose individual education plan includes any of the following services:

1. Speech therapy
2. Resource room support
3. Behavior support
4. Support services such as occupational therapy, physical therapy, and social work
5. Students who are experiencing difficulties in language arts may be recommended for Title I services by the classroom teacher. This year we will be able to offer Title I Math support for students who may need a boost in math.

## **ACADEMIC ENRICHMENT PROGRAM**

Identification and specific programming for Bath students who are gifted and talented in academics begins in Grade 3. Mrs. Copeland, our G/T Ed. Tech., occasionally provides enrichment for small groups of students recommended by the gr. K-2 classroom teachers. Questions concerning the G/T programs should be addressed to Katie Joseph, Assistant Superintendent of Schools.

## **LIBRARY SERVICES**

All students receive a comprehensive library skills program.

## **BREAKFAST**

Breakfast is available each day for all children. The cost of breakfast is \$1.55. Free breakfast is available to those who qualify for Free and Reduced price meals. Breakfast is served from 8:15 to 8:30 AM daily (9:15-9:30 on Wednesdays.)

## **HOT LUNCH**

A balanced hot lunch is served daily. The cost of lunch is \$2.75. Reduced price or free meals are available to those who qualify. Applications for free and reduced meals are sent home on the first day of school or are available in the Dike-Newell office any time during the school year. We strongly encourage families to apply for free/reduced meals. Please note: free/reduced prices apply to breakfast and lunch. For more information about the lunch program, please call Tim Harkins, Director of Food Services at 443-6601, ext. 114 or email him at [tharkins@rsu1.org](mailto:tharkins@rsu1.org).

We encourage students to purchase meals for the week on Mondays. However, children may pay on other days by going to the kitchen at the beginning of the day before classes being. Please make sure your money is in an envelope or a baggie clearly marked with your child's name. **Checks should be made payable to RSU1.** For health reasons, children are not permitted to trade hot and cold lunches.

We do not have a microwave available in the cafeteria for student use.

## **DAILY SNACKS**

Children are provided an opportunity to have a snack each morning. Students are encouraged to bring healthy foods to school each day. Candy, chips and other sugary items are not recommended. Some teachers prefer to set up their own snack programs and will communicate directly with parents about the specifics. **PLEASE NOTE THAT SNACKS AND SNACK DRINKS ARE NOT AVAILABLE FOR PURCHASE FROM THE SCHOOL LUNCH PROGRAM. ALL SNACKS SHOULD BE PROVIDED FROM HOME.** Dike-Newell School has a Fresh Fruit and Vegetable grant that provides a snack or taste of a fruit or vegetable 4 days per week.

## **TELEPHONE**

Student use of the telephone is intended for school-related issues (i.e. staying after school for extra help, discipline, extra-curricular activities). Students should make arrangements for after-school social plans from home.

## **LOST AND FOUND**

Labeling your child's clothing and other items greatly increases the chances of them being returned. Unlabeled items will be placed in the "Lost and Found" which is located near the cafeteria. Unclaimed items will be turned over to a charitable organization during school vacations.

## **PARTY INVITATIONS**

We realize that it is convenient to distribute invitations to home parties during school hours. However, this can result in hurt feelings and tears among those children who do not receive invitations. We respectfully request that invitations not be distributed at school, unless all students in the classroom will receive one.

## **EMERGENCY EVACUATIONS**

These procedures are used when we actually need to leave the building. The fire department has taught us that people, including children, become complacent and don't respond very quickly when they think it's just a drill. An evacuation may also be needed for reasons other than fire: toxic fumes for example. Hence the newer term, emergency evacuation. We teach and practice emergency evacuation procedures beginning the first week of school. Our goal is to evacuate 300 people from this building silently in one minute or less.

## **WEB PAGE**

Please check our site often, as we continuously update it. We post the Dike-Newell News on our website every week. You can visit the Dike-Newell web page at <http://www.dns.rsu1.org>. We also provide information and updates on our school Facebook page.

## **DIKE-NEWELL NEWS**

The Dike-Newell News is our weekly newsletter. We send this home via backpacks each Friday, and you can also find it on our website. Please make sure that you read the newsletter when you receive it. If your organization would like an item published in the newsletter, please give it to the secretary by 9 a.m. on Wednesday. All items are subject to approval by our Principal.

## **PROHIBITED MATERIALS/SUBSTANCES**

The following personal items should not be brought to school or on the school buses: electronic games or cars, expensive items of any kind, large amounts of money, radios or televisions, cell phones, chewing gum, sleds with runners, hee-lies, and make-up. We cannot be responsible for the safety of these items. In addition, they tend to distract students from learning. We understand that, with teacher permission, there may be specific situations when these items will be permitted in schools. Students should not bring toys to school as they can be distractions, and are often lost or misplaced. The school is not responsible for toys at school that have been lost. The principal may confiscate toys when they are an issue, and will contact parents for pick-up of the items.

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

If you as a parent or student have a question regarding the appropriateness of any item, please contact the Principal for a ruling.

## **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.

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 if found necessary for the peace and usefulness of the school.

In addition, a student who is found, after a 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.

## **HATS**

It is a School Board policy that hats may not be worn in the school building. Parents and other adults can help model this by removing hats when entering the building.

## **STUDENT DRESS CODE**

Grooming and dress are the responsibility of the student and parents/guardians. However, an individual's dress or personal appearance shall not interfere with the safety, order, and effectiveness of the educational process.

In order to promote an environment conducive to learning, the following items are presented as minimum standards:

1. Students will wear clothing or hairstyles, which adhere to safety regulations and will not be harmful to them in such school activities as physical education and recess.
2. No immodest or revealing clothing may be worn at any time by any student. Normal coverage of the body will be required.
3. Students will wear clean, sanitary and safe clothing in order to promote the health and safety of all students.
3. Articles of clothing which cause excessive maintenance problems, for example, cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture are not acceptable.
4. Students must wear shoes (or other appropriate footwear) except when engaged in activities where shoes (or other appropriate footwear) are obviously and clearly inappropriate.
5. Articles of clothing with vulgar or violent language, vulgar or violent pictures, and/or messages depicting controlled substances including tobacco, alcohol, and drugs are not allowed.
7. Students are not permitted to wear hats or sunglasses in school.

Students not adhering to the above standards will be subject to disciplinary action.

Adopted: May, 1990

Revised: September, 1993

## **NONDISCRIMINATION**

RSU 1 is an equal opportunity employer, and as such is committed to a policy of non-discrimination in its educational and employment programs, and honors all applicable laws relating to discrimination.

RSU 1 does not discriminate in any of its programs on the basis of race, color, national origin, religion, sex, age, marital status, or disability and complies with all provisions of the Maine Human Rights Act, Titles VII and IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disability Education Act, and the Americans with Disabilities Act. Inquiries regarding these obligations may be made to the Affirmative Action Officer at Bath Middle School, 6 Old Brunswick Road, Bath, ME 04530. (443-8270.)

## **STUDENT COMPLAINTS AND GRIEVANCES**

Any alleged act of unfairness or any decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the board or individual school rules, may be appealed to the building administrator or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- A. The building administrator will schedule a conference with the student and any staff member(s) involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the building administrator.
- B. If the problem is not resolved to the satisfaction of the student and parent/guardian, a request may be submitted for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
- C. If the student and/or parent/guardian is not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board. The decision of the Board will be final.

All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.

Adopted: July 13, 1992, Policy JII

## **PTA**

The Bath Elementary PTA meets on the 2nd Tuesday of each month. Social time is 6:15 and the business meeting begins at 6:30. We often have a guest speaker the first half-hour, followed by a business meeting. Refreshments and childcare are provided. The Bath Elementary PTA is a group of dedicated parents and teachers working hard to make our school a better place for students. Please watch the newsletter and/or special flyers for more information.

### Bath Elementary PTA Officers 2019-2020

Karen DSilva, President

Elyce Reavely, Vice President, Dike-Newell

Natasha Baise, Vice President Fisher-Mitchell

Melissa Marquis, Secretary

Vacancy, Treasurer

Email the Bath Elementary PTA at [bathementarypta@gmail.com](mailto:bathementarypta@gmail.com) or visit the PTO blog:

<http://bathementaryptablog.blogspot.com>. You can also join us on Facebook at “Bath Elementary PTA in Bath, Maine.”

## **VOLUNTEERS**

We are fortunate at Dike-Newell to have a wonderful corps of volunteers who devote many hours throughout the school year to enhance our students’ education. We are always looking for more parents, grandparents, friends, neighbors, and community members to volunteer at our school. If you are interested in volunteering, please contact your child’s teacher. Remember, not only will our students and staff benefit tremendously from your efforts, but so will you. **All volunteers must fill out a volunteer registration form in the main office prior to volunteering, and will receive a copy of our volunteer guidelines. Only approved volunteers will be permitted to volunteer in our school. This includes field trips. We encourage parents to fill this form out in September when it comes home. Approvals can take up to 2 weeks to be completed. Copies of the RSU 1 Volunteer Policy are available upon request.**

### **Volunteer Tips:**

*\*Confidentiality is important - all children and their families deserve respect as it relates to their personal lives. Even cute stories should not be shared with anyone except appropriate school personnel.*

*\* Please sign the volunteer log located in the school office. This log provides information for the school and is also a personal record of your volunteer time.*

*\* Emphasize: Kind, helpful, safe, polite, and responsible behavior. Student discipline is the teacher’s job.*

*\* Promptness is appreciated. If you are unable to meet your volunteer schedule, please call the school and leave a message for the teacher.*

*\* If you have questions or feel uncomfortable about your volunteer experience, speak to the participating teacher or Principal.*

*\* Enthusiasm!! Bring it to school! You help make our programs successful!!*

*\* Have a good time. Volunteering can be tremendously rewarding and enjoyable.*

## **RSU 1 WELLNESS POLICY**

Our Wellness Policy encourages healthy food choices in our cafeteria and classrooms, as well as physical activity for our students whenever possible. Children naturally enjoy eating healthy foods and being physically active. Please help us provide our students with an environment that supports healthy behaviors. One way to do this is by sending in healthy food choices for school parties and special events, if you are asked to contribute refreshments. Some healthy food choices include fruit kebobs, cubes of cheese, popcorn, applesauce, water, and low-fat milk. You can also help support the 5-2-1-0 program, which we have partnered with Midcoast Hospital in order to implement. The program recommends 5 servings of fruit and vegetables daily, 2 hours or less of screen time daily (including TV, computer, and hand-held electronic devices), 1 hour or more of physical activity each day, and 0 sugary drinks. Together we can keep our children healthy & happy. For the complete RSU 1 Wellness Policy, please go to [www.rsu1.org](http://www.rsu1.org), click on the Board of Directors tab and refer to policy JL.

## **HARASSMENT, SEXUAL HARASSMENT**

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are all illegal. For definitions of what constitutes harassment or sexual harassment, please refer to Board policy ACAA, which can be found at [www.rsu1.org](http://www.rsu1.org), Board of Directors menu.



Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure if discrimination or harassment has occurred are encouraged to discuss the situation with guidance personnel. School staff, parents, and other adults are also encouraged to report any concerns about possible harassment or discrimination of students to the building administrator.

Students also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, August ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TD: 877-521-2172, fax: 617-289-0150.)

### **HAZING**

Hazing is defined by Maine statute as “any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” It is the policy of the Board that injurious hazing activities of any type, on or off school property, by any student, staff member, group, or organization affiliated with RSU1 schools shall be prohibited at all times. Board Policy JICFA outlines responsibilities and actions taken should hazing be suspected.

### **BULLYING**

The board believes that bullying, including cyber bullying, is detrimental to student well being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying, as defined in policy JICK, is not acceptable conduct in RSU 1 schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. For further information regarding what constitutes bullying and cyber bullying, as well as consequences for violation of the policy, please refer to Board Policy JICK.

### **TOBACCO USE AND POSSESSION**

In order to promote the health, welfare, and safety of students, staff, and visitors and to promote the cleanliness of RSU 1 facilities, the Board prohibits smoking and all other use of tobacco products and related smoking devices in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco or related products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. For more information please see Board Policy ADC and ADC-R, as well as JICG and JICH.

### **DRUGS AND ALCOHOL**

The RSU 1 Board of Directors and staff of the school unit support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. In order to promote the safety, health, and well being of students, the Board of Directors endorses a three-pronged approach to address the issue of drug and alcohol use; outlined in Board Policy JICH. Drug and alcohol use on school grounds, possession, or being under the influence of such substances is prohibited. Possession of drug paraphernalia is also prohibited. Violation of this policy will constitute grounds for student discipline, including suspension and/or expulsion. Local law enforcement may also be notified of violations of this policy.

### **BUILDING RULES**

The staff at Dike-Newell has arrived at a set of rules that will be used by everyone. They are simple and child-friendly and will be consistent for the entire school. Everyone will know them, and be held accountable for following them. Please go over them with your child. We are all in this together.

### ***Be Safe, Kind, and Responsible***

#### **Playground Rules**

Play safely  
Follow directions  
Keep hands and feet to yourself  
Line up when the bell rings

#### **Bus Dismissal Rules**

Wait in line

#### **Lunchroom Rules**

Wait and listen for directions  
Use inside voices  
Remain seated  
Be neat and clean when you eat  
Good manners!

*-continued*



### **Hall Rules**

Walk on the right  
Use bubble spaces  
Eyes front  
Hands by your sides  
Right on the rail

### **Bathroom Rules: Quick, Quiet, and Clean**

Wait quietly  
Flush  
Wash, dry, leave

### **RSU 1 SYSTEM-WIDE CODE OF CONDUCT**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment. It is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- |                |                  |
|----------------|------------------|
| * Compassion   | * Fairness       |
| * Integrity    | * Respect        |
| * Honesty      | * Courage        |
| * Perseverance | * Responsibility |

All students are expected to comply with the Code of Conduct and the Code of Conduct applies to students:

- while on school property
- while in attendance at school, on a job site, or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school.

The following expectations for student behavior are fundamental to a safe, orderly, and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order, and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

For the complete RSU 1 Code of Conduct, please go to [www.rsu1.org](http://www.rsu1.org), Board of Directors, and refer to policy JICDA.

### **RSU 1 BOARD POLICIES**

The RSU 1 Board of Directors and the Administrative Team have developed a comprehensive menu of policies which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our website. You may access these policies by going to [www.rsu1.org](http://www.rsu1.org). Once there, click Board of Directors, and select RSU 1 Board Policies. If you would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your child's school or the RSU 1 Central Office, and we will provide a copy for you.

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions. 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.

