

Dike-Newell School Handbook for Families 2020-2021

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>

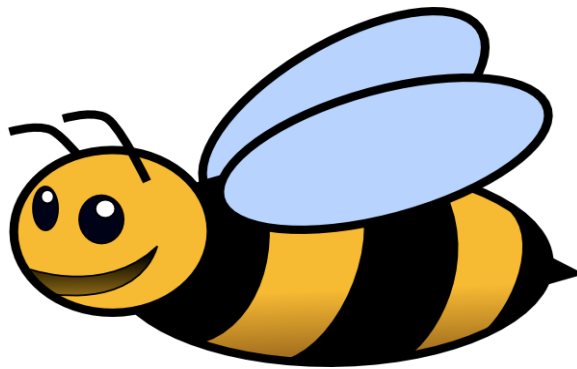
Fisher-Mitchell School	443-8265
Bath Middle School	443-8270
Morse High School	443-8250
BRCTC	443-8257
Phippsburg Elementary School	389-1514
Woolwich Central School	443-9739
Administration Building	443-6601

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ITEMS HIGHLIGHTED IN RED ARE COVID-RELATED AND MUST BE REVIEWED CAREFULLY



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
 Debra Clark, Business Manager
 Justin Keleher, Director of Special Services

Katie Joseph, Asst. Superintendent
 Dave Richards, Director of Facilities
 Tim Harkins, Director of Food Services

RSU 1 BOARD OF DIRECTORS

Lou Ensel
 Lorna Ryan

Stephen August, Chair
 Jennifer Ritch-Smith
 Anita Brown

Megan Fuller
 William Perkins

DIKE-NEWELL SCHOOL STAFF

RSU 1 email addresses take the form of: [firstinitial.lastname@rsu1.org](mailto:firstname.lastname@rsu1.org) Example: John Smith: jsmith@rsu1.org

Principal	Jennifer McKay	Secretary	Kimberly Burgess
Guidance Counselor	Natalie Dean	School Nurse	Dawn Dill
Kindergarten Teacher	Danielle Lizotte	Librarian	Lisa Hardman
Kindergarten Teacher	Abby Deci	Special Education	Larissa Costello
Kindergarten Teacher	Leslie Gallant	Special Education	Andrea Ginty
Kindergarten Teacher	Kap Wetzel	Special Education	Kerri Reno
First Grade Teacher	Melissa Bickford	Special Education	Vanessa Waters
First Grade Teacher	Alyssa Giroux	Speech Clinician	Eileen Watson
First Grade Teacher	Angela Green	PT	Emily Mauch
First Grade Teacher	Kelli O'Brien	OT	Danielle Prout
Second Grade Teacher	Kathy Brown	School Strategist	Shalon Hersom
Second Grade Teacher	Sue Michaud	Academic Interventionist	Joanne Powers
Second Grade Teacher	Lynn Spivey	Academic Interventionist	Melissa Raedel
Pre-K Teacher	Emma Root	Academic Interventionist	Cecilia Smith
Distance Learning Teacher	Kelsey Frost	Special Ed. Tech.	Gayle Bibber-Small
Distance Learning Teacher	Kathy Henrikson	Special Ed. Tech.	Amy Burden
Art Teacher	Judi Main	Special Ed. Tech.	Sheri Eckert
Music Teacher	Louine Gagnon	Special Ed. Tech.	Charlie Gabelmann
PE Teacher	Emily Buczkowski	Special Ed. Tech.	Nicole Gibbs
PE Teacher	Jason Carter	Special Ed. Tech.	Sue Morlock
Social Worker	Tanji Johnston	Special Ed. Tech.	TBD
Sweetser Counselor	Monika Eichler	Special Ed. Tech.	Lynda Styles
Therapy Dog	Rudy	Special Ed. Tech.	Tim Powers
Kitchen	Judy Kingsbury	Pre-K Ed. Tech	Abi Elliot-Ricciardone
Kitchen	Tammy Seekins		

DIKE-NEWELL GENERAL POLICIES AND PROCEDURES

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

Schedule:

9/8-9/11 (No K or Pre-K) "A" students attend Tues/Thurs "B" students attend Wed/Fri No Late Start	9/14-9/25 "A" students attend Mon/Thurs "B" students attend Tues/Fri No students Wednesday	Beginning 9/28 All students attending M-F
8:15 a.m. Buses begin arriving, Walkers and students dropped off by parents arrive	8:15 a.m. Buses begin arriving, Walkers and students dropped off by parents arrive	8:15 a.m. Buses begin arriving with "A" students, "A" student drop off and walkers arrive <i>Wednesdays 9:15</i>
8:25 a.m. First bell rings, student drop off door closed	8:25 a.m. First bell rings, student drop off door closed	8:25 a.m. First bell rings, student drop off door closed
8:45 a.m. Morning Announcements	8:45 a.m. Morning Announcements	9:15 a.m. Buses begin arriving with "B" students, "B" student drop off and walkers arrive <i>Wednesdays 10:15</i>
11:00-1:05 Lunch and Recess	11:00-1:05 Lunch and Recess	9:25 Students drop off doors closed <i>Wednesdays 10:25</i>
3:00-3:10 p.m. Dismissal	3:00-3:10 p.m. Dismissal	9:40 Morning Announcements <i>Wednesdays 10:40</i>
		11:00-1:05 Lunch and Recess
		2:15 p.m. Dismissal of "A" students
		3:00-3:15 p.m. Dismissal of "B" students

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: Ms. 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

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.

In the event of an early dismissal, students will be dismissed according to their usual dismissal plan. If that plan needs to be adjusted, parents must contact the school office.

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.

SCHOOL CANCELLATIONS/QUARANTINE OF STUDENTS/STAFF DUE TO COVID

Dike-Newell School will consult with the CDC in any cases of exposure, and will follow their directions regarding quarantine of students and/or staff. The RSU will determine if school closure becomes appropriate at any time, and if a shift to distance learning is necessary, families will be notified through our school messenger and email systems.

ATTENDANCE AND TRUANCY

Regular attendance in school is important for student success. As long as children pass the student health screener, found [HERE](#), please help them get to school every day they are scheduled to do so! Families are expected to complete the health screener every morning at home before putting students on the bus or bringing them to school.

Excused absences include:

- * Personal illness or meeting any of the criteria on the student health screener
- * 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, 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 any contagious illness we should be aware of, please leave that information as well.

Students who have been out due to criteria on the student health screener may return to school under various criteria, depending on exposure, testing, and/or symptom resolution. Please use the [RSU 1 COVID Guidelines](#) document to determine when students can return to school.

EARLY DISMISSAL

Please try to avoid having any student dismissed before the end of their school day (2:15 for cohort A, 3:00 for cohort B, 3:00 for all students in hybrid scenario.). 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 buzz the office from the front door to "sign out" their child and must wait outside the entry way for their child. Parents and other non-staff adults are asked NOT to enter the school building after 8/31, per COVID guidelines.**

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.

ARRIVALS AND DEPARTURES

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

If you are planning to drop your child off in the morning, please enter the side parking lot and loop around. There will be staff waiting to meet students when you pull up, and walk/send them into the building. Parents should stay in the car. If your child is having difficulty separating, please loop around so the traffic can continue, and we will try again. In extreme cases of difficulty, parents are asked to park and wait for traffic to clear, so that appropriate staff can try to assist you.

Walking students and students dropped off by parents in cohort "A" should not arrive on school grounds prior to 8:15 AM (9:15 on Wednesdays). For Cohort "B" this time is 9:15 AM, 10:15 on Wednesdays.

During regular school attendance days, students arriving after 8:25 AM (cohort A) or 9:25 AM (cohort B) are considered tardy. During hybrid weeks, the cutoff for tardiness is 8:25 AM. Tardy students need to be brought to the front entrance where an adult must buzz the front office. Office staff will document the tardiness and bring students into the building.

If you are picking up your child after school, we ask that you enter the side parking lot, follow the traffic loop around, and when you get to a cone, let staff know which child you are picking up. You may be asked to provide identification until staff know you. Please be ready to show proper ID upon request. Your child will exit under the supervision of a staff member beginning at 2:15 PM (cohort A), or 3:00 PM (cohort B). We ask that you wait in your vehicle for your child. **All students should be picked up no later than 3:10 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. It is important this year more than ever to limit any changes in dismissal plans as much as possible. Families are not allowed to switch a student's planned bus to a different bus due to stringent capacity guidelines. 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 1:45 p.m. for the "A" cohort, and 2:30 for "B" cohort students.**
- **This year it is not permitted to switch your child to a different bus. Students must ride their scheduled bus.**

***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.**

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.

This year, bus riders must follow COVID protocols. Students will not be allowed to ride the bus without face masks. They will sanitize their hands upon boarding the bus, and will be seated one student per seat, staggered window/aisle to provide adequate spacing between students. Masks must remain on for the duration of the bus ride. Windows will be kept open for ventilation.

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

Animals are not allowed in Dike-Newell School, other than the Dike-Newell therapy dog, "Rudy," or curriculum-specific animals required for content (i.e. butterflies for life cycle studies, etc.)

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

Due to COVID restrictions, no visitors, including parents, are allowed inside RSU1 school buildings after 8/31. The only exception is kindergarten parents/guardians and Pre-K parents and guardians during their scheduled visit during the week of 9/8.

PARENT-TEACHER CONFERENCES/REPORT CARDS

Parent-Teacher Conferences 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. **This November, parent-teacher conferences as well as any other parent-teacher meetings will be held by phone or via online meeting. We will determine how March conferences will be conducted as the school year progresses.** 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. 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 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. **Parents must come pick up their child if they are called to do so, and need to follow the procedures in the [RSU 1 COVID Guidelines](#) prior to returning to school. When a student returns from being out of school with illness-related symptoms, the nurse will check and determine if criteria have been met for a safe return to school.**

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 without medication 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, 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.

Students will sanitize their hands prior to going out to recess, and upon coming into school from recess. Social distancing guidelines will be in place during recess, and students will need to wear face masks unless outside on a designated mask break.

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

Due to COVID restrictions, there will be no off-campus field trips this school year.

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 team 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 or math may be recommended for Title I services by the classroom teacher.

ACADEMIC ENRICHMENT PROGRAM

Identification and specific programming for Bath students who are gifted and talented in academics begins in Grade 3. 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. Currently, breakfast will be served in classrooms for the first 3 weeks of school (hybrid weeks.) During the 100% attendance weeks, breakfast will be sent home with students the night before to be eaten at home.

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.

We encourage parents to take care of their child’s lunch account through MySchoolBucks. If your child is new to our school, you will need a PIN to create an account. Please contact Mrs. Burgess (kburgess@rsu1.org) to obtain this number. Families may also purchase meals for the week on Mondays. 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 day. 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.**

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. We will be working with emergency management services and guidance from the Governor and DOE around safe ways to practice evacuations in the 2020-21 school year.

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 will be issuing this newsletter electronically each week, 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.

It is even more important than usual this year that the only items students bring to school are backpacks, lunch/snack containers, water bottles, recess gear, and their take-home folders with necessary papers. ALL other items should be left at home.

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

Flip-flops are very unsafe, often leading to students tripping and falling. Please do not send your child to school in flip-flops.

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 is getting organized to support students and schools again this coming year. Please stay tuned for more details.

VOLUNTEERS

Due to COVID protocols, schools are unable to utilize volunteers in the building until further notice.

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, 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, 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

Hall Rules

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

Lunchroom Rules

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

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, 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. 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.

COVID-SPECIFIC INFORMATION:

MASKS/FACE SHIELDS:

- Students are required to wear face masks while in school and while riding on the bus. Face masks must have ear loops or straps, and cannot be bandanas or neck gaiters. With a doctor's note, a face shield can be used in place of a mask.
- Face shields worn in place of a face mask must extend below the chin, and back to the ears with a cloth drape. These must be washed daily at home with soap and water.
- If a student is wearing a face shield instead of a mask due to documented medical/developmental issue, they can be in a classroom with others provided that they are able to maintain a six-foot distance from other students at all times. If they are not able to keep six feet of distance, they should receive instruction in an alternate setting.
- If a student removes their mask, they will be prompted to don their mask again, or request a mask break. Students who refuse or are unable to keep their masks on will be referred to administration. Administration will discuss with the family and develop a plan. If the plan cannot be followed, and the student is unable to maintain proper face covering, the student will have to switch to distance learning.

DISTANCE LEARNING:

- Distance learning students are still part of the school community. The school will make every effort to continue the home-school connection for these learners and their families, knowing that they will be rejoining school in-person at some point.
- Distance learning students will be assigned to a distance learning teacher who will be their instructor and the home-school communication person for the student.
- Distance learning for grades PK-2 will consist of 2.5-3 hours per day, Monday through Friday. This learning will be managed through the new Brightspace platform. It will be a mix of pencil-paper tasks that are mailed home for completion, as well as work in online programs and online sessions with the distance learning teacher.
- The distance learning teacher will work regular teacher hours, and any online live sessions with the teacher will take place during school hours.