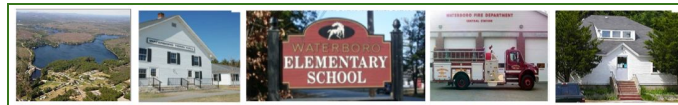




Waterboro Elementary School

Family Handbook

2020-2021



**340 Sokokis Trail
East Waterboro, Maine 04030**

(207) 247-6126 phone

(207) 247-6127 fax

Please Note:

Included are updates and procedural changes that relate to the daily operations as a result of COVID-19. We will continuously be improving our processes, which may be subject to change. Please see the COVID-19 changes highlighted in green.

RSU 57 follows all Maine Department of Education and CDC guidelines, [linked here](#).

See the RSU 57 Reopening Plan 2020-2021 for district information.

RSU 57 prepares respectful, responsible, and creative thinkers for success in the global community.



RSU #57 CORE BELIEFS

We BELIEVE...

- All students can learn.
- Students learn in different ways, in different settings, and at different rates for different futures.
- Successful student learning is meaningful and relevant to the learner.
- Clear learning targets and continuous reflection are essential to successful learning.
- Students learn best in a safe environment characterized by positive relationships with caring, competent individuals.
- High standards of performance are expected of all.

RSU #57's VISION STATEMENTS

RSU #57's VISION of Learning is:

- Each individual is a critical and innovative thinker who adapts to new ideas;
- Each individual can learn at different times, in different places, in different ways, in our flexible learning environment;
- Each individual has voice and choice within a comprehensive, rigorous, and relevant curriculum;
- Each individual applies a solid foundation in learning to real world situations and uses a strong work ethic for success.

RSU #57's VISION of Respect and Responsibility is:

- Each individual shares in the accountability for his/her learning;
- Each individual accepts differences of others;
- Each individual contributes to a safe learning environment.

RSU #57's VISION of A Collaborative Environment is:

- Each individual contributes multiple resources in building a strong educational community;
- Each individual is a partner in learning through continuous and open communication;
- Each individual recognizes his/her role and participates in the educational community.

RSU #57's VISION of Technology is:

- Each individual determines the accuracy and credibility of information to make informed decisions and produce quality work;
- Each individual uses technology to communicate respectfully, both locally and globally;
- Each individual has access to technology in applied learning.

RSU #57 creates unique educational experiences for all individuals. We value and support customized learning toward the achievement of personal success.

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IMPORTANT PHONE NUMBERS & CONTACT INFORMATION

If you have a question, this directory may help:

School-Related Questions/Concerns	Angela Madigan, Principal	247-6126
	Jennifer Humphrey, Assistant Principal	247-6126
Counseling Services	Jessica Hall, LCSW	247-0422
	Alyxandra Stone, LCSW	247-0426
	Nicole Breton, School Counselor	247-0420
Health/Medical	Kathleen Earley, RN	247-0416
Nutrition Program	Lisa Descoteaux	247-6126
	Vanessa Richardson, Director of Food Service	247-3221
RSU #57 Policies	Larry Malone, Superintendent	247-3221
Special Education Services/504 Compliance	Timothy O'Connor, Special Education Director	247-3221
	Nora Lantagne, Assistant Special Education Director	
	Nicole Kaszubinski, 504 Coordinator/RtL Coach	
Transportation	Peter Roy, Transportation Director	247-6181
District Registrar	Pamela Ledoux	247-3221, ext 2264
PTO	April Farrenkopf, President wespto@rsu57.org	247-6126
School Address:	340 Sokokis Trail East Waterboro, ME 04030	

School Website:
<https://www.rsu57.org/o/waterboro>

District Website:
<http://www.rsu57.org/>

STAFF DIRECTORY INFORMATION

District Administration		Office Staff	
Larry Malone	Superintendent	Angela Madigan	Principal
Brenda Dyer	R.S.U. #57 Board	Jennifer Humphrey	Assistant Principal
Jennifer Mayo	R.S.U. #57 Board	Patty Thyng	Administrative Assistant
Jason Shaw	R.S.U. #57 Board	Michelle Gentry	Administrative Assistant
Timothy O'Connor	Special Services Director	Guidance & Social Work	
Erica Mazzeo	Curriculum Coordinator	Nicole Breton	School Counselor
Kevin Perkins	Technology Director	Jessica Durgin-Hall	Social Worker
Special Services		Alyxandra Stone	Social Worker
Deborah Blattstein	Instructional Support Specialist	Linda Reed	Sweetser Social Worker
Stephanie Gillespie	Instructional Support Specialist	Nurse	
Julie Nugent	Instructional Support Specialist	Kathleen Earley	Registered Nurse
TBD	Instructional Support Specialist	Food Services	
Al Bloom	School Psychologist	Lisa Descoteaux	Kitchen Manager
Janis Cadorette-Petersen	Physical Therapist	Sherrie Smalley	Kitchen Staff
Nate Ladd	Occupational Therapist	Joseph Hirsh	Kitchen Staff
Katherine Rackliff	Speech Therapist	Jodi Strandberg	Kitchen Staff
Lisa Stanton	Speech Therapist	Custodians	
Carolyn Potter	Special Ed. Teacher	Jeff Deslandes	Custodial Staff
Kristina Crowley	Special Ed. Teacher	Vicki Beaulieu	Custodial Staff
Nicole Smith	Special Ed. Teacher	Scott Douglas	Custodial Staff
Susan Sinnott	Special Ed. Teacher	TBD	Custodial Staff
Katie Hasty	Special Ed. Teacher	TBD	Custodial Staff
Pam Elwell	Multi-age Teacher	Transportation	
Terrence Gould	Multi-age Teacher	Peter Roy	Director
Specials		Missy Knight	Administrative Assistant
Sam Person	Physical Education	Laurie Knight	Dispatcher
Sarah McAtamney	Art	Technology Integration	
Jasmin Eddy	General Music	Charlie Cianciolo	Technology Integrator
Margi Diman	Instrumental Music	Rich Ferguson	Technology Technician
Cheryl Anglin	Library		

Classroom Teachers		Educational Technicians	
Jessie Carlson	Pre-K		Educational Technician
Morgan Gallagher	Pre-K	Dawn Babb	Educational Technician
Sarah Smith	Pre-K	Beth Ball	Educational Technician
Meredith Bolduc	Kindergarten	Barbara Billingslea	Educational Technician
Heather Delano	Kindergarten	Joan Collard	Educational Technician
Kim Proctor	Kindergarten	Tina Fredericks	Educational Technician
Jenna Vukelic	Kindergarten	Joanne Guimond	Educational Technician
Marissa Berard	Grade 1	Patty Hambleton	Educational Technician
Karen Ellsworth	Grade 1	Amy Hanson	Educational Technician
Alison Hamilton	Grade 1	Meghan Harriman	Educational Technician
Eleanor Roberts	Grade 1	Meghan Houde	Educational Technician
Krissy Alexander	Grade 1		Educational Technician
Leah Ceglowski	Grade 2		Educational Technician
Courtney Janiak	Grade 2	Lorissa Wong	Educational Technician
Alicia Lipin	Grade 2	Judy Kelley	PK Educational Technician
Jeannie Semo	Grade 2	Bonnie Knight	PK Educational Technician
Cheryl Finn	Grade 3	Catherine Sanborn	PK Educational Technician
Tina Letellier	Grade 3	Anne Marie Duffy	Title I Interventionist
Marguerite Shannon	Grade 3	Beth Jones	Title I Interventionist
Jodi Winn	Grade 3	Kathleen Lane	Title I Interventionist
Judy Gowell-Gosselin	Grade 4	Lena Wright	Title I Interventionist
Darla McCann	Grade 4		
Leanne Pouliot	Grade 4		
Alexander Tranchemontagne	Grade 4		
Bria Bourque	Grade 5		
Megan Brown	Grade 5		
Andrea DeSimone	Grade 5		
Katie Fontaine	Grade 5		

SCHOOL HOURS / DAILY SCHEDULE

SCHOOL HOURS 9:15 a.m. - 2:45 p.m.

PRIOR TO ARRIVAL

Each day, all staff and students must screen for COVID-19 symptoms prior to boarding the bus or coming to school using the [Pre-Screening Tool for School Attendance](#) from the Maine Department of Education (DOE).

Any person experiencing symptoms must stay home, call the Main Office to report their symptoms, and contact their healthcare provider for further instructions. See the [CDC's What to Do If You Are Sick](#). Refer to the Health Information section (page 23) for return to school information.

Families must understand and follow [Maine DOE's Requirements for Safely Opening School](#) each day, including: daily [pre-screening for illness](#); using 3-6' of physical distancing at all times; [wearing a face mask/covering](#); [hand hygiene](#); and meeting the [criteria for return to school after illness](#). *Failure to comply with health and safety measures will result in immediate intervention, including but not limited to, non-admittance to in-person learning.*

AM Reminder: The school day begins at 9:15 a.m. Bus and student drop off will start at 9:00 a.m. and instruction will begin immediately following the morning announcements. Students who arrive after 9:15 a.m. will be considered tardy. Breakfast will be available from 9:00 - 9:15 a.m.

PM Reminder: If you are picking up your child at the end of the day for dismissal, please plan on arriving prior to 2:45 p.m. For those families who have indicated they would provide transportation, dismissal cards will be issued to those adults you have indicated as your emergency contacts who can pick up. Dismissal cards should be placed in the lower front right hand side of the dashboard to support our dismissal process. For students who typically take the bus or for non-bus students who are being picked up by an adult without a dismissal card, the office must be called prior to 2:15 p.m. to allow time to prepare. Students will be dismissed for buses at 3:05 p.m.

HEALTH CONSIDERATIONS

All RSU 57 schools follow the [Maine Department of Education and Maine CDC recommendations](#) regarding health and safety of our students. District specific details are found in the RSU 57 Reopening Plan.

All staff and students must screen for COVID-19 symptoms prior to boarding the bus or coming to school using the [Pre-Screening tool](#) from the Maine Department of Education (DOE). Any person experiencing symptoms must stay home, call the Main Office to report their symptoms, and contact their healthcare provider for further instructions. See [CDC's What to Do If You Are Sick](#).

Any person exhibiting COVID-19 symptoms during the school day will be isolated in a designated medical isolation space and families will be contacted for immediate pick up. See [here for the procedure if a child feels or appears unwell at school](#).

DAILY CONSIDERATIONS

Please note a few changes to students' in-person daily routine:

- Students will be able to bring lunch boxes, water bottles, backpacks and appropriate outdoor gear daily to school. A change of clothes for our younger learners should be provided and will be stored at the school. All items need to fit into one backpack.

- Individual supplies (pencils, crayons, scissors, etc.) will not be shared. The sharing of classroom resources and materials will be limited and established guidelines for reuse will be followed.
- Students are strongly encouraged to bring a water bottle to school. Water fountains will be used to fill bottles only. Cups will be made available for students without a water bottle at school.
- Visitors will not be permitted to enter the building. Please call the Main Office in lieu of in-person contact. If you must come to school, you will be asked to remain outside and call through the intercom system.

DAILY SCHEDULE

9:00 - 9:15 am	Arrival
9:15 - 2:40 pm <i>(Times are approximate and may be split. For example: a class may have two 15 minute recesses or have math broken into two 30 minute segments.)</i>	Morning Announcements Morning Meeting (15 minutes) Reading (60 minutes) Writing (40 minutes) Math (60 minutes) Specials (30 minutes) Lunch (30 minutes w/ transition) Recess (30 minutes w/ transition) WIN Time (40 minutes) Science/Social Studies (20 minutes)
2:40 - 2:45 pm	End of the Day Routine
2:45 - 3:00 pm	Parent Pickup
3:05 pm	Bus Dismissal

ITEMS FOR IN-SCHOOL ATTENDANCE

- Required: Multiple cloth or disposable face masks/coverings to rotate as needed due to moisture or soiling, labeled with student's name or initials, should be brought to school daily. Used masks will need to be washed at home after each use.
- A bag for used/soiled face masks/coverings
- Recommended: Individual school supplies including pens, pencils, markers, crayons, scissors, glue sticks, erasers, and a case to hold items in.

ATTENDANCE

Daily school attendance, both in person and remote, is an integral component of successful student learning. Classroom instruction and the discussions and interactions which take place are important components of the educational process. This cannot be replaced when students are absent from school. RSU 57 administration, with the support of the School Committee, have agreed that absences beyond ten days would be reason for concern. All absences and tardiness are classified as either excused or unexcused. Excused absences/tardiness are only those that meet the Maine State Law (Title 20-A Section 5001-A) as follows:

- personal illness
- appointments with health professionals that cannot be made outside of the regular school day
- observance of recognized religious holidays when the observance is required during a regular school day
- emergency family situations

- planned absences for personal or educational purposes which have been approved in advance (Please click [here](#) to view/fill out the planned absence form.)

Please note: Absences not meeting these criteria are considered “unexcused” and may result in action by the district’s Attendance/Truancy Officer.

ABSENCES

Please refer to the “Prior to Arrival” information on page 7 of this handbook. Your child’s absence is always our concern. It is very important that we know where your child is. Please support our efforts by doing the following:

- Call the school before 9:45 a.m. to report an absence or to leave a message.
- The school nurse will follow up with any illness related absence questions.
- We will make every effort to contact parents who do not call to report an absence. This is a time consuming activity and your cooperation with our procedure is appreciated.
- Excessive absences may result in administrative intervention and contact with the school district’s truancy officer.

MORNING DROP OFFS

Morning drop offs will begin at 9:00 a.m. and continue until 9:15 a.m. Vehicles will enter the parking lot via Sokokis Trail at the entrance nearest the Waterboro Elementary School sign. Please pull forward to the right of the greenhouse, circling around the greenhouse and along the curb. In order to expedite drop offs, it is important that you *pull as far forward as possible to the right of the green chain link fence*. Please have your child seated on the passenger side of the vehicle if possible, as they’ll exit on the passenger side to ensure safety at drop off time. Students should be wearing a mask/face covering prior to exiting the vehicle. Staff members will be present to supervise as your child exits your vehicle toward the sidewalk.

TARDINESS

Late arrivals to class, both in person and remotely, disrupt the learning for other students and puts the tardy student in a catch-up position. Students who arrive after the 9:15 a.m. bell are tardy. Parents of in-person students must call the school or report to the school entrance with their child to state the reason for being late. Only the student will be allowed in the building. If students are late in a remote setting, teachers will mark them as such and parents are asked to call the school to state the reason for being late.

DISMISSALS

For the safety and orderly dismissal of students, all parents, guardians, and visitors are required to remain in their vehicle and follow our school dismissal procedure below. The person who assumes the responsibility of the student must either have their dismissal card displayed and be on the emergency contact list for the student or have prior authorization in writing or by phone from the parent by 2:15 p.m. on the day of dismissal (identification may be required).

Early Dismissals

On occasion, early dismissal is necessary for families to meet personal needs. However, routine early dismissals are disruptive to the classroom and affect your child negatively. They miss important lesson information, activities and announcements. For these reasons, we ask that you limit early dismissals, state the reason for the early dismissal and do the following:

- Send a note to the classroom teacher or call the school in the morning to let the school know the time your child is being dismissed.
- Pull to the front entrance of the building and call the office to let them know you have arrived.

- Students will be dismissed from class with notification from the office.
- Wait in your vehicle for your child to exit the building.

End of the Day Dismissals

If you are picking up your child at the end of the day for dismissal, please plan on arriving prior to 2:45 p.m. For those families who have indicated they would provide transportation, dismissal cards will be issued to those adults you have indicated as your emergency contacts who can pick up. Dismissal cards should be placed in the lower front right hand side of the dashboard to support our dismissal process. For students who typically take the bus or for non-bus students who are being picked up by an adult without a dismissal card, the office must be called prior to 2:15 p.m. to allow time to prepare. Students will be dismissed for buses at 3:05 p.m.

In light of COVID-19 precautions, our new dismissal procedures allow for student pick up without family members entering the school building. Please remain in your vehicle when picking up your child/children. Thank you for your patience and cooperation as we transition to this new pick up procedure. It is our goal to dismiss students as safely and quickly as possible.

When picking up students in PK-grade 1, you will enter the parking lot via Sokokis Trail at the entrance nearest the Waterboro Elementary School sign. Please pull forward to the right of the greenhouse, circling around the greenhouse and along the curb, pulling forward to the end of the building. A staff member will check in with you, view your dismissal card and personal identification (be sure to have your driver's license with you), and will direct you to pull forward to either the right or left of the green chain link fence. A staff member will supervise your child/children as they walk directly to your vehicle.

If you have multiple children to pick up, some of whom are PK-1, and some of whom are in grades 2-5, the older students will join the younger students at their pick up location. If this is the case, please call the school office this fall to establish this as your regular pick up procedure.

When picking up students in grades 2-5 only, you will enter the parking lot via Sokokis Trail at the entrance nearest the modular building. Take an immediate right, circling around the grassy center island as you pull up toward the front door of the building. You will note two lanes (one on the yellow stripes along the front curb and one more lane to the left. Vehicles will pull as far forward as possible, with the first two cars alongside one another at the front door of the main building. A staff member will check in with you, view your dismissal card and identification (be sure to have your driver's license with you), and ask you to pull forward to station 1, 2, 3, 4, 5 or 6. Your child will then be directed to meet you there.

FAMILY VACATIONS

We recognize there are instances when a family may have the opportunity for a special vacation that does not fit within the school schedule. If your child does need to miss school for a family vacation, we ask that you do consider the impact any additional absences will have on their learning. In addition, in order for the absence to be considered excused, the school must receive prior notification through submission of our electronic [Planned Absence Form](#) to the main office. Hard copies can be made available to those needing it. All CDC guidelines regarding travel must be observed, which may include quarantine.

SCHOOL CANCELLATIONS

When the start of school is delayed, breakfast, snacks, and milk will not be served. If school must close early, we will use the Regional School Unit 57 app for mobile phones and other modes of communication to send out the notification to families. This app can be downloaded for free on both Google Play or the Apple App Store. (Download for Android: <http://bit.ly/3278HxW> Download for iPhone: <https://apple.co/2NqwkOu>). Please ensure that you have made child care

arrangements. The following is a list of media used to make no school announcements or delays due to storms or other emergencies:

TELEVISION	WEBSITES	RADIO
WCSH 6	wcsh6.com	FM 92.1
WMTW 8	wmtw.com	AM 560
WGME 13	wgme.com	AM 1490



RSU57 APP

BEHAVIOR

BEHAVIOR EXPECTATIONS

School must maintain a safe and orderly environment, which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school expectations, and applicable state and federal laws.



Waterboro Elementary School

MTSS-B Handbook

(Multi-Tiered Systems of Support - Behavior)

Waterboro Elementary School's MTSS-B (multi-tiered supports-behavior) Handbook is used to guide and promote a school environment supportive of the academic, social, and behavioral skills needed for students to be successful in the school community. Creating school environments where standards of behaviors are taught and supported, students and adults form positive relationships and students understand what is expected of them as members of the school community. Waterboro Elementary School created this handbook with guidance from our action plan.

Behavioral Expectations

Waterboro Elementary School promotes the following universal expectations for all students and staff: Be Safe, Be Respectful, and Be Responsible.

BE RESPECTFUL

A person who is respectful of oneself, others, and the environment values themselves and others and cares for their surroundings. A person who is respectful also acts in a way that allows themselves and others to learn in a safe and positive school environment while showing compassion, understanding, and consideration for others.

BE SAFE

A person who is safe interacts with peers, adults, and the environment in a way that maintains a positive, productive school day.

 **BE RESPONSIBLE**

A person who demonstrates responsibility is accountable for their choices and takes the initiative to follow school and classroom expectations.

Expectations Matrices

Settings

	Classroom*	Cafeteria	Bathrooms	Hallways	Health Clinic	School Grounds
Be Safe	<p>Follow adult directions</p> <p>Use appropriate language, volume, & tone</p> <p>Keep your hands & feet in your own space</p> <p>Use materials properly</p> <p><i>Wear masks and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Sit while you eat & walking feet</p> <p>Keep food on your own tray/lunch box or in your mouth</p> <p>Only touch and eat your own food</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Respect the privacy of others</p> <p>Keep the facilities clean</p> <p>Use the space safely & properly</p> <p>Wash hands</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Keep your hands & feet in your own space</p> <p>Use appropriate language, volume, & tone</p> <p>Walking feet</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Follow arrival procedure</p> <p>Keep your hands & feet in your own space</p> <p>Wash hands before leaving the clinic</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Use appropriate language, volume, & tone</p> <p>Observe boundaries</p> <p>Use natural materials & equipment properly</p> <p>Keep your hands & feet in your own space</p> <p>Dress properly for the weather</p> <p><i>Wear masks</i></p>
Be Respectful	<p>Use whole body listening</p> <p>Using kind words and actions</p> <p>Ask permission and follow the response</p> <p>Follow the classroom Code of Cooperation</p>	<p>Stay in designated area and follow cafeteria protocols</p> <p>Clean up your eating area</p> <p>Exhibit good table manners (<i>Mustang Manners</i>)</p> <p>Talk only with peers at your table and use appropriate language, volume, & tone</p>	<p>Follow bathroom protocols</p> <p>Respect the privacy of others and yourself</p> <p>Wait patiently</p> <p>Be timely and efficient</p>	<p>Only use your eyes when looking at hallway displays</p> <p>Use volume 1 voice level</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Wait patiently for your turn</p> <p>Respect the privacy of others</p> <p>Use appropriate language, volume, & tone</p>	<p>Use equipment correctly</p> <p>Wait your turn</p> <p>Being mindful of others who want to use the equipment</p> <p>Listen to your peer's ideas</p>
Be Responsible	<p>Keep your hands & feet to yourself</p> <p>Remain in assigned location</p> <p>Participate</p> <p>Have materials ready</p>	<p>Wait in line for your turn</p> <p>Stay in your seat at your table at all times</p> <p>Raise your hand for permission to move about</p> <p>Sort your waste into the appropriate trash or recycle bin</p>	<p>Keep the area clean.</p> <p>Report any damage</p> <p>Report if material needs to be replenished</p>	<p>Carry a hall pass when not with an adult</p> <p>Go straight to your destination and return</p> <p>Walk on the right</p> <p><i>Wear a mask and maintain physical distancing while moving through the hallway</i></p>	<p>Carry a nurse visit pass to and from class</p> <p>Use the clinic for wellness needs</p> <p>Listen to your body</p>	<p>Use equipment correctly</p> <p>Keep your hands & feet to yourself</p> <p>Return equipment to its proper place</p> <p>Waterboro Elementary up when instructed (in a timely manner)</p>

Attention Remote Learners and Families: Click [here](#) to view the WES Virtual Classroom Expectations for Students and Parents/Guardians

Events

	Arrival	Dismissal	Safety Drills	Field Trips	Presentations/ Assemblies
Be Safe	<p>Follow adult directions</p> <p>Walking in designated areas</p> <p>Go directly to your classroom</p> <p>Follow classroom protocols for unpacking materials for the day</p> <p>Use appropriate language, volume, & tone</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Follow classroom protocols for gathering materials to go home</p> <p>Know your plan for going home (bus, pick up, etc.)</p> <p>Walking in designated areas</p> <p>Wait calmly for your run to be called</p> <p>Use appropriate language, volume, & tone</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Stay silent</p> <p>Keep your whole body still</p> <p>Walking in assigned area</p> <p>Stay put until directed by staff member</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions</p> <p>Follow directions of transportation and the venue</p> <p>Walking in assigned area</p> <p>Stay with assigned chaperone</p> <p>Use appropriate language, volume, & tone</p> <p><i>Wear mask and stay physically distanced</i></p>	<p>Follow adult directions, including the presenter</p> <p>Keep your hands & feet in your own space</p> <p>Follow enter and exit protocols</p> <p>Use appropriate language, volume, & tone</p> <p><i>Wear mask and stay physically distanced</i></p>
Be Respectful	<p>Use Mustang Manners</p> <p>Greet the staff you meet</p> <p>Greet your peers</p> <p>Bring a positive attitude</p>	<p>Be conscious of your space and others when gathering materials to go home</p> <p>Wait patiently for your run to be called</p> <p>Say farewell to staff and peers</p> <p>Allow younger students to board buses first</p>	<p>Follow Be Safe expectations</p>	<p>Use Mustang Manners</p> <p>Whole body listening during the presentation</p> <p>Ask thoughtful, relevant questions</p> <p>Respect the venue materials and grounds</p>	<p>Use whole body listening</p> <p>Respect the materials of the presenter</p> <p>Ask thoughtful, relevant questions and follow the assembly protocols</p>
Be Responsible	<p>Put your materials in the assigned location(s)</p> <p>Prepare materials to start your day</p> <p>Follow classroom protocols for morning routines, including breakfast</p> <p><i>Wash your hands</i></p>	<p>Leave your space neat and clean</p> <p>Make sure you are taking all of your own materials home</p> <p>Follow your plan for going home (correct bus, pick-up, etc.)</p>	<p>Follow Be Safe expectations</p>	<p>Leave the space neat and clean</p> <p>What you carry in, you should carry out</p> <p>Participating in the learning activity</p>	<p>Follow assembly protocols</p>

At Waterboro Elementary School, we understand that young people make mistakes, and it is the school’s role to support their social, emotional, and academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of discipline that is rooted in learning and teaches appropriate conduct consistent with school values.

As a staff, we will make every effort to keep every student in the classroom. When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and addressing the root causes. When someone in our school community is harmed, we are committed to creating a way for all those affected to collaboratively address needs and responsibilities, and come up with a plan to repair harm.

We understand that our young people often experience conditions in their homes and communities that are traumatizing and that may impact their behavior at school. Our staff will work to connect every student to services and caring adults in order to ensure that such students are supported in every way possible.

Bullying, aggressive behaviors, and verbal assaults are not acceptable. It is our hope that by developing positive relationships with every student and helping them feel connected to the WES community, that serious behavioral incidents will be nonexistent; however, if students exhibit these kinds of behaviors then it is expected that administration be notified immediately. If an administrator is not able to respond right away then the school counselor or social worker will be notified. Following initial intervention, teachers and/or staff members involved will contact parents/guardians to explain the incident, consequences, and next steps. Parents/guardians and/or the student may be required to participate in a meeting prior to re-entry into the classroom. Depending on the severity of the incident/behavior, administration may notify the superintendent of schools to determine appropriate next steps.

We believe that every child can learn to be **SAFE, RESPECTFUL**, and **RESPONSIBLE** and that it is our job to model these behaviors and coach children in a responsive, restorative manner when they exhibit difficulty with any of these three behavioral expectations. **Waterboro Elementary School's "Model Mustang" Expectations:**



BULLYING

It is the intent of the R.S.U. #57 School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate its students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. It is our hope that by developing positive relationships with every student that serious behavioral incidents will be nonexistent; however, if students exhibit these kinds of behaviors then it is expected that administration/designee be notified immediately. Administration will ensure that all reports of bullying and retaliation are investigated promptly and that the appropriate documentation is prepared. Based on the outcome of the investigation and severity of the incident/behavior, administration may notify the superintendent of schools to determine appropriate next steps.

**Refer to "District Information: Required Policies" at the end of this handbook for additional information.*

DRESS CODE

Clothing which is neat, clean and in good taste assists your child in a feeling of well-being and confidence. All clothing should be marked with the child's name. Masks are required for all learners throughout the day. Each year our "Lost and Found" is immense. If names are marked on the inside tag, every effort will be made to return it to the owner. Please consider the weather when sending your child to school. The following guidelines have been established with your child in mind. If clothing is determined to be inappropriate, you will be called to bring in alternative clothing for your child.

The following guidelines are provided regarding certain items of clothing and masks:

- any item with vulgar, profane, discriminatory, and/or offensive words, artwork, or slogans are not permitted
- any item that promotes or displays tobacco, alcohol, or other drug or drug paraphernalia usage are not permitted
- hats and hoods are not to be worn within the building
- footwear must be securely worn. At the elementary level, all footwear must be safe for the playground and physical education. If they do not have correct footwear at recess, they will be asked to be in a safe area during this time
- clothing which exposes excessive bare skin is not permitted.

**Refer to “District Information: Required Policies” at the end of this handbook for additional information*

SCHOOL CLIMATE

Preparing respectful, responsible and creative thinkers for success in the global community.

Our goals are to provide the best learning environment possible and to attain the highest level of physical and emotional safety possible for your children. It is the philosophy that appropriate/respectful behavior is expected and necessary in order for quality learning to take place.

ITEMS TO LEAVE AT HOME

Given our concern with the safety of children and our commitment to creating a positive working and learning environment, the following items are not allowed to be used or visible at school:

- expensive or valuable items, such as video games, electronic music devices and phones
- weapons (fake or real) of any kind are NOT permitted on school grounds and will result in disciplinary action
- hard balls/baseballs, skateboards, trading cards, etc.
- make up, perfume, hairspray, nail polish, etc.

If you are unsure about the appropriateness of something your child wishes to bring, please call us. **The school is not responsible for any lost or stolen property.*

CURRICULUM

RESPONSE to LEARNING

Response to Learning (RtL) is a systematic process designed to provide increasingly targeted and rigorous instruction to students. Each step in the process gives more attention to the student and what he or she needs in order to become a proficient learner.

The process begins with the foundation of the pyramid, which is made of high quality instruction that focuses on the learner and her or his interaction with specific learning targets (standards). The teacher is the guide in this process, sharing the journey with the learner and parents. The teacher establishes the targets to be addressed, the pace, and how the learner shows proficiency. Much of the learning process includes the very same strategies that have been used in classrooms for years.

"Intervention" begins when a gap begins to form between what is being taught and what a student is learning. Gaps show when a student falls behind in the established timeline for becoming proficient on the current learning targets or when a student scores below proficient on a common assessment such as the DIBELS, NWEA (MAP), and/or Fountas & Pinnell Benchmark Assessment. When a gap emerges, the teacher communicates with parents, and the formal intervention process begins.

A student may be at different levels of the pyramid for any of the areas addressed by RtL (mathematics, reading, writing, social/emotional needs). He or she may be identified for an intervention plan in one content area such as reading or mathematics and remain in the foundation stage in another area. Students are unique. Strengths and areas of need are different for everyone and response to learning is intended to meet the needs of every child.



TIER 3 SUPPORT

LEARNERS WHO HAVE NOT DEMONSTRATED SUFFICIENT PROGRESS FROM THE EVIDENCE-BASED STRATEGIES DELIVERED IN THE FIRST TWO TIERS AND STUDENTS TRANSITIONING FROM SPECIAL EDUCATION SERVICES RECEIVE THIS MORE INTENSIVE LEVEL OF SUPPORT.

TIER 2 SUPPORT

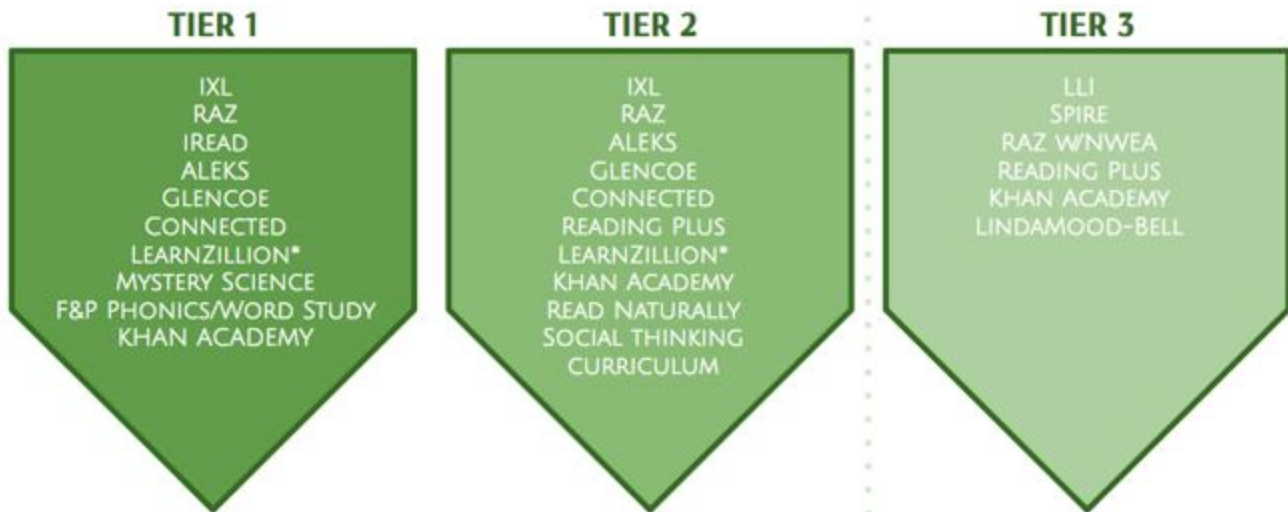
LEARNERS WITH ACADEMIC AND/OR BEHAVIORAL SKILLS FALLING IN THE LOWEST PERCENTAGE OF THE STUDENT POPULATION WILL RECEIVE TARGETED, MONITORED, & SPECIFIC SUPPORT. THIS SUPPORT IS INTENSIVE & CARRIED OUT BY TEACHERS, QUALIFIED SUPPORT-STAFF, SPECIALISTS, AND SCHOOL COUNSELORS.

TIER 1 SUPPORT

LEARNERS NOT MEETING GRADE LEVEL ACADEMIC OR BEHAVIORAL STANDARDS WILL RECEIVE TARGETED SUPPORT THAT WILL BE DELIVERED AND MONITORED BY THE CLASSROOM TEACHER.

FOUNDATION

ALL LEARNERS WILL RECEIVE A HIGH QUALITY, DIFFERENTIATED INSTRUCTION THROUGH AN INTEGRATED, VIABLE CURRICULUM THAT MAKES ACADEMIC PROFICIENCY ACCESSIBLE.



PROGRAM INFORMATION

Special Education:

RSU 57 provides a comprehensive program of special education services. Students who have special education needs may be served entirely in the regular classroom either by specialists who consult with the regular classroom teacher or, if the need exists, children can be given direct special education instruction for most of the school day. Students may receive special education services in one or more of the following formats:

Consultation	<i>The student stays in the regular classroom setting and the classroom teacher consults with the specialists.</i>
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Special Education Instruction in the Regular Classroom	<i>The specialists provide direct instruction to the students in their regular classroom.</i>
Resource Room Instruction	<i>The students go to the specialists in the Resource Room for instruction for up to one half of the day.</i>
Speech/Language & Occupational Therapy	<i>Therapy is most often provided outside of the regular classroom individually or in small groups. Sometimes the therapist will find greater benefit for students to offer instruction within the regular classroom setting.</i>

**Any or all of these services may be conducted remotely.*

RSU 57 will refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, professional staff, and/or other persons knowledgeable about the child’s educational needs. Any such referral should be made in accordance with procedures set forth in State Regulations - Chapter 101 (Maine Unified Special Education Regulations, Birth to Age Twenty). If you have questions about the Special Education referral process, contact the Special Education Director, Tim O’Connor, RSU #57, 86 West Road, Waterboro, ME 04087, telephone 207-247-3221.

RSU 57 will destroy selected Special Education records of special education students at the end of the school year in which the student would turn 26 years old. Parents or adult students wishing to obtain these records should contact the School Department at that time. The School Department shall maintain permanently a record of the student’s name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed.

Section 504 Process:

Qualified individuals with a disability will be provided accommodations according to Section 504 of the Rehabilitation Act of 1973. If you have questions about the Section 504 process, please contact the 504 Coordinator, Nicole Kaszubinski, RSU 57, 86 West Road, Waterboro, ME 04087, telephone 207-247-3221.

Technology:

RSU 57 provides devices, networks, and internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school devices, networks, and the internet is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their device privileges revoked and may also be subject to further disciplinary and/or legal action (Ref: Policy IJNDB-R).

All RSU 57 devices remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school devices. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires ethical, efficient, and legal utilization of the network resources for academic purposes only. As students and staff use this network, the user is ultimately responsible for his or her actions in accessing network services and for adhering to the district procedures and guidelines. If an RSU 57 user violates these provisions, his or her account may be terminated and future access could be limited or denied.

Counseling/Social Work

WES has both a school counselor and two social workers to service our students and support their needs. While all work in similar capacities, each role is different. The school counselor is primarily responsible for teaching lessons about self-regulation and strategies to develop positive peer and adult relationships. This is done using a specific curriculum that addresses social emotional and social thinking skills. She will visit classrooms for lessons and hold groups to provide this instruction in a proactive way. The social workers' roles serve to support children and families who may be experiencing a range of challenges at any point during the school year.

Library/Media Center

The Library/Media Center is a space where students can engage in a wide variety of activities: research skill development, STEAM activities (science, technology, engineering, arts, and mathematics), Makerspace activities (problem solving and scientific inquiry), reading, story time, etc. While the use of this space may be limited during the 2020-2021 school year due to social distancing and use guidelines, similar activities and materials from this space may be utilized in the classroom environment.

When a child borrows a book from the library, they are expected to return it by the assigned deadline so that other students have the opportunity to enjoy the book. Books need to be returned in the condition in which they left the Library/Media Center. Established guidelines for reuse will be followed when library books are returned.

You can be a part of this experience by asking them to share their learning with you. Sitting down and reading with your child or discussing what they created are excellent ways to support and their growth in reading and creative exploration.

Gifted and Talented (Perform Accelerate Create Extend, P.A.C.E.)

The purpose of the Elementary P.A.C.E. program is to provide enrichment experiences for students who are identified by the district as being gifted or talented. Those students who are identified through our district's gifted and talented screening process have an opportunity to work with a certified Gifted & Talented specialist. Our mission is to provide services to help meet the psychological, social, educational, and career needs of gifted potential students. GT/P.A.C.E. Services (K-12) will be the liaison between educational stakeholders and highly able students to optimize their educational experience and to help in reaching teaching and learning academic potential. This role, accomplished through consultation, teaching, and constructive collaboration, will promote differentiation within the classroom and the use of other specialized community program options tailored to the student's learning requirements.

Maine Dept of Education G/T Mission: A gifted and talented educational program shall mean a comprehensive K-12 program that provides specialized instruction beyond that available within the regular school program.

Chapter 104: Educational Programs for Gifted and Talented Children: Gifted and talented children are defined as children in grades K-12 who excel, or have the potential to excel, beyond their age peers, in the regular school program, to the extent that they need and can benefit from programs for the gifted and talented.

Nutrition

We offer students a nutritious breakfast and lunch daily for purchase. All meals must meet federal and state guidelines. A breakfast/lunch menu is sent home monthly and can be found online. Families eligible for reduced or free meal programs must complete the enrollment forms each year. These forms are sent home at the start of each new school year or available online at <http://www.myschoolapps.com>. Please be advised that free/reduced meal price benefits only apply to regular school meals, items such as snacks and extra drinks are not free under this benefit. Please keep in mind that during SY20/21, no a la carte items (snacks or extra drinks) will be available for purchase. Snacks brought from home may be eaten at the designated time(s) and location, following current guidelines, as determined by the classroom teacher.

Payments should be made online at: <http://www.myschoolbucks.com> as much as possible. In order to sign up for online payments, you will need your child's student identification number. If you do not know this number, please contact the School Nutrition Department at 207-247-3221 x 2257. Student meal accounts are a debit account; money is deposited into the account and then money is deducted with every purchase the child makes. Please be sure to maintain a positive balance on your child's account. All children are required to eat lunch daily. No student will be denied lunch.

EXTRA CURRICULAR ACTIVITIES

Typically, we have many after-school/ community programs offered throughout the school year that take place in the school building. This will look much different for the 2020-2021 school year. Should after-school/community programs again be offered, written communication must be provided giving your child permission to stay after school for an activity. Please watch for information to come home or contact these organizations directly for further information, should this become a possibility.

HEALTH INFORMATION

HEALTH SERVICES

Our school provides access to a Registered Nurse who supports student learning by providing care at school. Parents/guardians are asked to complete an annual health update for their child at the beginning of each school year and notify the school nurse of any health changes moving forward. If a health care need is identified, the school nurse will coordinate and collaborate with school staff, parents, and the student's health care provider to develop a plan of care that supports a student's learning. For any questions or concerns regarding your child's health, please contact Kathleen Earley, RN at 247-0416 or kathleenearley@rsu57.org.

When should you keep your child home with illness and what happens if your child gets ill at school?

All students must be screened at home daily for COVID-19 symptoms prior to boarding the bus or coming to school using the [Pre-Screening Tool](#) from the Maine Department of Education (DOE). Please contact the school that same morning if your child must stay home based on the screening tool and follow up with your family health care provider as well.

Please notify the school office if your child is too ill to come to school and report your child's symptoms, especially if they exhibit symptoms on the pre-screening tool and/or your child has a communicable disease such as strep throat, conjunctivitis, or influenza. Students with diarrhea or vomiting should stay home for 24-hours after diarrhea or vomiting has stopped. All students who are ill at school should be seen by the school nurse or other authorized school staff prior to dismissal. If your child exhibits any symptoms of a communicable disease, you will be notified and your child will need to be dismissed home at that time. There may be a need for a doctor's note prior to your child returning. This is for the protection of your child as well as the other children. Students will be dismissed only to the specific people listed on the emergency card unless the school is instructed by the parent to make other arrangements.

What happens if my child is injured at school or comes to school with an injury?

Parents will be notified of injuries and accidents occurring at school, except those requiring basic first aid. If the student needs follow up care at home or at the hospital, the parent (or their designated emergency contact person) is responsible for transporting the student. For serious medical emergencies, we will attempt to contact you first. If time permits, we will call authorized persons on your child's emergency card. If no one can be reached, the rescue department will be called.

For injuries that happen outside of the school day, please don't wait for the school nurse to assess your child when he/she gets to school. Instead, please consult your child's healthcare provider for recommendations of care. If your child has an injury that your healthcare provider recommends specialized care or changes in the daily school routines, please contact the school nurse to discuss your child's needs (for example; a broken arm, crutches, or a concussion).

How are life threatening allergies managed at school?

Life threatening allergies are a common health concern in schools today. We are committed to maintaining the health and protecting the safety of children who have life-threatening food allergies. We are **not** a peanut or tree nut free school. We cannot guarantee that a student will never experience a food allergy-related event while at school. To manage the school environment to ensure that these students are safe, we provide allergy awareness classrooms as well as allergy awareness areas, including a peanut/tree nut allergy awareness table in the lunchroom as needed. We monitor the snacks/food that will be eaten in that particular classroom, so as to minimize the risk of an accidental exposure to the allergen. The school will send a letter to parents of students in those classrooms that are directly involved for how parents can help create a safe environment.

RSU 57 Allergy Procedures

Notification to Households:

The allergy policy/procedures can be found on the RSU 57 district website.

Staff Development Steps:

- Prior to the beginning of the school year all staff including food service, transportation, custodial, and maintenance staff will be required to complete online annual allergy and anaphylaxis management and epinephrine training. Additional training is available.
- Substitute staff will be asked to complete online annual allergy and anaphylaxis management and epinephrine training. Additional training is available.
- Signs and symptoms of allergy reactions will be posted in each school building.
- A record of staff training will be maintained by Central Office.

Procedures for Classrooms of Students with Known Allergies

- Food provided for any school sponsored event should not contain peanut/tree nut containing foods
- Students are discouraged from food trading, touching or sharing.
- The classroom teacher is responsible for including the allergy plan, Individualized Health Plan, and/or medical 504 of an allergy student in the substitute plan.
- Teachers will notify parents of allergy students prior to lesson plans or activities involving the use of any food.
- Best practice recommends that students will wash their hands with soap and water upon arriving at school.
- Students with known allergies will be provided with a designated area to consume food.

Grades Pre-K through 5

The classroom adult is responsible for monitoring the classroom environment.

- The designated area will be wiped down with a school approved cleaner and clean paper towel before and after food exposure.
- All tables in the classroom will be cleaned immediately with a school approved cleaner and clean paper towel after food exposure.
- Children with allergies will not assist in cleaning assignments.
- Students will wash their hands with soap and water before and after eating.

Before & After School Activities

- The school nurse is a resource for activity leaders/coaches to discuss any health concerns related to students in their activity or sport.
- It is the **parent/guardian(s) responsibility to do the following:**
 - To notify the adult activity leader/coach about the health conditions related to their child for any before or after school activity including the location of all medicines (Epinephrine Auto-Injector, inhalers etc.).

- As part of any activity sign-up, health concerns including allergies must be communicated by the **parent** to activity leader/coach in charge; consulting with the school nurse when necessary.
- To provide emergency medicine for before and after school events and to be sure that any required medication is in the student's personal backpack or sports bag. **The student must have a permission to self-carry order that is signed by PCP, the school nurse, and parent/guardian.**

Parents of children with life threatening food allergies or other life threatening allergies, such as bee stings, should contact the school nurse at the beginning of school each year. In collaboration with the parents, teacher, and physician, the school nurse will develop a plan for managing the child's allergies while in school. The parents will need to provide an allergy action plan from the child's physician on an annual basis. Students that require emergency medications, such as Epinephrine Auto-Injector and inhalers (must also complete an asthma plan) may self-carry with the written permission of the school nurse, their physician, and parent.

What if you want your child to take medication at school?

RSU 57 has a medication policy to comply with the state of Maine's laws governing medication administration in school. Parents need to notify the school nurse if they would like their child to receive medication, even over the counter medication, during the school day. Before a medication can be administered at school, written permission that includes the student's name, the name of the medication, dosage, and time to be administered is required by both the parent and a physician. A physician must concur that administration of this medication during school hours is necessary for the health of the student.

1. For safety, the first dose of a newly prescribed medication must be given at home.
2. Students will not be permitted to carry and self-administer any medication (including over-the-counter medication). However, students with asthma or allergies may be permitted to carry and self-administer emergency medication with prior approval of the child's parents, physician and the school nurse.
3. The student's parent/guardian must provide all medication. Medications will be kept in a secure location in the nurse's office. Other than prior approval for emergency medication, please do not have your child transport any medication on the school bus. A child's parent or an adult designated by the parent, must hand carry in all medication to school and give it directly to the school nurse.
4. For medications that are controlled by the Federal Narcotics Act, **only five days of medication can be kept at school.** For all other medications, only twenty days of medication can be kept at school.
5. Prescription medication must be in a pharmacy labeled container. Over the counter medication must be in the original container and will be administered only as prescribed per the student's physician.
6. For safety reasons, due to choking, cough drops are not allowed at school.
7. Parents are responsible for removing the medications from school once a medication has been discontinued and at the end of the school year.
8. Although medication is always administered under the direct supervision of the school nurse or unlicensed personnel trained in medication administration, primary responsibility for taking medication properly and at the appropriate time rests with the student, unless the physician and parent have made prior arrangements.

Immunizations are required in order to attend school

The school health record must include the following information:

- The child's name and date of birth, each vaccine type, date administered and the name of the provider
- A minimum of:
 - 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
 - 4 Polio (if 4th dose given before the 4th birthday, an additional age appropriate IPV should be given on or after the 4th birthday)
 - 2 MMR (measles, mumps, rubella)

- 1 Varicella (chickenpox) or reliable history of disease

The State of Maine requires that all children, upon registering for school, must present proof of immunization against diphtheria, polio, pertussis, tetanus, measles, mumps, rubella, and chickenpox. If a student is exempted from this requirement due to a medical reason, either the student's physician must provide a written statement that the immunization is harmful to the student's health, or the student must demonstrate immunity with laboratory evidence. If a student's health record is not in compliance with the Maine State Immunization Law, the student must be excluded from school.

Will my child be screened for vision and hearing problems at school?

The School Nurse conducts vision and hearing screening on all students in Grades K, 1, 3, and 5 each year as required by Maine Law. Parents may notify the nurse in writing if they do not want these screenings done. All students who do not pass the first screening will be re-screened at a later date. Once the second screening is complete, the nurse will send written notification to parents of those who did not pass the second screening.

What if my child needs health insurance during the school year?

All enrolled students are eligible for health insurance coverage. Information is sent home at the beginning of every school year for your review. Please do not hesitate to call the school should you have any questions about providing coverage for your child.

HOME SCHOOL CONNECTION

BIRTHDAYS/CELEBRATIONS

Birthdays are special occasions. We are happy to recognize these through school-wide announcements. Due to current regulations around the sharing of items, please do not send cakes, birthday treats or invitations to school.

CONFERENCES

A conference will be scheduled during the first trimester. This is an opportunity for you to discuss your child's progress with the teachers and we encourage students to be part of the conversation. Please know that you are invited to contact your child's teacher at any time to discuss their progress. Open communication between home and school will develop strong relationships between parents, students, teachers, and staff.

COMMUNICATION (district app, emails, newsletters, etc.)

We strive to engage in a high level of communication with families throughout the school year. Regional School Unit 57 has an app for mobile phones. This app allows you to stay up-to-date with access to the daily cafeteria menu, news from the school, student stories, and even emergency notifications. This app can be downloaded for free on both Google Play or the Apple App Store. (Download for Android: <http://bit.ly/3278HxW> Download for iPhone: <https://apple.co/2NqwkOu>). In addition, you should expect a monthly newsletter, periodic emails, and frequent website updates from the main office staff as well as teacher communication through classroom websites, blogs, digital portfolios, weekly newsletters, emails, etc. If you feel that the level of communication is not meeting your needs, please let us know. Communication is key. Please reach out to us if your child is struggling to engage in school (socially, emotionally, or academically).

EMERGENCY INFORMATION

Your child's health and safety are our concern. Each year emergency information needs to be updated through Synergy, our student information system. You can access Synergy through the district (www.rsu57.org) and school (<https://www.rsu57.org/o/waterboro>) websites or through the Synergy Parent View App that can be downloaded in the Apple App Store. It is vital to update any phone number or other contact information changes as soon as possible so the

school has the most up to date information. If you have moved, you must contact the District Registrar, at 247-3221, ext 2264 before any changes can be made as proof of residency is required. Please contact the main office for your parent activation key and directions to help set up Parent View Accounts.

LOST & FOUND

School and home share the challenge of teaching children responsibility for their possessions. We have a large “lost and found” collection that includes valuable items. **Please label your child’s belongings when possible and remind your child to check this location in the event they are missing something.** At the end of the year, we donate unclaimed property to charity.

PTO

Our organizations meet monthly to plan activities that support the school program. These groups have been instrumental in raising funds for the playground as well as for many cultural activities. In addition to these activities, the clubs also provide many other supportive functions including family night activities, special school/classroom purchases, etc. All parents are welcome to participate in one of these groups. Call/Email the respective school for information or visit the school website for more information. Your involvement with the committee aids in the continued success of our PTO. Please watch for the bulletins that come home with your child and plan to support them participating in these important meetings.

REGISTRATION

For parents who are registering a child for the first time in public school or transferring their child into the district, the parent must access our online registration form that can be found on the district website (www.rsu57.org) and meet with the district registrar to provide a copy of the child’s birth certificate and proof of residency. Usually the child may begin classes one to two days following the registration. In cases where there may be special considerations, the beginning time may be a bit longer so that the most appropriate placement can be arranged.

VISITING THE SCHOOL

At this time, visitors are not permitted in our building. Any visitors must be pre-approved by administration.

VOLUNTEERS

At this time, we will be strictly limiting any volunteers in our building. Permission must be granted in advance by administration. We are very grateful for the active involvement of our families and look forward to when this can again continue. When our ability to host volunteers resumes, there are specific annual requirements for volunteering, including our district volunteer application and criminal record check. These are located on the district website. Forms must be completed and approved before any volunteer work can be done at school. No one will be allowed to volunteer without fulfilling these requirements. Younger siblings are not allowed to accompany you when you volunteer in our building or on field trips.

SECURITY PROTOCOLS

Our staff recognizes that in our school and school community there exists the potential for a serious incident involving the health, safety, and well being of its members. With this in mind, the Crisis Team has established specific procedures that are practiced throughout the year so that staff and students are familiar with what is expected should we experience a situation.

TRANSPORTATION

BICYCLES & WALKING

Your child may bike or walk to school with your written permission. Students should not arrive before 9:00 a.m. At the end of the day following their dismissal, students must leave school directly; there is no riding in parking areas or in front of the school. Because of dangerous roads around our school, walking to school or riding a bike is strongly discouraged.

BUS REGULATIONS

Riding the bus is a privilege. If the bus driver determines that a student's behavior is inappropriate and infringes on the rights or the safety of others, the driver will call parents and notify school administration. Bus privileges may be suspended.

Because our district's transportation system is so large, we must have policies to ensure that it runs smoothly. A few guidelines are worth noting:

- All students must be screened at home daily for COVID-19 symptoms prior to boarding the bus using the [Pre-Screening Tool](#)
- All students must wear masks and abide by all social distancing protocols while on board the school bus. See [RSU 57 Reopening Plan](#) for specific details.
- Your child is assigned to one bus (the same for the a.m and p.m.).
- Your child may not go home on another bus for any reason.
- You and your child should become familiar with the behavioral expectations on the bus.
- No food or drink is allowed to be consumed on daily bus runs.

Pre-K and kindergarten students must have an adult in view of the driver at drop off in order for the student to be released.

Versatrans E-Link (Bus Stop Information)

Versatrans E-Link provides parents/guardians with secure access to their child(ren)'s bus route information. This information is updated in real-time and reflects what is in our routing program. Routes have the potential to change during the year. This system will allow parents to always have access to the latest information. Use E-Link to get your child's bus information by visiting <https://versatransweb04.tylertech.com/RSU57/mlinkrp/Login.aspx>.

In addition, parents also have access to Versatrans MyStop™ App which allows parents and students to see in real-time where their students bus is located using GPS data from our school buses and vans and give an estimated time of arrival of the bus to your child's bus stop, as well as send push notifications to users to help communicate things like bus breakdown delays, early release and delayed day reminders and other relevant transportation related notifications as needed. The app is a free download in the Apple AppStore and Google play.

Questions involving transportation may be addressed to the Transportation Director at 247-6181 x3.

TRAFFIC AND VEHICULAR SAFETY

The road in front of our school is for bus loading, unloading, and general traffic flow. Personal vehicles must not interfere with school bus arrival and departure. Please do not pass a bus with its lights on, ever. Not only is this a safety concern, but it is also a traffic violation that must be avoided and may be reported to the authorities by our bus drivers. We kindly ask that vehicles be parked in the parking lot and that students and staff use designated walkways to enter the school. A permit must be displayed to park in the designated handicap spots in our parking lot.

DISTRICT INFORMATION

RSU #57 POLICIES

Please note: Many of the notices found below and throughout this handbook have references to RSU 57 Board policies. You can access these policies online (<http://www.rsu57.org>), at your child's school, or at the RSU 57 Office of the Superintendent of Schools.

RSU 57 Policies and this Handbook

In the event that there are unintended inconsistencies between this handbook and the RSU 57 Board policy, the policy will govern. In addition, RSU 57 reserves the unlimited right to change terms of this handbook, at any time, without notice.

Compulsory Attendance

Under state law, full-time school attendance is required for all children from their 6th to their 17th birthday except a person who has: graduated from high school before their 17th birthday; reached the age of 15 years or completed the 9th grade; permission to leave school from that person's parent; been approved by the principal for a suitable program of work and study or training; permission to leave school from the Board or its designee; and agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner. (See Policy JEA)

Excusable Absence

A person's absence is excused when the absence is for the following reasons: personal illness; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; or a planned absence for personal or educational purpose, which has been approved. Parents are responsible for the attendance of students who are under 17 years of age. (See Policy JEA)

System-wide Student 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 a 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. In addition to the sections addressing behavior found in this handbook, please see Policy JIC.

Bomb Threats

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

Nondiscrimination Statement

Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability are prohibited. (See Policy AC)

Harassment / Sexual Harassment

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. (See Policy ACAA)

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Discrimination / Harassment Complaint Procedure

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 whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator. At any point, the Affirmative Action Officer at RSU 57, 86 West Road, Waterboro, ME 04087, 207-247-3221, can be contacted for assistance. (See ACAA-R for a complete complaint procedure)

Bullying

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate its students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

Bullying is not acceptable conduct in RSU 57 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student’s bullying behavior may also be addressed through other behavioral interventions. (See Policy JICK)

Hazing

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. (See Policy ACAD)

Drugs/Alcohol

The board and staff of the district support a safe and healthy learning environment for students, free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth. (See Policies JICH and JICH-R)

Use of Tobacco

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the School Board prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students, employees and visitors. (See Policy ADC)

Weapons / Violence / School Safety

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Board Policy JICIA prohibits possession or use of items commonly used as weapons, any object not necessarily designed to be a weapon, but used in a malicious way, violent or threatening behavior, verbal or written statements, willful or malicious damage to school or personal property, theft (or attempted theft), lewd, indecent or obscene acts or expressions, or any other conduct that may be harmful to persons or property. Refer to Policy JICIA for a complete list of prohibited behavior, as well as potential disciplinary action.

Student Education Records and Information

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students with respect to confidentiality and maintenance of student records and information. (See Policy JRA)

Public Notice – Destruction of Records

RSU 57 will destroy selected Special Education records of special education students at the end of the school year in which the student would turn 26 years old. Parents or adult students wishing to obtain these records should contact the School Department at that time. The School Department shall maintain permanently a record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of educational records at a cost of 10 cents per page. (See JRA-E)

Amendment of Records

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

Disclosure of Records

The District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law. (See JRA-E)

1. Directory Information

The District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos

relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the District to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names and addresses and telephone numbers of secondary students and the District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the District to disclose this information must notify the Superintendent in writing by September 15th or within thirty (20) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Directors; persons or companies with whom the District has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, RSU 57 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

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

Complaints Regarding School Department Compliance with FERPA

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

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

Project Child Find 57

Do you know of a child 3-20 years of age with a disability residing within the RSU 57 school district? The disability might be in vision, hearing, behavior, learning, health, mental ability, autism, or any combination of these areas. Children with disabilities are entitled to appropriate educational services provided at no cost to the child or family. If you know of a child with a disability in need of special education services, please call your local school principal or the RSU 57 Special Education Director. RSU 57 includes the towns of Shapleigh, Newfield, Limerick, Lyman, Waterboro and Alfred.

Questioning / Searches of Students

The Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with Policy JIH and the administrative procedure.

Students may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action shall be taken. Evidence may be forwarded to law enforcement authorities as required by law. (See Policy JIH)

Referral / Pre-Referral of Students with Disabilities

RSU 57 will refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff and by other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures set forth in State Regulations – Chapter 101 (Maine Unified Special Education Regulations, Birth to Age Twenty). If you have questions about the Special Education referral process, contact the Special Education Director, RSU 57, 86 West Road, Waterboro, ME 04087, or telephone 207-247-3221. (See Policy IHBA-R)

Section 504 Process

Qualified individuals with a disability will be provided accommodations according to Section 504 of the Rehabilitation Act of 1973. If you have questions about the Section 504 process, please contact the 504 Coordinator, RSU 57, 86 West Road, Waterboro, ME 04087, or telephone 207-247-3221.

Teacher Qualifications

Parents have the right, in accordance with NCLB – Title IA, to request information about the qualifications of your child's teacher. Please contact your child's teacher or building principal if you would like more information.

Discipline Reporting

The Maine Department of Education requires schools to electronically report, by student name, those incidents of prohibited behavior that result in more than a half-day suspension. The State of Maine uses this information by grouped data rather than by individual students, to create summary reports for the federal government. If you have questions about this information, please contact your building administrator.

District Curriculum

It is the policy of RSU 57 to implement the District adopted the Common Core State Standards for English Language Arts and Mathematics, as well as the Maine State Learning Results for Science and Social Studies, and to provide all students with equitable opportunities to meet these content standards/learning targets. This has broad implications for the school, including curriculum, budget, professional development, student assessment, professional evaluation, and graduation requirements. Moreover, in recognition of the important connection between the school and our community, we will report our academic progress at least on a yearly basis. (See Policy ADF)

In response to the requirements in ESSA, parents/guardians have the opportunity to inspect instructional materials used as part of the curriculum. Please contact the building administrator if you need information.

Administration of Medication

RSU 57 has established policies and procedures for the safe administration of medication to students at school. If you have questions about this, please contact your school's nurse. (See Policy JLCD)

Use of Surveys

From time to time, the District may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school unit will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

Student Computer and Internet Use

RSU 57 computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

This policy and the accompanying rules also apply to laptops and any mobile device issued directly to students, whether in use at school or off school premises. Student use of computers, any mobile device, networks, and Internet services at school is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 57 computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

RSU 57 utilizes filtering technology that is CIPA (Children's Internet Protection Act) compliant, designed to block materials that are obscene or pornographic. RSU 57 takes precautions to supervise student use of the Internet, but parents should be aware that RSU 57 couldn't reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others, as he/she deems appropriate.

Student Computer And Internet Use Rules

These rules accompany Board Policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school unit's computers /mobile devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Student use of the computers, any mobile device, networks, and Internet services at school is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. The building principal/designee shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

B. Acceptable Use

The school unit's computers, mobile devices, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers/mobile devices.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school unit's computers/mobile devices.

C. Prohibited Uses

Examples of unacceptable uses of school unit computers/mobile devices that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
2. Illegal Activities – Using the computers, mobile devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. Copying Software – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. Non-School-Related Uses – Using the school unit's computers, mobile devices, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access – Sharing password, using other users' passwords, and accessing or using other users' accounts;

8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school unit’s computers, mobile devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

9. Unauthorized Access to Blogs/Chat Rooms – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

RSU 57 computers/mobile devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, mobile devices including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers/mobile devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers/ mobile devices.

F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

G. System Security

The security of the school unit’s computers, mobile devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the RSU 57 problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her technology privileges limited, suspended, or revoked.

H. Additional Rules for Computers/Mobile Devices Issued to Students

1. Computers/mobile devices are loaned to students as an educational tool.
2. Before a computer/mobile device is issued to a student, the student and his/her parent must sign the school’s acknowledgement form.
3. Students are responsible for the proper care of computers/mobile devices at all times, whether on or off school property, including costs associated with repairing or replacing the equipment. RSU 57 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. If a computer/mobile device is lost or stolen, this must be reported to the building administrator immediately.
5. The Board’s policy and rules concerning computer/mobile device and Internet use apply to use of computers/mobile device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computers/mobile devices issued by school staff.
6. Violation of policies or rules governing the use of computers/mobile devices, or any careless use of such may result in a student’s computer/ mobile device being confiscated and/or a student only being allowed to use the computer/mobile device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the computer/mobile device and Internet access when in use at home.
8. The computer/mobile device may only be used by the student to whom it is assigned and his or her immediate family members.
9. Computers/mobile devices must be returned in acceptable working order whenever requested by school staff.

**RSU 57 Office of Transportation
Waterboro, Maine 04087**

Dear Parents,

The following transportation policies are designed for the safety and well being of RSU 57 students. Please read them carefully. If you have any questions regarding any of this material, feel free to call the Transportation Office at 207-247-6181.

Student Disciplinary Measures for Infractions Aboard Buses

Written warnings may be issued by drivers for the following:

- Throwing objects
- Standing in a moving bus
- Extending arms, legs, head out of the window
- Not sitting in assigned seat
- Consuming food or beverages without permission
- Disturbing the driver
- Disturbing other students

RSU 57 Policy Regarding Riding Different Buses

Students shall be assigned to one specific bus. Students shall not be assigned to different buses.

RSU 57 Policy Regarding Utilizing Different Bus Stops

It shall be required that each student riding a school bus always ride from the authorized bus stop to school and from school to the authorized bus stop. The Transportation Coordinator shall authorize bus stops. Any exceptions to this rule require written permission signed by a parent, dated, and noted by the Transportation Coordinator 48-hours in advance of the time of exception.

PROCEDURES

MEETING THE BUS

1. All pupils shall be on time and at their assigned stops.
2. Pupils, when getting on the bus (if they must cross the highway), shall wait until the bus driver directs them to cross the highway. Pupils, when crossing the highway, shall walk, **NOT** run.
3. Pupils shall not walk or run alongside the bus when it is moving.
4. Pupils shall line up single file when loading without cutting the lines or shoving.
5. No high school student without a pass shall leave or board the bus at the Middle School.

ON THE BUS

1. Each pupil shall be cooperative and obey the driver who has full charge of the bus and responsibility for their safety and the safe operation on the bus.
2. Each pupil shall not extend arms, legs, or head outside the bus.

3. A pupil shall not distract the driver, except with an emergency.
4. A pupil shall not tamper with an emergency door or the other bus equipment.
5. Each pupil shall go directly to an available or assigned seat in an orderly manner and remain seated while the bus is in motion.
6. A pupil shall not damage the bus. The pupil and their parent or guardian will be financially responsible for any damage they cause.
7. A pupil shall not open windows, unless permission is given.
8. A pupil shall not eat or drink on the bus.
9. A pupil shall not create any disturbance that interferes with the safe operation of the bus and the safety of any individual.
10. A pupil shall not shout on the bus or to others outside the bus.
11. Prior to getting off the bus, pupils shall remain seated until the bus comes to a complete stop.
12. A pupil shall not place feet or other loose objects in the aisle of the bus.
13. The Transportation Coordinator must authorize objects, other than usual and customary school supplies, before being permitted on the bus.
14. A pupil, after leaving the bus (if crossing the highway), shall go to the front of the bus and wait until the driver directs the pupil to cross the highway. A pupil, when crossing the highway, shall walk, not run.
15. A pupil riding the late afternoon activity buses shall present an activity pass to the driver before boarding the late bus.
16. A pupil shall not use profane or offensive language in the bus at any time.
17. A pupil shall not board or leave at other locations other than the assigned pick up spot or assigned school except in an emergency. Exception to this rule requires signed permission from a parent, dated, and noted by the Transportation Coordinator. The permissions statement shall be presented to the bus driver. Changes shall be completed 48 hours in advance.

The RSU 57 Substance Abuse Policy will be enforced on all buses. All drivers shall enforce these basic rules. Willfully disregarding a bus driver's instructions may be brought to a building administrator's attention for disciplinary action. The student may lose bus privileges for a specified time.

RSU #57 DISTRICT SCHOOL YEAR CALENDAR



RSU #57 | 2020-2021 CALENDAR / Revised 08/05/2020

JULY '20						
S	M	T	W	TH	F	S
			1	2	O	H
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

03 District Closed
04 Independence Day

JANUARY '21						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	Q2	23
24	25	26	27	28	29	30
31						19

01 New Year's Day
18 M.L. King Jr. Day
22 End of Qtr 2 Reporting

AUGUST '20						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	T1	T2	T3	27	28	29
30	T4					0

17-19 New Teacher Orientation
24-26 Teacher Days (T1-T3)
27 Teacher Day (Flex -6/14/21)
31 Teacher Days (T4)

FEBRUARY '21						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15

15-19 Winter Recess
15 Presidents' Day

SEPTEMBER '20						
S	M	T	W	TH	F	S
			T5	T6	T7	4
6	1	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

01-03 Teacher Days (T5-T7)
04-07 Holiday Recess
07 Labor Day
08 First Countable Student Day
* Schools will provide notice of start dates for grade levels. (Due to the need for transition to in-person and review of new procedures and protocols)

MARCH '21						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	T2	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						23

12 End of Trimester 2 Reporting

OCTOBER '20						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	T8	10
11	1	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	Q1	31
						20

09 Teacher Day (T8)
09-12 Holiday Recess
12 Indigenous Peoples Day
30 End of Qtr 1 Reporting

APRIL '21						
S	M	T	W	TH	F	S
				1	Q3	3
4	5	6	7	8	9	10
11	12	13	14	15	19	17
18	1	20	21	22	23	24
25	26	27	28	29	30	
						16

02 End of Qtr 3 Reporting
16 Teacher Comp Day
16-23 Spring Recess
19 Patriots' Day

NOVEMBER '20						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	1	12	13	14
15	16	17	18	19	20	21
22	23	24	25	1	2	28
29	30					
						17

03 Remote Learning Day -ALL
11 Veterans Day
25-27 Holiday Recess
26 Thanksgiving Day
27 District Closed

MAY '21						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					
						20

31 Memorial Day

DECEMBER '20						
S	M	T	W	TH	F	S
		1	2	3	T1	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	1	2	26
27	28	29	30	31		
						16

04 End of Trimester 1 Reporting
23-31 Holiday Recess
24 District Closed
25 Holiday Recess

JUNE '21						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	ER	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 TO BE ANNOUNCED
11 *Last Student Day
Early Release
- MMS/MHS Dismissed at 11:00
- Elementary Dismissed at 12:15
14 *Teacher Day (**Flex Option**)

*School closures due to weather will be a remote learning day for all students. Check the district webpage for regular updates to the calendar and the current last student and staff day.

Adopted: 08/05/2020

Regional School Unit #57

- Central Office
- Transportation
- Elementary
- Middle / High School

Office Hours

7:00am – 4:00

School Cancellations

- It may become necessary to cancel, delay, or release school throughout the year for weather or other emergency situations. Remote Learning will be utilized whenever possible.



Holiday Observed – District Closed

- The District will be closed to observe the holidays marked on the calendar, including July 3rd and December 24th.



First and Last Student Day

- RSU 57 has scheduled 172 student days for this school year, commencing September 8th and ending June 11th, with no built in school cancellations for snow or other conditions. Check the district webpage for regular updates to the calendar and the current last student and staff day.
- Late starts and early dismissal days are NOT added to the end of the school calendar.



No School for Students

- There are days throughout the school year for recess/breaks, teacher in-service days, and holiday observance. Students will not be required to be in school on any of these days.



Monthly Student Days

- The number of student school days for each month is located in the lower right square of each month.
- Canceled days throughout the year for weather or other emergency events will be made-up in June.



Early Release - Last Student Day

- Dismissal times are as follows:
 - (6-12) Dismissal 11:45
 - (Pre K-5) Dismissal 1:00



Remote Student Day - All Students

- The school campuses will be closed on November 3rd for the Presidential Election



Quarter Reporting

- Reporting periods will end on designated dates for programs utilizing four reporting periods.



Trimester Reporting

- Reporting periods will end on designated dates for programs utilizing three reporting periods.



Teachers Only

- Teachers will work 10 additional days beyond the student days. There are nine (9) days that all teachers will attend and **one (1)** that will be optional from designated date(s).
- Ed Techs will be provided with eight (8) additional workdays.

Schools

AES- Alfred Elementary School LINE- Line Elementary School LES- Lyman Elementary School MHS- Massabesic High School
 MMS- Massabesic Middle School SMS- Shapleigh Memorial School WES- Waterboro Elementary School

- Holiday Observed – District Closed - First and Last Student Day (176) - No School for Students - Monthly Student Days
 - Early Release Day - MHS only (remote school day) - Quarter Reporting - Trimester Reporting - Teachers Only

RSU 57 DISTRICT ASSESSMENT CALENDAR & PROFICIENCY BENCHMARKS *(To be determined)*