

Fisher-Mitchell School Handbook for Families

Fisher-Mitchell School
597 High Street
Bath, ME 04530
207-443-8265
FAX 207-443-4167

Fisher-Mitchell School Home Page
fms.rsu1.org

RSU 1 Home Page
rsu1.org

RSU 1 SCHOOLS

Dike-Newell	443-8285
Phippsburg Elementary	389-1514
Woolwich Central	443-9739
Bath Middle	443-8270
Morse High	443-8250
BRCTC	443-8257
Superintendent's Office	443-6601

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

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

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RSU 1 ADMINISTRATION

Patrick Manuel, Superintendent of Schools
Katie Joseph, Assistant Superintendent
Debra Clark, Business Manager
David Richards, Director of Maintenance
Justin Keleher, Director of Special Services
Tim Harkins, Food Service Director

RSU#1 Board of Directors

Jennifer Ritch Smith, jritchsmith@rsu1.org
Megan Fuller, mfuller@rsu1.org
Lou Ensel, lensel@rsu1.org
Stephen August, saugust@rsu1.org
Alan Walton, awalton@rsu1.org
William Perkins, wperkins@rsu1.org
Anita Brown, abrown@rsu1.org

FISHER-MITCHELL STAFF

RSU 1 email addresses take the form of: firstinitial.lastname@rsu1.org

Example: John Smith: jsmith@rsu1.org

Ross Berkowitz, Principal

Holly Spence, Secretary

Linda Armstrong	Special Ed	George McGinty	Art
Meg Barker	Lib. Ed-tech	Joan Newkirk	Grade 3
Ross Berkowitz	Principal	Kitty O'Neill	Speech
Monica Blatt	Title 1	Sydney Osterhout	Grade 5
Nancy Brown	Sped Ed-tech	Erika Phippen	Grade 4
Jason Carter	Physical Ed	Katie Pieh-Daughin	Sped Ed-tech
Melissa Cole	Head Cook	Eileen Rouillard	Sped Ed-tech
Julia Darling	Special Ed	Emily Roy	Grade 5
Adam Deane	Grade 3	Tracy Shaughnessy	Special Ed
Anita Derr	Sped Ed-tech	Terri Soule	Title 1
Sarah DeRosa	Counselor	Holly Spence	Secretary
Amy Gerrish	Grade 4	Elaine Stone	Kitchen Asst
Lisa Hardman	Librarian	Michael Thomspson	Grade 5
Michael Hays	GT Ed-tech	Geralynn Towle	Interventionist
Brett Hinkley	Custodian	Catherine Walsh	Grade 3
Ashley Hoskins	Distance Learning	Erica Waltz	Nurse
Alicia LaFosse	Grade 4	Jessica Waterman	Custodian
Nicole Levesque	Grade 4	Heather Wheeler	Distance Learning
Melanie Lewis	Sped Ed-tech	Libby Zippperer	Distance Learning
Anthony Marrow	Music		

FISHER-MITCHELL GENERAL POLICIES AND PROCEDURES

School Office Hours: 7:15 to 3:45 PM daily

Daily Schedule:

*8:15 AM	Buses begin arriving (breakfast served 8:15)
*8:25	School begins
11:00AM-12:30PM	Recess and lunch
2:55	Dismissal begins

**One hour later every Wednesday*

Walkers and students dropped off by parents should **not arrive prior to 8:15 AM.** *

VOICE MAIL

When calling the school please listen carefully to menu options before pressing a button. In the event we are unable to answer your call, please leave a voicemail so that we may return your call.

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

MAIN OFFICE: Ms. Holly, School Secretary, or Mr. Berkowitz, Principal - PRESS 0

NURSE'S OFFICE: Ms. Waltz, School Nurse - PRESS 2

SOCIAL WORK OFFICE: Ms. DeRosa, Counselor - PRESS 3

SCHOOL CANCELLATIONS

School cancellations are announced on TV Channels 6, 8 and 13 beginning at 5:30 AM. They may also be heard over the following radio stations: WGAN 560 AM; WCLZ 98.9 FM; WPOR 101.9 FM; WJTO 730 AM; WMGX 93.1 FM. If it is necessary to cancel the afternoon session after school has begun, schools will close around 11:45 AM. **PARENTS WILL BE NOTIFIED OF ANY EMERGENCY EARLY DISMISSALS OR CANCELLATIONS via SCHOOL MESSENGER so PLEASE - Keep your phone number and email information updated throughout the year!** Parents should have an arrangement with a child care provider or neighbor in the event that there is no school.

ATTENDANCE AND TARDINESS

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

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

The student's parent and/or guardian is expected to notify the school on the morning of an unplanned absence. If the notification is not oral, the school must receive a written note within two (2) school days after the student's return. For illnesses longer than five (5) consecutive days,

appropriate documentation from a physician will be required. For planned absences, written notification in advance must be provided.

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

A student who is at least 7 years of age and has not yet completed grade 6 is truant if they have the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during the school year. For the complete RSU1 Attendance Policy please visit www.rsu1.org, Board of Directors, RSU1 Board Policies, JHBB

Attendance is taken every day first thing in the morning at Fisher Mitchell School. Parents are asked to call the school and leave a message in our "student absence mailbox" if their child is going to be absent instead of calling the main office. To do so, please call our school at 443-8265 and press 1. Please indicate your child's name and date of absence. If your child has a contagious illness we should be aware of, please leave that information as well.

EXTENDED ABSENCES

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

EMERGENCIES / EARLY DISMISSALS

Every school has a crisis plan in the case of an emergency. Part of the FMS plan is to contact parents by telephone, text or Email via School Messenger if school is unexpectedly dismissed early (i.e. due to a bomb scare or extended power outage). **Please be sure to update the Fisher-Mitchell office whenever there are any changes in address, parents' work numbers, emergency contact number, home phone number or after-school care provider** during the year. This is the only way we can provide you accurate information and ensure your children get home safely.

ARRIVALS AND DEPARTURES

The safety of our students is very important to us and we want to be sure we are getting each and every student to the right place at the end of the school day. As you can imagine dismissing over 200 students each day is a complicated process that requires pre-planning and coordination. Did you know that we keep a database of our students' dismissal plans? We collect this information from the Transportation Form you completed last fall (or at enrollment this summer). The dismissal information is then shared with the homeroom teachers and our dismissal staff, to ensure that we are dismissing students properly. You can help by keeping us informed of dismissal changes, whether it is a long-term change or just a change of plans for that day. You can send a note with your student, call the front office or send an email to hspence@rsu1.org. We do ask that if your student has a same day dismissal change, please be sure to get the information to the front office no later than 12:00pm. We begin our dismissal process at 2:55 when we dismiss our Bus Riders and Walkers who are riding buses or leaving the property on foot. At 3:10pm we dismiss our Pick Ups who are leaving the property in a vehicle.

When boarding and riding the bus students are expected to follow the bus driver's directions. Any misconduct may result in the loss of the privilege of riding the bus. For questions regarding bus schedules or special requests, please contact **Bath Bus Service, 443-1006**.

Walking students and students dropped off by parents should not arrive on school grounds prior to 8:15 AM (9:15 Wednesdays), as there is no adult supervision until that time. Walkers and bus students may come into the school for breakfast at 8:15 AM. (9:15 Wednesdays)

If there are **changes in departure** for your student, please **call the Fisher-Mitchell office at 443-8265 before 2:00 p.m.** so we have time to get the message to him/her.

DROP OFF AND PICK UP OF STUDENTS

Parents dropping students off may pull up past the building, loop to the right and drop their student off at the sidewalk that runs along the front of the building. Do not drop off students within the parking lot; rather wait until it is your turn at the sidewalk. This is for student safety, we do not want them walking near moving vehicles.

Parents picking up students should arrive at or right after 3:10pm and pull into the bus loop to retrieve students curbside. Do not park your car as we do not want pedestrian traffic in the parking lot.

BUS SERVICES AND POLICIES

Safety will be the first consideration in assigning bus routes. Encouraging students to walk to school to promote physical health will also be a consideration in determining which students are walkers.

- o Bus stops will be clearly marked on telephone poles, published in the local paper and announced in school newsletters.

- o All Fisher-Mitchell students who live over ½ mile from the school are eligible for transportation. Students may be required to walk up to ½ mile to a bus stop.

- o Also eligible for transportation are those students who live:
SOUTH of (not including) Weeks Street
NORTH of Leeman Highway
WEST of (not including) Pine Hill

- o Bath Bus Service will **drop off** children from their regular bus runs at approved locations with prior notice including day care, if it does not add additional mileage.

Students are expected to act responsibly while waiting for and riding buses. Bath Bus Service works with administrators and parents to ensure this. Following is a list of behavior expectations and consequences that are posted on all buses:

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

Students who violate the bus rules will be sent home with a bus slip. Upon receipt of a third bus notice, the student and parents will meet with the principal to determine a corrective plan of action. The principal reserves the right to remove students from the bus for a period of time based upon rule violations at any time.

Any questions regarding the above information, changes in busing, or special requests should be directed to **Bath Bus Service at 443-1006.**

ANIMALS IN SCHOOLS

Permission is to be obtained from the building administrator before animals are brought into the classroom or onto the playground by anyone. If students wish to bring them for educational purposes, they are to consult with their teacher, who, in turn, will request permission from the building administrator. Animals are not to be transported on the school bus. Additionally in the interest of safety we ask that parents not bring animals when picking up/dropping off students.

BICYCLES, ETC.

Riding a bike to school is a great way to get exercise every day! However, in the interest of safety, children who ride bicycles, skates, wheelies, skate boards or scooters to school will not be permitted to ride on the playground or in the schoolyard during school hours (except when supervised during gym class). Since the school cannot assume responsibility for stolen or damaged bikes, we recommend that a lock be used. A bike rack is available to house a number of bicycles. Skateboards may be stored indoors either in gym - or classroom (with permission of teacher).

TELEPHONE USE / CELLPHONES

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

Many students have different after school schedules on different days. They may get anxious in the afternoon about where they are going -or who's picking them up. You can ease their minds and teach them a lifelong strategy at the same time, by making out an index card with the week's schedule to put in their backpacks.

Ex: Mon. - Home (Bus 1)
Tues.- Nana's (Bus 1)
Weds- Dad picks you up from school
Thurs- Nana's (Bus 1)
Fri- Home (Bus 1)

Students in grades 3-5 are discouraged from bringing cell phones to school. However, we understand some parents may rely on them for emergency situations and contacting the child after school hours. Students may keep them in their backpacks but not use them during the school day or on the bus.

If a student does not respect this rule the cell phone will be turned into the office and must be picked up by a parent.

LOST AND FOUND

Most lost articles are turned in to the office. Labeling your child's clothing and other items greatly increases the chances of them being returned. Unlabeled items will be placed in the "Lost and Found"

which is located right after the double doors in the old wing. Please check this area when you are at school with your child! Unclaimed items will be turned over to a charitable organization during school vacations.

SCHOOL VISITS

All visitors to Fisher-Mitchell School must enter through the front door and check in at the office before proceeding anywhere else in the building. Please remember that unscheduled visits to classrooms are disruptive and are discouraged. If you'd like to visit to observe or volunteer in your child's class, please make arrangements in advance with the teacher.

For the safety and security of our students and staff, we are **requiring that all visitors and volunteers sign in at the office and wear either a VISITOR or VOLUNTEER tag**. These will be available at the office when you sign in. **We welcome your help and presence in the school**. With your cooperation, we are confident that this system will help us keep our students safe.

BATH ELEMENTARY PTA

The PTA is for families of students in K-5. (one meeting per month).

This is a vital organization that supports a wide range of activities and resources for our schools. Questions or comments? Email the Bath Elementary PTA at bathementarypta@gmail.com.

VOLUNTEERS

We are fortunate at Fisher-Mitchell to have a wonderful corps of volunteers who devote many hours throughout the school year to enhance our students' education. We are always looking for more parents, grandparents, friends, neighbors, and community members to volunteer at our school. There are many ways to be involved that range from once or twice a year for special events, service projects, or field trips - to one or twice a week in a classroom, library, art room, or YMCA pool. **Please remember all adults must complete a Volunteer application and be cleared to work with students EVERY YEAR. The background check process (done through the Superintendent's Office) takes several weeks, so please fill out the form in September to avoid disappointment later in the year** when your child wants you to chaperone an activity. The Volunteer Application is included in the first day packet of school forms. If you are interested in volunteering, please contact the Principal or your child's teacher. Not only will our students and staff benefit tremendously from your efforts, but so will you!

WEEKLY SCHEDULE

Teachers plan daily and weekly schedules to provide varied activities to sustain students' attention throughout the day. Each day is packed - so when students miss a day of school, they miss a lot! Many of the activities and discussions are not things that can easily be made up at home. However, whatever work can be made up at home will be sent home, upon request.

Students have a 25 minute lunch period with all the other classes at their grade level and a 25 minute outdoor recess.

HOMEWORK

The RSU 1 Board believes that homework extends learning and is an important part of our students' regular academic program. The Board also believes that effective homework assignments do not just supplement classroom lessons, they also teach students to be independent learners. Homework is designed to be done by students independently. Students appreciate the encouragement and interest their

family members show for doing quality work. However, parents are not expected to be teachers. If your child seems to be frustrated or doesn't understand parts of an assignment, write a note back to the teacher and ask your child to do the rest of his homework. At Fisher-Mitchell we believe that homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline.

Guidelines

- A. Homework expectations will be clearly communicated in writing to all students and parents by all teachers during the first week of the school year or semester.

Homework assignments will be limited to work that has been presented by the teacher, or to work that is at an independent reading or practice level for the student.

- A. Homework assignments will be carefully prepared and thoroughly explained.
- B. Written homework assignments will be collected and/or reviewed with students in class to provide immediate feedback, and/or graded by the teacher and returned promptly to students.
- C. Homework will be assigned for academic purposes, not for punishment.
- D. Homework assignments for each grade will vary by level and depend upon the instructional needs of individual students in the group.

Availability of resources in the school, home or community will be considered when making homework assignments.

PARENT TEACHER CONFERENCES / REPORT CARDS

Parent conferences are held in late November and in March for all FMS students. Every effort will be made to schedule the conference for a time that is convenient. Your child will bring a notice home with the date and time of his/her conference approximately one week prior to the conference. Our goal is 100% participation! Please contact the teacher if you cannot attend during regular conference times and make other arrangements. Conferences can help teachers and parents work together to support the student.

Report cards for the first trimester in November and the second trimester reports will be given out in March. The last report goes home on the last day of school. Report cards rate a student's performance relative to standards and expectations for his/her grade for a certain time of year. (i.e. *Is the student demonstrating the reading comprehension strategies expected at the middle of 3rd grade?*) Please contact your child's teacher if you have any questions or concerns.

SUPPORT SERVICES

Our school offers a variety of support services for children who are struggling with specific aspects of learning and meeting RSU 1 district standards. They include differentiation of instruction in the classroom, extra help/practice, small group skills instruction, and specially designed instruction and related services as specified in an Individual Educational Plan, if a student is determined to be eligible for Special Education. One or more of the following services will be provided to students who are identified through the I.E.P. process depending on the individual needs of the student.

- Speech therapy
- Resource room support

- Behavior support
- Support services such as occupational therapy, physical therapy, and social work

Teaching teams monitor students' growth regularly and recommend strategies to help students who are not making gains. Differentiated instruction in the classroom may need to be supplemented by additional small group instruction through one of the following programs:

- Students in grades 3-5 who are experiencing difficulties in language arts may be recommended for Title I services
- Students in grades 3-5 who are experiencing difficulties socially or academically may be referred for Response to Intervention for a 4-6 week period

It is our goal that all students meet standards. Often it takes a joint effort by the student, his/her family, and staff members to master certain skills.

ACADEMIC ENRICHMENT PROGRAM

The Academic Enrichment Program addresses the needs of students in grades 3-5 who have been identified as academically gifted and talented. These students spend time during the week with the teacher of G/T or educational technician in a group of students working on activities which stress creative and critical thinking. Identification is based on referrals from staff members and parents, and on achievement on various standardized testing.

FIELD TRIPS

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

FEDERAL PROGRAMMING – NO CHILD LEFT BEHIND (NCLB)

Federal funding for various types of programming are provided to schools. RSU 1 currently applies for and receives funding for Title I – reading and math supportive services; Title IIA Professional Development; Title IID funding for technology professional development; Title IV – Safe and Drug Free School; and Title VI – Small and Rural Schools. These programs support district teacher and educational technician salaries and stipends, supplies, and professional development.

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

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all of our teachers to be fully qualified for their positions. All of our teachers are currently required to teacher under Maine's strict certification requirements. Teachers must have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are

evaluated to make sure that their teaching skills remain at the highest possible level. At this time, 100% of teachers in RSU 1 meet the NCLB qualifications for being “Highly Qualified”.

Additional information on the NCLB Act, as well as on the qualifications of your child’s teacher is available on request. Please contact the Superintendent of Schools, Patrick Manuel, at 443-6601, if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

WELLNESS

Fisher Mitchell teaches students the 5210 guidelines and follows the district wellness policy. We believe these practices will help children grow up to be physically and emotionally healthy adults.

WELLNESS POLICY

In 2009, the RSU Board of Directors adopted a new Wellness Policy, demonstrating the deep commitment of the RSU for the health and wellness of all our children. The policy, updated in June of 2012, addresses 7 areas of student wellness, including nutrition education, meals served through food service, food served outside of food service, physical education, physical activity, wellness communication and promotion, and evaluation.

The meals served through our cafeterias will be well-balanced and nutritious. We are reducing sugars and fats in many of our meals and have eliminated all trans-fats. We encourage all parents to provide healthy snacks for your children, such as fresh fruits and vegetables, yogurt, hard-boiled eggs, cheese and whole grain breads fortify those young minds.

Foods provided to classrooms by parents for classroom celebrations, such as birthday parties, must meet the RSU 1 Approved List of Nutritious Foods. This list, as well as the entire RSU 1 Wellness Policy can be found on the RSU1 School website.

EMERGENCY INFORMATION

It is very important that each child has a current emergency information sheet on file. The vital information provided enables us to contact you in case of emergency or illness. **Your child may only leave the school with people who are listed on the emergency sheet.** If at any time you want someone who is not on the emergency sheet to pick up your child, you must call the school or send a note. These measures help us to keep your child safe.

ACCIDENTS AND ILLNESS

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

MEDICATION

We discourage the taking of medication at school. If it is necessary to have medication available at school, the following procedures will be followed:

1. Medication must be provided in the original prescription bottle- the pharmacy will provide one if you request it.
2. The doctor must supply a copy of the original prescription or fill out a school medication form.
3. The parent must sign the medication permission form.
4. Any change in medication or dose must also meet the above criteria before the change will be implemented at school.
5. If a medication is discontinued, a doctor's order must be provided.
6. If a medication is ordered three times per day we ask that, if possible, the doses be given at home before school, after school and before bedtime.
7. All medication will be kept in the school office.

Thank you for your cooperation. If you have questions, please call the School Nurse at 443-8265.

Contagious Diseases/H1N1 FLU

In the case of contagious diseases/epidemics, (i.e. H1N1) the Fisher-Mitchell School will follow the guidelines provided by Superintendent, who in turn receives advice and directives from the state of Maine health office. Parents and children should follow the following guidelines that we know are sound methods to reduce risk of contagious diseases:

1. Wash hands frequently
2. Cover ones mouth with a tissue or arm when sneezing.
3. Stay home if you have the symptoms and consult a doctor. Please keep school informed.
4. Children with the flu should remain home 24 hours after the last symptom before returning to school.
5. We have been advised not to close school at this time and will keep parents informed of other advisory reports from the Center for Disease Control.
6. When in doubt, have your child see a doctor.

Parents will be kept up-to-date as recommendations and guidelines from the state of Maine are provided to the RSU about H1N1 or other influenzas/diseases.

RECESS / PLAYGROUND

All of our students go out daily for supervised lunch recesses. Please be sure that your child is dressed appropriately for outside play each day in the various weather conditions we experience here in Maine. The school cannot provide dry clothes for all children who might require them – so pack extras if needed.

The purpose of recess is to provide fresh air and exercise for a short time, and so that children may interact with each other in an informal and unstructured, but supervised situation. Physical activity outdoors provides a healthy break for students mid day.

Playground rules are taught and reinforced by classroom teachers and playground supervisors. Supervisors may remove any child from the playground whose behavior is not appropriate or safe. Students who are removed may be sent to a time-out area and/or may be sent to the principal.

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

FOOD SERVICE

Melissa Cole, the Cook at Fisher-Mitchell School, and Elaine Stone, Kitchen Assistant, work hard to provide a variety of healthy, appealing food options daily. If you have questions about meals, bills, or menu choices, please contact Mrs. Cole. **Also, we are excited to announce that Fisher-Mitchell School has received a Fresh Fruit and Vegetable Grant again this year!! VOLUNTEERS to help prepare the snacks each afternoon are needed!**

SNACK The fruit/veggie snack grant will provide every FMS student a fresh fruit or vegetable snack three days a week this year. The purpose is to encourage students to try new healthy foods and increase the amount of produce they eat daily. Students may bring an additional healthy snack if they wish. *(Candy, chips and other sugary items are not consistent with the RSU 1 Wellness Policy.)*

All studies show that hungry children cannot learn to their potential; we offer numerous healthy choices for breakfast and lunch in all of our kitchens. Children have choices of menu items for each meal, and can always choose a sandwich as an alternative.

'20-'2 Meal Prices:

	Full Price	Reduced/Free
Lunch	\$2.75	N/C
Breakfast	\$1.55	N/C

BREAKFAST is available each day for all children. Free meals are available to those who qualify. Breakfast is served from 8:15 to 8:40 AM daily (9:15-9:40 Wednesdays).

LUNCH: A balanced hot lunch is served daily. Applications for free and reduced meals are available in the Fisher-Mitchell office or through Food Service, at the Central Office (443-6601).

You are encouraged to pre-pay the school lunch account for each of your children. You can do so by going on line to: <https://www.mynutrikids.com> or you may send a cash/check payment to school weekly. **(Checks should be made payable to RSU 1.) Please note that we must be diligent about collecting payment of student accounts this year.**

For more information, please contact the Food Services Director, Tim Harkins at 443-6601 X114 at the Central Office at Wing Farm.

RSU 1 SYSTEM-WIDE CODE OF CONDUCT

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

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

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

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

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

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

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

For the complete RSU 1 Code of Conduct, please go to www.rsu1.org, Board of Directors, and refer to policy JICDA.

FISHER-MITCHELL SCHOOL ENVIRONMENT

At Fisher-Mitchell our intent is to provide a safe, orderly, and respectful environment, where all students have an equal opportunity to learn. Our goal is to mitigate misbehavior strengthen positive behaviors. We achieve this through the direct teaching and practicing of our school conduct expectations, the use of Restorative Circles, school-wide celebrations and the belief that every child can be a successful student with proactive and purposeful teaching. If there are extreme circumstances, we follow the RSU 1 Board policies, which you can access with the following link:

THIS IS HOW FMS STUDENTS LEAD THE WAY

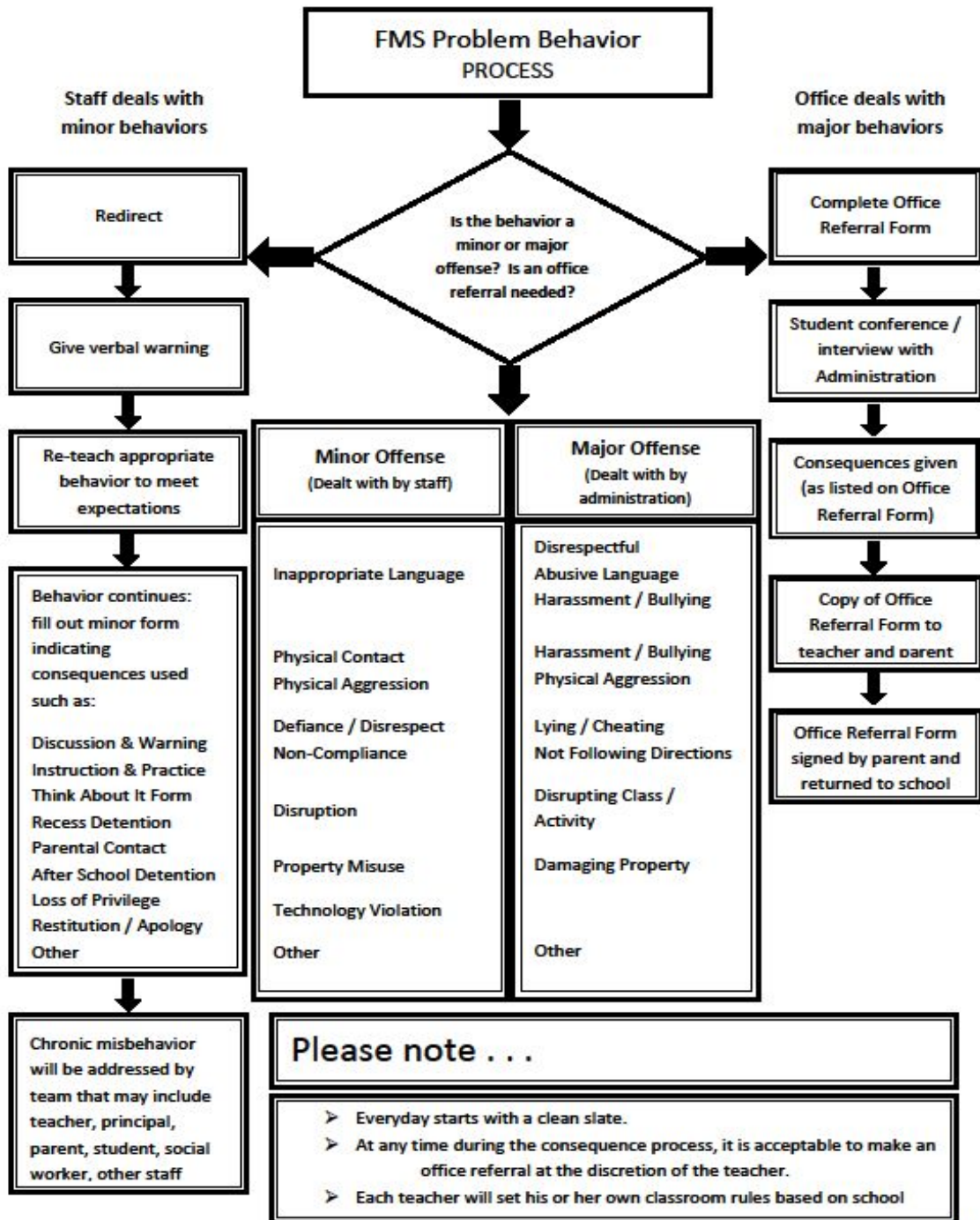
Bathroom	<p>Enter and leave quietly Wash hands with soap and water flush Clean up after yourself Keep eyes to self Feet on the ground Knock on closed door</p>
Cafeteria	<p>Remain seated at tables Eat appropriately Keep hands and feet to yourself Use quiet voices Be thoughtful and courteous to adults and peers Clean up after yourself</p>
Assembly/Gathering	<p>Enter and leave quietly Keep your personal space Face forward Eyes on speaker Clap nicely Hands and feet to self Follow instruction</p>
Hallways	<p>Stay to the right side Quiet voices quiet feet Hand and feet to yourself Walk Look at, but don't touch displays</p>
Classrooms	<p>Listen and follow instructions Raise your hand to share Hands and feet to self Use inside voice Stay neat and tidy Walk Be prepared</p>
Playground	<p>Touch lightly Line up quietly when recess is over Take turns and include others Take care of equipment Dress for the weather Be honest, kind and helpful. Only climb on designated equipment Stay within designated boundaries Follow Falcon Recess Games Agreement</p>
Lines	<p>Hands and feet to yourself Maintain personal space Maintain control of your body Face forward Be listening for instructions</p>

Responsibility for Problem Behaviors

Staff recognize that when students' basic physical or emotional needs are not being met they may express their frustration through disrespectful behaviors that are disruptive or hurtful to others. Our goal is to help students learn to recognize the emotions and events that trigger their inappropriate behaviors and choose alternative actions in the future.

Students are accountable for their behaviors at school. It can be empowering for them to realize they determine how they are going to act, and then own the outcomes of those choices. When students choose to behave in a way that violates the FMS Core Values and Expectations, the first step is often a "Think About It" form, a simple set of questions that asks the student what s/he did, and the affect it could have on others. The student then identifies a core value to improve on and alternative behaviors s/he could choose next time for a better outcome.

Further consequences are assigned if a student continues to disregard the FMS expectations. If a problem behavior is repeated over time, then further consequences are assigned and parents are contacted. For persistent behaviors, individual behavior plans are developed in conjunction with a parent. For more details, the Fisher Mitchell Problem Behavior Process is outlined on the next page.



ITEMS NOT APPROPRIATE FOR SCHOOL

School days are packed full of reading, writing, mathematics, arts, music, physical education, and more! Recess is short and designed to get students up and moving after concentrated classroom time. Therefore, we request that students not bring personal toys and items of value to school, unless requested by the teacher for a special class activity.

Examples of items for home not school: lasers, electronic games, money (except for lunch, snack, book club, etc), matches, toys, action figures, weapons, cell phones, trading cards, MP3 players, I-Pods, CD players, radios, and boom boxes. Please note that this is not an all-inclusive list! If you as a parent or student have a question regarding the appropriateness of any item, please call the Principal.

STUDENT DRESS CODE

Grooming and dress are the responsibility of the student and parents or guardians. However, an individual's dress or personal appearance shall not interfere with the safety, order, and effectiveness of the educational process. Therefore Fisher Mitchell adheres to the following School Board Policy on Dress Code.

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Clothing that is overly revealing is not permitted.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required. These guidelines shall be published in student handbooks at each building. The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: May, 1990 Revised: September 13, 1993; September 26, 2016

PARTY INVITATIONS

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

receive one. We also are not able to give parents the addresses and/or phone numbers of other students because of confidentiality.

RSU #1 POLICIES for STUDENT SAFETY:

Bullying, Hazing, Harassment, Weapons, Alcohol and Cigarettes

There are numerous district policies that address aspects of the code of conduct to ensure students' safety and well-being at school. They include **policies to prevent bullying, hazing, and harassment; and policies prohibiting weapons, violence, and use/possession of cigarettes, drugs, or alcohol.** They are available on the district website [RSU1 Board Policies](#) (see *School Board, Policies, Students [Section JJ]*).

Fortunately, we rarely have to deal with these issues in grades 3-5, so these policies are not all detailed here. However, students learn how serious these violations can be. For example, a student who hurts another child on the bus with a pencil - needs to learn that ANY item used to harm someone else is a violation of the "weapons" policy below, and can have serious consequences.

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons. Examples of such articles include but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars; and
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following: bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (e.g., match, lighter), files, tools of any sort and replicas of weapons (including some toys).

It is our goal to educate students at FMS about the seriousness of these offenses through the social and emotional curriculum and disciplinary conferences with parents when students violate our code of conduct in a way that could lead to suspension or expulsion in the future.

BOMB THREATS

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

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

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

NONDISCRIMINATION

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

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

The United States Department of Education Office for civil Rights, Region I has moved to a new building. The new address is:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

GRIEVANCE PROCEDURES

1. It is suggested that the student and/or the student's parent or guardian discuss or make an attempt to discuss the matter with his/her principal with the objective of resolving the matter informally.
2. When a student and/or their parent or guardian feels there has been discrimination, he/she may file a written grievance through the Affirmative Action Officer/Coordinator.
3. A formal grievance procedure must be initiated within 30 days of the event or condition which caused the grievance.
4. The Affirmative Action Officer/Coordinator will provide assistance in preparing the grievance if so requested.
5. The Superintendent of Schools or designee shall, within ten days after receiving the complaint from the Affirmative Action Officer (Equal Opportunity Officer), review the situation in consultation with the Affirmative Action Officer/Coordinator and the grievant and notify the grievant of the decision to take action or not take action.

E.1 If the grievant is not satisfied with this response, he or she may submit a written appeal to the RSU 1 Board of Directors indicating the specific nature of disagreement with the response. A formal grievance procedure must be initiated within 10 days of the decision of the Superintendent or designee. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision on the matter as expeditiously as possible following the completion of the hearing.

6. Part E.1 is the recommended procedure for the disposition of grievances. However, a grievant may bring their case to the state or federal agency having jurisdiction at any time.

SCHOOL RECORDS

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

RSU 1 BOARD POLICIES

The RSU 1 Board of Directors and the Administrative Team have developed a comprehensive menu of policies which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our website. You may

access these policies by going to www.rsu1.org. Once there, click Board of Directors, and select RSU 1 Board Policies. If you would prefer to have a paper copy of a particular policy, we would be more than happy to accommodate this request. Please contact your child's school or the RSU 1 Central Office, and we will provide a copy for you.

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

Concerns

The Fisher Mitchell staff want your child to learn and grow through a positive school experience. This is most likely to occur if you, your child, and the staff work together and communicate with each other often. If at any time you have concerns about your child's progress or adjustment, please contact the classroom teacher. If you still have questions or concerns, please contact the principal.