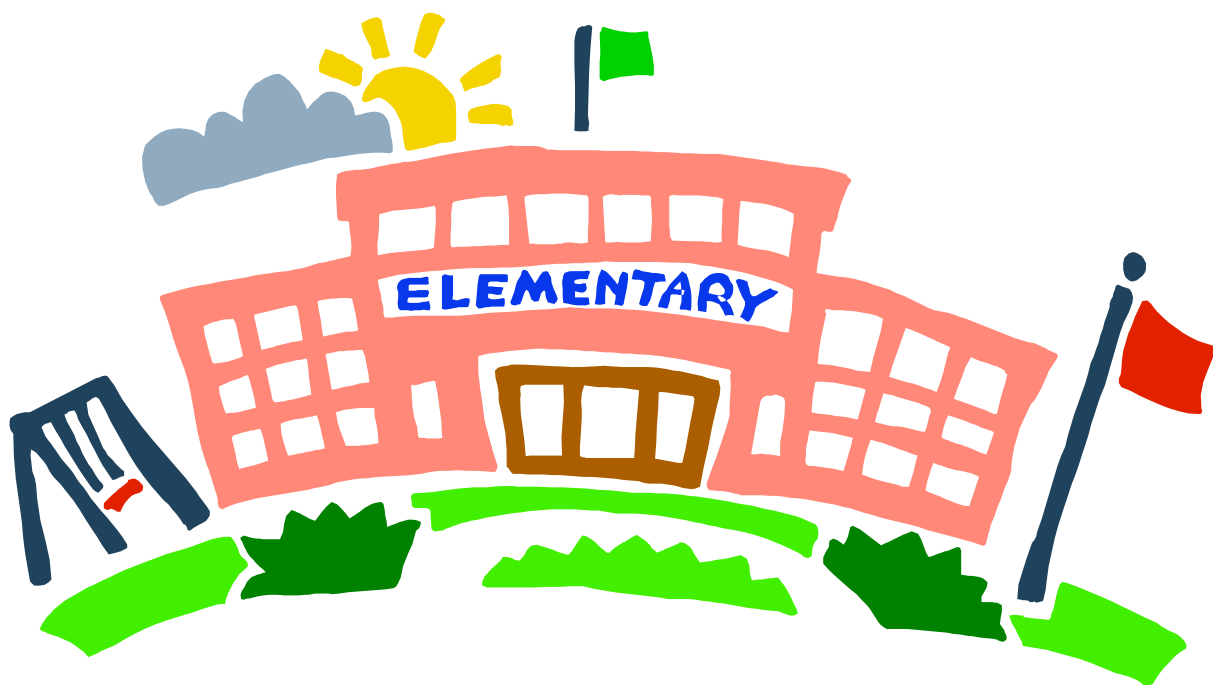


# West Bath School

## *Student Handbook*



**2009-2010**

# West Bath School Handbook 2008-2009

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## **West Bath School Vision Statement**

### **Inspire lifelong learning through quality education for all.**

As an integral part of their preparation for the future, all children are provided with equal opportunities to develop the knowledge, skills, and attitudes necessary to become well rounded, productive members of society.

West Bath School students, parents, educators, and community members work as a team to facilitate a lifelong love of learning. Equal opportunities to learn are fostered by a common set of learning objectives that hold high expectations for all students. Stakeholders in this process-students, parents, educators, and community members-encourage well rounded students by example to show respect, self-confidence, good manners, responsibility, and positive attitudes.

Educators are mentors who guide the learning process. They use a variety of strategies to provide an environment where children are happy and are able to succeed because their individual learning styles are accepted and built upon. Problem solving and communication skills are emphasized, students applying learned techniques to these arts. They benefit from teacher preparation programs and professional development opportunities emphasizing humanities, technologies, and approaches effective in helping students achieve the desired learning results.

As a community center of education, the school uses modern telecommunications facilities, a technology-intensive library, and well-equipped media centers, and other technological tools to facilitate learning.

Accountability for ensuring that all students continue to progress toward educational excellence is shared by stakeholders who act in the belief that our top priority is to create and maintain an environment in which all students can and do achieve their full potential.

## **School Directory**

School Board: David Barber, Charles Durfee, Chet Garrison, Tim Harkins, Julie Rice, Francie Tolan, Betsy Varian  
 Superintendent: William Shuttleworth  
 Assistant Superintendent: Bob Young  
 Director of Special Services: Sharon Brown  
 Principal: Emily Thompson

Secretary: Lisa Donovan  
Guidance: Sabrina Vassoll  
Kindergarten: Robin White  
Kindergarten: Melissa Raedel  
Grade 1: Diane Morris  
Grade 2: Jessica Sturgeon  
Grade 3: Kristin Ortiz  
Grade 4: Lori Sawyer  
Grade 5: Fran Lemont  
Grade 5: Megan Phillips  
Special Education Teacher: Lori Franklin  
Special Education Teacher: Nancy Riggs  
Speech and Language: Gail Aseltine  
Title One: Anne-Marie Gustafson

Music: Jennifer Bradeen  
French: Marie James  
Spanish: Ruben Hernandez  
P.E.: Jason Carter  
Art: Karen Wolfe  
Library/Technology: Elena Desjardins  
  
Ed. Tech: Amy Bosso  
Ed. Tech: Meagan Demers  
Ed. Tech: Lauren Dexter  
Ed. Tech: Suzi Newton  
  
Food Service: Jessie Sutfin  
Food Service: Belinda Gomes

## **Discrimination Statement**

The West Bath School and RSU 1 do not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

William Shuttleworth  
Superintendent of Schools  
207-443-6601

Inquiries concerning the application of nondiscrimination policies may also be referred to the regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-455

## **Absences**

Please call the West Bath School at 443-9145 by 8:30 AM if your child will be absent. The school office is open from 7:30 a.m. to 3:30 p.m. Each student needs to provide an explanation for the absence upon his or her return to school. It may be in the form of a note that has been dated and signed by a parent or legal guardian, a phone call, or an e-mail. If a child has been under a doctor's care, especially in the case of a communicable disease or a surgical procedure, the school nurse may require a note from the physician. Your help in notifying the school of illness and certain communicable conditions is appreciated.

We realize that a child may be absent from school on occasion because of a planned trip. When there are instances of planned absences, we ask that you notify the teacher(s) regarding the absence and make arrangements to receive the appropriate assignments.

## **Annual Notification of Asbestos-containing Building Material in Facilities**

The West Bath School has been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management has been developed. This plan noting the type and location of ACBM's is available for inspection at the office of the Superintendent and in each Principal's office. Copies may be made on request for a cost of 10 cents per page.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually subject to surveillance.

The following inspections and maintenance activities occurred during the past year:

- ∞ Semi-Annual Inspections
- ∞ Cleaning and Maintenance

The following activities are planned for the upcoming year:

- ∞ Semi-Annual Inspections
- ∞ Cleaning and Maintenance

## **Arrival and Dismissal**

The bus arrives at 8:25. Non-bus students should not arrive before 8:25, as we are unable to provide appropriate supervision before this time. Students who arrive after 8:35 are considered tardy. If a parent wishes to dismiss a child before the end of the day, he/she should come to the office to inform the office personnel and use the sign out sheet. The office will then contact the child's classroom teacher. If a child is not to ride the bus or is to be picked up by a parent, friend, or relative, please send a note to the child's teacher indicating a change in plans. We will not release children without the appropriate notification. Parents who are picking a child up at the end of the day should arrive no earlier than 2:50 PM. Students will be dismissed to parents at 2:55.

## **Attendance**

Students are expected to be in attendance at school throughout the regular school year. However, there are times when attendance is not possible. Legally accepted reasons for absences are defined as:

- ∞ Personal illness
- ∞ Appointments with health professionals that cannot be made outside the regular school hours.
- ∞ Observance of a recognized religious holiday when the observance occurs during a regular school day.

- ∞ Emergency family situations.
- ∞ Planned absences for personal or educational purposes.

## **Building Use**

The West Bath School is available for use by community groups. Requests for use must be made through the school office at least 7 days in advance. The individual responsible for the group must complete a building use form. Please contact the school office to complete a building use form. A fee may be charged for additional custodial time.

## **Emergency Cards/Information**

Each September parents are asked to complete an Emergency Information Card for the school. This card provides us with a record of the child's home number, parents' names, work numbers, family physician, medical information, and emergency contacts. **This information is very important in the case of illness or an emergency. It is important that this information stays accurate and up to date. Please notify the office immediately when your telephone number, addresses, or emergency contacts change.**

## **Emergency Closings**

There may be occasions when a decision has been made to dismiss students early in the day. If this should occur, various radio and television stations in the area will carry the announcements. Please take the time to discuss with your child(ren) what to do in such an occasion. It would be helpful for the teacher to have a note with specific arrangements for where the child is to go-the sitter, a neighbor, or home. Although we try, it is not possible to make phone calls to all parents.

## **Federal Programming – No Child Left Behind (NCLB)**

Federal funding for various types of programming are provided to schools. RSU 1 currently applies for an receives funding for Title I – reading and math supportive services; Title IIA Class Size Reduction and Professional Development; Title IID funding for technology professional development; Title IV – Safe and Drug Free 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, William Shuttleworth, 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.

## **Field Trips**

As part of the academic program, students will occasionally participate in a field trip. There will be occasions when the students will be required to pay a small fee to cover the cost of the trip. A signed permission is required of each student in order to participate. Students without completed permission slips will not be allowed to participate. Parents are often asked to chaperone a trip. This allows for better supervision of students and presents an opportunity for the parent to become directly involved in their child’s educational experience.

## **Food Service**

A well-balanced hot lunch is offered daily. Students who bring a bag lunch may purchase milk. Meals are served on a pre-paid basis. It is recommended that parents send money for the week on Monday in the envelope provided by the school. Breakfast and lunch prices are as follows for the 2009-2010 school year:

- ∞ Breakfast - \$1.25
- ∞ Adult Breakfast - \$1.75
- ∞ Snack - \$.50
- ∞ Milk - \$.55
- ∞ Juice - \$.30
- ∞ Lunch - \$2.00
- ∞ Adult Lunch - \$4.00

Parents should make checks payable to RSU 1 Food Service. Applications for free and /or reduced lunches are available in the school office.

## **Guidance**

The school guidance counselor, Sabrina Vassoll, is available to all students to help them have a positive school experience. The program involves classroom guidance lessons and other group related activities. The guidance counselor may meet with children individually when necessary, and work in consultation with teachers and parents. Students, teachers, and parents may make referrals to the guidance counselor anytime during the duration of the school year.

## **H1N1 Flu**

It is predicted that the H1N1 (also known as the swine flu) will be prevalent this year. The West Bath 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:

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.

There are regional plans to provide H1N1 vaccinations for all school-aged children. Parents will be kept up-to-date as recommendations and guidelines from the state of Maine are provided to the RSU about H1N1.

## **Homework**

Homework is assigned to reinforce and enrich student learning. It is the responsibility of the student, not the parent, to se that homework is completed. Homework is assigned to give practice in basic skills, to develop good work habits, to teach students to budget time, and to help students develop responsibility.

The amount and type of homework assigned differs among teachers. As a child advances through school, it is reasonable to expect that the amount of homework can be increased using the following guidelines:

- ∞ Kindergarten through Grade Three: Up to 30 minutes daily
- ∞ Grades Four through Grade Six: Up to 60 minutes daily

Students with special needs may have adjusted expectations according to their needs and what is stipulated on the accommodations or modifications page of their Individualized Educational Plan. Students should check with their teacher for missing assignments after an absence.

## **Immunizations**

### **State of Maine Requirements for School Children**

The Department of Human Services and Department of Education regulations govern the immunization of school children state:

No superintendent of schools may permit any child to be enrolled in or to attend a school without a certificate of immunization against each disease listed below.

To demonstrate adequate immunization against each of the diseases listed below, a child shall present the school with a Certificate of Immunization from a physician, nurse, or health official who has administered the immunizing agent(s) to the child. The certificate shall specify the immunizing agent, the dosage administered and the date(s) on which it was administered.

The following schedule is the schedule of minimum requirements for immunizing agents administered to children entering school:

- ∞ Diphtheria/Pertussis/Tetanus: Five doses of any DTP containing vaccine or DT (pediatric)
- ∞ Poliomyelitis: Four doses of OPV or IPV
- ∞ Measles/Mumps/Rubella: Two doses or MMR
- ∞ Varicella (Chickenpox): One dose

**The Certificate of Immunization must be presented to the school before the child can enter.**

## **Inappropriate Items for School**

As a rule, inappropriate items are those which could interrupt or detract from a safe and orderly learning environment. Items deemed inappropriate should be left at home. The school will not be responsible for loss or damage to personal items. Examples of inappropriate items for school are as follows: exploding caps, toy or imitation weapons, electronic games, personal pagers, cell phones, virtual pets, matches, lighters, skates, skateboards, or sleds. Possession of weapons, cigarettes, alcohol, drugs, or drug

paraphernalia on any school property is strictly prohibited and will be investigated by the Sagadahoc Sheriff's Department

## **Library**

The library's mission is to provide information and a wide variety of reading materials for all students and teachers. Parent volunteers are always welcome. Students have a formal library period once a week with their class. They are able to check out books, conduct research, hear a story, and in the upper grades receive instruction in library skills. All students can return as often as needed to exchange books. Books may be checked out for one week with renewal available. There are also educational videos available for student use. As with any library, there is a need for cooperation in the care and use of books and for the prompt return of borrowed materials. Parents are asked to help their children keep track of library materials, return them on time, and pay for materials that are lost or damaged.

## **Lost and Found**

It is a student's responsibility to report lost articles to a teacher or staff member at the time it first appears to be missing. Most articles found in the building are turned into the office. Lost clothing is placed near the front entrance. Children are encouraged to check it often. Unclaimed articles will periodically be turned over to a local agency. It is suggested that all student articles be labeled. Please do not allow your child to bring valuable items or large amounts of money to school. Please call the office if you are concerned that a valuable item may have been lost at school. We will always try to locate the item.

## **Medications**

To prevent legal problems and adverse side effects pertaining to medications taken at school, the school nurse, and other school personnel will not provide aspirin or Tylenol or any other "over the counter" non-prescription medications to students.

If any "over the counter" non-prescription medication is part of the student's medical care plan, and is to be given to the student during school hours, the medication must be accompanied by a written request from the parent or legal guardian and the student's personal physician or dentist stating that the medication is necessary to the student's health and must be taken during school hours.

The request must include:

1. Student's Name
2. Name of the Medication
3. Dosage, Amount and Time to be given
4. Reason for the Medication
5. Possible Side Effects, if known, and The Action to be Taken

6. A Phone Number where the Parent or Legal Guardian can be reached.
7. Signature of the Parent or Legal Guardian
8. Signature of the Physician or Dentist

The parent or legal guardian may choose to come to the school office and administer the medication to their child themselves.

All prescription medications that must be given to a student during school hours are to be in the original prescription bottle, properly labeled, and accompanied by a written request from the parent or legal guardian stating:

1. Student's Name
2. Name of the Medication
3. Dosage, Amount and Time to be given
4. Date Prescribed and Date of Expiration
5. Reason for the Medication
6. Name of the Physician or Dentist and their phone number
7. Possible Side Effects, if known, and the Action to be Taken
8. A Phone Number where the Parent or Legal Guardian can be reached
9. Signature of the Parent or Legal Guardian granting their permission for the medication to be given in school by either the school nurse or by designated non-medical school personnel.
10. Signature of the Physician or Dentist

The above also applies to asthma inhalers, diabetic testing kits, diabetic insulin, glucagons, glucose tablets, bee sting kits, epi-pen or epi-pen jr. kits, which are to be kept in a designated area in the school.

For your convenience, a request form is attached for the parent or legal guardian and physician to complete and sign. Extra forms can be obtained by contacting the school office.

Medication envelopes or plastic bags cannot be accepted. Extra labeled containers can be requested from your pharmacist. Medications sent to school improperly packaged and/or without information as listed above will not be administered and the parent or legal guardian will be notified.

Students are not allowed to carry their own medication in their pockets, purses, or book bags. All medications are to be brought to the school office by the parent or legal guardian where it will be kept in an area inaccessible to other students and administered to the student at the appropriate time.

## **Newsletters**

The school prepares a weekly newsletter that is sent home with students on the last day of the school week. It contains information on up coming events, breakfast and lunch menus,

information on specific issues of importance, and sometime the work of students. The newsletter is a bridge between home and school. Please make it a point to ask your child for the newsletter.

## **Nurse**

Our nurse, Katrina Barter, is employed by the school department one day a week at West Bath School. The nurse conducts vision and hearing screening for all students in K-5. She is available to parents for consultation purposes by calling the school at any time.

## **Parent Concerns**

There may be times when a parent or guardian has a concern with something that has happened at school. If that is so, we wish to hear about it immediately. It is always best to first contact the child's classroom teacher. If the issue can't be satisfactorily resolved at that level, then a call to the principal would be appropriate. The classroom teacher, the principal and the parent will work together to resolve the issue at hand.

## **Parent Teacher Organization (PTO)**

The West Bath School Parent Teacher Organization is comprised of members of the school community. The group has two primary purposes:

- ∞ To raise funds to supplement the school budget and provide the moneys for field trip, extra curricular events, school equipment, etc.
- ∞ To serve as a community resource and help the community be aware of school functions and events.

The Parent Teacher Organization meets the second Thursday of each month at 6:00 P.M.. Participation provides parents with a unique opportunity to have a positive impact on their children's education. It is also an opportunity for the children to learn about community involvement and become a part of the solution.

## **Placement**

The staff at West Bath School strives to provide fair and equitable placement for all students. Our goal is to crate classes that are well balanced to meet the needs of all students within them. When students must be assigned among teachers at a grade level, many things will be taken into consideration including, academic strengths and needs, social and emotional development, learning style, peer relationships, gender, class size and parent requests. Once the lists are created, the principal, guidance counselor, and teachers will review them to make any necessary adjustments. Parent input in this process is important.

Requests for placement must be made in writing and submitted to administration no later than May 15. Final decisions for placement rest with the administration.

## **Promotion or Retention**

It is the intent of the School Board that appropriate instruction is offered to all students in a progressive and sequential manner. Grade placement of each student will be made on an individual basis. Retention is only considered if student data indicates that it is in the best interest of the student to be retained. Parents, teachers, guidance counselors, and the administration partner to make such important decisions. Parental input is of extreme importance, as this decision is not made lightly. Parents dissatisfied with the decision may appeal to the Superintendent and School Board.

## **Report Cards**

Report cards will be sent home with students four times a school year (November, January, April and June).

## **School Advisory Groups (SAG)**

The School Advisory Group (SAG) will help the school accomplish its mission by providing feedback and advice to the principal and teachers and to deal with local issues and to connect the school with the community. Each School Advisory Group shall provide input on important matters that affect the work and function of the school. The work of the SAG is to support student achievement. The purpose of School Advisory Groups is to be a resource to support a positive school culture and academic achievement for all students. The membership for the SAG is a one-year term. Applications to serve on the SAG for West Bath School may be downloaded from the school website or obtained at the office through the month of September. The SAG will meet 4-5 times during the course of the year, beginning in October.

## **School Attire**

All students should dress appropriately for school. Parents should assist their students in selecting clothing that will not detract from the instructional program. Clothing that advertises alcohol, tobacco, or rude language will not be allowed. Clothing that does not cover a student's body such as tube tops, belly shirts, short shorts, excessively short skirts may not be worn. Students may be asked to change their attire if they come to school dressed in an inappropriate manner.

Students should be dressed adequately for all types of weather. Students are expected to attend outside recess in all seasons. Please send your students to school in clothing that is acceptable for the season.

## **School Cancellations**

When it is necessary to cancel school, parents can turn to the following radio and television stations for announcements. WTHH, WPOR, WGAN/WMGX, WHOM, WYNZ, WCME, WBLM, WJTO, and channels 6, 8 and 13. If school is not in session, staff will not be available to take your phone calls. School cancellations are listed under RSU 1.

## **Special Education**

Students who have been identified with specific learning disabilities or physical handicaps may be eligible for special education services. These services are provided to students in a setting that is deemed most appropriate. Services may range from support in a classroom to instruction in a separate setting. A variety of services are available to a student when deemed necessary: academic instruction, speech/language, occupational therapy, physical therapy etc. Students must qualify for special education services by meeting specific criteria and participating in a special education referral process. This process includes: referral, testing, and parent's attendance at an Individualized Educational Plan (IEP) meeting to review results of testing. The IEP Team is composed of teachers, administrators, specialists and parents. If the team determines that a student is eligible for special education services, an IEP is developed. The classroom teacher and appropriate special education staff implement this plan. The plan is reviewed and revised yearly. Parents who have concerns regarding their child's progress should contact the classroom teacher immediately. Concerns and questions can also be addressed by contacting the Director of Special Education, Sharon Brown, at the Superintendent's Office at 443-6601.

## **Student Records**

Pupil records are kept to assist in the instruction, guidance, and educational progress of each student. Pupil records include directory information, academic data, and standardized test scores from achievement tests and the Maine Educational Assessment. All records are maintained in the school office. Parents or legal guardians have the right to review records in accordance with school policy. This may be done by completing a request form to view the records during school hours. Copies of records can be obtained at a cost of \$.10 per page plus postage if mailing is required.

## **Student Testing**

West Bath School strives to provide a comprehensive academic program for its students. To obtain up to date information on academic progress, it is necessary that certain tests be administered to students on a regular or yearly basis. These tests provide a record of achievement and serve as tools for determining individual strengths and needs. Test data also gives the school information on the appropriateness and effectiveness of curriculum. Students are given the following tests throughout the academic year; common writing prompts, Dial 3 (Kindergarten) Developmental Reading Assessment (DRA), New England Common Assessment Program (NECAP), which is replacing the Maine Educational Assessment (MEA) (Grades 3-5) and the Northwest Education Association's (NWEA) Measure of Academic Progress. All student scores are reviewed and accurate records of the scores are maintained in each student's cumulative file. Should a student transfer to another school, these records are forward to the receiving school upon receiving a release of information. Results of the Maine Educational Assessment are sent to parents upon their arrival. Other classroom assessment results are available through conferences.

### **Student Use of Office Telephone**

Students are always allowed to use the office telephone in the case of an emergency. Please discuss with your child what constitutes an "emergency" call home (missing note, essential homework due on a specific day, permission slip etc.).

### **Student Visitors**

There may be times when student or parents request that relatives who attend other schools be able to attend classes at West Bath School. We believe that this could interfere with the established educational environment in the classroom. Please consult the teacher and administration before discussing the potential of a visit with your child.

### **Student Wellness**

On August 17<sup>th</sup>, 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 address 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. There is an opportunity for students to purchase a snack through Food Service at the West Bath School.

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 West Bath School website or may be reviewed at the school office.

## **Technology/Student Computer and Internet Use**

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with all school policies and rules regarding computer and Internet use. The school reserves the right to monitor all computer and Internet activity by students. Students who violate the policy and or rules may have their privileges revoked and may face further disciplinary action. Before a student is allowed to use school computers and Internet services, the student and the student's parent or legal guardian must sign and return the Computer/Internet Access Acknowledgment form. These forms are available in the students beginning of school packet. The school will retain the signed acknowledgment.

## **Textbooks and Equipment**

Students are responsible for taking care of books and materials that are given to them from school. They must be returned to school in good condition at the end of use. Parents/legal guardians will be billed at the end of the school year for any damaged or lost materials.

## **Title I**

Title IA is a federally funded program that provides extra assistance in reading and/or math for eligible students. This is a supplemental program in addition to the student's regular language arts program. All first grade students are screened in September using Clay's Diagnostic Survey. This assessment consists of 5 subtests including alphabet recognition, concepts of print, 20 word recognition List, writing as many words possible in ten minutes, and a dictation test of two sentences looking for sound symbol correspondence. Parents are notified if their child qualifies for Title I services. Parents must give written consent for a child to participate in the program. Children receive services either in their classroom or a tutorial space. They may receive assistance individually or in a small group setting. Typical service time ranges from 15 to 30 minutes three to five times a week. Parents are welcomed to sit in on a session.

## **Truancy**

A student who is habitually absent (attaining the equivalent of ten full days of unexcused absences or seven consecutive school days of unexcused absences during the school year) can be regarded as truant. Any person having the responsibility for a child who is a habitual truant may be fined by the state. Any person who permits a child to be absent from school or conceals a child when he is absent, commits a civil violation for which a fine of not less than \$500.00 shall be imposed. The attendance officer will investigate suspected cases of truancy as directed by administration and required by law.

## **Visitors**

All visitors to the school must check in with the office before going to a classroom. Visitors must wear a visitors badge while in the building and sign out in the office after the visit. Student and pre-school visitors are not permitted during regular school hours.

## **Volunteers**

West Bath School values volunteers! The role of volunteers may change as your child progresses from kindergarten through sixth grade. In the lower grades, (K-2) parent volunteers are a welcomed extra pair of hands in a day filled with many different transitions. In all grades, parent volunteers may be asked to conference with students about writing, listen to students read, work with small groups of children who need extra support, or assist a teacher with material preparation. Volunteers are also extremely helpful in art classes or on field trips. Each teacher has an individual preference for working with volunteers so please contact him or her to find out how you can be an asset to the classroom environment. Volunteers in RSU 1 must participate in a background check prior to working in a classroom. The necessary form can be obtained in the office.

## **Walkers and Bicyclers**

Students who would like to walk or bike to school are allowed. Parents must contact the school personally to verify that they approve of their child's mode of transportation. The office also requires that a signed permission slip be on record for safety purposes. Please contact the office to obtain this form.