West Bath School

Parent & Student Handbook



2026-2027

West Bath School Handbook
2026-2027

Purpose

Welcome to the West Bath School. This handbook is designed to provide an overview about many aspects of attending school at WBS. The contents include the school's procedures and excerpts from the West Bath School Administrative Unit (WBSAU) policies. Should WBSAU policies and procedures change during the school year, those details will replace the policies and the procedures that are stated here.

Further information and/or clarification of a particular service may be obtained from the office of the principal.

Reservation Clause

The administration of West Bath School has the right to change the terms of this handbook at any time. Updated handbooks will be posted on the school website at http://www.westbathschool.org.

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West Bath School's Vision Statement

West Bath School is a community school that prepares students to think globally and make a difference locally.

West Bath School's Mission Statement

To develop a learning community that promotes curiosity and encourages students to think critically about our world and our roles as citizens within it.

We aim to have our students:

- be collaborative problem solvers, critical thinkers, and reflective learners;

- be confident risk-takers who persevere and adapt to a variety of learning opportunities;
- and embody the West Bath School Code of Character and cultivate it in others.

School Directory

School Board: Cassandra Whorff (chair), Nathan Briggs, Kayla Hughes, Joanne Powers, and Robert Weir

Principal/Superintendent: Emily Thompson	
Office Manager: Katie Yeatts	Nurse: Stacey Samuelson
Technology Director: Patrick Bowdish	School Counselor: Allison Cosgrove
Kindergarten: Jennifer Harris	Music: Tracy Wright
Grade 1: Lauren Bosso	P.E.: Laura Houghton
Grade 2: Ida Beal	Art: Karen Wolfe
Grade 3: Sarah Gagnon	Librarian/Gifted & Talented: Megan Fuller
Grade 3: Kelsey Marco	Ed. Tech: Heather Brassard
Grade 4: Meredith Post	Ed. Tech: Christina Guertin
Grade 5: Audrey Butterfield	Ed. Tech: Kalen Hoag
Special Education/Title 1: Kaitlin Moore	Ed. Tech: Rachel Keller
Special Education: Jennifer Iverson	Ed. Tech: Meagan Sluter
Speech and Language: Darcy Libby	Ed. Tech: Melissa Ward
Occupational Therapy: Alexandra Gardiner	Custodial: Casco Bay Cleaning
School Cook: Abigail Cote-Moreau	Kitchen Manager: Ashlie Labbe

Discrimination Statement

The West Bath School and WBSAU do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, genetic information, or 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:

Emily Thompson
Superintendent of Schools
207-443-9145

Inquiries concerning the application of nondiscrimination policies may also bee referred to: Office for Civil Rights/ED, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921.

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 school 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

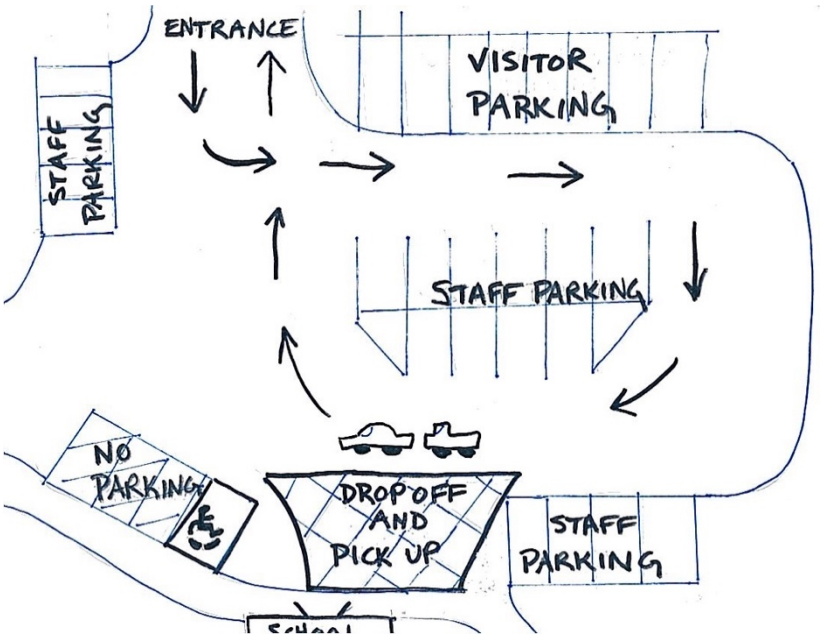
Students may be dropped off at school between 8:15 and 8:25 AM. Students will be considered to be tardy at 8:25 AM.

Students who would like to go directly to breakfast may arrive and enter the cafeteria beginning at 8:05 AM. Students who are not having breakfast may arrive beginning at 8:15 and report to their classrooms. The bus arrives between 8:15-8:20. Students who arrive after 8:25 are considered tardy. If a parent wishes to dismiss a child before the end of the day, he/she should call the office in advance, or ring the buzzer in the front vestibule to speak to the office. 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 or contact the office by 2 PM. We will not release children without the appropriate notification and identification.

Student drop-off procedures:

1. When you pull into the school parking lot, please turn left and follow the arrows to the drop off/pick up spot labeled (see map). When you reach that space at the front of the building, there will be one lane of cars, with room for two cars at a time to drop children off with the adult on duty, beginning at 8:15 (8:05 for early drop off for breakfast).
2. The adult on duty will wait for the student to exit the car and walk him/her safely to the sidewalk.

3. Students arriving before 8:05 will go directly to the cafeteria for breakfast. Students arriving after 8:15 may go to breakfast, or report directly to their classroom if breakfast is not desired. Please note, if your child is tardy and no adult is present outside, then the door to the building is locked. Please park your vehicle, walk your child to the building, and buzz the office so that your child is able to enter. If your child is unable to unbuckle from his or her safety restraints by himself/herself and needs parent assistance, please park your car in the visitor parking spaces and walk your child to the drop off/pick up area. Children should not be in the parking lot unattended. When you leave the visitor parking area, please follow the traffic flow of the drop off route to exit the lot, which may require waiting for others to drop off their children.



4. If you are dropping off/picking up your children, please allow for extra time and be patient of others.

End of Day Dismissal Procedures:

1. Dismissal begins at 2:50 PM. For dismissal, we create two lanes of car lines. The car lines will begin at the drop off/pick up location indicated on the map. When you come into the parking lot, turn left and follow the traffic pattern arrows. The first cars to enter the line will park at the student drop off/pick up location. All other cars will queue in line behind the first cars along the traffic circle. Students who are being picked up will be brought to cars by a staff member, two cars at a time. To help to keep students safe and ensure our car line moves efficiently, please be mindful of the following:
    a. Parents/Adults should remain in their cars. Please do not leave cars in the pick-up queue unattended.
    b. Please do not pass the car in front of you.
    c. Children will not be released to the cars of adults who are not listed on their pick-up or emergency form. If an alternative adult will be picking your child up from school, please inform the school of the change in writing and inform that adult of the dismissal procedures. Adults who are not known by the dismissal monitor will be asked to show identification.
    d. If you need to change the end of day plans for your child, please send in a written note or call the office by 2 PM. E-mail is not always seen prior to dismissal and should not be depended upon.

e. Cars must yield to the buses.

Attendance Policies & Procedures

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 7:45 A.M. to 3:45 P.M. each day. Each student needs to an explanation for the absence upon his or her return to school. This 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. A note from a doctor/dentist/orthodontist/specialist must be provided in order to have doctor's appointments excused. 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 to allow your child to return to school and activities. Your help in notifying the school of illness and certain communicable conditions is appreciated**. All students who are absent from school for 5 consecutive days due to an illness, must provide a doctor's note upon return for those absences to be considered to be excused.**

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 complete the extended absence form to notify the teacher(s) regarding the absence and make arrangements to receive the appropriate assignments.

Excused Absences:
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.

In order to participate in after-school events or activities, a student must be present in school for the entire day of the event.

Chronic Absenteeism:
A student is defined as chronically absent if the child is enrolled in the school for a minimum of 10 days in the school year and is then absent from school for 10% or more of the days enrolled. A student is considered absent if he or she is present less than 50% of the instructional day. As one of the Every Student Succeeds Act (ESSA) measures for school performance, chronic absenteeism can be a basis for identifying a school as being in need of improvement. Local school units must issue a report to the state regarding chronic absenteeism rates. Excused and unexcused absences are not considered in regards to chronic absenteeism reporting, rather the

law focuses on student absences and their educational impacts, regardless of the cause.

The following procedure shall be used when a student is determined to be chronically absent:

A. When a student is determined to be chronically absent, the principal or his/her designee will refer the student to the school's general education intervention system personnel.
B. The intervention system personnel will meet to determine the cause of the chronic absenteeism and assess the effect of the student's absences, as well as any future absences for the student.
C. If it is determined that a negative effect exists, the intervention system personnel shall develop an intervention plan to address the student's absences and the negative effect of these absences.

   An intervention plan may include, but is not limited to:

   1. Frequent communication between the teacher/school and the family;
   2. Changes in the learning environment;
   3. Mentoring;
   4. Student counseling;
   5. Tutoring, including peer tutoring;
   6. Evaluation for alternative education programs;
   7. Attendance contracts;
   8. Referral to other agencies for family services; and
   9. Other interventions including but not limited to referral to the student assistance team.

Truancy:
A student who is habitually absent (attaining the equivalent of seven full days of unexcused absences or five 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 after two cases of unexcused absences.

Behavior Expectations

West Bath School is committed to ensuring that our school environment is safe, secure, and orderly. Our Habits of Character apply to student behavior during the school day, before and after school, while on school property, while being transported by school vehicles, and at all school sponsored events and field trips/field work. Infractions have a range of possible disciplinary responses that may be imposed by school staff, teachers, and administration. Responses may include, a student/teacher conference, student/teacher/administration

conference, student/administration conference, parent conference, in-school disciplinary action or loss of privilege, and out-of-school disciplinary action, among other things.

Students have a right to:

1. Be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and intimidation;
2. Receive courtesy and respect from others;
3. Receive professional instruction.

Students have a responsibility to:

1. Attend school regularly and punctually;
2. Be prepared for class;
3. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
4. Show respect for school property and the property of others;
5. Be polite, courteous, and respectful towards others;
6. Behave in a polite, honest, and cooperative manner towards students, teachers and staff;
7. Refrain from obscene and defamatory communication in speech, writing, and other modes of expression.
8. Bring to school only those personal possessions which are safe and do not interfere with the learning environment.
9. Follow posted classroom expectations.

Basic Classroom Rules:

1. Be on time and prepared for class.
2. Follow directions.
3. Be kind and fair to others.
4. Be safe.
5. Use classroom supplies appropriately.
6. Walk.

Basic Playground Rules:

1. Follow directions of adults.
2. Be kind and fair to others.
3. Be safe.
4. Keep shoes on your feet at all times.
5. Use playground equipment appropriately.
    a. Climbers are for climbing.
    b. The balance beam is for balancing.
    c. Monkey bars are for turning and spinning.
    d. Bouncing hangers are for hanging on and bouncing.
    e. Dome jungle gym is for climbing up and down, over and around, and for sitting on top.
    f. Railway is for hanging on and getting a gentle push. Please send it back for the next person.

g. Bouncing platform is for standing on and bouncing.
h. Swings are for swinging while facing front. We keep our hands to ourselves, swing from front to back, and can give two-handed pushes from behind. If we are not on the swings we give a safe space for the swingers.
i. Slides are for sliding down on your bottom.
j. Tag is played on the grass, away from the playground equipment.

6. Make fair teams.
7. Remain in the boundaries of the playground (on the woodchips or on or within the track.) Stay out of spaces that are closed due to weather or conditions.
8. Keep objects on the ground (ie. woodchips, rocks, and snow).
9. Remain on the playground unless you have permission from an adult to go inside.
10. Line up in designated space when the whistle blows.
11. Inform adults of problems.

When a student misbehaves while in school, the teacher will take steps to create learning opportunities to provide students with the skills necessary to respond appropriately in the future. If the behavior persists a formal discipline procedure persists with the aim of teaching the student how to make more appropriate choices in the future. Major behaviors involving safety, bullying, or physical aggression will be referred to the principal. Parents will be informed in writing, by phone, or in person if his or her child has been sent to the office as a result of a major behavior.

Bus Rules:

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 and 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.

Bomb Threats

Pursuant to Title 20-A MRSA, Section 1001, a student who is involved in a bomb threat will face suspension from school until the student is no longer deemed a threat to the safety of the students and staff. The student will be subject to criminal action pending an investigation by law enforcement officers. Any days lost because of a bomb threat will be made up during the school year.

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 rental fee and/or fees for additional custodial time may be charged.

Bullying

Bullying, as defined by WBSAU policy, is not acceptable conduct at West Bath School 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.

Child and Family Services and Child Protection Act

The Child and Family Services and Child Protection Act (Title 22, sees. 4001 – 4071) establishes a process for protecting children against physical and sexual abuse by persons responsible for their care (parental figures). The Maine Department of Health & Human Services (DHHS) is given authority and responsibility to remove children from their families if there is evidence of child abuse and neglect. School personnel play a part in this effort because they are required by the law to report "reasonable suspicion" of child abuse or neglect.

Employees of schools and other institutions are required to make such reports as defined within school policy. Failure to make such reports subjects the person to prosecution and a fine.

Reports of suspected child abuse or neglect are not public records. They remain confidential although DHHS may, in its discretion, reveal the identity of the reporter to the accused or suspected person. It is DHHS's policy not to identify the reporter without the reporter's permission.

Electronic Devices

Consistent with Maine's LD 2212 "Bell to Bell Law" and WBSAU policy JICJ, personal electronic equipment used for communication or entertainment (including but not limited to cell phones, smartwatches, MP3 players, hand-held game consoles, etc.) and any personal internet connecting device cannot be used by students during the school day or while on the school bus. If a student must carry a device between households, electronic devices must be turned completely off and remain in a child's backpack during the school day and while on the bus. The use of cameras, including a phone's camera, is strictly forbidden on school grounds and at school fieldwork or functions, except with the explicit permission of the

classroom teacher or principal. If these rules are violated, a staff member will confiscate the device for the remainder of the school day and disciplinary actions will be imposed.

EL Education

West Bath School is a credentialed, EL Education School! For over 25 years, EL Education as been brining to life a three-dimensional vision of student achievement that includes mastery of knowledge and skills, character, and high-quality student work. EL Education promotes active classrooms that are alive with discovery, problem-solving, challenge, and collaboration. In EL Education schools:

- **Learning is active**: Students are scientist, community planners, historians, and activists. They investigate real community problems and collaborate with peers to develop creative, actionable solutions.
- **Learning is challenging**: Students at all levels are pushed and supported to do more than they think they can. Excellence is expected in the quality of work and their thinking.
- **Learning is meaningful**: Students apply their skills and knowledge to real-world issues and make positive change in their communities. They see the relevance of their learning and are motivated by understanding that learning has a purpose.
- **Learning is public**: Through formal structures of presentation, exhibition, critique, and data analysis, students and teachers build a shared vision of pathways to achievement.
- **Learning is collaborative**: School leaders, teachers, students, and families share rigorous expectations for quality work, achievement, and behavior. Trust, respect, responsibility, and joy in learning permeate the school culture.

In 2018, the West Bath School earned the distinction of being **one of only 40 EL Education Schools** to reach credentialed status. The school met recredentialing criteria in 2024. As a credentialed school, West Bath School has demonstrated high-quality implementation and significant impact on student achievement in mastery of knowledge and skills, character, and high-quality work. West Bath's credentialing portfolio can be viewed on the school's website.

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, information will be posted on the school's web page and social media

channels, announced via local television stations, and shared via text message for families who choose to subscribe to the text alert system. Although we try, it is not always possible to make phone calls to all parents in the event of an emergency early closure.

Evacuations and Lockdowns

WBS has a detailed Crisis Plan for major crises demanding evacuation or lock down. Specific plans for safely evacuating students and staff from the school are in place and practiced on a regular basis. There are also established procedures for the securing of the school should that step be necessary to keep our students safe. By state law there will be 10 evacuation/fire drills and at least 1 lock down drill held throughout the year. These sessions are designed to help students learn how to respond if and when there is any type of emergency at school and become familiarized with the procedures, reducing their fears and anxieties. Every possible step will be taken by staff members to ensure the wellbeing of all members of our school community during drills.

Federal Programming – Elementary and Secondary Education (ESEA)

Federal funding for various types of programming are provided to schools. WBSAU currently applies for and receives funding for Title I – reading supportive services and Title IIA Professional Development funds. These programs support district teacher and educational technician salaries and stipends, supplies, and professional development.

Additionally, under ESEA 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 the WBSAU meet the NCLB qualifications for being "Highly Qualified".

Additional information on the ESEA Act, as well as on the qualifications of your child's teacher is available on request. Please contact Emily Thompson at 443-9145 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.

FERPA

Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day West Bath School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask West Bath School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the West Bath School decides not to amend the record as requested by the parent or eligible student, West Bath School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the West Bath School discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer. 4.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by West Bath School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202 5.

5. West Bath School may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. The school unit has designated the following as directory information: Student name, the student's participation in officially recognized activities and sports, and grade level in school of students in extracurricular activities, date of attendance at West Bath School, and honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notices should be sent to the Superintendent of Schools at the following address: Superintendent of Schools, West Bath School, 126 New Meadows Road, West Bath, ME 04530.

Under Maine law, West Bath School shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' name. Legal Reference: 34 C.F.R. Part 99; 20-A MRSA § 6001 Federal Register, Vol. 61, No. 226, at 59297 (Nov. 21, 1996).

Field Trips/Field Work

As part of the academic program, students may participate in a field trip or field work off campus. A signed permission is required of each student in order to participate. Students without completed permission slips will not be able to participate. Parent volunteers who have passed the school's background check may be asked to chaperone. This allows for better supervision of students and presents an opportunity for the parent to become directly involved in their child's educational experience. Please note, volunteer background checks are required on an annual basis. For questions regarding background checks, please refer to board policy IJOC.

Guidance

The school counselor, Allison Cosgrove, is available to all students to help them have a positive school experience. The program involves classroom guidance lessons and other wellness and group related activities. The guidance counselor may meet with children individually when necessary for short term support, 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.

Child Sexual Abuse Prevention Education and Response:
Maine's public law 20-A MRS s. 254 ss. 18 requires that all school administrative units in Maine with public pre-K through grade 5 programs have a written policy for

child sexual abuse (CSA) prevention education and response. The state requires that age-appropriate CSA prevention education be delivered to students through a written comprehensive school health curriculum that is aligned to the Maine Learning Results health standards. Much of the requirements are already being met through the current guidance program. Parents will be notified prior to the delivery of new content that relates directly to CSA. Please contact school counselor Allison Cosgrove with any questions.

Hazing

Hazing is prohibited. Maine law 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 public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extra curricular, co-curricular, and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and/or appropriate disciplinary measures. See policy JICFA.

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 Five: Up to 60 minutes daily

Additional work may go home if a student does not take advantage of the time given in school for an assignment.

Students 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.

Students who commit to extra courses, such as band and chorus, may have additional homework expectations.

Immunizations

All parents registering a student at the West Bath School must show written proof that their child has received the following immunizations per State of Maine Immunization Law, before they may attend school.

- 5 DPT/DT's (4 if the fourth dose was given after age 4)
- 4 POLIO (3 if the third dose was given after age 4)
- 2 MMR
- 2 VARICELLA

Acceptable forms of evidence of immunization include previous school health record, medical record from medical office, laboratory results, or official Certificate of Immunization. One of these must be provided to the school main office for a child to attend West Bath School.

Non-immunized students shall not be permitted to attend school unless an Immunization Exemption Form is completed and signed annually.

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, as well as all electronics, toys, and trading cards, 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: toy or imitation weapons, electronic games, cell phones, smartwatches, matches, lighters, skates, or skateboards. 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 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 main 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 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

It is the practice of the WBSAU that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

If it is necessary for a student to take medication during school hours and the nurse is not available, the Principal or designee(s) will administer the medication in accordance with the following:

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

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

Students are not permitted 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 family updates that are sent electronically to families at least twice per month. It contains information on upcoming events and specific items of importance and are a bridge between home and school. Please read and refer to these messages.

Nurse

Stacey Samuelson is a registered nurse employed by the school department and is on sight daily! The nurse conducts vision and hearing screening for all students in pre-K-5. She is

available to parents for consultation purposes and can be contacted by email at nurse@westbathschool.org.

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.

Placement

The staff at West Bath School strives to provide fair and equitable placement for all students. Our goal is to create 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 principal.

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 principal 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.

Recess and Lunch Schedules

Two thirty-minute lunch and recess blocks are held from 11:30 to 12:30. Students may be organized in two groups by grade span (K-2, 3-5) or in K-5 vertical groups with one group eating lunch first, and one group have recess first. The groups change locations at 12 for the second half-hour. The rationale behind vertical groupings is to allow students the opportunity to visit with students who are not in their grade level during less structured times of the day, to promote community, and to encourage mentoring opportunities. Vertical

groupings are reorganized regularly so that students have the opportunity to spend time with a variety of children throughout the year.

Report Cards

Report cards will be sent home with students three times a school year (November, March, and June).

Right to Search

Desks, storage places, cubbies, and coat areas provided for students are and remain at all times, property of the WBSAU. These areas and their contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought onto school grounds when there is reason to suspect that a student may be in possession of items that violate school policy.

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. Hats are not allowed to be worn within the school building. Students may be asked to change their attire if they come to school dressed in a matter that is deemed to be inappropriate.

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

School Cancellations

When it is necessary to delay or cancel school, parents can turn to the following television stations for announcements: channels WCSH6, WMTW8 and WGME13. If school is not in session, staff will not be available to take your phone calls. Additionally, school delays or closures will be listed on the school website and school Facebook page, and shared via text message for families who choose to subscribe to the text alert system. School cancellations are listed under West Bath School.

School Nutrition

Our school nutrition program aims to serve students home-cooked and nutritious meals with ingredients that are sourced locally when feasible. Well-balanced breakfasts and lunches are offered daily and are being provided free of charge due to state legislation encouraging

universal access of meals. Students who bring a bag lunch may purchase milk for .55 cents per milk. It is recommended that parents utilize the online payment system at http://www.myschoolbucks.com to prepay for student milks and to monitor balances. Alternatively, checks may be sent into school in an envelope labeled with the child's name. Checks should be made out to the Town of West Bath. Meals are free for all students regardless of family income, therefore we ask that each family complete the Maine Department of Education Economic Status form. The information may connect families to other resources, and also provides the school with the information needed to be eligible for other grant opportunities. Forms will be sent home with students in the first day of school packet.

Section 504 of the Rehabilitation Act of 1973

Procedures:

1. Referral to the 504 team may be made by school staff members, parents, or students.
2. Parents will be notified of the referral and their rights.
3. When evaluations are gathered or completed, the 504 team will review the data to determine if the child is handicapped, the life function that is limited, and the extent to which it is limited.
4. If the student is eligible under Section 504, and accommodation plan will be developed.
5. The 504 team will review the plan at least annually.
6. Should the committee consider making a significant change to the student's program, another evaluation should be completed.
7. An alternative route to these procedures should be undertaken when an IEP team has determined that a student has been evaluated, found to have a disability that adversely affects the student's educational performance but does not need special education. In this case the relevant data should be turned over to a 504 team to develop a plan.

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 or building principal immediately.

Student Code of Character/Habits of Scholarship

In 2010, the West Bath School adopted a student code of character. The traits in the code represent the ways in which we strive to act and treat each other when we are in our classroom, at lunch, on the playground, in the hall, and on the bus, and give us character targets to reflect upon and goals to work towards. In 2014, the Habits of Scholarship traits were created and implemented to connect with our Code of Character traits to instill the importance of becoming effective learners.

In 2021-2022, our school reflected on the growth we've made since 2010, and adopted new Habits of Character that are in line with our next set of goals for ourselves as a community. The habits of character we are focused on are:

- Empathy - I can use kind words and actions to show I care about others and their feelings.
- Perseverance - I can use a growth-mindset to grapple with tasks.
- Integrity - I can be trusted to make responsible choices throughout my day and to be honest when reflecting on my actions.
- Contributor - I can be an active participating, while recognizing and supporting the needs of others.

CREW meetings within classrooms are designed to explicitly teach the traits to enable the students to develop the Habits of Scholarship in their daily lessons, projects, and fieldwork. Students reflect on these traits through rubrics, learning targets, and individual goals. The reflections and demonstrations of these traits are indicated on report cards. Students can articulate their use of the Habits of Scholarship throughout the day, as well as during Expeditions, and Student-Led Conferences.

Student Records

Student records are kept to assist in the instruction, guidance, and educational progress of each student. Student 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 assessments be administered to students on a regular or yearly basis. These assessments provide a record of achievement and serve as tools for determining individual strengths and needs. Assessment data also gives the school information on the appropriateness and effectiveness of curriculum. Students are given the following tests throughout the academic year; Dial 4 (Kindergarten), Maine Educational Assessment (MEA) (Grades 3-5), Science Maine Educational Assessment (MEA) (grade 5) and the Northwest Education Association's (NWEA) Measure of Academic Progress (K-5). Additionally, all students participate in regular progress monitoring of curricula with tools such as Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Language Essentials for Teachers of Reading and Spelling(LETRS) common writing prompts, and unit assessments. 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.

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 March 2, 2016, the West Bath SAU Board of Directors adopted a new Wellness Policy, demonstrating the deep commitment of the WBSAU to provide a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes and other chronic diseases. The wellness policy provides a list of wellness goals the school is working working towards. Parents are asked to review the policy on the school's website, and consider the wellness policy when providing food for school or classroom events.

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, Internet activity, and electronic accounts of students. Students who violate the policy and or rules may have their privileges revoked and may face further disciplinary action.

Textbooks and Equipment

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

Visitors

All visitors to the school must check in with the office before going to a classroom. Visitors must wear a visitor badge while in the building and check 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! Volunteers at the West Bath School must participate in an annual background check prior to working in a classroom, with students, or chaperoning fieldwork. The necessary form can be obtained in the office or on the school website. Backgrounds must be approved before volunteers can work within the building. For questions regarding background checks, please refer to board policy IJOC.

The role of volunteers may change as your child progresses from kindergarten through fifth 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 confer 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 fieldwork. 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.

Walkers and Bicyclers

Students who would like to walk or bike to and from school are permitted to do so. 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. According to state law, any student riding their bicycle to or from school must wear a helmet.

WBSAU Board Policies

The WBSAU Board of Directors and school administrative have developed a comprehensive menu of policies that guide the operation of our organization and school. In an effort to make these policies available for all parents and community members, they have been published on our web site. You may access these policies at: http://www.westbathschool.org. Once there, click on the heading "Board of Directors" and pull down to policies. Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and 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 the WBSAU Board Policy, the Board Policy will govern.

West Bath School Community Crew

The West Bath School Community Crew is a not-for-profit, volunteer group comprised of parents, teachers, administrators, students, alumni and members of the greater West Bath community. The WBSCC plays an important role in supporting West Bath School activities.

They organize and/or support student, school, and community activities including but not limited to: programming, extra enrichment activities for students, purchases of supplies for classrooms, healthy snacks for students, purchases of books for the school library, two college scholarships for Morse High School graduates that attended West Bath School, and more. We organize events at the school that aim to build community, such as the Back-to-School Picnic, Fall Festival, YMCA Family Night, Trivia Night, Paint Night, Battle of the Bowls, and others.

In general, the Community Crew meets bi-monthly. A meeting event on Facebook will be set up to remind everyone of the location and time. Details can be found on the West Bath School Community Crew Facebook page and will be communicated via school newsletters.