

AOS 98/Rocky Channels School System

**EDGECOMB EDDY SCHOOL**  
**HANDBOOK FOR PARENTS**  
**2016-2017**

The Three R School: *RESPECT, RESPONSIBILITY, REFLECTION*

Edgecomb Eddy School  
157 Boothbay Road  
Edgecomb, Maine 04556  
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FAX 882-5948  
[www.edgecomb.aos98.net](http://www.edgecomb.aos98.net)

**ADMINISTRATION**

Eileen King, Superintendent of Schools  
Shawn Carlson, Asst. Superintendent for Technology, Curriculum & Instruction  
Lisa Clarke, Principal  
Lisa Smith, Special Education Director

## HISTORY

Until December of 2002 the Edgecomb Eddy School was housed in the oldest school building in the state of Maine. It was built in 1857 and later remodeled in 1930. At that time the town officially adopted the name "Edgecomb School."

Since 1930, the school had been renovated several times. In 1983 the town voted moneys to renovate the attic space. Consequently, in September 1984, the school consisted of three classrooms and a workroom on the main floor, in addition to two classrooms, a library/office, and a resource room on the second floor. In 1989 a portable classroom was placed on the upper playground area to add much needed space. In 1994 a double classroom building was built to replace the rental unit and again, fill a need for more space. The building was built through the volunteer labor of parents, students, teachers and other townspeople!

As of December 2002 the Eddy School is housed in a beautiful new building. This change finally afforded the students and staff the space needed in order to properly teach and learn. The school was designed by Don Lewis of Lewis and Malm Architecture and built by McKee Construction Company. A huge outpouring of donated items and funds accounted for more than \$30,000 of the final project.

## THE EDGECOMB EDDY SCHOOL SONG

The Edgecomb Eddy School  
Is like a little boat  
We learn the ropes and rules as  
We learn to steer and float.  
The boat we're on is strong  
Made by friends with loving care.  
We sail into tomorrow and  
This boat will take us there.

Chorus:       Edgecomb Eddy Elementary  
                  Is a healthy family  
                  Where we gain respect, reflection, and responsibility  
                  We achieve high aspirations  
                  In our work and in our games  
                  And we care enough to know each other's names.

Edgecomb Eddy School  
Is like a little seed.  
Gets planted in the ground and  
It carries all it needs  
For the roots to give support  
To the branches big and tall  
Where the flowers bloom and make the seeds  
For grain to feed us all.

Chorus

Edgecomb Eddy School  
Has moved to different woods  
From the place by Singing Meadow  
Where the wild asparagus stood.  
But we've got the old school bell  
And the eagles proud and strong!  
To remind us of our heritage,  
Let's sing the old school song.

Edgecomb Eddy  
Edgecomb Elementary  
Respect, responsibility, reflection...reflection.

**AOS 98 / ROCKY CHANNELS SCHOOL SYSTEM**  
Boothbay ◊ Boothbay Harbor ◊ Edgecomb ◊ Georgetown ◊ Southport

**BELIEF STATEMENT**

Education is a lifelong process which begins with our students and their families, extends to our schools, and encompasses our entire community.

Our common goals are to create a safe environment, stress academic excellence, respect diversity, and promote self-awareness and an appreciation of the world.

Shared high expectations lead all students to develop the knowledge and skills to participate constructively and creatively in society.

STUDENT LEARNING

Twenty-first century student learning is an active process where students are engaged in meaningful learning opportunities that will lead them to meet their potential.

Students need clear expectations and a safe learning environment.

Students are individuals with unique learning styles.

EDUCATORS AND EDUCATING

Effective educators have high expectations for all students, but even higher expectations for themselves.

Effective educators create a positive atmosphere in their classrooms and schools. They are student-focused, flexible and value learning.

LEARNING COMMUNITIES

Learning communities are positive, safe, and nurturing environments that embrace academic risks.

As a learning community, we value deep and critical discussions about our work.

For true learning communities to exist, the link between school, home, and the community must be strong.

**AOS 98 / ROCKY CHANNELS SCHOOL SYSTEM**  
Boothbay ◊ Boothbay Harbor ◊ Edgecomb ◊ Georgetown ◊ Southport

LITERACY

To provide students with the skills necessary to read, write, speak, and listen at their potential in order to participate fully in life's experiences:

- To provide a common literacy framework.
- To connect instruction and assessment.
- To increase literacy instruction in all content areas.

TECHNOLOGY

To provide students and staff with the technological resources necessary to address the needs of the 21<sup>st</sup> century:

- To remove the barriers for seamless integration of technology in all classrooms
- To provide appropriate and timely professional development for all staff in the use of technology.
- To develop and implement online learning opportunities for students and staff.

**STRATEGIC PLAN FOR HIGH STUDENT ACHIEVEMENT**

CLIMATE

To provide a community that is welcoming, caring, and inclusive and that enables each participant to feel respected:

- To continue community asset development work in support of all students.
- To communicate in an open, deliberate, and respectful manner.
- To acknowledge and celebrate the accomplishments and successes of staff and students.

INSTRUCTIONAL STRATEGIES

To provide our teachers with a variety of effective instructional strategies which will lead to high student achievement:

- To provide training and support to expand the knowledge and understanding of a variety of instructional strategies.
- To use data to guide the selection of instructional strategies.
- To use PLC's to reflect on the needs of our students and to ultimately lead them to higher achievement.
- To provide differentiated instruction based on individual student needs.

NUMERACY

To provide students with the numeracy skills needed for success:

- To provide a common numeracy framework.
- To connect instruction and assessment.
- To increase numeracy instruction in all content areas.

## FACULTY / STAFF

By law, parents have the right to request the professional qualifications of their children's teachers. Contact Principal Clarke for this information.

<b>Principal</b> – Lisa Clarke	<a href="mailto:lclarke@edgecombschool.org">lclarke@edgecombschool.org</a>
<b>Kindergarten</b> – Cindy Casey	<a href="mailto:ccasey@edgecombschool.org">ccasey@edgecombschool.org</a>
<b>Grades 1 &amp; 2</b> – Dawn Garey	<a href="mailto:dgary@edgecombschool.org">dgary@edgecombschool.org</a>
<b>Grade 3</b> – Alexandria Butler	<a href="mailto:abutler@edgecombschool.org">abutler@edgecombschool.org</a>
<b>Grades 4-6</b>	
Nancy Rose	<a href="mailto:nrose@edgecombschool.org">nrose@edgecombschool.org</a>
Julie Higgins	<a href="mailto:jhiggins@edgecombschool.org">jhiggins@edgecombschool.org</a>
Terry Mulligan	<a href="mailto:tmulligan@edgecombschool.org">tmulligan@edgecombschool.org</a>
<b>Special Education</b> – Tanya Thibault	<a href="mailto:tthibault@edgecombschool.org">tthibault@edgecombschool.org</a>
<b>Title 1A/ELL</b> – Jennifer Gosselin	<a href="mailto:jgosselin@edgecombschool.org">jgosselin@edgecombschool.org</a>
<b>School Counselor</b> – Haley Bezon*	<a href="mailto:hbezou@edgecombschool.org">hbezou@edgecombschool.org</a>
<b>Educational Technicians:</b>	
Sarah Currier	<a href="mailto:scurrier@edgecombschool.org">scurrier@edgecombschool.org</a>
Deborah Beam	<a href="mailto:dbeam@edgecombschool.org">dbeam@edgecombschool.org</a>
Jennifer Maguire	<a href="mailto:jmaguire@edgecombschool.org">jmaguire@edgecombschool.org</a>
Michelle Slack	<a href="mailto:mslack@edgecombschool.org">mslack@edgecombschool.org</a>
<b>Speech Therapist</b> – Jennifer Hyson*	<a href="mailto:jhyson@edgecombschool.org">jhyson@edgecombschool.org</a>
<b>Technology Coordinator</b> – Julie Higgins*	<a href="mailto:jhiggins@edgecombschool.org">jhiggins@edgecombschool.org</a>
<b>Integrated Studies</b> – Robin MacCready*	<a href="mailto:rmaccready@edgecombschool.org">rmaccready@edgecombschool.org</a>
<b>Music</b> – Jennifer McIvor*	<a href="mailto:jmcivor@edgecombschool.org">jmcivor@edgecombschool.org</a>
<b>Nurse</b> – Candie Crocker*	<a href="mailto:ccrocker@edgecombschool.org">ccrocker@edgecombschool.org</a>
<b>Secretary</b> – Judy Reid	<a href="mailto:judy@edgecombschool.org">judy@edgecombschool.org</a>
<b>Maintenance</b> – Jeff Chalmers	<a href="mailto:jchalmers@edgecombschool.org">jchalmers@edgecombschool.org</a>
<b>Custodian</b> – Carol Small*	
<b>Bus Drivers</b> – Donald Strout* & Mary Witwicki*	

\* part-time position

## SCHOOL COMMITTEE

Tom Abello, chair	687-2117
Sarah Clifford	882-1101
Mark Graham	882-8108

Meetings are generally held on a monthly basis; times are printed in our weekly newsletters and posted on our website. The public is invited to attend the meetings and welcome to participate during the public portion of the meeting. Minutes are available at the Superintendent of Schools' office at 51 Emery Lane in Boothbay Harbor.

<b>Superintendent's Office</b>	633-2874	FAX: 633-5458
<b>Special Education Office</b>	633-6699	

## EDUCATIONAL PROGRAM

Children are heterogeneously grouped into self-contained classrooms in grades K-3. Kindergarten and first grade are combined in a multiage classroom, while grades 2 & 3 are independent. Students in grades 4-6 change classes and share three teachers, preparing them for a typical junior high experience upon their graduation from Edgecomb Eddy School. We are excited to offer a second year of STEM (Science, Technology, Engineering and Mathematics) activities to enhance our science classes in grades 4-6.

Our integrated studies program offers cross-curricular instruction in athletics & movement, art, literature, cultures, and languages & traditions. Integrated studies is offered four days a week, and will work in consort with our music program. This year's theme, aligned with our social studies curriculum, is U.S. States & Regions.

An Open House is scheduled each fall, offering an opportunity for all families to come to school to learn more about the curriculum in each of the grades and classes. During this time, information regarding various curriculum programs, such as Journeys Reading and EveryDay Math, are shared and made available to families.

All curricula meet the Common Core State Standards, Maine Learning Results and Next Generation Science Standards.

## Technology

Students have laptops and iPads available for use in all the classrooms. Every student in grades 4, 5 & 6 has daily access to a laptop or iPad. Our policy for device use is distributed and must be signed by both the student and his/her parent or guardian, prior to the student's use.

### Student Rules for Using Laptops or iPads

1. All devices should be used on a desk or table.
2. Students should be careful not to drop the device or place it down in an unsafe location (edge of desk, on a chair, on a heater, etc.).
3. All students have their own account, with a password. **STUDENTS ARE NOT TO SHARE PASSWORDS WITH OTHERS!**
4. Students need to have permission to use the internet. There is absolutely no "surfing the web." Violation of this rule will result in you forfeiting your privilege to use the internet/laptop/iPad for an extended period of time.
5. Students should only print after given specific teacher permission to do so.
6. Do not continue to print a paper over and over again if the printer does not respond.
7. Students are not to download graphics (pictures) from the internet and store them on a device.
8. Remember, computers are sensitive electronic tools. Do not bang on the keyboards, eat or drink near them, or remove them from your classroom area. Please be sure your hands are clean before using your laptop/iPad.
9. When finished, return the device to its appropriate shelf in the cabinet in the lab, ensuring it is plugged in.
10. If a charger is needed outside of the lab, only adults are allowed to do so.
11. Remember, you are responsible for your laptop or iPad!
12. If you are having a problem with your device, write me a note that includes your name, the problem you are having and your laptop/iPad number. Drop the note in the problem box in the lab.
13. Ms. Clarke and I have the right to immediately restrict use of your device if we feel an infraction has occurred that requires further investigation.

Julie Higgins, computer coordinator

## Special Subjects

### Integrated Studies

At Edgecomb Eddy we offer an innovative and progressive approach to education called integrated studies. Integrated studies aligns with the school's curriculum, and is designed to provide students with a more meaningful approach to learning, helping them to make connections in their studies. Integrated studies combines curriculum from two or more disciplines, allowing students to see how ideas are connected. Research indicates that learning increases when information is presented in meaningful, connected patterns, and teaching in this contextual manner promotes collaboration, critical thinking, and knowledge retention. This program is offered four days a week to all of our students.

### Music

Music classes are offered once a week for all of our students, with the curriculum integrated into many content areas throughout the year. Winter and spring concerts, under the direction of the music and integrated studies teachers, are held in our gym. Our music teacher and integrated studies teacher will be working collaboratively to align their curriculums with this year's social studies theme of U.S. States & Regions.

### Specials Schedule:

Mondays	Guidance (also Wed. and Th.)
Tuesdays	Integrated Studies: Literature
Wednesdays	Integrated Studies: Language & Culture
Thursdays	Integrated Studies: Arts & Crafts
Thursdays	Music
Fridays	Integrated Studies: Athletics

**Children are expected to dress appropriately for this schedule.**

## SPECIAL SERVICES

The faculty makes every effort to meet the individual needs of all students. In cases where a child's progress is of concern, a staffing is called for the purposes of considering the development of support and/or intervention strategies for individual students who might benefit from such. A staffing consists of any staff members who work with that particular child. If a student appears to be struggling academically, socially, emotionally or behaviorally, a staffing may be requested by a parent or any staff member.

Parental consent is necessary for implementation of any special programming.

By law, all incoming kindergarten and transfer students are screened so that we may identify and meet any special needs they may have. Any identified needs may be met through the federally-funded Title 1A reading and math-tutoring program or through Special Education. Special Education placement requires eligibility testing and the consensus of an IEP (Individualized Educational Program) team consisting of teachers, administrators, specialists and parents.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. Referral for services may be requested by parents, as well as school staff, by contacting the principal. The determination of services is made by a team consisting of teachers, administrators, specialists and parents.

Title IA is a federally-funded program that provides extra support in reading and/or math for eligible students. The school must focus Title IA services on children who are failing, or most at risk of failing, to meet state academic standards, and parents are notified if their child qualifies. Parents must give written permission for their child to participate in this program.

An enrichment program is offered at Edgecomb Eddy to students who excel or demonstrate the potential to excel beyond their peers, in terms of general intellectual ability, a specific academic aptitude or artistic ability. As required by Maine law, we identify this population as 3-5% of our overall enrollment. This program, taught by a certified teacher, provides opportunities to develop students' individual capabilities, needs and interests in a fun and creative way.

The school guidance counselor spends time with the students in their classrooms covering a wide range of topics, and also works with students on an individual and small-group basis. The counselor is also available on Mondays, Wednesdays and Thursdays for parents who may wish to discuss any questions or concerns regarding their children.

### **STUDENT RECORDS**

Edgecomb Eddy School adheres to all aspects of the Family Education Rights and Privacy Act (FERPA). Parents have the right to have access to their child's records. Parents have the right to inspect, to request copies, and to appeal the inclusion of some materials. There are specific guidelines regarding maintenance of records and access to those records. Parents are urged to contact the school principal to discuss records or to request a copy of the policy.

### **REPORT CARDS**

Students in the Edgecomb Eddy School are evaluated on a trimester basis in November, March and June, using a standards-based report card that aligns with the Common Core State Standards, Maine Learning Results and the Next Generation Science Standards. Mid-term updates are sent home during each trimester.

### **PARENT CONFERENCES**

Parent conferences are an important means of communication between school and home. Conferences are held near the end of the first marking period. Other conferences are held throughout the school year at the request of the teacher or parent(s). Please feel free to contact your child's teacher if you would like to discuss any concerns.

## HOMework

Homework, when assigned, is used in conjunction with a classroom activity and may be given for one or more of the following reasons:

- To complete assignments not finished during the school day.
- To reinforce specific skills learned in class.
- To extend individual research and class projects, including such activities as collecting materials to bring to school, interviewing people, and conducting surveys.
- To help students establish a sense of responsibility by following through on an independent assignment.

Research shows that consistent practice in reading moves children from learning to read to reading to learn. Therefore, Edgecomb students in kindergarten and first grade should be reading with someone at home 10–15 minutes per night at least five nights per week; grades two and three, 15–30 minutes; and grades four through six, a minimum of 30 minutes per night. Older children may choose to read independently and may need to adjust the time spent according to the amount of homework assigned.

Homework assistance is offered every day from 7:30–7:55am in the lunchroom. This time may be used as a quiet place to study, or to receive help from a staff member.

**Invitations to Parties:** Invitations to non-school events, activities, parties, etc. may not be given out at school unless **all** children in the classroom are invited. School personnel are not allowed to give out parents' contact information.

## STANDARD OF PERSONAL CONDUCT

### THE 3 R'S: RESPECT, RESPONSIBILITY, REFLECTION

One of our most important goals for children is the development of self-discipline. Students are expected to show respect for themselves, each other and adults. They are expected to accept responsibility for their actions, reflect on problems, and do whatever is necessary to make amends. The 3 R's are referred to during discussions with students over behavior-related issues.

#### RESPECT

FOR...

- Family
- Elders
- Others
- Self
- Cultures
- The environment
- Life

IT TAKES...

- Tolerance
- Honesty
- Manners
- Positive mental attitudes

**Giving and receiving respect helps to elevate self-esteem.**

## **RESPONSIBILITY**

FOR...

- Self
- Environment
- Doing your best
- Your job
- Learning
- Your behavior
- Life and living things

IT TAKES...

- Expectations
- Intrinsic motivation
- Honesty
- Positive mental attitude

**Feeling able and responsible helps to elevate self-esteem.**

**IN ORDER TO BE A RESPECTFUL AND RESPONSIBLE PERSON, ONE MUST PRACTICE REFLECTION.**

During the 2011-2012 school year Edgcomb Eddy School adopted the Positive Behavior Intervention and Supports (PBIS) program. We wrote the following matrix and use the language on a daily basis to guide us in our expectations and discussions.

**EDGECOMB EDDY SCHOOL POSITIVE BEHAVIOR SUPPORT MATRIX**

BEHAVIOR EXPECTATIONS	EVERYWHERE	CLASSROOMS	HALLWAYS	PLAYGROUND	CAFETERIA	BATHROOMS	BUS
<b>BE RESPECTFUL</b>	<p><b>Follow the Golden Rule</b></p> <p><b>Use kind words and actions</b></p> <p><b>Be aware and use good manners</b></p>	<p>Be a good listener</p> <p>Be supportive</p> <p>Allow the teacher to teach and the students to learn</p>	<p>Calm and quiet at all times</p> <p>Be considerate of others' space and belongings</p>	<p>Follow rules</p> <p>Play fair and be honest</p> <p>Share</p>	<p>Use appropriate table manners</p> <p>Be still when adults are talking</p> <p>Use a quiet voice</p>	<p>Give people their privacy</p> <p>Wait your turn</p> <p>Maintain personal space</p>	<p>Use a quiet voice</p> <p>Share your seat with others</p>
<b>BE RESPONSIBLE</b>	<p><b>Own your actions &amp; accept consequences without arguing</b></p> <p><b>Be prepared</b></p> <p><b>Follow directions the 1st time</b></p>	<p>Be attentive and prepared</p> <p>Do your best work</p> <p>Seek help if you need it</p>	<p>Go directly to where you need to be</p> <p>Stay to the right and allow others to pass</p>	<p>Be a problem solver</p> <p>Respond promptly to whistle</p> <p>Pick up after yourself</p>	<p>Raise your hand if you need help</p> <p>Clean up after yourself</p>	<p>Flush the toilet</p> <p>Pick up after yourself</p> <p>Return to class promptly</p>	<p>Listen for directions</p> <p>Pick up after yourself</p> <p>Be on time</p>
<b>BE SAFE</b>	<p><b>Keep hands, feet and objects to yourself</b></p> <p><b>Move safely and appropriately</b></p> <p><b>Stay in control</b></p>	<p>Have permission before leaving the classroom</p> <p>Use materials appropriately</p> <p>Listen</p>	<p>Keep hallways free of clutter</p> <p>Stay in line</p> <p>Walk at all times</p>	<p>Stay within the playground boundaries</p> <p>Use equipment properly</p> <p>Enter building appropriately</p>	<p>Stay seated</p> <p>Wait quietly in line</p> <p>Eat your own food (no sharing)</p>	<p>Wash hands with soap and water</p> <p>Report any problems to an adult</p>	<p>Stay seated</p> <p>Keep aisles clear</p> <p>Report any problems to the bus driver</p>

Disciplinary action by staff may include:

- warnings
- time out from the group
- meeting or time out with principal or other staff members
- call home to parents
- meeting with parent(s) and student
- In-school suspensions
- Out-of-school suspensions

If judged serious enough to qualify by the school's Crisis Action Team, students exhibiting certain rare behaviors such as, but not limited to: harassment, criminal threatening, criminal mischief, aggravated assault, disorderly conduct and terrorizing, will be reported to local authorities.

### **BULLYING POLICY**

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

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

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a link between bullying and school violence, and the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Edgecomb School Department, and the operation of the school.

## Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in the Edgecomb School Department 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.

## Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
  - 1. Physically harming a student or damaging a student's property;
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - 3. Substantially disrupting the instructional program or the orderly operations of the school; or
  
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

## Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions; and
- H. Harassment, repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Edgecomb School Department and reporting to the Board upon request.

### Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

## Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

1. First offense:
  - a. A warning will be issued.
  - b. In the event of a more serious infraction, at the principal's discretion, parents will be contacted and a detention or suspension (in or out of school) may be used.
  
2. Second offense:
  - a. Parents will be contacted and a detention or suspension (in or out of school) may be used.
  - b. In the event of ongoing bullying, a referral may be made to the superintendent of schools and to law enforcement for further action.
  
3. Third offense:
  - a. This would be regarded as ongoing harassment; a referral will be made to the superintendent of schools and to law enforcement for further action and the student will be suspended from school for up to ten days.
  
4. Fourth Offense:
  - a. The student will be subject to disciplinary consequences up to and including expulsion.

## Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Adopted: March 14, 2011

## POLICIES AND PROCEDURES

### The School Day

The School Day runs from 8:00 AM until 2:45 PM, with early release on Wednesdays. Students who are habitually late will make up lost class time during recesses.

7:30 - 7:55 AM	Recess/ Students Arrive/ Schoolwork assistance
8:00 AM	Homeroom / Classes Begin
9:45 - 10:15 AM	Snack / Morning Recess
11:40 - 12:35 PM	Lunch / Recess
2:40 PM	Dismissal ( <b>Wed. release is at 1:40</b> )

### Transportation

All children are eligible to ride the school bus as long as they adhere to the school bus policies. School bus regulations are sent home yearly to be reviewed with students by parents. They are to be signed and returned to school. Edgecomb Eddy School students in kindergarten and grade one are not allowed to get off the bus alone, and will not be permitted to exit the bus until the bus driver has seen the adult responsible for receiving the child. It is the parents' responsibility to inform the school if someone other than the usual person will be receiving your child. If parents wish to allow a kindergartener or grade 1 student to get off the bus with an older sibling, we must be informed in writing. Thank you for working with us to ensure the safety and well-being of our students.

Students in grades 7 - 8 who attend Boothbay Region Elementary School will be transported by bus.

Boothbay Region High School students may also ride the bus - if space is available - but must get on and off at k-8 bus stops.

**Any child changing his usual afternoon destination must bring a written note to his teacher on the day in question. Telephone calls to indicate change are discouraged. We cannot guarantee that emails sent regarding afterschool plans will be received by staff during the school day. Use of the telephone by students is limited to emergency and school business. Calls for permission to attend parties, change after-school plans, etc., are not allowed.**

## Health Services

Parents should be mindful of both their child's health and the welfare of the rest of the school population. A student who feels ill, has a fever, has been vomiting or experiencing diarrhea should be kept home. The child should be free from all of these for at least 24 hours before returning to school. Parents must inform the school if their child has a contagious disease, including head lice.

Students leaving school due to illness or medical appointments that cannot be scheduled outside of the school day, must first be signed out in the office by a parent/guardian. Parents are encouraged to prevent the interruption of education by trying to schedule non-emergency appointments outside of the school day.

## Medication Procedures

All medications given in school must have a physician or dentist's order. All medications must be labeled and in the original container. The prescription container must be labeled with:

- Name of student
- Name of medication
- Dosage
- Time that medication is to be given
- Doctor's name and phone number

**Medication may not be transported on the bus; parents must bring medications to school.** The only medications that can be carried by the student are inhalers for asthma and/or epi-pens for allergies.

Over-the-counter medications will **not** be given without a doctor's prescription.

The safest place for your child to take medicines is at home. Most physicians order antibiotics, etc. to be given at home before children leave for school, when they come home from school, and at bedtime.

Health programs conducted during the school year include eye and ear testing, height and weight checks.

Each child is required by Maine State law to be immunized for polio, diphtheria, tetanus, measles, mumps, chicken pox and rubella. Parents must submit a copy of their child's immunization record before the child can be admitted to school. Children may be exempted for religious or medical reasons; in this case parents must fill out a yearly exemption form.

## **Attendance**

Regular attendance is very important. Learning builds day by day. A child who misses a day of school misses a day of learning. Being late for school hurts a student's learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Likewise, a student who gets picked up early on a regular basis will lose a significant number of instructional hours. Children who miss school can never get back what's most important: the discussions, the questions, the explanations, the hands-on activities and thinking that makes learning come alive. Students' success in school depends on regular school attendance.

**Parents are asked to call the school on the day your child is absent.**

When scheduling appointments for your children, we ask that you make every attempt to arrange for them outside of the school day.

Any student who leaves school during the school day must first be signed out in the office.

## **Family Vacations**

A vacation during the school year does sometimes occur. Whenever possible, parents should notify the school at least two weeks in advance to discuss the expected absence with teachers. Taking your child/ren out of school requires an awareness on the parents' part that what a child misses during this vacation cannot really be made up. Much of what we do cannot be replicated: whole class discussions, experiments, collaborative projects and teacher-guided instructions.

During an anticipated vacation, teachers may choose to provide your children some reading to do, and perhaps some math journal pages, but there is much work that occurs that cannot be provided. Please keep in mind that teachers cannot ensure that your child will not be behind when he or she returns to school. We do our best to support children in their transition back to school and ask for your cooperation in that process, as well.

### Morning Snack

Students are expected to bring a snack every day. Milk, bottled water and juice are available to purchase. **Candy and soda are not allowed in school.** Please send nutritious snacks and drinks.

Vending Machine Water or Juice - \$1.25

School Juice - \$0.30

Milk - \$0.50

### Food Services

Students may purchase breakfast or lunch through the school lunch program. Free and reduced-price meals are available to children whose family income meets federal guidelines. We encourage parents to consider checking for qualification by completing the simple form. **If a child qualifies for free or reduced lunches, s/he automatically receives a free breakfast.** All families should request guides if they do not receive them. If payment for lunches is required, we ask that you do so either daily, or weekly on Mondays.

<b>Breakfast</b>	<b>\$1.40</b>
<b>Student Lunch</b>	<b>\$2.75</b>
<b>Reduced Lunch</b>	<b>\$0.40</b>

**LUNCHES MUST BE ORDERED BY 9 AM EACH DAY.**

*Please keep this in mind when bringing students in late.*

### Supervised Play

Children participate in outdoor recess daily. While staff members are available to supervise, we encourage the children to use this time to organize their own recreation. We believe that children who organize their own free play develop lifelong skills, such as: making friends, conflict resolution, sharing and taking turns, negotiating, compromise, and the experience of enjoying spontaneous playful activities.

Appropriate dress should include comfortable clothing and shoes for active play. Having a spare set of clean clothes at school is encouraged.

**The Edgecomb School cannot be responsible for students on the school grounds before 7:30 A.M. or after 2:45 P.M. (1:40P.M. on Wednesdays). Students may not arrive prior to 7:30 AM and must be picked up at the time of dismissal.**

### Registration

All pupils who will be 5 years old by October 15th of a given year are eligible to begin kindergarten in September of that year. A child must be 6 years old in a given year to attend first grade. All children 7 years of age by October 15th are required by law to be enrolled in an approved program. The following information is required at the time of registration:

1. A birth certificate indicating the child's legal name, parents' names, and child's date of birth.
2. A health record indicating that the required immunizations have been received.
3. A verification of the residence of the child. **The legal residence of the child is that town in which the parent/legal guardian provides the primary home.**

## Student Dress

Student dress should not distract from the educational process; therefore, students are expected to dress simply and in good taste. Clothing should be clean, neat, and appropriate for weather conditions and school activities. No clothing suggestive of alcohol, tobacco or illegal substances will be allowed. The child's torso (stomach, back, chest and shoulders) must be covered by the clothing, and undergarments should not be visible. Skirts and shorts are expected to be as long as, or longer than, the point where the child's fingertips reach when arms are extended downward. Occasionally, a parent is called to bring appropriate wear for your child; however, if this is deemed necessary and we cannot reach you, we may supply more appropriate clothing to your child, if some is available.

- Students who want to snow slide must wear appropriate outerwear, including snow pants and boots.
- Students should have sneakers at school for gym days.
- During boot season, students should bring a pair of slippers or shoes to leave in the classroom for daily wear.

## Toys and Electronics

**Students are not allowed to bring toys or electronic devices of any kind to school unless they have prior permission from their teachers.** Any of these devices brought to school without permission from a teacher or the principal may be confiscated. These items are viewed as interruptions in children's education and are not welcome in school.

If a child carries a cell phone it must be kept in the student's backpack and turned off during the school day and during bus transportation, unless approved by the bus driver. Students needing to make a call to parents/guardians during the school day may do so in the school office. If a child is found to be using a cell phone during the school day, the phone will be confiscated and a parent will be notified.

**The school assumes no responsibility or liability if these types of items are brought to school and are damaged or lost.**

## Closing School Procedure

No-school announcements will be given on local stations starting as early as 6:00 AM. These announcements are televised on Channel 6(WCSH), Channel 8(WMTW) and Channel 13(WGME). They are also announced on radio station 107.5FM. We are AOS 98/ Rocky Channels School System – Edgecomb, Boothbay, Boothbay Harbor, Southport and Georgetown.

On the rare occasion that school is cancelled for Edgecomb Eddy School, but not for Boothbay, transportation for junior high and high school students is the responsibility of the parents.

Our school district uses the Honeywell Instant Alert for Schools system to notify you of school closings and cancellations. If your child attended Edgecomb Eddy last year you should already have an online profile in Instant Alert. If you are new to the school you are asked to follow the instructions below to create a new online profile in Instant Alert. Please note that our school district is Rocky Channels School System.

For parents with existing profiles in Instant Alert, we are asking that you update your contact information, such as home and cell phone numbers, and email addresses for each school year. **For parents new to the school, please create a new online profile as soon as possible** so that you will receive immediate notification of school closings and delays.

## Honeywell Instant Alert for Schools Parent User Directions

**Website URL:** <https://instantalert.honeywell.com>

**Minimum Requirements:**

**Register and Create Your Account:**

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on “Parent” in the New User box.
3. Complete the student information form. Click “Submit.”
4. Complete the corresponding screen. Click “Submit.”
5. After receiving the Confirmation message, click “Proceed” to get started with Instant Alert.
6. *Note:* Remember your Login Name and Password so you may use it to update your profile.

**View and check details about yourself and your family members.**

1. Upon successful login, click on “My Family.
2. Click on a parent name to view and edit parent details
3. Click on a student name to view details about your children enrolled in this school.

**Configure alert settings for yourself.**

1. Click on “Alert Setup.”
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on “Save” when complete.
3. *If you are adding a cell phone and want to receive text messages, you must click on the pull down menu and pick the carrier for your phone. If you have a track phone or smart talk phone from Walmart, leave the pull down menu on select. Those phones will not get a text message, just a phone call.*
4. *If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click “Add.”*
5. Please leave the alert time set to midnight, so that you do not miss an alert.

**Additional Functions: View history of Alerts:**

Click on “Alert History” to view alerts that have been sent to you. Use the calendar icons and “Alert Type” list to filter the alerts.

**For Assistance:** <https://instantalert.honeywell.com>. Click on the **Help Request** link in the lower right hand side of the page.

**Be sure to set your email spam filter to receive email from Honeywell.com.**

## **Parent Visits**

Parents are encouraged to join in the educational process by participating in special activities such as Open House, parent conferences, winter and spring programs, special events, and by volunteering to be field trip chaperones, resource people, and classroom volunteers.

Parents are our most important partners in the education of their children and are encouraged to visit the school and participate in its activities. Parents who wish to visit a child's classroom are expected to make arrangements with the teacher prior to the visit.

## **Field Trips / Special Programs**

From time to time students are asked to contribute to the cost of a field trip or special program. Often class fundraisers or our Parent-Teacher Club help to defray expenses. No child will ever be excluded for lack of funds.

**Parental permission to go on field trips is required.** At the beginning of the school year, parents will be provided with a blanket permission slip for any field trip during the school year; please sign this and return it to the school as soon as possible. The absence of this permission slip would prevent your child from participating in field trips.

## **Lost / Overdue Books**

Parents will be notified of missing or damaged books and will be expected to reimburse the school for the cost of replacing the book(s).

**This handbook can be changed at any time without prior knowledge.**

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in schools: pests, pesticides, and your right to know.

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and, as a last resort, pesticides. This holistic approach is often called integrated pest management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notice will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, David Benner, located at the Boothbay Region Elementary School, in Boothbay Harbor.

If you have questions, please contact David Benner at 207-633-9870 or by email at [dbenner@csd3-bres.org](mailto:dbenner@csd3-bres.org). For further information about pests, pesticides and your right to know call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely, David Benner  
Director of Buildings and Grounds, AOS 98

A complete copy of the policies and procedures adopted by the Edgecomb School Committee is on file at the office of:

Superintendent of Schools  
AOS 98/Rocky Channels School System  
51 Emery Lane  
Boothbay Harbor, Maine 04538  
(207) 633-2874

### **PARENT-TEACHER CLUB (PTC)**

The Edgecomb Eddy School has a small Parent-Teacher Club. All parents and teachers are considered members of the Club and are welcome to attend the meetings, which are held at the school.

The main focus of the Club is fundraising to support and supplement school programs and activities, but it also provides a forum for asking questions or raising concerns. Participating in the PTC gives parents a great way to get to know each other and to be in on the ground floor of school activities. It is not necessary to attend every meeting. If you can just make it to a few or even just help out at PTC events, your participation will be welcomed and appreciated.

**“It is the supreme art of the teacher to awaken joy in creative expression and knowledge.”**

**-Albert Einstein**

## CHILDREN LEARN WHAT THEY LIVE

If children live with criticism,  
They learn to condemn.

If children live with hostility,  
They learn to fight.

If children live with ridicule,  
They learn to be shy.

If children live with shame,  
They learn to feel guilty.

If children live with tolerance,  
They learn to be patient.

If children live with encouragement,  
They learn confidence.

If children live with praise,  
They learn to appreciate.

If children live with fairness,  
They learn justice.

If children live with security,  
They learn to have faith.

If children live with approval,  
They learn to like themselves.

If children live with acceptance and friendship,  
They learn to find love in the world.

-Dorothy Law Nolte