

Fisher-Mitchell School
597 High Street
Bath, ME 04530
207-443-8265
FAX 207-443-4167
www.fms.rsu1.org

Handbook for Families --- 2008-2009

ADMINISTRATION: 443-6601

William Shuttleworth, Superintendent of Schools
Bob Young, Assistant Superintendent
Ruth Moore, Business Manager
Debra Clark, Business Manager
David Richards, Director of Maintenance
Sharon Brown, Director of Special Services
Nancy Harriman, Director of Instruction

Regional School Unit 1 Board of Directors:

Charles Durfee, District 1	David Barber, District 2
Timothy Harkins, District 3	Chet Garrison, District 4
Julie Rice, District 5	Francis Tolan, District 6
Betsy Varian, District 7	

SCHOOLS:

Fisher-Mitchell School.....	443-8265
Dike-Newell School.....	443-8285
Phippsburg Elementary School.....	389-1514
Woolwich Central School.....	443-9739
West Bath School.....	443-9145
Bath Middle School.....	443-8270
Morse High School.....	443-8250
Vocational Center.....	443-8257

FISHER-MITCHELL SCHOOL

Larry Dyer, Principal
Delyse Conley, Secretary

Nancy Cloutier	Grade 3
Dale Green	Grade 3
Margo Peterson	Grade 3
Amy Gerrish	Grade 3
Joan Newkirk	Grade 3
Katherine Ewing	Grade 4
Susan Harrison	Grade 4
Terri Soule	Grade 4
Geralynn Towle	Grade 4
Rosemarie Granger	Grade 5
Cathy Paquette	Grade 5
Betsy Walton	Grade 5
Marie Warren	Grade 5
Suzanna Lynch	Grade 5
Jason Carter	Physical Education
Louine Gagnon	Music
Judi Main	Art
Mary Read	Art
Ruben Hernandez	Spanish Teacher
Marie James	French Teacher
Suzanne Paule	Social Worker
Chick Sauffler	Guidance
Linda Armstrong	Special Ed.
Mara Kruze	Special Ed.
Monica Blatt	Title 1 Literature
Heather Higbee	Occupational Therapist
Paula Price	Occupational Therapist
Ruth Page	School Nurse
Carolyn Johnson	School Nurse
Kitty O'Neill	Speech/Language
Judi Mansfield	G/T Teacher
Elise Copeland	G/T Ed. Tech.
Laurene Saucier	Ed. Tech.
Suzanne Cole	Librarian
Patsy Shaffer	Library Ed. Tech.
Anita Derr	Ed. Tech.
Carol Pinkham	Ed. Tech.
Melanie Lewis	Ed. Tech.
Eileen Rouillard	Ed. Tech.

Robin Kennison	5 th Grade Band
Anthony Marro	5 th Grade Band
Donna Morse	Head Cook
Debra Shaughnessey	Assistant Cook

FISHER-MITCHELL GENERAL POLICIES AND PROCEDURES

School Office Hours: 7:30 to 4:00 PM daily

Daily Schedule:

*8:00 AM	Buses begin arriving (breakfast served)
*8:25	First bell rings (students enter school)
*8:30	Late bell rings (school begins)
11:30 – 12:50	Lunch and noon recess
2:35 - 2:40	Walkers dismissed
2:42 – 3:10 PM	Bus dismissals

Walkers and students dropped off by parents should not arrive prior to 8:15 AM*. Students may come for breakfast at 8:05*.

All walkers are expected to leave the school grounds immediately after school is dismissed.

If there are changes please call the Fisher-Mitchell office at 443-8265.

*one hour later every Wednesdays

SCHOOL CANCELLATIONS – BAD WEATHER

School cancellations are announced on TV Channels 6, 8 and 13 beginning at 5:30 AM. They may also be heard over the following radio stations: WGAN 560 AM; WCLZ 98.9 FM; WPOR 101.9 FM; WJTO 730 AM; WMGX 93.1 FM. If it is necessary to cancel the afternoon session after school has begun, schools will close around 11:45 AM. Parents should have an arrangement with a child care provider or neighbor in the event that there is no school. If there is a chance of early dismissal, please monitor the radio and television announcements because we will NOT be calling.

ATTENDANCE AND TARDINESS

Children should be encouraged to see regular attendance and punctuality as an important school responsibility. There are, however, legally acceptable excuses for absences as follows:

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

Attendance is taken every day first thing in the morning. Parents are asked to call the school between 7:30 and 8:45 AM if their child is going to be absent. Your calls help us to be sure that your child is safe. An answering machine is available if you would like to call and leave a message prior to 7:30.

To be recognized for Perfect Attendance your child must be at school every day and will only be permitted one Tardy or Early Dismissal per quarter.

ARRIVALS AND DEPARTURES

Bus students will be supervised by teachers from the time they arrive at school in the morning until the morning session begins, and after school until they board the bus. **Bus students must have a note from their parents if they choose not to ride the bus.** Students are expected to follow the bus driver's directions. Any misconduct could result in the loss of the privilege of riding the bus. For questions regarding bus schedules or special requests, please contact Bill Reed at Bath Bus Service, 443-1006.

If you are planning to drop off or pick up your child during arrival and dismissal times, **please keep the circle in front of the school clear for buses.**

Walking students and students dropped off by parents should not arrive on school grounds prior to 8:15 AM (9:00 Wednesdays), as there is no adult supervision before that time. Walkers and bus students may come into the school for breakfast at 8:05 AM. (9:00 Wednesdays)

Please note: At the end of the day only bus students are allowed on the playground until the last bus leaves.

BUS SERVICES AND POLICIES

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

Also eligible for transportation are those students who live:

SOUTH of (not including) Weeks Street

NORTH of Leeman Highway

WEST of (not including) Pine Hill

Bath Bus Service provides transportation for the RSU 1. Following is a list of behavior expectations and consequences which are posted on all buses:

1. Get on and off the bus safely
2. Walk
3. Stay seated while the bus is moving
4. Keep your hands and belongings to yourself
5. Book bags must be stored in the book racks, under the seat, or held in your lap
6. Use kind and polite language
7. No eating or drinking on the bus

1st slip – warning

2nd slip – phone call by principal to parents

3rd slip – 3 day suspension from bus

4th slip – 5 day suspension from bus

5th slip – suspension from bus for remainder of the school year

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

DROP OFF AND PICK UP OF STUDENTS

In the interest of safety, students are not allowed to cross the Fisher-Mitchell driveway and parking area. Students who ride bicycles, skates, skateboards, wheelies or scooters must walk their vehicles to the sidewalk out to High Street. Walkers may also use the path to High Street.

Parents who drive to school to pick up their children must drive around the yellow circle painted in the center of the parking lot, and stop at the designated pick-up area; your child will meet you there. Parking at Fisher-Mitchell is extremely limited. Allowing your student to ride the bus or walk on a daily basis would reduce traffic congestion and therefore increase safety for the students.

Cars may not park in the circle between 8:00-8:30 AM (9:00-9:30 Wednesdays) and 2:30-3:00 PM.

BICYCLES, ETC.

In the interest of safety, children who ride bicycles, skates, wheelies, skate boards or scooters to school will not be permitted to ride on the playground or in the schoolyard. Since the school cannot assume responsibility for stolen or damaged bikes, we recommend that a padlock be used. Bike racks are available to house a limited number of bicycles.

SCHOOL VISITS

All visitors to Fisher-Mitchell School must enter through the front door (the only unlocked door) and check in at the office before proceeding anywhere else in the building. Please remember that any unscheduled visits to classrooms are disruptive and are discouraged. For the safety and security of our students and staff, we are requiring that all visitors and volunteers sign in at the office and wear either a VISITOR or VOLUNTEER tag. These will be available at the office when you sign in. With your cooperation, we are confident that this system will help us better monitor the traffic in our building.

PARENT TEACHER CONFERENCES / REPORT CARDS

One and one-half days in October and one and one-half days in April are set aside for the purpose of holding parent/teacher conferences. Every effort will be made to schedule the conference for a time that is convenient. Your child will bring a notice home with the date and time of his/her conference approximately one week prior to the conference. Your participation at conference time is encouraged. Report cards for the first term will be sent home in November. The second term reports will be given out in February, third term in April and the last report goes home on the last day of school. Parents are encouraged to contact their child's teacher whenever there is a question or concern.

HOMEWORK

The RSU 1 Board believes that homework extends learning and that it will be a part of our students' regular academic program. The Board also believes that effective homework assignments do not just supplement classroom lessons, they also teach students to be independent learners. We at Fisher-Mitchell believe that homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline.

Guidelines

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

- B. Homework assignments will be limited to work that has been presented or will be presented by the teacher or to work that is at an independent reading or practice level for the student.
- C. Homework assignments will be carefully prepared and thoroughly explained.
- D. Written homework assignments will be collected and/or reviewed with students in class to provide immediate feedback, and/or graded by the teacher and returned promptly to students.
- E. Homework will be assigned for academic purposes, not for punishment.
- F. Homework assignments for each grade level will depend upon or vary with the instructional needs of individual students in the group.
- G. Availability of resources in the school, home or community will be considered when making homework assignments.

EMERGENCY CARD INFORMATION

It is very important that each child has a current emergency card on file each year. The vital information provided enables us to contact you in case of emergency or illness. Please fill out a new card or update your present card if there are any changes in address, parents' work numbers, emergency contact number, home phone number or after-school care provider. Your child may only leave the school with people who are listed on the emergency card. If at any time you want someone who is not on the emergency card to pick up your child, you must call the school or send a note. These measures help us to keep your child safe.

ACCIDENTS AND ILLNESS

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

MEDICATION

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

1. Medication must be provided in the original prescription bottle- the pharmacy will provide one if you request it.
2. The doctor must supply a copy of the original prescription or fill out a school medication form.

3. The parent must sign the medication permission form.
4. Any change in medication or dose must also meet the above criteria before the change will be implemented at school.
5. If a medication is discontinued, a doctor's order must be provided.
6. If a medication is ordered three times per day we ask that, if possible, the doses be given at home before school, after school and before bedtime.
7. All medication will be kept in the school office.

Thank you for your cooperation. If you have questions, please call the School Nurse at 443-8265, email her at rpage@rsu1.org, or visit her web page at the Fisher-Mitchell website.

RECESS / PLAYGROUND

All of our students go out daily for supervised lunch recesses. Please be sure that your child is dressed appropriately for outside play each day in the various weather conditions we experience here in Maine. The school cannot provide dry clothes should your child require them.

The purpose of recess is to provide fresh air and exercise for a short time, and so that children may interact with each other in an informal and unstructured, but supervised way.

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

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

SCHOOL RECORDS

Student records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil, and for legitimate educational research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of RSU 1 student record policy may be obtained by contacting the building Principal. However, the following items outline your rights:

The parent or eligible student has a right to:

1. Inspect and review the student's education records;

2. Request the amendment of the student's educational records;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 324 CFR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of RSU 1 student records policy by contacting the building Principal.

The three types of student records maintained by the school include:

- Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- Statistical information including aptitude scores, mental ability, permanent school health records, etc.
- Directory information on students, such as names, ages, addresses, telephone number, grade, participation in officially recognized activities, and awards received.

Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

RSU 1 forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Rights of custodial and non-custodial parents differ. However, it is the intention of the school to honor the role of all parents in the education of the child unless legal documentation is presented to the Principal indicating a legal reason to do otherwise.

See 34CFR99.6, 34CFR99.7, CFR99.37

PLEASE NOTE: The RSU 1 Board of Directors voted on February 27, 2008 to approve the Bath School Department policies as their interim policies while the policy committee works to create the RSU 1 Board Policy Book. Should you have any questions regarding any of the policies please feel free to call the Superintendent's Office at 443-6601.

SUPPORT SERVICES

Our school offers a variety of support services for children with special needs. One or more of the following services will be provided to students who are identified through the I.E.P. process depending on the individual needs of the student. Services are available for students whose individual education plan include any of the following services:

1. Speech therapy
2. Resource room support
3. Behavior support
4. Support services such as occupational therapy, physical therapy, and social work

5. Students in grades 3-5 who are experiencing difficulties in language arts or math may be recommended for Title I services by the classroom teacher.
6. Students in grades 3-5 who are experiencing difficulties emotionally, socially, or academically may be referred to the Response to Intervention Team.

ACADEMIC ENRICHMENT PROGRAM

The Academic Enrichment Program addresses the needs of students in grades 3-5 who have been identified as academically gifted and talented. These students spend time during the week with Mrs. Elise Copeland, working on activities which stress creative and critical thinking. Identification is based on referrals from staff members and parents, and on achievement on various standardized testing. Questions concerning the program and the identification procedures should be addressed to Kim Emerson, Director of Gifted and Talented.

FIELD TRIPS

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

LIBRARY SERVICES

All students in grades 3-5 receive a comprehensive library skills program.

BREAKFAST

Breakfast is available each day for all children for \$1.25 for students, \$1.75 for adults. Free meals are available to those who qualify. Breakfast is served from 8:00 to 8:25 AM daily (9:00-9:25 Wednesdays).

HOT LUNCH

A balanced hot lunch is served daily. The cost per meal is \$2.00 for students, \$4.00 for adults. Reduced price (.40) or free meals are available to those who qualify. Applications for free and reduced meals are available in the Fisher-Mitchell office or through Food Service, at the Central Office (443-6601).

PLEASE NOTE: Checks should be made payable to RSU 1

We encourage students to purchase meals for the week on Mondays when Mrs. Morse, our head cook, goes to the classrooms. However, children may pay on other days by going to the kitchen at the beginning of the day before classes begin.

For health reasons, children are not permitted to trade hot and cold lunches.

DAILY SNACKS

Children are provided an opportunity to have a snack each morning. Snacks and snack juice or milk are available from the kitchen for 55 cents. Students are encouraged to bring healthy foods to school each day. Candy, chips and other sugary items are not recommended. Some teachers prefer to set up their own snack programs and will communicate directly with parents about the specifics.

TELEPHONE

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

LOST AND FOUND

Most lost articles are turned in to the office. Labeling your child's clothing and other items greatly increases the chances of them being returned. Unlabeled items will be placed in the "Lost and Found" which is located right after the double doors in the old wing. Unclaimed items will be turned over to a charitable organization during school vacations.

ITEMS NOT APPROPRIATE FOR SCHOOL

There are many items that are sometimes brought to school which are not appropriate for our educational environment. All of the following should remain at home: lasers, electronic games, large amounts of money, matches, toys & games, weapons, cell phones, trading cards, MP3 players, I-Pods, CD players, radios, and boom boxes..... Please note that this is not an all-inclusive list. If you as a parent or student have a question regarding the appropriateness of any item, please call the Principal for a ruling. Some students ride bikes, wheelies, skateboards and scooters to and from school. We want to remind all students that skateboards, scooters, and bicycles and wheelies may not be ridden on the school grounds – they should begin and end at the High Street sidewalk.

STUDENT DRESS CODE

Grooming and dress are the responsibility of the student and parents or guardians. However, an individual's dress or personal appearance shall not interfere with the safety, order, and effectiveness of the educational process.

In order to promote an environment conducive to learning, the following items are presented as minimum standards:

1. Students will wear clothing or hair styles which adhere to safety regulations and will not be harmful to them in such school activities as shop, lab work and physical education.
2. No immodest or revealing clothing may be worn at any time by any

student. Normal coverage of the body will be required.

3. Students will wear clean, sanitary and safe clothing in order to promote the health and safety of all students.
4. Articles of clothing which cause excessive maintenance problems, for example, cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture are not acceptable.
5. Students must wear shoes (or other appropriate footwear) except when engaged in activities where shoes (or other appropriate footwear) are obviously and clearly inappropriate.
6. Articles of clothing with vulgar language, vulgar pictures, and/or messages depicting controlled substances including tobacco, alcohol and drugs are not allowed.
7. Students are not permitted to wear hats or sunglasses in school.

Students not adhering to the above standards will be subject to disciplinary action.

Adopted: May, 1990

Revised: September 13, 1993

PLEASE NOTE: The RSU 1 Board of Directors voted on February 27, 2008 to approve the Bath School Department policies as their interim policies while the policy committee works to create the RSU 1 Board Policy Book. Should you have any questions regarding any of the policies please feel free to call the Superintendent's Office at 443-6601.

HATS

It is a School Board policy that hats may not be worn in the school building. Parents and other adults can help model this by removing hats when entering the building.

PARTY INVITATIONS

We realize that it is convenient to distribute invitations to home parties during school hours. However, this can result in tears and hurt feelings among those children who do not receive invitations. We respectfully request that invitations not be distributed at school, unless all students in the classroom will receive one. We are not able to give parents the addresses and/or phone numbers of other students because of confidentiality.

NONDISCRIMINATION

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

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

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

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

GRIEVANCE PROCEDURES

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

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

decision on the matter as expeditiously as possible following the completion of the hearing.

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

WEB PAGE

We post the Falcon Footnotes on our web site weekly. You can visit the Fisher-Mitchell web page at www.fms.rsu1.org

FALCON FOOTNOTES

The Falcon Footnotes is our weekly newsletter. Please make sure that you read the Falcon Footnotes each Friday, when your child brings it home, or you may view it on our school website. If your organization would like an item published in our weekly newsletter, please have it approved by the Principal, and to the secretary by Wednesday noon.

PTA

The Fisher-Mitchell PTA will meet on the second Tuesday of every month. The first meeting for this school year will be held on September 16th. Childcare is free and provided by the PTA. Please watch the Falcon Footnotes for more PTA news.

Fisher-Mitchell Officers 2008-2009

Jay Paulus.....President
Lawrence Kovacs....Vice-President
Lori Harper.....Treasurer

VOLUNTEERS

We are fortunate at Fisher-Mitchell to have a wonderful corps of volunteers who devote many hours throughout the school year to enhance our students' education. We are always looking for more parents, grandparents, friends, neighbors, and community members to volunteer at our school. If you are interested in volunteering, please contact the Principal or your child's teacher. Remember, not only will our students and staff benefit tremendously from your efforts, but so will you.

BATH SCHOOL'S CODE OF CONDUCT

Ethical and responsible behavior is an essential part of the educational mission of our schools. These behaviors result in a safe and orderly environment where students and teachers are able to focus on academic and personal growth. Appropriate behavior is a life skill for all students which must be expected, developed and reinforced. In February 2003, the Bath School Board adopted a system-wide code of conduct that was developed with input from school staff, students, parents and community members. If you would like a copy of the

complete code, please request it from the school office. Included in this handbook are Code of Conduct Guidelines as they apply to the elementary school.

Compassion

Students who demonstrate compassion are kind and fair. They will:

- treat fellow students, staff and visitors the way they would like to be treated
- refrain from cheating or taking advantage of others
- help others
- include others in games and activities

Responsibility

Responsible students don't put blame on others. They take responsibility for themselves and their actions. When they make a mistake they learn from it. When they make a poor choice they do what they can to make it right. Students who are responsible:

- attend school regularly and arrive on time
- use habits of good listening, focus and learning
- complete their homework daily
- keep their books, desks and work areas tidy
- take good care of personal and school property

Respect

Respectful students are kind and courteous to fellow students, staff, volunteers and visitors. Students who are respectful:

- use polite words
- listen carefully to others
- wait their turn to talk
- share materials
- control their hands and feet

Honesty

Honest students earn the trust and respect of others. Fisher-Mitchell students are honest when they:

- tell the truth
- use "Tell, not tattle"
- do their own homework
- do their fair part of group work

Persistence

Persistent students do not give up. When things are difficult they try and try again, getting better each time. Students who are persistent:

- take breaks when they need them
- reread for clarification
- ask questions when they don't understand
- break big jobs into smaller parts
- say things like, "I'll try again" or "I'll do my best"

Integrity

All students are expected to comply with the Code of Conduct at all times and in all areas of school activity. Students with integrity show all the character traits even when no one else is looking! The Code applies to students:

- on school property
- while in attendance at school or any school sponsored activity

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PLEASE SIGN, DETACH FROM THE
PARENT/STUDENT HANDBOOK AND RETURN TO
FISHER-MITCHELL SCHOOL

I have read the entire Fisher-Mitchell Student/Parent Handbook. I understand that if I have questions about the contents of the handbook, I may call Fisher-Mitchell to speak with Larry Dyer, Principal, for clarification.

(Signature of Parent or Guardian)

(Signature of Student)