2026-2027

PREPARE - INSPIRE - EDUCATE

for tomorrow's opportunities

EASTON SCHOOL DEPARTMENT

EASTON ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

"Small Schools Encouraging Big Dreams"

33 Bangor Rd.
Easton, Maine 04740
207-488-7701

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Easton Elementary School
33 Bangor Rd.
Easton, ME 04740
(207) 488-7701
FAX: (207) 488-2840

SCHOOL BOARD

Andrew King	Chair
Nicole Guess	Vice Chair
Rick Henderson	
Penney Siddiqui	
Bradley Trask	

ADMINISTRATION

Richard Lyons	Superintendent
Jenna Lombard	Elementary School Principal, IEP Team Coordinator, 504 Coordinator
Laura Hunter	Jr/Sr High School Principal, Curriculum
Sarah King	Executive Assistant, Payroll Coordinator and Bookkeeper
Blake Hatfield	Administrative Assistant
Kylee Lothrop	School Nurse
Emily Hill	School Counselor
Adam Metzler	Technology Coordinator
Darren West	Athletic Director

FACULTY

Tammey White	Pre-Kindergarten
Kristie Adams	Kindergarten
Stacy Shaw	Grade 1
Vonda Lavway	Grade 2
Rebecca Allen	Grade 3
Lori McQuade	Grade 4 Homeroom, Grade 4 and 5 ELA, Grade 4 and 5 Social Studies
Amy Sweetser	Grade 5 Homeroom, Grades 4-5 Science, Grade 4 and 5 Math
Kristina Lento	Grade 6
Monique True	Special Education
Bryan Shaw	Physical Education/Health, K-12
Eve Griffiths	Part Time Art K-12
Pamela Kinsey	Part Time Music K-12

SUPPORT STAFF

Kathleen Haney	Ed. Tech III
Ashley Hull	Ed. Tech II, Library/Media Specialist
Sharon Jackson	Ed. Tech II - Special Ed.
Stephen Wipperman	Ed. Tech II
Rebecca Book	Ed. Tech III
Emily Parker	Ed. Tech I

FOOD SERVICE

Crystal Ferris	Food Services Manager, Cook
Cyndi Kimball	Cook
Toni Hanson	Part Time Cook

CUSTODIAL/BUS DRIVERS

Joseph Tedford	Head Custodian/Transportation

Clinton Adams	Custodian, Bus Driver
Jacob Hatfield	Custodian

CONTRACTED SERVICES

Terri Brewer	Speech Therapist
Sydney Humphrey	Speech Therapist
Bill O'Connell	Psychologist
Julie Sotomayor	Occupational Therapist
Alexis Craig	Occupational Therapist
Susan Sjoberg	Physical Therapist

MISSION STATEMENT

The School Committee adopts the following as the mission statement for the Easton School Department:

"The mission of Easton Schools is to provide our students with pathways that lead to knowledge, skills, and experiences to reach their potentials."

Values and beliefs:

We are committed to **prepare** our students to become citizens who are

- Respectful and courteous
- Collaborative
- Dependable
- Motivated
- Persevering

We believe in habits of work that will inspire our students.

- Students learn best when they feel safe, both physically and emotionally and when an effective environment for learning is safe, supportive, respectful and nurturing
- Learning is enhanced when learners are encouraged to take risks and understand mistakes are inherent in the learning process
- Students learn different ways and at varying rates with appropriate resources
- Students have something uniquely individual to offer their school and community

We value a rigorous and comprehensive curriculum to educate our students.

Academic Expectations

Easton Students will:

- Communicate effectively through oral, written, visual, artistic, and technical modes of expression
- Demonstrate and apply the skills necessary to read, write, speak, view, and listen effectively in order to comprehend, interpret, and analyze meaning

- Demonstrate effective problem solving and critical thinking skills.
- Demonstrate the acquisition of core knowledge in defined subject areas
- Be able to think critically as individuals and in collaboration with others

Social and Civic Expectations

Easton Students will:

- Demonstrate personal, social, and civic responsibility
- Demonstrate self-reliance, time management, and acceptance of personal responsibility
- Successfully complete community service and demonstrate community involvement.
- Make healthy choices for life

Establish and maintain positive interpersonal relationships by demonstrating discernment, integrity and respect for individual diversity.

Dear Parents and Students,

On behalf of our teachers, support staff, administrators and school committee, we would like to welcome you to Easton Elementary School. This handbook has been prepared to provide both students and parents with valuable information about Easton Elementary School. We feel that school should be a place where your child can develop qualities that will help him/her to be a successful student.

At Easton Elementary School, parents, teachers and staff make every effort to establish an atmosphere that is warm, caring and emphasizes high educational standards. In an effort to continue this tradition, it is our goal to work with staff, students, parents and other community members to continually improve our educational process. We should never become satisfied with what we have, but work to always improve and move to the next level of excellence.

The policies and procedures described in this handbook are designed to promote the general welfare of the entire Easton Elementary School community. Respect for others, regard for property and consideration of the rights and welfare of all students should be the guideposts for students' actions and reactions.

Our responsibilities are many, but together we can work to ensure a successful school year for every child. This handbook has been prepared to help you become more knowledgeable about our school. While such a document could never cover every situation that could arise, it covers common questions, concerns and procedures. This handbook is only one method used to develop a closer working relationship between home and school. Parents are requested to read through this handbook with their child and to encourage them to always put forth their best effort. We can ask no more of our children or ourselves, and should expect no less. We look forward to working with you to make this a great school year.

Sincerely,

Jenna Lombard
EES Principal

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
B. The right to attend free public school in accordance with provisions of Maine statutes and policies of the School Committee; the responsibility to attend school as required by law;
C. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
E. The right to privacy regarding the content of student records – as defined by the Family Educational Right and Privacy Act – and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

ACADEMICS

Grading System

The Kindergarten report card covers outcomes expected to be met by the students as they move through the curriculum. The areas included are: Readiness Skills, Language Development, Work Habits and Attitudes, Motor Development, Number Readiness and Reading Readiness. Each are evaluated by an (S+) for Very Satisfactory, (S) for Satisfactory performance, (S-) for Satisfactory but Needs Attention, (NI) for Needs Improvement, (U) indicating Unsatisfactory progress, or (NE) for a subject that has not been evaluated or covered at the time of reporting.

Grades 1-2 evaluate subject areas, work characteristics, and social development using the following criteria: (S+) for Very Satisfactory, (S) for Satisfactory performance, (S-) for Satisfactory but Needs Attention, (NI) for Needs Improvement, (U) indicating Unsatisfactory progress, or (NE) for a subject that has not been evaluated or covered at the time of reporting.

Grades 3-6 evaluate subject areas, work characteristics, and social development. Subject grades are:

98-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+
93-97 = A	83-86 = B	73-76 = C	63-66 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-
		Below 60 = F	

Evaluations of (S+) Very Satisfactory, (S) Satisfactory, (S-) Satisfactory but Needs Attention, (NI) Needs Improvement, (U) Unsatisfactory, or (NE) Not Evaluated will be used in work and social development areas.

Art and Physical Education courses for all grade levels evaluate subject areas, work characteristics, and social development using the following criteria: (S+) for Very Satisfactory, (S) for Satisfactory performance, (S-) for Satisfactory but Needs Attention, (NI) for Needs Improvement, (U) indicating Unsatisfactory progress, or (NE) for a subject that has not been evaluated or covered at the time of reporting.

All reporting systems have additional space for teacher comments.
Report card comments will reflect student academic achievement and progress.

Progress Reports

Progress reports are tabulated at the end of the 5th week of each ranking period. Any student with an academic concern will receive a progress report, this can be viewed by logging into your PowerSchool account for students in grades 4-6; hard copies of progress reports will be sent home. Narrative progress reports will be sent home for students in grades K-2.

ATTENDANCE

Daily attendance at school is one of several essential factors in a student's achievement of academic success. Parents are responsible for the attendance of students who are under 17 years of age. School personnel cannot force attendance. We can only provide an appropriate educational environment that is conducive to creating positive academic gains for each of our students. The rest, including maintaining high standards for punctuality and attendance, is up to the individual student and his/her parents. The entire professional staff feels very strongly that a student cannot receive full benefit from the programs at Easton Elementary School unless he/she is in full attendance.

In accordance with **Maine State Law**, students are required to attend school from the age of six until the age of seventeen unless specifically listed conditions under the law are met. The state classifies a student as truant after 7 (seven) full days of unexcused absences (or equivalent) or 5 (five) consecutive unexcused absences once the student reaches 6 (six) years of age. Unless the student is enrolled in Kindergarten, then truancy laws apply to all students regardless of age. According to this law the only excusable absences* from school are:

1. Personal illness;
2. Appointments with health professionals, ***that must be made during the regular school day;***
3. Observance of religious holidays;
4. Family emergencies;

5. Planned absences for personal or educational purposes, which have been approved by school officials (please see page 9);
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either the individual education plan or superintendents' agreement.

*It should be noted that the term "excusable absences" is as it applies to State Law Mandates only. It does not necessarily have any bearing on the absence being "acceptable" and therefore not affected by the following local policy. Students are reminded that day trips, hair appointments, family visits, and the like are not legitimate reasons for missing school. School officials will request validation of a school absence with documentation from health care providers.

Attendance Rules

Although it is ultimately the parents' responsibility to see that their children are in school, it is the school's duty to monitor attendance and take appropriate steps when excessive and/or unnecessary absences take place.

Parents of students who are going to be absent from school MUST contact the office to inform the school why the student is/was absent. Parents should contact the office no later than 8:30 am to excuse an absence or tardy.

- If a student is absent more than 5 consecutive days for an illness, a note from the doctor is required.
- Students who are absent for an illness may not return until they have been 24 hours symptom free (fever, vomiting, diarrhea) without the use of medication
- All tardy or dismissed students must be signed in or out through the main office.
- The school day begins at 8:00 am and ends at 2:45 pm.

The State of Maine requires that a student be present for 3 (three) hours of instructional time to be considered present for the day. On days that school is scheduled to be dismissed early we only have 3 (three) hours of instructional time, meaning any student arriving late or being dismissed early on those days will be considered absent.

Written Excuses & Notes

- Students are permitted to stay inside during morning, noon or afternoon breaks when a written excuse is sent by the parent to school indicating that the child is to stay in due to health consideration. A doctor's note is needed if this is more than 3 days. It is hoped that parent and teacher discretion will be used regarding the need and frequency of student excuses.
- Students are not to be in the building during recess unless they have a written excuse.
- Students are required to have a doctor's note if they are to be excused from PE class more than 2 times consecutively.
- **Bus students will be picked up and delivered to their homes unless alternate arrangements have been made in writing**. If time does not allow for the change to be made in writing, then a call from a parent will be accepted. Please call prior to 2:00 pm.

Early Dismissals & Tardies
At the elementary level it is our intention to build strong foundational skills. Coming to school on time, attending classes, and finishing the school day are essential to prepare for the day, receive proper instruction, and foster a positive classroom community.

- Excusable reasons for early dismissal or tardiness are the same as excusable reasons for an absence (pg. 7). Documentation must be provided to the office for the tardy or dismissal to be marked as excused.
- Students will only be dismissed to a legal guardian unless prior arrangements have been conveyed to the office.
- All students must be signed in and out through the office.
- Any tardy, dismissal, or combination of the two that results in the student missing 3 or more hours of instructional time will result in an absence for the day under state law.

Consequences For Excessive Dismissals & Tardiness
If a student accumulates **5 or more** unexcused tardies and/or early dismissals the following steps will be taken:
K-6 Students

- A letter will be sent home noting the tardies and/or dismissals;
- Going forward any additional unexcused tardies and dismissals will require the parents to meet with the principal and/or school guidance counselor to develop a plan to ensure the student's timely arrival and improve the number of unexcused and early dismissals.

Emergency Closings
Due to poor traveling conditions or other emergencies, the schools may be closed on certain days. This decision is made by the Superintendent and will be broadcast on local television stations, Facebook, push notification on the district app, and the emergency alert notification system, hopefully by 6:30 am. Early dismissal from school, other than those that are previously announced, will only occur if, in the judgment of the Superintendent, it will be safer to transport earlier in the day rather than wait for the regular dismissal time. Please make sure your contact information is up to date with the school.

Planned Absences
Please contact the office for a "Planned Absence Request" form. Absences that have not received prior approval by the principal or do not fall under the State of Maine's "excusable absences" will be marked as unexcused. Requests for planned absences of 5 days or more must be received one week prior to the absences. Requests for planned absences that total less than 5 days must be received 3 days prior to the absence(s). Failure to request absences in a timely manner may result in the absence being marked as unexcused. ***All planned absences count toward your student's chronic absenteeism total.***

BEHAVIOR AND CONSEQUENCES

Bullying Policy
Bullying, including "cyberbullying," is not acceptable conduct in Easton schools and is prohibited. Students who believe they have been bullied, or who have witnessed or learned about an act of bullying are strongly encouraged to report this behavior to the

building principal. Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying. Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report. Bullying report forms are available online or by calling the office.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the School Committee's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Office Referrals

Students may get referred to the office for documented repeated staff-managed minor behaviors and for administrator-managed major behaviors (see EES Behavior Expectations Handbook). Students in grades 4-6 (grade 3 mid-year) will serve a detention for every third office referral in one quarter. Detentions will be held on Tuesdays and Thursdays, and are considered "administrative detention" and will be assigned by the administrator.

The Easton Elementary School community wants to create caring and civil learning environments in our schools. The characteristics of our school culture must embody core community values that support an ethical and responsible culture for all. In an effort to support our students in becoming college, career and life ready, we emphasize the need for students to be the directors of their own learning. This requires students and teachers to be passionately engaged in the education that takes place both in and out of the classroom setting. One of our learning goals is to develop students who are responsible and involved citizens who recognize the power of personal participation, understand the diverse nature of our society, and understand the importance of accepting responsibility for personal decisions and actions.

We expect all members of the school community - students, faculty and staff, and parents - to conduct themselves as positive role models at all times. A positive role model is:

- respectful of self and others;
- honest in academic endeavors and personal relationships;
- compassionate in dealing with all people by treating them with kindness;
- fair in dealing with others by treating them the way you would want to be treated;

- responsible for personal actions by acknowledging personal mistakes and accepting consequences of personal actions or failure to act; and,
- courageous in the face of challenges by doing the right thing, even if it is not popular.

All members of the school community must stand together to discourage and eliminate bullying, discrimination, and harassment in our schools.

Our schools need leaders in academics, athletics, and ethics to serve our community. All students have the power within themselves to be ethical and responsible individuals. Our goal is to engage collaboratively in order to create respectful climates and civil cultures for all schools that make up the Easton School Department.

The Easton School Department does not discriminate on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin. (Maine Civil Rights Act)

Discipline and Legal Violations

Students who break rules are subject to disciplinary actions by school personnel and/or administrators. The range of consequences listed below will apply in **most circumstances**. Extended removal from school will only be used for the most serious violations. Maine Law 20-A M.R.S. § 1001(9-A) prohibits the out of school suspension of students in 5th grade or below unless they are violating the Gun Free Zones Act or presents an imminent danger of "serious physical injury" to the student or to others. Students in 5th grade and below may be out of school suspended up to 3 days.

The school administrator will have the authority to assign any consequence that is determined to be appropriate for the prohibited behavior and is not limited to the disciplinary responses mentioned below. The developmental level of the student will be considered in assigning consequences.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations. Disciplinary action may include, but is not limited to: warning/reprimand, reteaching, detention, conferencing, counseling, after-school work, repayment for damages, clean up, or revocation of privileges associated with school activities.

Due Process Procedures for Investigation of Incidents and Parent Notification Regarding the Suspension or Expulsion of Students

When a student is sent to the administrator or designee for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required.

The administrator:

- advises the student of the charge(s).
- advises the student of the facts on which the charge(s) are based.
- gives the student the opportunity to respond to the charge(s) and to provide his/her version. The student will be asked to give a written statement or verbal statement concerning the incident.
- provides written verification of the proposed disciplinary action (including a written or verbal statement concerning the incident).
- provides written verification of the proposed disciplinary action. Discussion of the concern or complaint must start at the source and proceed up the chain of command. A complaint or concern about disciplinary action must follow the procedure below.
    1. Classroom teacher attempts to resolve the issue with parents and student.

2. Teacher refers the issue to the administrator or designee if unresolved at Step 1.
3. If unresolved at Step 2, the administrator refers to the superintendent.
4. If unresolved at Step 3, superintendent refers to the Easton School Department School Board.

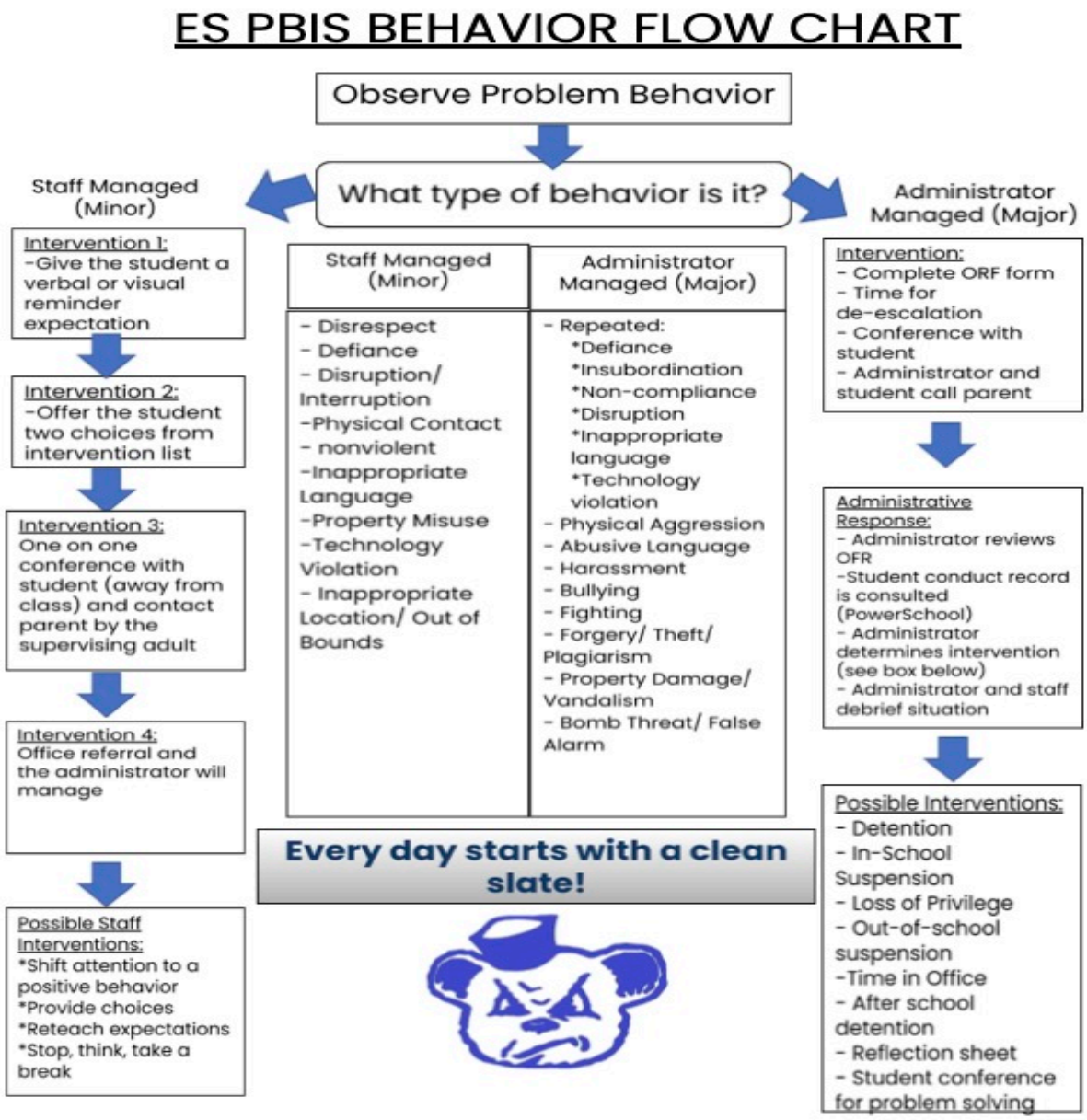
- makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately based on the guidelines in the Behavior Expectations Handbook.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practicable thereafter.

EES PBIS Behavior Flowchart

All rules and regulations will be enforced on all school grounds before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event. The rules contained in the Behavior Expectations Handbook apply to bus

behavior.



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Bus and Bus Stop Rules

A student's school day begins as soon as they step on the bus. It is the bus driver's responsibility to transport students safely to and from school. It is the student's responsibility to monitor their own behavior

while riding on the bus. Violation of a rule in the Behavior Expectations Handbook may result in removal from school and/or removal from riding the bus. Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state and local law, or the requirements of the Behavior Expectations Handbook. State law and Easton School Department policy authorize the proper discipline of students riding the bus to and returning from school.

At the Bus Stop

Student safety on the school bus and at the bus stop is a major priority. Parents/guardians are expected to monitor student behavior going to and returning from the bus stop and at the bus stop.

A responsible adult must wait and meet preK- 3 students at the bus stop. If no one is available/ in attendance, the child will be returned to school and the parent will be contacted to pick up the student.

Guidelines regarding bus stop safety are:

1. Arrive at the assigned stop 5 minutes before bus pickup.
2. Stand visible on the sidewalk or the side of the road, but a safe distance from traffic. Do not stand on the vehicle traveled part of the road.
3. Stay off private property.
4. Be respectful and watchful of traffic.
5. Wait quietly and orderly.
6. Allow the bus to come to a complete stop, with the door open before approaching the bus to board. If you need to cross the road in order to board the bus, wait for the driver to wave you across the road.
7. Board the bus in a quiet, orderly manner.

On the Bus

Bus stops are assigned by the Transportation Director under the direction of the Superintendent. Students must get on the bus and exit the bus at the assigned stops. On occasion, a student may ride a different bus than the one assigned. This requires a note to the school, signed by the parent/guardian, for the student to ride a different bus and/or be dropped off at a different bus stop. Disciplinary action may be taken against a student who purposely boards or exits a bus at a stop other than the assigned stop.

1. Remain seated at all times.
2. Follow directions given by the bus driver.
3. Sit in the seat facing forward.
4. Remain in the seat, keeping hands and feet to self.
5. Use positive talk on the bus (no profanity, mean words).
6. Respect self, others and the driver.
7. Cooperate with the driver and practice orderly conduct.
8. No obscene behavior.
9. No vandalism.
10. No smoking, eating or drinking.
11. No body parts outside of the bus.
12. No throwing objects on or from the bus.
13. No electronics (audio/video) devices without permission from the driver.
14. No unsafe objects or weapons.

Leaving the Bus

1. Remain seated until the bus comes to a complete stop.
2. Leave the bus in an orderly manner.
3. Cross in front of the bus.

Remember, the school bus is part of our district services to students who elect to be transported in that manner. The same rules that apply to our schools also apply to our school buses.

GENERAL

This is a list of rules and regulations that will aid you in understanding what is expected in our school. Please read these over carefully so you become familiar with the expectations. Parents are always welcome to visit the school. If you wish to discuss problems that arise at school with your child's teacher, please contact the teacher to set up an appointment at a mutually convenient time. We encourage you to maintain contact with your child's teachers throughout the year. Contact information for each teacher can be found on the school's web page.

Rules pertaining to all students:

- All staff members: teachers, Ed. Techs, custodians, bus drivers, cooks, and secretaries have full authority over students in pre-K through grade six (6).
- Students are not to be in the custodians' office and closets at any time and are not to use any custodial supplies.
- Students are not to leave the school property without permission from the office.
- Students are not to bring visitors to school without 24 hours prior permission from the teacher and the office.
- **Non-bus students are not to arrive at school before 7:30 am**. The school assumes no responsibility for non-bus students prior to this time.
- The Easton School Department assumes no supervisory responsibility for students on school property outside of school hours.
- The school assumes no responsibility for those students in transit who ride their bicycles or walk to school.
    - Students walking or riding bicycles home after school will be dismissed by the office at the end of the day.
    - Students who ride bicycles must wear helmets.
    - Students under 16 may only ride Class 1 E-Bikes on school property.

- All students must go directly home after school unless they have written authorization from a parent or guardian, or are involved in an organized school activity.
- Elementary students (PreK-6) are not to have motorized vehicles on school property.
- Cell phones, cell phone accessories, personal music devices, and other personal electronic devices are not permitted in the classroom or in the halls during instructional time. Students are permitted to use their personal electronic devices before school and after school. Personal electronic devices must be turned off and left in their backpack.
    - The use of cameras in any electronic device is prohibited unless expressly approved by the teacher and for instructional purposes. Students are prohibited from posting pictures/videos to social media during the school day. Students are required to obtain permission before photographing any individual. Cameras are strictly prohibited from the bathrooms and locker rooms.
    - Personal music via school-administered laptops with headphones in the classroom is at the discretion of the classroom teacher. Personal messaging via school-administered laptops is prohibited. Consequences for such infractions will follow "Acceptable Use Policy".
    - If a staff member sees a cell phone or personal electronic device during prohibited times, it will be confiscated and brought to the office. First infraction will result

in confiscation of the device in the office until the end of the day. Second infraction will result in confiscation of the device to be retrieved by the parent/guardian. Third infraction will result in confiscation of the device to be retrieved by parent/guardian and an administrative detention. Fourth infraction will result in the device not being allowed in school for the remainder of the school year. Content on confiscated devices may be viewed by administration.

- Party invitations are not to be sent by way of the school. We ask that any party invitations be taken care of by phone, email, or mail.
- Toys are not permitted at school unless approved by the classroom teacher. Any toy or personal item brought to school is the responsibility of the student and family. The school assumes no responsibility for items that are lost, stolen, or damaged.
  * If a toy is brought to school the first offense will result in a warning. The second offense will result in a call home. Third offense will result in the office confiscating the toy and it will need to be picked up by a parent or guardian.
- Students are not to smoke, drink alcohol, or to use drugs of any kind on school property.
  - Students on medication must bring the medication to the school nurse or the office where it will be dispensed according to prescription dosage. Proper paperwork must be completed before medication can be given to a student.
- Keeping a student after regular dismissal time for incomplete classwork or homework is permissible if, in the judgment of the teacher, it is appropriate for the situation. When after school detention is assigned, parents shall be notified of the time and expected departure of the child so transportation may be arranged.
- The Easton School Committee believes the student dress code should maintain a safe and respectful learning environment. The school expects students to dress in a way that does not have a disruptive influence on the school program or affect the health and safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development the following expectations will be enforced. **Basic Principle: Certain body parts must be covered for all students at all times. Clothes must work in a way that covers the torso and buttocks with opaque fabric.**
  - Dress appropriately for the occasion and the season.
  - Hats and hoods may be worn in the school building, but must be removed during assemblies, presentations and in the classroom. (The gym is a classroom during school hours)
  - Underwear must not be visible when moving, sitting, or standing (holes in clothing must not show undergarments)
  - Articles of clothing which display tobacco, drugs, or alcohol may not be worn.
  - Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
  - Articles of clothing with displays that are sexual, vulgar, lewd, or indecent or include insulting words (e.g. racial or ethnic slurs) are not permitted.
  - Clothing that is destructive of school property (eg. cleats, pants with metal inserts that may scratch furniture, etc) are not permitted.
  - School administrators and teachers may require special clothing for health and safety reasons for students participating in physical education, certain

extra-curricular activities, programs that work around or with machinery or other necessary programs. No particular brand will be required.
    - Costumes/pajamas are not permitted with the exception of school sponsored dress-up days/activities.

If you are genuinely in doubt about whether an article of clothing meets the standards or not, please do not wear it. For items of dress not covered above, the administration shall make a determination based on the spirit of the dress code.

Dress Code Enforcement:

Any student in violation of this code will be requested to change their apparel and parents will be notified.

- In the event face coverings are required in schools, students will be expected to wear face coverings that align to our above dress code guidance. Students refusing to wear a face covering due to insubordination will be required to leave the premises until compliant with expectation.
- The use of profane or vulgar language, or lewd behavior will not be tolerated. Violation will result in a disciplinary response.
- Our school building and equipment cost the taxpayers to construct, purchase, and maintain. State law holds students (or parents) financially liable for damage to school property, including all books and equipment. Chapter 513,3772 of Maine State Law states: "If a minor injures or aids in injuring any schoolhouse, out buildings, utensils, or appurtenances belonging thereto; defaces the walls, benches, seats or other parts of said building by marks, cuts or otherwise; injures or destroys any school property belonging to an administrative unit, such administrative unit may recover of his parent or guardian in a civil action double the damage occasioned thereby."
- The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. School staff members are required to immediately report incidents of prohibited conduct by students to the building administrator for investigations and appropriate action.
- Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:
    - Possession or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks;
    - Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict and/or threaten, intimidate, coerce, or harass another person. Examples of such articles include, but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys);
    - Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or

property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);
    - Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
    - Willful and malicious damage to school or personal property;
    - Stealing or attempting to steal school or personal property;
    - Lewd, indecent or obscene acts or expressions of any kind;
    - Violations of the school unit's drug/alcohol and tobacco policies;
    - Any other conduct that may be harmful to persons or property.
- An important part of the school experience is growing through personal relationships. However, the school is an educational setting, and it is not considered to be an appropriate place to openly display affection to another individual. Inappropriate touching will be addressed individually with students by staff members. If the behavior continues, it will be handled through the office.

IMPORTANT POLICIES

Please see the district website regarding the following policies:

- Bullying
- Harassment
- Hazing
- Substance Use and Abuse
- FERPA
- Discrimination
- Child Find Notice
- Restraint and Seclusion
- Parent Involvement with Title I

Student Services

Athletics

The primary purpose of the athletic program at Easton Elementary School is to promote the physical, mental, social, emotional, and moral well being of the participants. It is hoped that athletics in our schools will be a positive force in preparing youth for an enriching and vital role. The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others. In addition to Easton Elementary School's regular school rules, athletic program participants are also governed by the elementary school athletic code:

ELEMENTARY SCHOOL ATHLETIC CODE:

A. Participants are required to submit proof of insurance, proof of physical well-being, agreement to obey instructions, agreement to abide by the athletic code, and permission for emergency medical treatment.

B. Any civil law violation, or other conduct by an athlete that is determined by school administration to be detrimental to the school and/or the athletic program, will result in discipline up to and including suspension from athletics of the athlete. If the violation is serious enough to warrant suspension then school administration will determine the length of the suspension to be served.

C. Athletes must travel to and from away contests in transportation provided by the school. The only exceptions are (1) injury to an athlete which would require alternate transportation and (2) prior arrangement between the athlete's parent/guardian and the principal/athletic director. Parents may choose two adults who may transport their child with prior approval. Coaches may ask for names/photos if unknown to the coach to ensure each child is picked up by the approved adult. Prior arrangement between the athlete's parent/guardian and the athletic director/principal for the athlete to ride with the parent/guardian or approved adult must occur in the following way: Athlete provides a waiver form signed by his/her parent/guardian to the athletic director and the parent/guardian must verify these alternative travel arrangements directly with the principal/ athletic director by email. Please provide 48 hours notice prior to the athletic event to outline any changes in transportation for said event. Extenuating circumstances will be looked at on a case by case basis and must be approved by the Athletic Director/Principal.

D. A display of unsportsmanlike conduct during a practice or game will result in possible suspension. Depending on the nature and severity of the offense, the coach or Athletic Director will deal with this on a case-by-case basis.

E. Unexcused absence from a scheduled practice or game will result in disciplinary action handled by the coach and Athletic Director.

F. Completion of the season and attending the Athletic Awards Program is a requirement in order for the athlete to be eligible for a letter or for any team or individual awards. Student athletes who have become academically ineligible or suspended for athletic code violations would not be eligible for awards under this clause. (Exception: Injury that limits completion of the season.)

G. Situations not covered by the Athletic Code will be handled by the coach and athletic director. The degree of punishment will depend upon the seriousness of the offense.

Athletic Eligibility

1. Athletic eligibility at Easton Elementary School is determined at quarterly progress report time (about half way through each quarter), at the end the ranking period. Students may not have more than one failing grade in any quarter.

2. All incompletes will be treated as failures.

3. Student athletes are to be in attendance at school the entire day of an athletic contest and the entire day following any athletic contest in which he/she has participated---unless excused by a physician and/or has **prior** approval of an administrator. The student must call no later than 8 A.M. for prior approval. Athletes who are unexcused, tardy or absent will not travel or participate with the team for the event.

Computers/Laptops/iPads

Students in K-6 will be assigned grade appropriate electronics to aid in learning. All EES computers remain under the supervision of the District. The District reserves the right to monitor

all computers and Internet activity by students and employees. Neither students nor employees should have an expectation of privacy in their use of school computers. School computers should be used for academic purposes only.

E-mail

All EES students will be issued an e-mail account in order to facilitate academic communication with their teachers. Students may access their e-mail accounts when instructed by teachers. E-mail privileges are very closely supervised and may be revoked if misuse is discovered.

Fire/Evacuation Drills

A fire drill is not a game! It is set up to prepare us for any emergency that could require us to evacuate the premises. Therefore, it is vitally important that we take it seriously. All rooms have a posted sign that indicates escape routes students should use during a fire/evacuation drill. Rules during a fire drill:

- Each class is to evacuate quickly and quietly from the room in a single file and leave the building by the designated exits.
- Each class is to move a safe distance away from the school and remain together.
- There shall be no "fooling around" during any drill.
- Each class will return to the room when the "all clear" has been given. Students shall enter as quietly as they left.
- Classroom doors should be closed after the class has left; lights should be turned off and windows should be closed if time allows.

Food Service

Students may eat at the elementary school's full-service cafeteria where breakfast and lunch are served. At this time (SY 2026-2027), students who wish to participate in the school breakfast and lunch program will not be required to pay for meals due to funding provided from the USDA & the State of Maine. Additional milk to accompany a bagged lunch or a la carte items can not be charged and must be paid for ahead of time or at the time of service. Money can also be sent in with a student or dropped off at the elementary office.

Health Services

The Nurse has offices at both buildings to meet the health needs of students. The nurse will oversee all requests for the dispensing of **medication**. Students will not be permitted to have in their possession, nor will they be allowed to take, prescription or non-prescription medication while at school unless the following is adhered to:

A. A written statement authorizing the use of such medication is received from the parent or guardian as authorized by the student's physician and school nurse.
B. Medication is to be kept in a location in the office approved by the principal.
C. Medication is to be in the original container, clearly labeled with the student's name, name of medication, and dosage.
D. Students will self-administer medicine under supervision of school personnel.
E. Exceptions to the above will be granted under written request of a physician.
F. Violations of this policy may result in disciplinary action.

Vision and hearing screenings are done annually in accordance with State guidelines; preK, kindergarten, and grades 1, 3, and 5. A teacher or parent may make a screening request at any

grade level. Parents/guardians will receive a notice in their folder from the nurse if the results of their child's screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor as recommended.

The Nurse and/or office should be notified of any injury. A decision will be made as to its seriousness, and parents will be notified if it is appropriate. Another student should not move a student who appears to be seriously injured until trained personnel arrive on the scene. For all accidents of a potentially serious nature, an accident report needs to be filed and kept in the school office.

Library

The Library and Media Center functions as a learning and research facility, which supports students in both their classroom experience and their personal growth. The library is open each school day from 7:30 a.m. to 3:00 p.m. for quiet study, research, reading, and assigned work. All members of the Easton community are welcomed to use the library's print and online resources. Food and drink are **not** allowed in the library. As students are responsible for lost or damaged books, library privileges may be withheld until restitution is made. Library materials are circulated on a two-week loan period with renewal privileges. Overdue materials may be subject to a fine and/or detention. Interlibrary materials are not renewable. Reference books are not removed from the library.

Lost and Found

The lost and found area is located in the lobby. Items are removed periodically throughout the year if not claimed.

Student Records

Cumulative student records, including standardized test scores, transcripts, and other pertinent information, are securely housed in the office. Even beyond graduation, a student may return to obtain official copies of these records.

Telephone

Students may use the phone in the office on a limited basis. **The phone is not intended for social calls.** It only may be used prior to the beginning of school, during the lunch block, and after school unless there is an *emergency*. Students will not be called from class to receive an incoming call nor may they leave class to make a call. **Permission must be granted by the office for all student phone use**.

Visitor Policy

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To ensure order and safety of the students and staff in the schools, it is necessary to establish guidelines governing school visits. The superintendent or building administrator may prohibit the entry of any person to a school if there is a perceived danger to the safety to students or staff.

1. Persons wishing to visit the school **MUST** make arrangements in advance, when possible, with the main office. Pre-arrangements are not needed for volunteers or library visitors.

2. Upon arrival at the school, visitors must enter through the Bangor Road entrance and be buzzed in by the main office.
3. Visitors must register at the main office and receive a visitor's pass if they are visiting any area of the building.
4. Staff members will be expected to require that a visitor show his/her pass.

Parents/Guardians wishing to meet with school personnel must call/email ahead of time and schedule an appointment. Parents/Guardians showing up at school to meet with administration or other school staff will be reminded of this and asked to make an appointment that works for all parties.

Visitors are asked to honor the safety of everyone by following these rules.

Easton Elementary School Parent Compact

The Easton Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards

School Responsibilities:
The Easton Elementary School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
    - provide a safe, drug free environment for students;
    - provide an academic program that is rigorous and challenging;
    - and provide tutoring before and after school.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in November.
- Provide parents/guardians with frequent reports on their child's progress. Specifically, the school will provide reports as follows:
    - progress reports will be emailed or sent home four (4) times per year;
    - and report cards will be sent home with students four (4) times per year.
- Provide parents/guardians reasonable access to staff. Specifically, staff will be available for consultation as follows:
    - before and after school, and during planning periods (by appointment);
    - during scheduled parent/teacher conferences;
    - and through email correspondence. (A published email list is available on the school website.)
- Provide parents/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
    - parents/guardians are always welcomed and encouraged to participate by appointment;
    - occasionally there will be specific invitations to volunteer/participate;

    - and parents/guardians can contact teachers at any time to request visitation.

Parent/Guardian Responsibilities:
We, as parents/guardians, will support our children' s learning in the following ways:

- monitoring attendance;
- sending children to school on time, dressed appropriately, and prepared to learn;
- making sure homework is completed;
- monitoring the amount of screen time at home;
- reading to children at least 15 minutes per night;
- volunteering in children's classroom;
- participating, as appropriate, in decisions relating to children's education;
- promoting positive use of children's extracurricular time;
- staying informed about children's education, and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate;
- attending parent/teacher conferences in November;
- and supporting the Easton Parent Teacher Organization.

Student Responsibilities:
We, as students, will share the responsibility to improve our academic achievement and strive to achieve the State's high standards. Specifically, we will:

- do homework every day and ask for help when needed;
- read at least 30 minutes every day outside of school time;
- give to parents/guardians all notices and information received from school every day;
- and demonstrate respect and a positive attitude.

Additional School Responsibilities:
Easton Elementary School will:

- Involve parents/guardians in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, timely way.
    - The Parent Advisory Group (PAG) will meet annually to review and make necessary changes to the parental involvement policy.
- Involve parents/guardians in the joint development of any school-wide program plan, in an organized, ongoing, timely way.
    - The school-wide program will be discussed at the annual PAG meeting to ensure parents/guardians have input.
- Hold an annual meeting to inform parents/guardians of the schools participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents/guardians to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents/guardians, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many as possible are able to attend. The school will invite to this meeting all parents/guardians of children participating in Title I, Part A programs, and will encourage them to attend.
    - All parents/guardians are invited to our annual Open House in the fall and our Family Night in the spring. At these gatherings, we share information about our school-wide plan and how it impacts all students, as well as ask for

comments/suggestions. We encourage participation by having attendance incentives for students.

- Provide information to parents/guardians of participating students in an understandable and uniform format, including alternative formats upon the request of those with disabilities, and, to the extent practicable, in a language that parents/guardians understand.
    - Parents/guardians are provided information on our school events and plans via email, the school website, and/or notices sent home with students.
- Provide to parents/guardians of participating children information in a timely manner about Title I, Part A programs that includes description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
    - Parents/guardians are notified of all standardized testing dates and results, as well as proficiency targets and curriculum through notices, the school website, and parent-teacher conferences.
- On the request of parents/guardians, provide opportunities for regular meetings for parents/guardians to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
    - In addition to parent-teacher conferences, parents/guardians are encouraged to set up appointments with teachers and the principal to discuss any concerns/suggestions.
- Provide each parent/guardian an individual student report about the performances of their child on the State assessment in at least math, language arts, and reading.
    - Letters are sent home to parents/guardians annually to report their child's performances on all State assessments once results are received.
- Parents have the right to request and receive information about assessment testing policies and procedures which can be found on the district website at: Easton Board Policies - Section I - Policy ILA - Student Assessment

NOTICE OF NONDISCRIMINATION, A.L.I.C.E TRAINING, ANNUAL NOTIFICATION OF USE OF PHYSICAL RESTRAINT AND SECLUSION POLICY

The Family Education 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:

A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) 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 students of the time and place where the records may be inspected.
B. 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 Easton School district to amend a record that they believe is inaccurate or misleading. They should write to the school principal,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of the 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.

C. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditory, 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 school unit discloses the education record without consent to school officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 2020-4605

The school unit 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. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Such information will not be disclosed if the parent of the student informs that school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Superintendent of Schools
33 Bangor Road
Easton, ME 04740

E. Under Maine law, the school unit 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' names.

F. Easton School Department is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force Easton School Department will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal date purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent and accorded to the student.

NOTICE OF NONDISCRIMINATION

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

TBD- Affirmative Action Coordinator
33 Bangor Road
Easton, ME 04740

A.L.I.C.E TRAINING

Easton School Department faculty and staff have received A.L.I.C.E. training from the Maine State Police for active shooter situations. This training encourages school employees and students to use evacuation when it is safe to do so and teaches how to shelter in place when evacuation is not an option, as a response to an active shooter incident at our schools. The school may conduct drills or additional training for students and staff as the need arises.

ANNUAL NOTIFICATION OF USE OF PHYSICAL RESTRAINT AND SECUSION POLICY

On September 11, 2012, the School Board of the Easton School Department adopted a policy regarding the use of physical restraints and seclusion within our schools. A copy of this policy and procedures is available for review in the main office.