

Surry Elementary School

Student Handbook

2026-2027

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www.surryschool.org

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School Philosophy

Mission

The Surry School community believes that learning is a cooperative effort among students, parents, educators, and community members, and that all students have the ability to learn and demonstrate their learning in individual ways.

The Surry School community seeks to:

- Set high standards of excellence;
- Provide a safe, positive, and nurturing learning environment;
- Offer educational methods and programs adapted to each student's needs; and
- Create a foundation for lifelong learning and good citizenship by educating the whole person academically, socially, emotionally, and physically.

Philosophy

The Surry Elementary School considers the intellectual, physical, social, and emotional needs of the learner. Our goal is to educate the whole child through methods, programs, and materials that nurture and encourage the readiness and development of each individual.

Our intent is to create an educationally challenging environment that makes learning exciting. We are committed to giving the best possible educational opportunity to our students. The worth of the learner is respected and enhanced in a climate which is positive, cooperative, orderly, and consistent. Surry staff members are recognized for their skill in utilizing professional judgment, creative energy, and specific competencies that set the tone for the learning experience.

The school promotes an understanding that with growth comes additional independence, responsibility, and respect. All students need the ability to learn and cope with the changing world. Our intent is to foster the learner's development of creativity, awareness, of roles in society, and appreciation of a citizen's participation in democracy.

Home and School Team Agreement

The education of Surry students is a responsibility shared by the school and their parents through communication and collaborative effort. The school and families of Surry Elementary School recognize that while both parties agree that the expectations listed here are necessary in order to strengthen the communication and commitment between the home and school, rare occasions may arise where one or both parties will have difficulty fulfilling all or part of this compact. In an effort to provide the highest quality instructional program to our students and show how the school and family are working together to educate the children at Surry Elementary School, the staff and parents/guardians agree to implement the following programs and activities:

The School:

- Provides a program which educates the whole person through methods, programs, and materials that nurture and encourage the readiness and development of each individual;
- Creates a safe, positive, cooperative, and orderly atmosphere in which the worth of the learner is respected and enhanced;
- Fosters the learner's development of creativity, awareness of roles in society, and appreciation of a citizen's participation in democracy;
- Communicates regularly with parents regarding the students' academic progress; and
- Implements a homework program that emphasizes meaningful practice of instructional content.

The Home:

- Sends children to school on time, appropriately dressed, rested and nourished, and prepared to learn;
- Shares or supports a daily, family reading time;
- Attends at least one parent/teacher conference per year;
- Provides a daily time, a specific place, and appropriate atmosphere in which to do homework;
- Reviews homework with children to assure directions were followed and assignments were completed; and
- Supports school policies and procedures.

Objectives:

- To expect all to do their best, help others, be kind and respectful, and take care of property;
- To foster positive behavior from all and to help all to accept responsibility for their performance and actions;
- To provide students with the understanding and acceptance of their potential and their limitations and that of others;
- To implement an ongoing system of evaluation of the effectiveness of the total program, recognizing its evolutionary nature;
- To work toward an organization that allows for flexibility in staff teaming and planning, and the opportunity for research and innovation;
- To foster the staff's pursuit of professional and self-development goals;
- To expect the principal to be an educational leader, facilitator, and resource person who is familiar with a variety of research supported learning models.

Academic Program Information

Conferences

Parent-Teacher conferences are scheduled in November and April. Additionally, a parent or teacher may arrange a conference at any time during the school year as needed. Please call the school or email your child's teacher at any time if a conference is desired.

Reporting of Grades

Report cards are issued at the end of each semester grading period and are sent home in January and June. Parents and guardians are encouraged to carefully review their child's progress and contact the school if they have any questions regarding grades.

Our school uses standards-based reporting. Students receive the following marks:

- E = Exceeds the Standard
- M = Meets the Standard
- P = Partially Meets the Standard
- D = Does Not Meet the Standard
- NA = Not Assessed

Grades are assigned only for standards that have been taught and assessed in class.

Homework

Children are expected to complete homework as part of their total educational experience. Homework assignments supplement, complement, and reinforce classroom teaching and learning. It is our belief that completing homework develops responsibility; gives parents and guardians the opportunity to participate in their child's learning; provides an opportunity for the reinforcement of basic skills, and gives children experience in working on long-term projects.

The parent's role is to provide a quiet, well-lit place for his/her child to work and encourage a regular study schedule by helping his/her child set aside a certain part of each day for homework and reading. Parents are strongly encouraged to read to, and with, their child daily.

Assessment

The Maine Statewide assessment is required to be administered in the fall and spring. The test will include reading and mathematics sessions for students in grades three through eight. There will also be science sessions for students in grades five and eight. The test questions are designed to assess grade level expectations. We ask that

parents support their children each day and especially during assessment “windows” by ensuring that children come to school well rested and ready to do their best.

Communication

We encourage parents to be active in the education of their children. Being a part of your child’s education involves regular communication with your child and the school. The school provides a number of official and formal channels through which communication can occur. However, communication between home and school is not limited to the means outlined in this handbook. We encourage and welcome questions and concerns through telephone calls, visits to school, and e-mail. We request that any visits be scheduled in advance. Please contact the main office or your classroom teacher to schedule an appointment. When you come to school, please stop in the main office before going to a classroom. The school telephone number is 667-9358. Feel free to email Principal Sarah Dunbar, sdunbar@surryschool.org as well.

Promotion, Acceleration, and Retention

Promotion, acceleration, and retention are based on the individual student’s social, emotional, and academic needs. Promotion decisions, in large part, are based on the successful accomplishments of academic requirements by the student. Retention decisions require prior input from the parents, teachers, and other appropriate staff. The final decision regarding retention is the responsibility of the principal. Retention and acceleration are used only when it is believed to be in the student’s best interest.

Plagiarism

In the school board policy JIC - Code of Conduct - Plagiarism is considered cheating/academic dishonesty. Students will learn the importance of citing sources and the value of authoring original written pieces.

Educational Technology

At Surry Elementary School, we believe digital technology is a tool to augment--not a replacement for--our curriculum and teaching methods. Our teachers use technology purposefully in their classrooms to enhance lessons and provide students with a wide variety of options to participate in the learning process and demonstrate understanding. Additional information is available on our website (surryschool.org) and in school board policies IJNDB - Student Computer and Internet Use, and IJNDB-R - Student Computer and Internet Use Rules.

Library

Students in Grades PreK-5 have weekly library lessons where they explore the love of reading, find books of interest, and are able to check-out books to use in the classroom

or at home. All grades may access materials to support both classroom assignments and reading enjoyment.
Our online library website is available to view by clicking the “Our School” tab and selecting the Library link on our website (surryschool.org).

Physical Education
Physical Education is an integral part of the curriculum and contributes to the total growth and development of the student. The program strives to achieve the following objectives:

- To develop and maintain a desirable level of physical fitness.
- To develop proper attitudes relative to competition, fair play, and sportsmanship.
- To develop skills with emphasis on creative movement, team concepts, and games.
- To challenge and actively engage all students in vigorous activities.

For safety and quality participation, all students are expected to observe the following guidelines:

- Wear supportive athletic shoes during class.
- Wear appropriate clothing (loose-fitting clothing, dresses, or skirts are not appropriate).
- Participate, cooperate, behave appropriately, and give your best effort.

Band and Chorus
As students progress through the grades, they have the opportunity to expand upon the classroom music program by becoming involved in the school’s band and chorus programs as electives. During their fifth grade year, students participate in a mandatory “beginner band” program. In succeeding years, students must select to participate in band, chorus, or both. Parents of children who want to withdraw from band/chorus must contact the music teacher and the principal.

Performance Etiquette
Concerts, plays, etc., are opportunities for Surry students to showcase their talents to the public. The audience shows its appreciation by modeling appropriate etiquette at these events by:

- Refraining from talking during the performance by using the time between acts for quiet conversation.
- Remaining seated during the entire event, avoiding trips to the restroom and water fountain, and by using facilities before performance begins.
- Exiting the auditorium only if absolutely necessary between, and not during, acts, and waiting until the conclusion of the act before re-entering.
- Turning off all electronic devices that could potentially interrupt performance before entering the auditorium.

- Expecting young children and non-participating students to respect these performance etiquette behaviors also.

High School

Residents of Surry who are in high school may attend the high school of their choice. The Surry School Department makes no endorsement for or against any high school or their programs. The Town of Surry will pay the State of Maine approved tuition rate to any high school that is state approved for tuition purposes. Transportation to high school is ultimately the responsibility of the parent/guardian. The Surry School Department provides bus transportation to Ellsworth High School and George Stevens Academy.

General Information

Surry Elementary School Staff

Office and Support Staff

Principal - Sarah Dunbar
Administrative Assistant - Cathie Rossignol
Athletic Director - Erica Garvey
School Nurse - Jennifer Maynak
Asst. Nurse - Lindsay Holyoke
Librarian - Evelyn Bishop
School Counselor - Erica Garvey
Head Custodian - Jonathan Allen
Assistant Custodian - Joe Leger
Kitchen - Katrina Scott-Willette and Jamie Carter
IT Coordinator: Phelan Gallagher

Teaching Staff

PK - Megan Young
K - Kirstin Weed
1st Grade - Sierra Bloom
2nd Grade - Paige Osgood
3rd Grade - Erin Ramsay
4th Grade - Lucretia Roy
5th Grade - Courtney Weaver
6th-8th Grade - Kevin DeBeck
6th-8th Grade - Libby Bishop
6th-8th Grade- Karen Galella

Special Education - Alisa Dodge and Kate Mrozicki
Title I-
Speech - Kelly Ronco
Occupational Therapist: Casey McDaniel
Educational Technician - Brittany Brissitt
Educational Technician - Dianna Donahue
Educational Technician - Danielle Perry
Educational Technician - Kristen Philbrook
Educational Technician - Carlos Rosales

Art - Nick Patterson
Music - Phelan Gallagher
P.E. - Christopher Rozek

Transportation
Head Bus Driver - JD Dionne
Bus Driver - Carlos Rosales

Union 93 Superintendent
Derek Perkins
Union 93 Assistant Superintendent
Dawn McLaughlin
School Board Members
Jared Benner,Chair
Jodi Moore
Brianna Chattin
Kerry McKim
Patrick Shepard
The school board meets the third Tuesday of each month at the Surry Elementary School at 5:00pm, unless otherwise stated. Additional meetings may be scheduled throughout the year. All parents and community members are welcome to attend.

School Day Schedule
Students are welcome to come into the building at 7:45 a.m.
Students should enter the building upon arrival and go directly to the gym for breakfast. Students in PK-4 not having breakfast should go directly to their classrooms. Students in 5-8 should go to the gym until the first bell.

8:05 a.m. School Begins
8:05 a.m.The Pledge of Allegiance and announcements are shared over the schoolwide sound system.

11:00am-12:00pm Lunches and recesses

2:40 pm. Dismissal of students to parents begins.

*Parents are asked to pull up in front of the main entrance and wait for their children to be dismissed.

2:45 p.m. Buses arrive and begin loading

At all times and in all ways, it is our mission to make sure students are safe. We thank you for your assistance in this matter.

Walking / Biking and Dropping Off
We do understand that our parents have working schedules. Students who come to school in private vehicles, walk, or ride their bicycles may arrive no earlier than 7:45 a.m. Bicycles are parked in the bike racks immediately upon entering the school grounds and remain there for the entire school day. Bicycle locks are recommended.

Walkers and bikers should observe basic traffic rules:

- Pedestrians walk only on the left side of the road.
- Bikers obey the same rules as motor vehicles. They ride in the same direction of cars and signal turns in advance.
- Maine law provides that “A person under 16 years of age who is an operator or passenger on a bicycle on a public roadway or a public bikeway shall wear a helmet of good fit, positioned properly, and fastened securely on the head by helmet straps.”

The playground is not supervised before or after school. If a student is leaving school by a method different than their normal routine, the school must be notified in advance by a parent via note or phone.

Parking
At the urging of the Surry Fire Department for everyone’s safety, a fire lane has been established immediately in front of the main entrance to the school. This area may be used as a quick drop off spot but vehicles may not be left unattended in this area. Parents leaving their vehicles to enter the school are asked to use the side parking lot. There is no parking, under any circumstances, in the bus lanes between the gym and the main road.

Attendance and Dismissal
Surry Elementary School Staff believes that consistent school attendance contributes to better student performance. The school day officially begins at 8:05 a.m. and ends at 2:35 p.m. Arrival after 8:05 a.m. is regarded as tardiness and is entered in the school record as such. Students who arrive after 8:05am must be signed in at teh office by an adult.
Excusable Absences and Tardiness
State law allows excusable absences (or tardiness) only for the following: personal illness, religious holidays, appointments with health professionals, emergency family situations, and planned absences for personal or educational purposes which have been approved by the principal or designee prior to absence.

Procedure after an Absence
Please call school on the day your child is absent and provide a reason for the absence. If you are unable to contact the school on the day of the absence, the student must bring a note stating the date and reason for the absence when he/she returns to school.

Planned Absence or Waiver of Attendance Request
Absences for personal or educational purposes require that the parent/guardian fill out a Request for Waiver of Attendance Form and obtain approval from the Principal prior to the absence. These absences are marked as “excused”. Students should gather assignments and take care of other details with their teacher(s) before leaving.

Dismissal
Early dismissal will be excused for the same reasons allowable for legal, excusable absences. If it is necessary to schedule dentist or doctor appointments, you are encouraged to do this outside of school hours, if possible.

Truancy
In Maine, attendance at school is required of all children until the age of 17. Maine law states, “A student is habitually truant if the student has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year,” OR “Is at least 6 years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year.” If a student’s attendance is not satisfactory, the school will involve the superintendent in meetings and ultimately, if things are not resolved, law enforcement and the Department of Health and Human Services will be involved.

School Rules
The rules set forth herein apply throughout the school building, on school grounds, on the buses, and at all school sponsored events during and after the school day. They reflect common courtesy and awareness of safety considerations. Students are under the supervision of all school personnel and are requested to follow the instructions of any teacher or staff member as they would their own classroom teacher. The rules are subject to amendment as needs warrant, and are continual review by our school staff.

Recess

Students spend recesses on the playground. During cold weather, decisions to have recess outside depend upon the temperature and wind chill factor. Frequently, on the coldest days, outside recess may be shortened rather than canceled. Students are to dress appropriately for outside recess. Supervised free time is provided inside when bad weather prevents recess.

Students remaining inside for medical reasons must have a written excuse from a doctor.

Playground

Students are expected to use the playground and its equipment with safety and concern for others in mind. The playground is not supervised before or after school; therefore, students should not be on the playground during these hours, unless accompanied by an adult.

Recess Expectations students need to remember:

- Teachers are there to ensure safety, so students must be visible at all times.
- Students must maintain body control and respect other's personal space.
- Make safe choices with equipment.
- Respect school property.

Teachers will be available to help structure and monitor activities. The purpose of recess is to encourage healthy exercise, provide fresh air, allow children time for social interactions, and to promote acquisition of new skills.

Attire

NEPN/NSBA Code:JICA

Student and Staff Dress Code

The responsibility for dress and appearance of students shall rest with individual students and parents or guardians. To obtain the objectives of maintaining good health, community standards of decency, appropriate behavior, and equal educational opportunity, student attire conforms to the following expectations. Students may not wear:

A. Items that promote drugs, alcohol, tobacco, or weapons.

B. Clothing with offensive, violent, profane, or inappropriate graphics or language.
C. Presents a safety hazard within the classroom.
D. Demean or discriminate on the basis of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or age
E. Hats, hoods, or sunglasses inside the building (unless for religious or medical reasons).

F. Costumes or pajamas (unless part of a school spirit day or event).

G. Causes excessive maintenance problems such as cleats shoes that scratch the floors and trousers with metal rivets that scratch furniture

H. Immodest or revealing clothing. All clothing should be of appropriate length so students can comfortably participate in all school activities.
I. Students must wear shoes at all times. Footwear must be appropriate for the environment/conditions and activity in which they are participating. Example: Sneakers for PE class.

If a student violates the dress code:

1. A staff member will speak to the student privately and respectfully.

2. The student may be asked to change clothes (a parent may be called to bring a change of clothes if necessary).

3. Repeat violations may involve a meeting with parents/guardians.

The school principal reserves the right to determine whether clothing is appropriate. This policy will be reviewed regularly with input from families and staff.

Lunch

Lunch is available to all students each day, or students can bring their lunch from home. Lunch menus are sent home each week as part of the school newsletter and can be viewed on the school's website. We take pride in the quality and good nutrition of the lunches .
Breakfast is available for all students. Breakfast will be served from 7:45 to 8:00 each morning, but we encourage parents to get their students to school with enough time to finish breakfast by the time the bell rings at 8:00am.

Each morning, when taking attendance, the homeroom teachers take a lunch count. We encourage parents to take time at home to plan with their students in advance concerning which days he/she will be having hot lunch.

Emergency Notification System

Surry Elementary School uses SchoolMessenger, a mass-notification system, to notify parents, teachers, and emergency/law enforcement personnel in the event of a school emergency. Every parent is asked to complete and return the emergency contact information card at the beginning of every school year and whenever there is a change to ensure that in the event of an emergency, we can notify all parents as quickly and efficiently as possible. We also use this system for school closings, delays, and other school-wide changes/events. Providing accurate contact information for emergencies is required of all parents. Additionally, email, Class Dojo, and Facebook may be used to notify families.

Telephone and Student Cell Phone Use

The school telephone is for school business and student emergencies. Please arrange after-school plans in advance and remember to be prepared with all supplies and needs

for the day. Students who bring cell phones to school must leave them turned off in their lockers or school bags throughout the school day.

School Cancellation
Should school need to be canceled due to inclement weather, please check local TV and radio stations. The school also uses a messaging system, whereby parents may opt to receive automated texts, emails, or calls in the event of cancellations.

School Newsletter
The school's newsletter contains items of interest to students and parents. It will be emailed home or can also be found on the school website. Community organizations interested in placing items in the letter are asked to submit entries by no later than Wednesday at 3:00 p.m. Community items may be sent electronically to: sdunbar@surryschool.org

School Website & Facebook Page
The school website and Facebook page are great resources for updated school related information, student celebrations, school happenings, and upcoming events. This is a great means to ensure solid communication by accessing these two sites: www.surryschool.org and the Surry Elementary School Facebook page.

Visitors
All visitors to the Surry Elementary School are asked to report to the main office and sign in at the table in front of the office window immediately upon entering the school.

Facility Usage
The Surry School welcomes and encourages the use of the Surry Elementary School facilities by Surry residents and community groups for non-profit purposes. Any adult resident may request the use of the facilities by meeting with the principal and filling out the required form. Once use has been approved, a meeting with the school's head custodian will be arranged so as to ensure equipment, schedule, and a checklist of requirements of use. The resident must agree to accept responsibility for any damages and to clean the facility after use. Smoking is not allowed on the campus and alcoholic beverages, likewise, are banned from the campus. Permission to use the school facility is at the discretion of the principal, subject to availability, the above conditions, and the suitability of the activity. If an activity is for profit, a fee may be required.

Volunteers
School volunteers are a very special resource and an important part of our educational program. Volunteers work in classrooms, the library, tutor individual students, type, teach enrichment classes and workshops, chaperone activities, help coach our athletic teams, etc. Please call the office if you have time or skills you can share to make our

school a better place for students to learn and grow. To volunteer at Surry Elementary School, one must fill out an application and be interviewed by the building principal.

PTCO
The Surry Parent Teacher Community Organization is an enthusiastic group who works tirelessly to support teachers, staff, and students of Surry Elementary. They help provide special events for our students and families, fundraisers for our programs and steps in to volunteer with any other needs that the school might identify.
PTCO meetings are held on the first non-holiday Monday of each month at 6pm at the elementary school. All are welcome and encouraged to join in meetings, volunteer for events, make donations, or work behind the scenes. Being a member of the PTCO provides an incredible opportunity to enhance your child's school experience and strengthens our school community.

Student Information

NESPN/NSBA Code: JICK

BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including "cyberbullying," is not acceptable conduct in Surry Elementary School and is prohibited.

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

In adopting this policy, it is not the Board'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 Board 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.

Definition of Bullying

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

Bullying

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student's property; or

2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or

2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

A. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance, weight; or family status); or

B. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Application of Policy

This policy applies to bullying that:

A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or

B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.
Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

Surry Elementary School will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation /enforcement of this policy and associated procedures on the school level.
The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A MRSA § 1001 (15), 6554

Non-Discrimination

Surry Elementary School, in accordance with Federal and State laws and regulations, does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran's status, or disability in access to, treatment of, or employment in its programs or activities.

Complaint Procedure: Complaints regarding harassment, sexual harassment, or discrimination should be forwarded to: Principal Sarah Dunbar or Superintendent Derek Perkins, Affirmative Action Officers for Surry School Department–School Union #93–20 Hinckley Ridge Road, Blue Hill, ME 04614. Phone: 207-374-9927–Fax: 207-374-2951.

Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491. Tel. (617) 289-0111.

Student Educational Records

It shall be the policy of the Surry School Department to provide for the confidentiality of all student education records that are maintained by Surry School Department, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

The Surry School Department shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by Surry School Department.

The Surry School Department designates the following information about students as directory information: name, mailing address, the student's participation in officially recognized activities and sports, height of student athletes and grade level in school of students in extracurricular activities, dates of attendance at Surry Elementary School, and honors and awards received.

The Surry School Department may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, the Surry School Department 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, and parents' names.

The Superintendent, in consultation with other school administrators of Surry School Department, may develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

Transfer of Educational Records: Section 99.31 of the Family Educational Rights and Privacy Act (FERPA) allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

Annual Notice of Student Education Records and Information: Surry Elementary School (School Year 2026-2027), under the The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records: Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify parent/eligible students of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of $.10 per page.

Amendment of Records: Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted in writing to the Superintendent or building administrator and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent / eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records: The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information - The School Department designates the following student information as directory information that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, dates of attendance in school unit, and honors and awards received. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15, or within thirty (30) days of enrollment, whichever is later.

Any such notice should be sent to the Superintendent of Schools at the following address: Derek Perkins, Superintendent of Schools - School Union #93
20 Hinckley Ridge Road, Blue Hill ME 04614

2. Military Recruiters/Institutions of Higher Education – Military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15, or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests – Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if s/he needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units – Under Maine law, the School Department is required to send a student's education records, including disciplinary records, to a school unit to which a student applies for transfer.

5. Other Entities/Individuals – Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

6. Information on the Internet – As required by Maine Law, the Surry School Department shall not publish on the Internet any information 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, and parents' names, without written parental consent.

7. Administrative Procedures and Notices – The Superintendent is responsible for developing and implementing any administrative procedures and parent notices

necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of the policy will be kept in each school.

Complaints: Regarding School Department Compliance with FERPA, parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

Behavior Management

Responsibility, respect, kindness, and safety are the focus of Surry Elementary School's behavior management plan. It is expected that all students strive to do their best to cooperate with and show respect for others. Teachers at Surry Elementary respect the integrity of individual students, have high expectations for all students, administer rules and consequences consistently and fairly, provide supervision of students at all times, and maintain high professional standards.

It is the responsibility of the teachers to create a positive learning environment, establish behavioral expectations, and maintain discipline in the classrooms. Expectations and rules are positive in nature and focus upon the growth and development of the child. They are clearly defined at the beginning of the school year and are reviewed with the students as needed.

Consequences of inappropriate behavior may include, but are not limited to:

- Conference between teacher and student.
- Time out of the classroom for a specified amount of time.
- Referral of student to the school counselor.
- Referral of student to the principal.
- Conference with the students, parents, and teacher.

All of the consequences listed above include discussion with the student where the inappropriate behavior and more appropriate choices are discussed. The student is encouraged to select a more appropriate choice in the future.

Detention

All detentions will be served with either the principal, the teacher who assigns the detention, or another staff member designated by the principal. Parents may be notified of the detention by telephone on the day it is assigned, and students may serve the detention on that same day. If it is not possible for either the teacher or student to stay that day, detention will be served as soon as possible. Transportation home for the student is the responsibility of the parent.

More serious consequences may occur in extreme disciplinary situations or as the result of blatant violations. Blatant violations include, but are not limited to: willfully causing serious harm or acting in a manner that could potentially harm another, leaving school or school grounds without permission, blatant disrespect or disobedience toward the staff, and numerous or repeated cases of lesser offenses. The consequences, which are within the purview of the principal, are described below:

Suspension
A student placed on “In-School Suspension” remains in an assigned specified area removed from the regular classroom and under the direct supervision of a staff member for a required amount of time. Teachers provide schoolwork for the student who does not leave the designated area except for an emergency. The student eats lunch in the assigned area. Parents may be requested to consult with the principal before the student returns to his/her classroom.

In the event a student is placed on “Out-of-School-Suspension”, that student may remain at home for a specified number of days. The student is responsible for making up schoolwork s/he missed. Parents must consult with the principal. Additionally, the student and parents may be required to meet with the superintendent and/or the school board before the student may return to his/her regular program. It is the responsibility of the Superintendent to develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies, or other activities suitable to the school unit.

Expulsion
Maine’s expulsion statute provides that a school board shall expel a student for one of a variety of offenses, “if necessary for the peace and usefulness of the school.”

Care of Books and Equipment
Students respect all school property and take responsibility for all textbooks, library books, and laptops. If a book is lost or damaged, the student / parents are billed for replacement or repair. The student and his/her parents are responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of Board policies and rules while the student is using school computers. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers. If you have concerns about this, please contact the school or reference Policy IJNDB-R.

Lockers
Students in grades 6-8 may be assigned lockers in their homeroom. Lockers are the property of the school and are offered for student convenience. The lockers are used to

store all books, school supplies, jackets, and other appropriate student possessions. Lockers are to be used quietly and kept clean and free from aging food, wet footwear, and clothing in need of laundering. Locker contents may be inspected or cleaned out by appropriate staff at any time. Students will be permitted access to their lockers during several specified times during the school day as determined by their homeroom teacher. Locker access will be restricted at certain times to minimize class disruptions. Abuse of these lockers may result in the student's locker privileges for a time.

Lost and Found

Found items of clothing are placed in the wooden box in the hallway. After a period of time, clothing items are transferred to a storage box in the custodian's office. Jewelry and items of value are to be turned in to the office and may be claimed in the school office. Unclaimed items will be disposed of in a timely fashion and at the discretion of the administration.

Valuables

Students are encouraged to leave all valuables at home. If it is necessary for a student to bring money or other important possessions to school, these items should be given to the student's homeroom teacher for safekeeping. The school is not responsible for lost, damaged, or stolen articles.

Extra Curricular Activities and Student Sports

Participation in extracurricular activities is an important part of a student's educational experience. The focus for all extra-curricular activities at the Surry Elementary School is participation, sportsmanship, and teamwork. Each student participating in a school sponsored activity is a representative of the Surry Elementary School. As such, they should conduct themselves in a polite, mature, and appropriate manner at all times. Participation in extracurricular activities is a privilege, not a right. A student will not be allowed to participate in a school event if s/he:

- is absent the day of the event unless prior notice is given regarding a medical appointment;
- for disciplinary reasons, or has been "removed from school";
- is ineligible due to poor academic and/or conduct status; or
  receives a detention on the day of the event.

More details can be found in the Surry Elementary Extracurricular policy and expectations (JJJ)

Extra Curricular Eligibility

Student-athletes must have the following in order to participate in extracurricular activities:

● Parent/guardian permission

● All participants in an extracurricular activity must have health insurance. Any student who participates in extracurricular activities without insurance or during a lapse in coverage does so at their own risk. If there is any change in insurance coverage during the school year, please notify the school as soon as possible.

● Physical examination: Students who wish to participate in middle school athletics at Surry Elementary School are required to have a physical examination annually. Physical exams must be submitted prior to participation. A student athlete will not be allowed to participate in practice or in competition without the required physical exam and medical approval. The cost of the physical is the responsibility of the parents.

● Academic standing: An athlete must meet academic and behavior eligibility requirements outlined below:

1. In order to participate in sports or other extracurricular activities, a student must partially meet, meet, or exceed every standard under work habits and citizenship. Work habits and citizenship include work completion, respect, responsibility, and observation of classroom expectations. Eligibility will be evaluated by the middle school team and AD bi-weekly.

2. Parents will be notified by phone or in writing when a student loses eligibility for participation in extracurricular activities.

3. When health or other extenuating circumstances interfere with a student's ability to complete required work, a student may be given an "incomplete" grade. In such cases, an incomplete grade will not affect a student's eligibility for participation in extracurricular activities.

● Mandatory pre-season meeting: An athlete and parent/guardian must attend the mandatory preseason meeting in order to participate in a sport. Those not able to attend must set up alternate meeting times with the AD.

● Athletes are expected to adhere to all coach-established expectations.

In addition to all written eligibility rules, or for situations not covered by policy, the athletic director and administration reserve the right to determine eligibility.

Expectation of Parents and Fans at Events

Athletes and fans must behave in an orderly and sportsmanlike manner at all times.

- Spectators are expected to remain in their seats while the game is in progress.
- Spectators do not walk across the court. Spectators are to enter the gym by walking around the end lines to their seats.
- Spectators may cheer for their team in a positive manner. Rude remarks, gestures or jeering at the referees, coaches, or opposing team members are not acceptable. Good sportsmanlike behavior is expected at all times.

Health

Nursing and Medical Issues

The school nurse's office is located in the main building. Parents are asked to keep the school informed of a student's health needs. We have Nurse coverage at the school every day of the week.

Immunization Requirements

All students who enroll in Surry Elementary School are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against diphtheria, measles, meningococcal meningitis, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus and varicella (chickenpox). According to Maine State Law Title 20-A §6355, "A superintendent may not permit any child to be enrolled in or to attend school without a certificate of immunization for each disease or other acceptable evidence of required immunization or immunity against the disease, except as follows.

1. Written assurance. The parent provides a written assurance the child will be immunized within 90 days by private effort or provides, where applicable, written consent to the child's immunization by a health officer, physician, nurse, or another authorized person in public or private employ.

2. Medical exemption. The parent or the child provides a written statement from a licensed physician, nurse practitioner or physician assistant that, in the licensed physician's, nurse practitioner's or physician assistant's professional judgment, immunization against one or more of the diseases may be medically inadvisable.``

Allergies

In classrooms where students have nut allergies, students will be asked to clean hands after snacks. As needed, "nut free" zones may be designated in areas of the school, including the classroom and lunch room. Extra time will be spent wiping tables. Please avoid the use of perfumes or cologne in school. Perfumes are problematic for students with asthma and cause severe headaches for those with allergies to perfumes.

Medication

Whenever possible, the schedule of drug administration should be arranged to allow a student to receive all prescribed medicine at home. Medication may be administered during school hours only under the following conditions:

- The medication is necessary for the child's health and must be taken during school hours for proper dosage.
- The parents/guardian sign an informed consent acknowledging that non-medical school personnel may be administering the medication.
- Medication will be brought to school by parent or guardian in the original prescription bottle which is clearly labeled with the name of the child, name of the medication and dosage on it.
- Written instructions signed by the physician will be required and will include
    a) name of the child
    b) name of the medication
    c) reason for the medication
    d) dosage
    e) time to be administered
    f) possible side effects and action to be taken
    g) termination date for administering the medicine - must be updated every year
    h) certification by the physician that the medication is necessary to the child's health and must be taken during school hours
- Students are not allowed to transport medicine on the school bus. Parents who are unable to bring the medication to school must contact the principal and discuss the situation prior to their child's return.
- The parents assume full responsibility for informing the school in writing of any change in the child's health or change in medication.
- For long-term medication, the request expires with the end of the school year.
- The Surry Elementary School retains the discretion to reject any or all requests for administration of medications in school. (Statement recommended by the State).
- A copy of the policy and any request forms will be provided to parents who request administration of medication in school.
- Self medication programs, if ordered by a physician, will be individually reviewed and approved by the school nurse and building principal.
- At the end of the school year, medications will be disposed of on the last school day. Arrangements to obtain any remaining medication must be made prior to that day.
- To have your child receive medicines at school please read the section on medicines and contact us for a copy of the form to be completed by a parent and doctor.

Vision, Hearing, and Spinal Health Screenings
Vision and hearing screenings are performed in grades PK,K, 1, 3, 5, and 7 and other students if requested by parents or teachers.Forms offering parents the opportunity to decline screening for their child are sent home at the start of the school year. If a student fails a screening, a referral form will be sent home. The form should be returned to the school after it is completed by the health care provider.

Illness / Injury
We all share the responsibility for prevention and control of illness in the school. Students should be kept home or may be sent home if any of the following signs and symptoms are present:

- Fever
- Headache
- Muscle or joint aches and pain
- Nausea / vomiting
- Diarrhea
- Sore throat
- Persistent cough
- Runny or congested nose
- Intestinal worms, rash, or unexplained skin sores lice, nits, scabies
- Discharge from eyes

Universal Precautions
Teachers and staff are instructed in the use of universal precautions. Proper precautions are taken by treating all bodily fluids as if they are infectious.

Abuse and Neglect
The School Board of the Surry Elementary School, recognizing the right of children to be protected from abuse and neglect and recognizing under Title 22 M.R.S.A. 40001 et seq, has adopted this policy for all school personnel. Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal who shall process the report as provided in Section III of Surry School Policy JLF. In addition to notifying the principal, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney when the employee believes a direct report will better protect the child in question.

Drugs, Tobacco, and Alcohol
Students suspected of being under the influence of drugs, tobacco and/or alcohol are reported immediately to the principal. If in the opinion of the principal or other appropriate staff, a student is under the influence of drugs, tobacco and/or alcohol,

parents are notified. The school nurse and/or counselor will work with the student to identify the problem and to review the consequences of his/her behavior. The student is encouraged to talk to his/her parents about the substance abuse. Disciplinary action and notification of law enforcement authorities are at the discretion of the principal. For all offenses, the principal will notify the parents, and the student may be removed from school. The duration of the removal is determined by the principal. The student is referred to such counseling services as may be available through the school.

Safety

School Safety

The school has a Safety Committee which meets multiple times during the year to evaluate school safety, adjust plans, and plan safety training for staff. Fire, evacuation, lock-down, and other safety drills are conducted throughout the school year. All drills are to be taken seriously. Additionally, during the school day all doors will remain locked at all times, including during pick-up and drop-off times.

Pest Management Notification

(NEPN / NSBA CODE: ECB-E1) The Surry School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal of biological control and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides: Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification: When required by law, parents/guardians and school staff will be notified at least five (5) days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system’s IPM/Pest Management policy is available for review online. The school also keeps records of prior pesticide applications and the pesticides used.

For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731 or go to www.state.me.us/agriculture/pesticides/schoolipm.

Building Evacuation
A building evacuation plan for emergency situations has been adopted. If, in the rare event that it becomes necessary to remove students from the campus and transport them to an alternative location, it will not be the intent of the school to immediately notify parents of the student relocation. However, as soon as reasonable, an explanation of the evacuation will be shared with parents. If you would like specific information regarding any of the school's safety plans, please contact the principal.

Bus Safety Expectations
All students transported by Surry's buses are subject to school rules and all drivers are responsible for the implementation of them. Students may lose their riding privilege or may be otherwise disciplined under the school's behavior plan for offenses. Disciplinary consequences will be assigned by the school. If a student is going somewhere different than their normal bus drop-off routine, the school must be notified in advance by a parent via a note or a phone call.

Crisis Response Plan
The Surry School has a crisis plan in place. It is reviewed and updated annually, or as needed.

Weapons, Violence, and School Safety
The Surry School Board 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 board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Prohibited conduct includes:

- Possession and / or use of articles commonly used or designed to inflict bodily harm;
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm, and/or to intimidate, threaten, coerce or harass another person;
- Violent or threatening behavior;
- Verbal or written statements which threaten, intimidate or harass others;
- 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; or Any other conduct that may be harmful to persons or property.

- A complete copy of the Surry School Department policy on weapons, violence, and school safety is available at www.surryschool.org.

Toys and Non-Educational Items
Students are discouraged from bringing toys and other non-educational items to school. All fidgets must be approved by the teacher and will not be allowed if they are found to be disruptive.

Special Services

Special Education
Maine Special Education Requirements mandate Child Find responsibilities to each school unit. This requires local schools to identify, locate, and evaluate all students residing within a geographical jurisdiction who may be in need of special education services. Child Find/screening services are held at Surry Elementary School annually. If you feel that your child may have a learning problem which might require special education services, call the school at 667-9358. Once contact has been made, a meeting will be arranged at your convenience to discuss your concerns, the procedures for screening, evaluating, and/or providing the necessary special education services. For those students residing in Surry participating in an approved home schooling program, or attending a private school, the local school unit offers a “free public education.” Special education services, provided by qualified staff, are available at public school sites at no expense to parents.

Multiered system of Support (MTSS)
MTSS integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With MTSS, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student’s responsiveness, and identify students with learning disabilities.

Speech/Language
As part of our Child Find duty, an IEP team may recommend speech/language services necessary for student success.

School Counseling
Students may be referred for group or individual counseling by parents, the principal, teachers or other staff members, or by themselves. Parents who have questions about guidance and counseling programs or who wish to have their child meet with a counselor should call the school to make an appointment.

Appendix

Surry Elementary School 2026-2027 Calendar

August 24- August 26— Teacher Inservice Days
August 27 — First Day of School for Students
September 7 — Labor Day Holiday
October 9 — Teacher Inservice Day (U93)
October 12 — Indigenous Peoples Day
November 11 — Veterans Day, observed
November 25- 27 — Thanksgiving Break
December 23 Early release
December 24 — January 4, 2026 — Holiday Break
January 15 — Early Release
January 18 — Martin Luther King, Jr. Day
January 22 — Early Release Day
February 15 — Presidents' Day
February 15 - 19 — Winter Break
March 12—Teacher Inservice (U93)
April 16-Teacher Goals Setting Day
April 19 — Patriots' Day
April 19 - 23 — Spring Break
May 31 — Memorial Day
June 7 — Last Student Day/Early release (tentative)
June 8— Teacher Inservice Days (tentative)
June 19 — Juneteenth

Link to full Surry School calendar:
https://www.schoolunion93.org/surry/surry-school-calendar