

TABLE OF CONTENTS

GENERAL INFORMATION

- [Falmouth Learning Outcomes](#)
- [Falmouth's Beliefs and Practices](#)
- [Equal Educational Opportunities](#)
- [Frequently Used Contacts](#)
- [Calendars & Schedules](#)
- [Arrival and Dismissal](#)
- [Attendance](#)
- [Field Trips](#)
- [Child Find](#)
- [IEPs \(Individual Education Plans\)](#)
- [504 Plans](#)
- [RTI](#)
- [FERPA](#)
- [Student Records](#)
- [Student Information & Emergency Forms](#)
- [Inclement Weather Remote Learning Plan](#)

STUDENT SERVICES

- [School Counseling Services](#)
- [Health Services](#)
- [Medications](#)
- [School Nutrition Program](#)

STUDENT INFORMATION

- [Behavior](#)
- [Healthy Snacks](#)
- [School telephones](#)
- [Student cell phones](#)
- [Electronic Devices](#)
- [Lost and Found](#)
- [Library](#)
- [Activities, Clubs & Sports](#)
- [Student Surveys](#)

COMMUNICATION

- [Principal Notes](#)
- [Visitors and Volunteers](#)
- [Reporting](#)

SCHOOL CULTURE

- [Safety Drills](#)
- [Behavior Expectations](#)
- [Dress Code](#)
- [Bus Behavior](#)
- [Laptop Use](#)

FALMOUTH LEARNING OUTCOMES

Clear and effective communicators - Understand the attributes and techniques that positively impact constructing and conveying meaning for a variety of purposes and through a variety of modes.

Self-directed and lifelong learners - Understand the importance of embracing and nurturing a growth mindset.

Creative and practical problem solvers - Are skilled at selecting and applying a process of problem-solving to deepen understanding and determine whether redefining the goal is a better way of addressing a problem situation and continuing to consider other alternative solutions until one resonates as the best one.

Responsible and involved citizens - Understand the interdependence within and across systems and brings to each situation the appropriate actions.

Integrative and informed thinkers - Are skilled at using complex reasoning processes to make meaning.

FALMOUTH'S BELIEFS AND PRACTICES:

- Student learning and growth is our common goal.
- Students learn best when they are engaged.
- Students learn in a variety of ways and at different rates.
- Students need practice and feedback before being expected to demonstrate learning.
- Students need to develop habits of work.
- Professionals use evidence from student work, behavior, and feedback to inform decisions.

EQUAL EDUCATIONAL OPPORTUNITIES

The Falmouth School Department is committed to providing equal educational opportunities as required by federal and state laws for all students, regardless of race, color, sex, or national origin. Students or families/caregivers should direct any questions or concerns to the building principal.

Discrimination and harassment are not tolerated by Falmouth Public Schools. Students, Staff, and Families are encouraged to report policy violations to the officers below, or any administrator in the district:

Affirmative Action / Title IX Coordinator: Jaime Maltese, Human Resource Manager
ADA/504 compliance coordinator: **Brian Cavanaugh, Director of Special Education**

FREQUENTLY USED CONTACTS

- Main Office: 207-781-3988;
 - Chloe Frye PreK-2, chloe.frye@falmouthschools.org
 - Dee Langley 3-5, dlangley@falmouthschools.org
 - Lisa Quiet, lquiet@falmouthschool.org
- School Nurse: 207-347-3152;
 - Kellie Schimelman, kschimelman@falmouthschools.org
 - Kelsey Lambert, kelsey.lambert@falmouthschools.org
- Transportation: 207-321-0030, Luigi Lubrano, luigie.lubrano@falmouthschools.org

CALENDARS & SCHEDULES

[2026-27 School & District Monthly Events Calendar](#)

ARRIVAL AND DISMISSAL

Arrival: 8:30-8:50 (Students arriving after 8:50 are considered tardy)

Dismissal Begins at 3:15 for Pick Ups

Buses Depart between 3:20 and 3:30

Please note that FES uses [PickUpPatrol](#) for all bus, pickup and after school activity permissions.

School Bus - Buses pick up and drop off students at the front entrance of the school. Please see the [Bus/Transportation](#) website for route updates and more information.

BUS NOTE TO PreK-K and KINDERGARTEN FAMILIES/CAREGIVERS - Pre-K and Kindergarten students will not be dropped off at the end of the day unless there is a familiar adult in sight to receive them.

Drop Off - We strongly encourage our families to utilize Falmouth Public Schools' bus transportation. If you need to drive your child to school, for the safety of our students and staff, you must enter campus behind the high school and your child must be dropped off at the front entrance of the building in the [drop off lane](#). Do not use the staff parking lot. Students arriving after the starting time (8:50) must report to the

office with their family/caregiver to sign in.

Early Dismissal/Pick Up - During school hours, family/caregivers picking up their child for appointments, early dismissal, etc. must sign them out in the front office. Please use [PickUpPatrol](#) to notify the school by 2:30 whenever you have plan changes for pickup time (late arrival, doctor visit, early dismissal etc.). Early dismissals are a disruption to classroom learning, please limit them.

Our front office staff is focused on making sure all students get home safely, whether they are walking, riding the bus or being picked up. For this reason we must limit foot and vehicular traffic at the front of the building between 2:45 and 3:30 in the afternoon. **Please do not come to the office after 2:45** to dismiss your child.

-Drive up pick up: All families/caregivers are assigned a pick up tag with a number for dismissal. You will need this tag/number in order to pick up your child at the end of the day. You do not need to leave your vehicle to pick up your child. Please enter the campus using the middle school entrance from Woodville Road (no earlier than 3:00 pm) and queue up on the garden/middle school side of FES. **Dismissal will begin at 3:15.**

-Walk up pick up: All families/caregivers are assigned a pick up tag with a number for dismissal. You will need this tag/number in order to pick up your child at the end of the day. Walk up pick up is located on the gym side of FES. **Do not** park in the FES gym parking lot as this lot is for staff only. Please enter the campus using the high school entrance from Woodville Road, [park behind the high school](#) and walk to the side gym entrance of FES, do not walk between buses or on the sidewalk near the buses, no earlier than 3:00 for walk up pick up. FES. **Dismissal will begin at 3:15.**

Dismissal for Unaccompanied Walkers and Bikers - If a student is biking or walking **off campus**, unaccompanied, they will be released with pickups to the gym side of the building. For safety reasons, these students will be released by the pickup staff after our buses have departed. Students are required to wear helmets when biking. The school does not assume any liability for damage or theft of bicycles on school property.

ELEMENTARY SCHOOL SCHEDULE

School begins promptly at 8:50 am, Students should arrive no later than 8:45 and be in their classrooms by 8:50. **Students should not arrive before 8:30. There is no supervision for students prior to 8:30.** The regular school day ends/dismissal begins at 3:15 pm.

ATTENDANCE

It is very important that each student makes a concerted effort to be in school. School

attendance laws and policies make it necessary that we have accurate records for all absences or days tardy. For this reason, attendance is taken at 8:50 each morning. Family/caregivers must notify the school, using [PickUpPatrol](#), if their student will be absent. Absences will be considered unexcused unless the school receives notification from the family/caregivers. The following examples of reasons for an absence that are excusable: A) illness, B) appointments with health professionals, C) observance of religious holidays, D) family emergencies, E) school suspensions, F) special/planned absences for personal reasons approved in advance by the principal. All other absences are considered unexcused.

Special/Planned Absences

On many occasions, due to vacation and special family/caregiver considerations, we receive requests for students to be excused from school for periods ranging from a few days to a few weeks. Naturally, this presents a problem maintaining the continuity of instruction. It is essential that prior to any requests of this sort (except in emergency situations), family/caregivers communicate with the teachers. **Administration should be notified if the planned absence is more than three days.** Please make careful note of breaks/holidays listed on the school calendar and plan your travels accordingly.

Tardies

Transportation is provided for all students to and from school. Families/caregivers that choose to provide their own transportation accept full responsibility for students arriving at school on time. Being tardy, or late to school, falls under the same parameters as absences in regard to being considered excused or unexcused.

Truancy

Maine law defines truancy through grade five as the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. The Falmouth Resource Officer is notified and assists the school with truant students. Any questions about truancy issues should be directed to the appropriate elementary school assistant principal. See [Truancy Policy](#).

FIELD TRIPS

All field trips have educational objectives and receive prior approval from the school administration. Students must have a signed permission form in order to participate in a school-sponsored field trip. **Please be sure to sign the universal field trip permission form in PowerSchool.**

CHILD FIND POLICY

The Falmouth School Department seeks to ensure that all students within its jurisdiction are identified, located and evaluated who are school age (4 through the school year in which they turn 20) and who are in need of special education and supportive services. Family/caregivers, relatives, physicians, and other persons who

are aware of a child who may require special education and supportive services are asked to contact the Director of Special Services, Falmouth School Department, 51 Woodville Road, Falmouth, ME, 04105, telephone 781-2079. Please refer to Board Policy IHBAC-Child Find for more information.

IEPs (Individual Education Plans)

An Individual Education Plan process has been established for the purpose of making evaluative studies of children with special learning needs. All children are screened and some are given extensive diagnosis. Recommendations from the IEP are developed with family/caregivers and classroom teacher participation. If you believe your child has a disability and is in need of a special educational service you should contact the Director of Special Services at 207-781-2079.

504 PLANS

Students with a physical or mental impairment that substantially limits a major life activity may be eligible for Section 504 accommodations or services. If you have questions about whether your child may be eligible for such services, please contact Kim Rutherford, 504 Coordinator Pre-K-5 at kimberly.rutherford@falmouthschools.org.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a fundamental process inherent in the six tenets of [Falmouth's Beliefs and Practices](#):

- Student learning and growth is our common goal.
- Students learn best when they are engaged.
- Students learn in a variety of ways and at different rates.
- Students need practice and feedback before being expected to demonstrate learning.
- Students need to develop habits of work.
- Professionals use evidence from student work, behavior, and feedback to inform decisions.

Response to Intervention includes all students in general education. As soon as students demonstrate the need, general education teachers provide targeted academic and/or behavioral/social emotional interventions to support student growth. If a student does not respond to best practice core instruction with differentiation, a teacher will engage in problem-solving discussions with other professionals and/or initiate a referral to the Student Centered Team to better support student needs.

For more information on our multi-tiered supports contact our Multi-Tiered System of Supports (MTSS) coordinator, Sara Hess, at sara.hess@falmouthschools.org

FERPA

Family/caregivers of students, and students 18 years or older or those attending an institution of postsecondary education, have the right to: 1. Inspect and review the student's educational records by appointment, 2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; 3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the federal law authorizes disclosure without consent; 4. File with the U. S. Department of Education a complaint under the Family Educational Rights and Privacy Act, 20 U.S.C.A. 1232 (g), concerning alleged failures by the Falmouth School Department to comply with the requirements of this law; and 5. Obtain a copy of the institution's educational policy located at the Superintendent's Office.

STUDENT RECORDS

The Falmouth School Department complies with all federal and state laws concerning confidentiality of student records. A notice is sent home at the beginning of the school year about family/caregivers and student rights concerning student records. Family/caregivers wishing to review their child's records may make an appointment by calling the school counselor or principal. Please refer to [Board Policy IHBABA](#) for more information. All permanent student records are maintained at the Falmouth Middle School offices.

STUDENT INFORMATION/EMERGENCY FORMS

Families/caregivers will complete a student information/emergency form in PowerSchool each year. If any contact information changes during the year, it is important that you let us know as soon as possible so that we have accurate contact information.

INCLEMENT WEATHER REMOTE LEARNING PLAN

The first 3 days schools are closed due to adverse weather conditions will be traditional no-school or 'snow' days. After the 3rd day of schools being closed, we plan to implement Remote Learning Days when adverse weather conditions require schools to be closed. All remote learning will be asynchronous (meaning, students will not be required to login or take part in virtual meetings at a specific time). Should there be widespread power outages, we will not have remote learning. Our schools understand that access to remote learning is not guaranteed and we will do our best to meet individual family and staff needs as they arise.

Information for each school's plan can be found in the District Remote Learning Plan. [Review the full District Remote Learning Plan.](#)

STUDENT SERVICES

SCHOOL COUNSELING SERVICES

The Falmouth Elementary School school counseling program consists of three school counselors and two social workers who work collaboratively with school staff, family/caregivers, and the community to support the academic, career, and personal/social development of young adolescents. Through classroom, small group, and individual counseling services, the school counseling program provides both a preventive and responsive approach to student issues at developmentally appropriate levels. Consultation and referral services are available for helping students achieve their goals.

PreK-1 School Counselor - Kyia Grimshaw, kyia.grimshaw@falmouthschools.org

2-3 School Counselor - Kelly Wright, kelly.wright@falmouthschools.org

4-5 School Counselor - Katrina Loef, kloef@falmouthschools.org

HEALTH SERVICES

A school nurse is always present or immediately on call to the school. There is a health office located within the building. If your child feels ill during school hours, they may go to the office to be evaluated by the nurse. If your child has a fever, symptoms of a communicable disease, has vomited or had diarrhea, or cannot participate in his/her learning in the classroom, you will be called to make arrangements for your child to be picked up. Please make sure to follow the FES Illness Guidelines, in the next section, when determining if your child is well enough to attend school. If you are unable to find the information you're looking for here, try our [Falmouth Health Services](#) website.

Life Threatening Allergies

If your child has any allergies to insect stings, food or other substances please notify the school nurse IMMEDIATELY. The nurse, family/caregivers and the child's physician will work together to provide an emergency plan, including possible life-saving medication.

- We are a latex free school, however, please inform the school nurse of a latex allergy.
- Nut restrictive classrooms are provided when necessary.

Illness Guidelines

Students who become ill during the school day will be assessed by the school nurse and receive appropriate care and supervision in the nurse's office. The school nurse will dismiss the student only after family/caregivers or another responsible adult has been contacted. In accordance with Maine Department of Health and Human Services guidelines, a child should not attend school if he/she exhibits one or more of the following symptoms or infections:

- Fever – fever is defined as having a temperature of 100 degrees F or higher.
- Diarrhea – watery, foul-smelling, runny and/or bloody stools.

- Vomiting – in the last 24-hour period.
- Rash – an unexplained rash with fever or behavioral change. A child can return to school if a physician has determined the illness is not communicable and the fever is gone.
- Bacterial infections requiring antibiotics - If your child is placed on antibiotics for any kind of infection please consult a school nurse for return-to-school recommendations.

Students with these symptoms cannot comfortably participate in program activities and unnecessarily expose others to their illnesses. Students should be fever-free without the aid of fever-reducing medication, such as acetaminophen or ibuprofen for 24 hours before returning to school.

Student Health Information

At the beginning of each school year, you will be asked to complete the health history section of your child's PowerSchool account. This information allows us to provide safe and effective healthcare to your child. This section is confidential. Your responses will be shared with professional personnel ONLY if the information is essential to developing an educational program for your child or if the information is vital to meeting the health and safety related needs of your child.

First Aid

When your child is injured, a nurse will be available to give basic first aid. If your child has a significant injury your school nurse is trained to give appropriate care and will call you if further treatment by a physician or emergency room is needed. The nurse will use their professional opinion as to when your child may need immediate emergency care by a rescue unit.

Injuries & Concussions

Please notify the nurses if your child has sustained one of the following types of injuries that prohibits them from participating in all normal school activities (including PE and recess):

1. Physical injury during or outside of school hours
2. Head injury or concussion

Nurses will work with you to support the student's return to school while optimizing safety and healing. They will notify all relevant staff of your child's injury. Nurses will request a doctor's note that states the diagnosis, any treatments, and any activity restrictions. For the safety of your child, nurses will not allow your child to return to normal activities until a doctor has indicated that it is safe to do so. We do have an elevator that can be used when students have assistive devices such as crutches.

Please keep in mind that we are a very large school and even a trip to the cafeteria can be a long walk with even a minor injury.

Medication Policy

If your child needs to have any medication during school hours, please notify the school nurse as soon as possible. The family/caregiver and the child's physician must provide a signed medication permission form in order for the medication to be dispensed at school. This policy includes all prescription and over-the-counter medications. To download the medication form, please visit the [Health Services Website Medication Page](#). Please refer to [Board Policy JLCD Administering Medications to Students](#) for more information.

Sunscreen and Bug Spray

We request that insect repellent and sunscreen be applied to students prior to coming to school. Students should not bring repellent or sunscreen to be applied during the school day. If needed, your child may keep these items in their backpacks for after school activities. Students are permitted to wear a hat for sun protection while outside for recess.

Health Screening

Vision and hearing screenings are performed in kindergarten, first, third, and fifth grades. If during routine screening your child's results are not within the normal limits, they will be re-screened at a later date by the school nurse. If the second screening shows similar results, the nurse will notify you. If you have concerns, please feel free to call.

SCHOOL NUTRITION PROGRAM

Student breakfast and lunch will again be complimentary/free for the coming school year. [View the breakfast and lunch menus.](#)

STUDENT INFORMATION

STUDENT BEHAVIOR

At Falmouth Elementary School we adhere to Positive Behavioral Interventions and Supports (PBIS). PBIS is a school-wide commitment to teach students appropriate behavior; acknowledging them when they get it right and supporting them when they do not.

There are three school expectations: **Be Responsible, Be Respectful, and Be Safe.**

Each expectation will be taught within the setting. What does it look like to be respectful, responsible, and safe on the bus, in the hallways, in the cafeteria, on the playground, in the bathrooms, in the library, and in the classrooms? These

expectations will be taught and reinforced throughout the year. We also have established expectations for voice levels throughout the school. The voice we use at recess is different from the voice we use in the classroom. Students will be acknowledged for following these expectations. Those students who find it challenging to follow the procedures established in our school will receive additional teaching about what is expected. Office disciplinary referrals (ODRs) will explain the behavior, where it occurred, and what appeared to be impacting the student at the time. Consequences may include, but are not limited to:

- Conference with the student - An opportunity to learn.
- Loss of a privilege that is both logical and realistic. We will ask the student “how do we make it right?”
- Conference with family/caregivers
- Restorative conversations and conferences

HEALTHY SNACKS

In order to promote student wellness, we encourage healthy snacks. Students will have with their class during their daily scheduled snack time. For specific times please check with your child’s classroom teacher. Examples of healthy snacks can be found at: <https://www.fna.usda.gov/school-meals/nutrition-standards/smartsnacks>

FES does not permit snacks for classroom birthday celebrations.

Our Falmouth School District Wellness policy states:

The Board recognizes that student wellness and good nutrition are related to students’ physical and psychological well-being and their readiness to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic diseases.

At FES we uphold this policy by minimizing situations when foods are brought into school. Therefore, we request that birthday treats or other celebratory treats are not sent to school. Most family/caregivers do not realize the effect this can have on other students. Many of our students have health issues that affect their food intake. This includes students with diabetes, gluten intolerance, and severe food allergies. Those who struggle every day to deal with health-related issues should not have another burden of feeling “different” because they cannot eat certain foods.

We discourage food related celebrations in school. However, teachers may choose to use food in their classrooms. Our teachers are aware of students with health-related issues. Classroom teachers will inform family/caregivers when food will be included in the school day and provide an alternate and safe option for those with food-related health issues. Any specialists who choose to include food in their lesson must notify family/caregivers prior to the lesson and provide those same accommodations.

SCHOOL TELEPHONES

A phone is available in the main office for students to use for emergencies or if they need to contact family/caregivers. If family/caregivers need to get a message to a student, please call or email the school front office and we will help get the message to the student.

STUDENT CELL PHONES (INCLUDING SMARTWATCHES)

Use of student cell phones, smartwatches or any other personal electronic devices (PEDs) with internet or cellular network connectivity capabilities, wearable or handheld, is prohibited at school, ~~on buses~~, and during field trips. If students need to bring these devices for use after school, they must be turned off and stored in the student's backpack or locker. Unauthorized use of cell phones, smartwatches or any other PEDs during the school day may result in a verbal warning or confiscation of the device until the end of the school day. Repeated offenses may require a family member or caregiver to pick up the device from the school. Students needing to contact a parent or caregiver during the day can use a school phone. Parents or caregivers wishing to relay messages to their child should call the main office at 207-781-3988, and we will ensure the message is delivered. Unauthorized digital photos from cell phones or other devices are strictly prohibited. For more information, refer to [policy IICJ](#).

ELECTRONIC DEVICES

The personal use of electronic devices on school grounds (personal laptops, gaming devices, tablets, or other handheld devices) is not allowed during the school hours and cannot be used in a way to disrupt the learning environment or process. They may be confiscated and family/caregivers may be asked to retrieve the items from an administrator. FES is not responsible for the loss or theft of personal property if your child chooses to bring them into school.

LOST AND FOUND

All lost and found items are stored in a cabinet in the front foyer across from the Nurse's office. Lost electronics or items of value are usually kept in the office. It is strongly recommended that all items be marked with a student's name. We return all items that are labeled to the classroom. Throughout the year, we will communicate in Principal Notes when we are preparing to clean out and donate lost and found items.

LIBRARY

The [FES Library](#) is a place for learning and growth where students will find a wide range of print and digital resources to meet their personal interests and academic needs. Students are encouraged to make good use of our elementary library. In order to make full use of our existing collection, books must be returned after one week, unless otherwise stated. While there are no fines for overdue books, a bill for the replacement cost of missing books will be sent home.

You may help your child, and the library, by providing a special place in your home to keep library books.

AFTER-SCHOOL ACTIVITIES, CLUBS, & SPORTS

CLUBS/ACTIVITIES

There are a few clubs and activities that take place before or after school. Start dates for clubs and activities will be announced during morning announcements and in Principal Notes. Some of those activities can include drama club, chess club, before/after school physical education, civil rights team, and more. Please check our [website](#) for more information.

STUDENT SURVEYS

If surveys are scheduled shortly after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered. [Read policy ILD.](#)

COMMUNICATION

PRINCIPAL NOTES

In an effort to maintain home/school communication, important school information will be found in Principal Notes. This document is emailed to families/caregivers on Fridays and posted weekly on the [Falmouth Elementary School](#) website.

REPORTING

Student progress is reported in PowerSchool and progress reports are emailed directly to parents/caregivers. At FES our focus is on learning, not on grades. Student learning is assessed according to learning standards in each subject area. In November, PreK and kindergarten report on learning behaviors only; grades 1-5 report on learning behaviors and academics. All grades report on both learning behaviors and academics in February and June.

VISITORS & VOLUNTEERS

For the safety of our students and staff, all family/caregivers, visitors, and volunteers must identify themselves at the main office before entering the building. Visitors will be issued a badge for the duration of their stay. Family/caregivers who wish to visit classrooms or meet with teachers or other staff members are required to schedule such visits in advance so as not to disrupt the educational program.

Classroom volunteers (including chaperones) must first be approved. The following [form](#) must be completed to begin the approval process.

[To Top of Document](#)

SCHOOL CULTURE

The Falmouth School Board has adopted a number of policies addressing student conduct expectations and discipline and we have included several of these important Board policies in this handbook. Please see the district website for more information.

It is essential for schools to maintain a safe, respectful, and inclusive environment, which supports student learning and achievement. Acceptable student behavior allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws.

Safety Drills

Evacuation and lockdown drills are conducted periodically throughout the school year. Students should be aware of the instructions posted in each classroom and the appropriate evacuation route. When departing the building, students should walk in an orderly fashion and stay with their class at all times. Once outside, students are to remain with their class in the designated area until notified to return to the building.

Behavior Expectations

All students have the right to a safe, respectful, inclusive, and positive learning environment at Falmouth Elementary School. Therefore, all students have the responsibility while participating in or attending school activities to demonstrate respectful behavior. Simply put, we operate under the belief that all people deserve to be treated with kindness and respect.

Dress Code

Students are expected to adhere to standards of dress that are compatible with a safe and respectful school learning environment. School administration has the authority to determine when clothing is a disruption to the school's learning environment. Administration also has the authority to prohibit other logos, pictures, or messages

which they determine to be in violation of the Board's non-discrimination or harassment policies. FES has established the following specific restrictions and requirements for student dress:

Clothing: The responsibility for the dress and appearance rests with the individual student and their family/caregivers. This won't be interfered with unless the choices being made pose health or safety risks or are disruptive to the learning process.

The following are some, but not all, examples of clothing that could disrupt learning:

- Clothing with statements/graphics that violate the civil rights of others
- Clothing that references drugs, alcohol, tobacco, sexual activity, hate, violence, or illegal acts
- Clothing that reveals the midriff

Students struggling to meet these expectations will be addressed individually, privately, and tactfully by an appropriate staff member.

Specific dress/attire may be deemed appropriate for school, co-curricular, or community events. Expectations will be shared and taught far in advance, so school personnel can support students to know and meet these expectations. Students will not be excluded from participation in school activities and events.

Coats and Jackets: Coats and jackets intended for outdoor wear should not be brought to class except by permission of the teacher. Please store them in your locker.

Footwear: Footwear must be worn at all times in school and should be appropriate for an educational setting. Athletic shoes with cleats or spikes are not allowed in school buildings outside of locker rooms.

Bus Behavior

In order to ensure a safe, comfortable environment on the school bus, the following guidelines must be observed by all passengers.

1. Students may not consume any food or beverage on the bus.
2. Students will not use any electronics on the bus (including cell phones, smart watches or other personal electronic devices).
3. Students will remain seated at all times while the bus is in motion.
4. Students will use respectful language at all times
5. Students should be responsible, respectful, and safe at all times.

BUS NOTE TO PRE-K AND KINDERGARTEN FAMILY/CAREGIVERS: Kindergarten

students will not be dropped off at the end of the day unless there is a familiar adult in sight to receive them.

Device Use

Students in grades 1-5 will be issued iPads to use during the school year.

Use of Technology for Educational Purposes

We recognize that technology can be a useful tool when used intentionally, but we also understand the importance of balance. We want our classrooms to be places where students are reading, writing, talking, creating, exploring, and learning alongside their peers. As a school, we are paying close attention to the research and are committed to making thoughtful decisions that support students' learning and development. State assessments and universal screening are required and are administered electronically.

At FES we are respectful, responsible, and safe to build a caring community.



All Navigators are:	Responsible	Respectful	Safe
With School Technology	- Only you should be the one to use your device. - Devices stay in your backpack when on the bus. - Seek help from an adult if anything seems off or broken.	- Set devices aside when people are talking or delivering a lesson. - Store devices in a safe place when they're home. - Only use school devices for school purposes.	- Hold your device with intention and purpose - Always walk while holding equipment. - Only communicate with Falmouth students and staff through Falmouth emails.

Acceptable Use

Student access to the school's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals, and code of conduct. The same rules and expectations govern student use of computers as apply to other student conduct and communications. There is no social media use at school (e.g., SnapChat, Instagram, TikTok, etc).

Prohibited Use

Students are responsible for their actions and activities involving school devices, networks, and Internet services and for their devices, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- Accessing and/or Authoring Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying

materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

- Illegal Activities - Using the school's computers, networks, and Internet services for any illegal activity or activity that violates other Board policies, procedures, and/or school rules;
- Violating Copyrights - Copying or downloading copyrighted materials without the owner's permission;
- Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified;
- Copying Software - Copying or downloading software without the express authorization of the system administrator;
- Non-School-Related Uses - Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, game playing, personal communication, or any other personal use;
- Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords without permission and/or accessing other user's' accounts;
- Malicious Use/Vandalism - Any malicious use, disruption, or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- Social Media Use- No SnapChat, Instagram, TikTok, other social media or messaging apps.

No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks, and internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including school e-mail and associated digital documents.

Compensation for Losses, Costs, and/or Damages

Students and their family/caregivers are responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of Board policies and school rules while the student is using school devices. We understand that accidents happen and we will work through each individual circumstance appropriately.

School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges,

equipment and line costs, or for any illegal use of its devices such as copyright violations.

Student Security

A student should not reveal their full name, address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without family/caregivers permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

System Security

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify a building administrator or the school technology specialist. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

[To Top of Document](#)