

Old Town Elementary School
576 Stillwater Ave.
Old Town, Maine 04468
207-827-1544
FAX: 207-827-1549

Work Hard and Be Kind



Regional School Unit #34
<http://www.rsu34.org/>



2010-2011 Student Handbook

School Tenets

- Praise people
- Avoid put-downs
- Seek wise people as advisors and friends
- Notice and correct hurts
- Right wrongs

Whatever It Takes
Regional School Unit #34

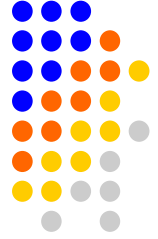
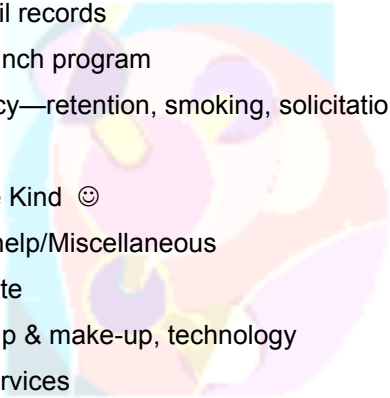




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****Please sign and return the “Verification of Receipt & Library Information” forms and return to the OTES office.**



Notes





Notes



Welcome to Old Town Elementary School

576 Stillwater Ave
207-827-1544
Fax: 207-827-1549

We would like to welcome you to Old Town Elementary School and the 2010-2011 school year.

This Student Handbook has been developed to provide general information for all parents of students in the Old Town Elementary School. It is our intention, along with our school website, to provide information and help improve communications between home and school. You can download a .pdf version of this handbook from our school website @ <http://www.rsu34.org/>.

If you should have any questions regarding any of the information provided, please feel free to call the school.

Please read this handbook carefully as there are changes from previous years such as increased food prices.

As always, we look forward to working together to create a successful learning experience for your child.

Dr. Jeanna M. Tuell, Principal

jeanna.tuell@rsu34.org

ext. 303

Matthew D. Cyr, Asst. Principal

matthew.cyr@rsu34.org

ext. 304



Regional School Unit #34

Alton, Bradley & Old Town

Superintendent of Schools.....David Walker

156 Oak Street, Old Town
827-7171
Fax: 827-3922

Special Education Director.....Kimm Kenniston

Assistant Special Education Director.....Loretta Robichaud

Leonard Middle School
156 Oak Street, Old Town
827-3921

Curriculum Coordinator K-12.....Judith K. Pusey/Debbie Bird

Old Town Elementary School
576 Stillwater Avenue
827-3932

School CounselorVicki Wilcox

Old Town Elementary School
Extension # 127

School NurseCece Costello

Extension # 308

Technology Director, K-12.....Jef Hamlin

Leonard Middle School
Cell: 557-9019



Regional School Unit #34 Insures Equal Employment, Equal Educational Opportunities and Affirmative Action Regardless of Race, Sex, Color, National Origin, Religion, Marital Status, Age, or Handicap.

Affirmative Action Officer – Scott Gordon
Co-Affirmative Action Officer – Barbara Gunn

Section 504 Coordinator – Kimm Kenniston

Title IX Coordinator – David Walker
Or

Director of the Office of Civil Rights,
Washington, DC

Grievance procedures are available in the principal's



RSU #34 Bullying Policy

It is the intent of the RSU #34 Board to provide all students with an equitable opportunity to learn. To that end, the Board has significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate.

Bullying Defined

"Bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

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

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

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

Bullying, as defined by RSU #34 policy (NEPN/NSBA Code: JICK), is not acceptable conduct in RSU #34 schools and is prohibited while on school property, while in attendance at school or at any school-sponsored activity, while students are being transported to or from school or school-sponsored activities or events. This policy also applies to bullying that occurs at any other time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.



ABSENTEEISM

The following will be followed:

A. **DAILY ABSENCES** A written note with a parent signature or telephone contact is required on all absences detailing the reason for the absence. A phone call will be made to the parent or guardian in the event there is no call from the parent prior to 9:00 a.m.

B. A conference may be held after one (1) unexcused absence during the year. At the principal's discretion, this conference may be by telephone or in person. It is the responsibility of the classroom teacher to keep the principal informed. The principal will be responsible for follow-up, documentation, and setting up appointments.

C. It is recommended that the staff, parents, and students cooperate with the following individuals and guidelines:

1. The School Nurse, Guidance Counselor and Truancy Officer when appropriate.
2. The School Principal will be the agent of the Superintendent of Schools and the School Board.
3. These procedures and policies shall be included in all student, parents, and faculty handbooks.
4. State of Maine Statutes 5001-A; 5051-A; 5053-A will guide RSU #34 administrative action.

D. The School Principal will make the decision on whether absence is excused or unexcused.

E. **COMMUNICABLE DISEASES** Absences due to communicable diseases must be noted by a letter from a physician or school nurse before the student will be readmitted.

Please see Medical Matters



ADMINISTRATIVE GUIDELINES FOR DISCIPLINE

Our goal at the elementary level is to develop self-control within the students. Self-control is not taught by removing all controls and allowing students to do as they please. Instead, an effective discipline provides for the opportunity to reduce teacher direction and encourages students to take an increasing amount of responsibility for the control of their own behavior. Teachers shall spend time early in the year to instruct the pupils as to their responsibilities and privileges in the classroom and on the school grounds. Teachers will make the classroom rules and procedures known to the students at the start of school. Students' rules and expected conduct will be reviewed as necessary throughout the school year. In the same manner, general school rules will follow the same manner of early information and review.

The following are general expectations:

- 1) Students are expected to show respect to all adults in the building.
- 2) Fighting between students is not allowed.
- 3) Serious disruptive behavior in the classroom will not be tolerated.
- 4) Students will be expected to follow the specific rules and regulations established for their particular building.
- 5) Damage to school property will be considered a serious offense.
- 6) Obscene and/or profane language may not be used in or on the school grounds.
- 7) Possession of firearms, drugs, alcohol, and smoking will follow School Board policy.

Unless dictated by Board policy, the penalties for the above infractions will be determined by the principal and/or teacher. The penalties may include detention; parent, student, and school personnel conference; suspension; or, in extreme situations, expulsion. Twenty-four hour notice will be given for detention. The school is not responsible for transportation after the detention period. It is understood that the classroom teacher has the right to remove a student from his/her room in order to maintain the general classroom discipline. It is also understood that the school *does not* condone corporal punishment in any form. It may, however, be necessary to forcibly restrain a student when his/her actions physically endanger others or when complete defiance occurs. We view an effective discipline development plan as assisting students to form a strong foundation for good citizenship by taking pride in and responsibility for their actions in the school setting and in the community as a whole.

Parental support and participation is essential for an effective discipline plan.



WALKING TO AND FROM SCHOOL

Students who walk are expected to conduct themselves with proper behavior.

Walking students should not enter the school grounds prior to 7:30 a.m. Teachers will not be on playground duty until that time.

When students are excused to go home at 2:20 p.m., they are asked to leave the school promptly. They are not to hang around in the halls or on the school premises unless under the direct supervision of a staff member.

WEAPONS POLICY

It is the policy of the RSU #34 to take a zero tolerance position on weapons in schools or on school property. Violators of this policy will be subject to severe school and/or legal consequences. In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school or personal vehicle, or at any school-sponsored activity:

A. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "brass" knuckles, switchblades, butterfly knives, chains, clubs, and Kung Fu "stars". The above applies to in or about any vehicle whether visible, concealed or in a storage compartment.

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons.

C. Students who discover they have accidentally brought a weapon to school must immediately turn in the article to an adult. This must be done without displaying the item to other students.



VISITORS

An increasing need for security of our students requires that all visitors and volunteers to the school, including parents/guardians, must report directly to the main office to sign in and obtain a visitor's pass before proceeding to their destinations.

When waiting to pick up your child during the school day, parents are asked to wait in the lobby area.

We ask that students not bring guests from other schools to visit during the school day.

CLASSROOM INTERRUPTIONS

All items or messages should be brought to the main office to prevent excessive interruptions to classroom instruction.

CHANGE OF ADDRESS/PHONE

In case of change of address or telephone number, the office should be notified promptly.

SCHOOL DRESS CODE

Students are expected to dress appropriately for school. Students who wear clothing that is offensive to others or does not adequately cover the body will be required to change into more appropriate attire.

BUS RIDER GUIDELINES

- *All bus students must only ride their assigned bus.
- *Students may not exit their bus at a different stop.
- *If there is a change in dismissal, a note must be presented from the child's parent/guardian informing the office of the change and who will be meeting the child at dismissal.

*All bus riders must follow Bus Safety Rules.



ACCIDENT PROCEDURE

Injured students are accompanied to the office by a staff member (as long as the extent of the injury does not restrict the student's being moved). Office personnel will make the determination whether to call the school nurse, doctor, ambulance, etc., unless specific written instructions are received from the parent or guardian. Parents will also be notified.

ACCIDENT INSURANCE

Accident insurance is available for students at a reasonable cost and parents are urged to take advantage of this offer. The school receives no compensation for this service.

ATTENDANCE REGULATIONS

Attendance regulations will be in keeping with the State of Maine Laws, Chapter 105, Section 911, MSRA. Every child between the ages of 7 and 17 shall attend school, and an unexcused absence of one half day or more is considered violation of the compulsory education law. Absences may be excused by written permission from parent or guardian. (examples of excused absences: illness, family illness or emergency or prior approved absence for family business)

Dismissals should be very rare and only for emergency situations. It is hoped that parents will utilize vacation periods whenever possible. A written note is required for all dismissals.

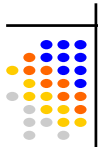
Pupils are asked to bring a written excuse from home for all absences and dismissals.

RSU #34 administration is required to follow State Attendance and Truancy laws and statutes (5001-A; 5051-A; 5053-A).

TARDINESS

Arrival after 8:00 a.m. is regarded as tardiness. Students are required to make up their work when tardy.

Continued unexcused tardiness may result in detention.



DAILY SCHEDULE

7:30 a.m. - Students should not arrive prior to this time

7:50 a.m. - First Bell for Students

8:00 a.m. - Late Bell: Instructional Day Begins

Lunch approximately 45 min. (cafeteria and playground time)

Lunch Schedule:

Grades	Times
K and 3	11:15 – 12:00
1 and 4	11:45 – 12:30
2 and 5	12:15 – 1:00

Dismissal Schedule

Bus Students will be dismissed at 2:10 p.m.

Walkers & student pick-ups will be dismissed at 2:20 p.m.
Students riding bikes will be dismissed last.

****Important notice to parents picking up their child****

Starting this school year, OTES bus students will be dismissed first at 2:10 p.m. (in years past it was the opposite). *If you plan on picking up your child*, please help us avoid parking lot/school entrance congestion by allowing time for bus dismissal prior to your arrival. Please try to arrive at OTES after 2:20 p.m.—We greatly appreciate your support!! 😊



TESTING

In accordance with the Philosophy and Purpose of Education as adopted by Regional School Unit #34, the School Board recognizes the need for individual and group testing. The purpose of the testing program is to measure group and individual progress with respect to social, emotional, intellectual, physical, and cultural growth.

The results of these tests provide a continuing record of each child's progress in comparison with national and state norms. They are also an individual aid to your children's teachers and counselors in diagnosing individual strengths and weaknesses in order to provide more effective instruction. Records of individual tests will be maintained in accordance with the State Confidentiality Law. Group data, if released, will comply with the State Right-to-Know Law. The testing program as adopted by Regional School Unit #34 is reviewed annually and copies may be obtained from the Superintendent of Schools' office.

Testing Information by grade

Kindergarten

Screening	Writing prompt
Letter Naming Fluency (LNF)	Words Their Way
Phonemic Awareness Skills	

Grade 1

Mid/End of Year Math	Letter Naming Fluency (LNF)
Observation survey / DRA	Oral Reading Fluency (ORF)
6 Traits Writing Assessment	Words Their Way

Grade 2

Mid/End of year Everyday Math	Letter Naming Fluency (LNF)
DRA	Oral Reading Fluency (ORF)
6 Traits Writing Assessment	Words Their Way
Rasinsky's Assessment	

Grade 3

DRA	Rasinsky's Assessment
6 Traits Writing Assessment	Oral Reading Fluency (ORF)
Mid/End of the year Everyday Math	
NECAP (Reading/Math)	
NWEA	

Grade 4

MEA (Science)	NWEA
NECAP (Reading/Math)	Rasinsky's Assessment
6 Traits Writing Assessment	Oral Reading Fluency (ORF)
DRA	Local Mid/End Everyday Math

Grade 5

DRA	Rasinsky's Assessment
6 Traits Writing Assessment	Oral Reading Fluency (ORF)
Mid/End of the year Everyday Math	
NECAP (Reading/Math/Writing)	
NWEA	



SPECIALTY AREAS / SERVICES

Physical Education..

Physical Education instruction is provided by an elementary physical education specialist to grades K-2 once a week and to grades 3, 4 and 5 twice a week. **Students must wear sneakers on their gym days.**

Music

Classroom music instruction is provided to each classroom once a week by a member of the Old Town Music Department. Instrumental lessons are available to students in grades 4 and 5. Information on these lessons will be sent home in September.

Art

Art instruction is provided once a week to students in kindergarten through grade 5 by the elementary art specialist.

Guidance

Guidance services are provided at Old Town Elementary School. The role of the counselor is to work with the parent(s), student, and school staff. More information may be obtained from the building principal or the guidance counselor.

Special Education

Special Education services are available. Services are provided to those students who have special identified needs. More information may be obtained from the building principal.

Gifted and Talented

OTES shares a full-time K-12 Gifted and Talented Specialist. The program aims to advocate for students who have significantly different needs than their peers. More specific information can be found on the OTSD website (<http://www.otsd.org>)

English as a Second Language (ESL)

ESL services are available to students whose first language is not English. The program supports students as they adjust to a new culture and learn to speak, read, and write in their new language.



BIRTH CERTIFICATES

Birth certificates should be presented to the school for the purpose of certification during the student's first year of school.

BIRTHDAY PARTY INVITATIONS

Parents are asked not to send party invitations to school unless the entire class is being invited.

DISMISSAL – STUDENT DURING SCHOOL DAY

Students who must be dismissed during the school day may only be released to parents. **Written permission** by the parent is required when a child is being dismissed to another person. A parent may call **as long as the individual picking up the child is listed on the emergency form or prior written permission has been given to the school.**

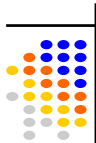
Students must be signed out for dismissal.

Your cooperation in this matter is greatly appreciated as it is done for your child's safety.

DISMISSAL – STUDENTS AT THE END OF THE DAY

Students who are walking or being picked up by parents will be escorted to the front entrance by a duty teacher *after the bus students have been dismissed.*

We encourage parents, if calling, to **make arrangements prior to 1:00 p.m.** This gives us ample time to inform the necessary persons involved in the requested change. Please remember students may be released only to parents or other individuals authorized by written permission from parents or legal guardian.



GUIDELINES FOR THE MANAGEMENT OF PUPIL RECORDS

Purpose of Pupil Records

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

Right to Inspect and Review

(1) Parents/guardians/eligible students shall have the right to inspect and review any and all official records, files and data directly related to their children, including all material that is incorporated into each student's cumulative folder, and intended for school use or to be available to parties outside the school system, and specifically including, but not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

(2) Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records. Such requests must be granted within a reasonable period of time, but in no case to exceed five (5) school days.

(3) Schools shall provide a trained school employee to interpret the information within the folder to the parents. (Note: Either the building principal and/or appropriate school staff will be available to parents for the purpose of interpreting the student's school record.)

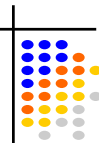
(4) Parents may be allowed to make a copy of materials contained in their child's records at their own expense.

Right to Challenge

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Directory Information

By school board policy, we are unable to release address information to other parents.



OTES Library

At the heart of OTES lies our beautiful library. Students come for weekly information literacy lessons with a library media specialist. Students have the privilege of borrowing books and they learn responsibility by taking care of the books and returning them on time. 5th grade students as well as adults are invited to become library volunteers. The library staff works with the PTC to host special events such as our annual author visit and book fair.

SPECIAL HELP AND MAKE-UP

Teachers may help any students who need help after school. If a teacher is not able to help on any one day, arrangements may be made for special help or make-up at a later date.

STUDENT ARRIVAL – AM

Students arriving by bus will be dropped at the front entrance and enter the building. They will proceed outside to the playground.

Parents bringing their child to school are asked to drop their child off at the front entrance, using the car loop. Students will proceed into the building and then to the playground. **Students are not to arrive before 7:30 a.m.**

If parents want to park and walk their child into the building, please use the parking lot in the front of the building. The loop is for quick drop-off only.

*****Parents are not permitted to go beyond the office area without properly signing-in and being issued an I.D. badge.*****

TECHNOLOGY

Regional School Unit #34 recognizes technology as an important teaching and learning tool in the preparation of our students to be productive citizens. Old Town Elementary now has a Technology Integration Specialist on staff who will work alongside teachers in the development and implementation of lessons & units that appropriately integrate the use of technology. OTES is also working to improve parent-school communication through the use of technology by utilizing tools such as e-mail and an up-to-date website.



PLAY GROUND PROCEDURES

We have been seeing some potentially dangerous behavior during lunch recess. To keep our students safe we have added a few more playground rules to help keep our students safe.

Use the slide properly:

- Slide down feet first
- Hands and feet inside at all times
- Only go down the slide

Children are working inside the building:

- *Stay away from the building
- *NO screeching/screaming

Swings

- Keep clear of the swings
- Swing Straight
- One to a swing
- No jumping off the swings

Absolute no-nos

- No jumping or flipping off from the equipment (including the swings and climbing wall)
- No running or tag of any kind is allowed on or around the equipment. (Use the field)
- No climbing on/or over the top of the equipment

REMEMBER – We have a hands off policy at our school!

REGIONAL SCHOOL UNIT #34 WEB SITE

Student information, photographs or work may only be published on the web site if the student's parent/guardian has signed the Parent/Guardian Agreement Form to Publish Student Information. For purposes of these guidelines, student information includes name, class rosters, awards/honors received, and team/extracurricular activity participation lists.

****More specific information and the Parent/Guardian Agreement Forms may be found on our website, <http://www.rsu34.org>****



FIELD TRIPS AND EXCURSIONS

Field trips are worthwhile for the understanding of some subject matters being taught. Children should know the purpose of the trip, and there should be some follow-up after the trip.

A permission slip must be signed by the parent or guardian and returned to school before a student will be permitted to go on a field trip or excursion.

The homeroom teacher will decide how many students can be adequately supervised. If it is decided that there are too many students to be safely supervised by one teacher, parents may be asked to assist. The faculty member in charge of the trip is responsible for the students on the trip.

Remember, groups from the school will be representing the school and actions often speak louder than words.

A general permission to cover local field trips during the year will be sent home at the start of the school year.

***Please be aware that most classrooms take walks & educational excursions along the bike path that borders the playground.*

PARENT – TEACHER COMMITTEE (PTC)

Parents are encouraged to be active participants in the PTC organization. The many efforts of the PTC help to provide enriched school learning opportunities for our students. The PTC works with the library staff to host special events such as the annual author visit and book fair. Please watch for notices of meetings throughout the year. The talents and interests of the parents make this a most valued resource in our school. If you cannot attend the monthly meeting, the meeting minutes are posted on our website.



HOT LUNCH COLLECTION

Hot Lunch money will be collected every Monday. Money needs to be sent in an envelope with the following information:

Hot Lunch \$ 2.25

Breakfast \$1.50

Milk only \$.50

Adult Breakfast/Lunch: \$1.75/\$4.50

Sample Weekly Lunch Slip:

Student Name:	
Grade/H.R.	
Date:	
Days of week hot lunch is being ordered	
Days of week ordering milk only	
Amount of Money Enclosed	

Free and Reduced Hot Lunches: Children from families whose income falls within certain ranges are eligible to receive lunches free or at a reduced price. Unusual circumstances such as prolonged illness in the family, unexpected expenses due to fire, flood or any other disaster, seasonal employment and similar emergency situations are taken into consideration. Applications may be requested at any time during the school year. All applications will be reviewed by the approving officer (the principal) within ten days. Applicants will be notified promptly as to the decision on their applications. All applicants will be handled privately and information will be kept strictly confidential. *Reduced Prices: Lunch-\$0.40; Breakfast-Free*

****Please take the time to complete the lunch application (Free and Reduced Lunch Form) as appropriate. Many of our Federal and State funding is based on the number of qualifying students. Your help is of GREAT importance!**

****Breakfast Note: Students eating breakfast should be at school by 7:45a.m. to allow sufficient time to eat. Breakfast closes at 8:00 a.m.**



HOW PARENTS CAN HELP

To guarantee the best possible education for your child, the home and school must work together. Here are a few suggestions as to how this can be accomplished:

*Come to Back-to-School Nights in the fall so you can meet your child's teacher early in the year.

*Let your child know that you respect and support the teacher and that you intend to work together for your child's best interests.

*Find out how much homework is expected and talk with your child about the importance of completing the homework assignments.

*Make sure your child gets plenty of rest and has an adequate diet. Encourage good health habits and allow free time for leisure activities.

*Don't pressure your child about grades or compare your child to other children. Look for the positive.

*Encourage interests in books, magazines, hobbies, trips, and current events. Have reading materials in your home. Read and work with your child.

*Feel free to contact the school whenever there is a problem. Don't just talk about school problems with your neighbors---get in touch with the school where someone can give your problem immediate attention. In the event of a classroom concern, please contact your child's teacher first by calling or e-mailing; and, to possibly schedule an appointment.

*On your child's library day, remind him/her to return their book(s).

***All visiting adults MUST register/sign-in through the office upon entering OTES. An I.D. badge will be assigned and required to be worn while inside the building. PLEASE HELP KEEP OUR SCHOOL SAFE!!**

MISCELLANEOUS

-Radios, .mp3 players and other music devices (iPods) are not to be played by the students in the building or on the playground.

-The school is not responsible for any valuables brought to school.

-When entering all rooms, students should be cautioned to be careful when sitting at desks that do not belong to them, but to another student.

-Students should be considerate, polite, courteous and thoughtful, and they should expect the same from others.

-Knives, matches, lighters, etc., are not allowed on the school premises.

-Gum chewing is not allowed in the school building as it gets stuck under desks, chairs, and on the floors.

-Lost and found articles should be turned in to the principal's office. Our lost and found bins are located in the lobby across from the cafeteria.



Work Hard & Be Kind



PARENT-TEACHER CONFERENCES

Scheduled Parent-Teacher Conferences are held at the end of the first trimester. Teachers will be scheduling a parent/teacher conference prior to November 20th, however, the building principals are always available to facilitate issues.

RETENTION POLICY

The retention of students in their present grade is an educational decision made by school officials. Students will be retained when it is in their best interest educationally. The basis for a retention decision rests primarily on an analysis of the students' academic achievement and/or their maturational development.

The building principal will keep parents informed of their child's progress and of the possibility that retention in grade may be required. A parent conference will be arranged whenever appropriate prior to any decision to retain the student.

Any parent who chooses to question the school's retention decision regarding their child may appeal to the Superintendent of Schools. Any such appeal will be reported to the School Board.

SMOKING POLICY

Smoking is eliminated in all school buildings at all times. This applies to students, teachers, employees and visitors. Smoking is also prohibited on all school property.

SOLICITATION

Parents are reminded that door-to-door solicitation of any kind by the students is not allowed. This is School Board policy.



Success in school depends to a great extent on good physical health.

Students are required to bring a note from their parents after any illness. We shall sincerely appreciate your cooperation in this regard.

Immunizations: Students must be immunized in accordance with Maine law. If your child does not have the updated immunizations by the start of the school year he/she will not be admitted until proof of all required immunizations are presented.

FIRST AID : Whenever possible, the school nurse will treat any injuries or mishaps that a student might sustain at school. Sometimes it is necessary for school personnel to administer basic first aid to students. Such first aid might include washing a cut, applying band aids or ice packs. If your child has a significant injury while in school or becomes ill, you will be notified as soon as possible. ***It is extremely important to have current information on our emergency contact form in case we need to reach you. Please notify us during the year of any changes in contact information.***

Please see the information on Accident Insurance.

MEDICATIONS: If at all possible, please arrange medication times so that they can be given at home (before and/or after school). If it is necessary for a student to take medication at school, there is a written medication policy that must be followed. **Any medication, prescription and non-prescription, must be in the original containers, properly labeled and accompanied by written instructions from the parent/guardian before they may be dispensed. In addition, A Health Care Provider's signature is required for all medication. Tylenol (acetaminophen) is the only exception. However, medication to be administered for 15 consecutive days or less, such as an antibiotic, are not required to have a health care provider signature but must be brought to school in its original container with a current and clear pharmacy label—THIS INCLUDES: prescription and non-prescription medication, including cough drops.**



***All medication must be kept in the school clinic or administrative office. Medication must be transported to and from school by a parent or other adult. Maine State Law permits students to carry and use emergency medications such as EpiPens and Inhalers with written permission from the parent/guardian and the Health Care Provider, and demonstration of proper use to the school nurse. See school nurse for details.

ILLNESS: It is sometimes difficult to determine when to keep a child home and when to send a child to school. As a general rule we suggest the following: a fever above 100 degrees, vomiting, diarrhea, or a rash of unknown origin in the previous 24 hours are examples of reasons to keep a child home from school. In all cases where you are unsure, contact your Health Care Provider.

We urge parents to enlist the help of family and friends to be available in the event that a child is ill and cannot attend school. Being prepared for these situations will help ease the stress for parents and allow children sufficient time to fully recuperate by getting the rest and nurturing they need when they are sick. Please allow children the time they need to recover from an illness before having them return to school. We appreciate your cooperation in this matter.

Communicable diseases are very common among young children. Chicken pox, colds, conjunctivitis, impetigo, influenza, and strep throat are most common. Our school follows accepted practiced control measures. Please notify the school immediately if you suspect that your child has a contagious disease so that we can take appropriate measures.

Please keep us informed regarding health problems that your child might have such as asthma, seizures, allergies, diabetes, etc.

Again, it is essential that current emergency contact information is on file in case parents need to be reached immediately.

NO-SCHOOL ANNOUNCEMENTS

In the event that it would be necessary to cancel school, the decision will be made by the Superintendent of Schools and will be announced on local radio and TV stations in the early morning. Parents may also call the school and listen to the recorded greeting menu to find out the status of a potential school cancellation (207-827-1544).