

North Elementary School

Student and Parent Handbook

2016-2017



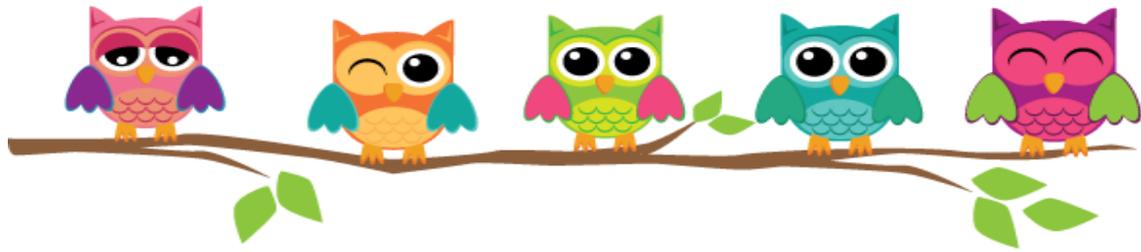
Safety
Respect
Responsibility

33 Jewett Street
Skowhegan, ME 04976
Tel: 474-2907 Fax: 474-8648
<http://www.msad54.org>
Anita Hopkins,
Assistant Principal/Building Administrator

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North Elementary School
MSAD 54
33 Jewett Street
Skowhegan, Maine 04976

Anita Hopkins
Assistant Principal/Building Administrator

Cynthia Salisbury
Administrative Assistant

August 2016

Dear North Elementary Families,

Welcome to a brand new school year at North Elementary School! Our teachers, staff, and I are honored and excited to work with you and your children as they begin their paths in formal education in Preschool and Kindergarten. Skowhegan is a community that values children and education, and I am very much looking forward to meeting each of you, learning about your children, and helping to nurture their lifelong love for learning.

Teaching at North Elementary School is approached in proven ways that emphasize and foster social, emotional, and academic growth in a safe, supportive environment. We have academic and behavioral supports in place for children at classroom as well as school-wide levels. As MSAD 54 moves forward with proficiency-based education, we will continue working to ensure that every child is successful at school and beyond. Our Pre-K and Kindergarten classes use elements of *Conscious Discipline*® and *Responsive Classroom*® programs, which develop skills in the areas of character, cooperation, respect, and responsibility. Teachers utilize a variety of instructional strategies that are designed to improve teacher effectiveness, integrate social skill development with academic learning, and promote a joyful and cooperative learning community. Our goal is to create a respectful, responsible, and kind atmosphere in which every student has the opportunity to reach his or her highest potential.

We understand that families are a child's first teachers and want to be involved in their education. Truthfully, a child's greatest chance for success lies in a successful partnership between home and school. Therefore, we encourage you to explore the many ways in which you can connect with North Elementary. Opportunities might include volunteering in a classroom, joining our parent group, participating in special events, regularly discussing the day's events with your child, looking through backpacks and folders daily, and helping children prepare for school each day. Please keep in mind that, if you would like to volunteer at school, background checks must first be completed through the central office, to ensure the safety of all of our students.

We have an exciting, interesting year ahead of us, filled with many new experiences. My goal is that every child feels safe, valued, capable, and happy – we are so happy to have each one with us! I encourage you to stay connected and keep your child's teacher informed of any concerns. If you have any questions, please feel free to contact me.

Sincerely,
Anita Hopkins

Handbook Purpose

The purpose of this handbook is to make rules, consequences, procedures, and policies as clear as possible. However, it is impossible to anticipate every situation that may arise. Therefore, the building administrator may make exceptions to stated rules when fairness, justice, and safety so require.

Policy Statement

If a situation occurs in which this handbook is in conflict with any RSU/MSAD 54 School Board of Directors Policy, it is understood that district policies will always govern.

Reservation Clause

The building administrator and/or Superintendent have the right to change the terms of this handbook at any time without notice.

MSAD 54 Philosophy

We, the Board of Directors of MSAD 54, believe that the education of our children is the responsibility of parents, teachers, and the community. We believe that the purpose of education is to encourage the educational growth of each child to achieve his/her social, cultural, physical and intellectual potential now and in the future.

It is our aim to encourage all children to learn by example, direct teaching and participation so that they will develop the self-respect and confidence that a good education brings.

We support the practices of democratic tradition in our schools in order to acquire an awareness and appreciation for the rights and privileges of all citizens guaranteed by our form of government.

We believe that principles of this philosophy should begin at an early age so that each child can be helped to meet the needs of his/her individual growth.

North Elementary School Mission Statement

At North Elementary School we are committed to being a nurturing, child-centered school that cares about people and provides a safe, caring environment in which all can learn!

Core Values

Three core values will be reinforced and celebrated throughout the school year at North Elementary School: Safety, Respect, and Responsibility.



Code of Conduct

Rules are set for two reasons:

1. To provide a safe setting for all individuals
2. To ensure the best possible environment for learning

Our overarching school rule is to treat others as you would want to be treated.

Rules:

We show respect for ourselves, others, and their belongings by:

- Taking turns, sharing, and including other in our work and play
- Keeping hands and bodies in our own space, and using hands for helping
- Using kind words with inside voices
- Cooperating with and helping others

We take responsibility for our actions and behavior by:

- Following adult directions
- Allowing teachers to teach without disruption
- Walking quietly in school
- Playing by the rules of the playground
- Taking care of our playground by putting toys away
- Keeping our school clean and neat
- Taking 3 deep breaths when mad, sad or frustrated
- Using words to solve problems
- Asking an adult for help when needed

We show safe behavior by:

- Keeping hands, feet, and objects to ourselves
- Using walking feet inside
- Using school equipment correctly
- Following directions
- Being aware of others around us

Expectations for appropriate behavior in all areas of school will be taught, modeled, and reinforced. Parents can help children be successful at school by discussing and supporting school expectations. Those expectations are as set forth on the following page.

	Hall	Lunch	Recess	Assemblies	Bathroom	Bus
Be Safe	<p>Walk to the right with your eyes ahead.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Keep shoes tied, buckled, or strapped.</p> <p>Stay together, stay in your personal space.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Use walking feet with your eyes ahead.</p> <p>Watch where you're going.</p> <p>Carry your tray with two hands.</p> <p>Eat your own food.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Look out for others.</p> <p>Stay within playground boundaries.</p> <p>Follow directions for using the playground equipment appropriately.</p>	<p>Stay with your class, stay in your personal space.</p> <p>Enter/exit in a line with your class.</p> <p>Ask permission before leaving your group to go to the bathroom, nurse, or office.</p>	<p>Ask permission to use the bathroom or follow classroom procedure.</p> <p>Use walking feet.</p> <p>Use the toilet appropriately.</p> <p>Wash your hands when you are done.</p>	<p>Use walking feet.</p> <p>Use the handrail to enter and exit the bus.</p> <p>Remain seated until it is time for you to get of the bus.</p> <p>Keep hands, feet, and objects in your own space.</p> <p>Enter and exit with level 0-1 voice.</p> <p>Keep body facing forward.</p>
Be Respectful	<p>Admire the work of others with your eyes only.</p> <p>Use quiet walking feet.</p> <p>Voice level 0-2; Follow your teacher's directions.</p>	<p>Sit on your bottom with your feet under the table.</p> <p>Use table manners.</p> <p>Keep your food in your own space.</p> <p>Keep the cafeteria clean.</p> <p>Be kind.</p> <p>Voice level 0-2 in line and at tables</p>	<p>Wait your turn.</p> <p>Leave living things alone.</p> <p>Nature objects stay outside.</p> <p>Use good sportsmanship and include others.</p> <p>Use kind words and actions.</p> <p>Tag gently.</p>	<p>Follow directions the first time.</p> <p>Show appropriate appreciation.</p> <p>STAR/SHARK*</p> <p>Voice level 0 during performances and presentations</p>	<p>Go in stalls one person at a time.</p> <p>Knock before entering.</p> <p>If someone knocks when you are in the bathroom, reply to them.</p> <p>Use the toilet appropriately and flush.</p> <p>Voice level 0-1 in the bathroom and at the sink.</p> <p>Allow privacy of others.</p> <p>Keep it neat.</p>	<p>Voice level 0-2</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Use kind words.</p>
Be Responsible	<p>Walk directly to where you need to be.</p> <p>Keep hallway clean and free of clutter.</p> <p>Keep our school clean.</p>	<p>Follow directions to line up.</p> <p>Focus on eating.</p> <p>Raise your hand if you need help.</p> <p>Clean up after yourself.</p> <p>Be where you are supposed to be.</p> <p>Sit in your personal space.</p>	<p>Be a problem solver.</p> <p>Line up when the bell rings.</p> <p>Follow directions for lining up.</p> <p>Remember all of your belongings.</p> <p>Put playground equipment away.</p> <p>Dree appropriately for the weather.</p>	<p>Keep track of your belonging.</p> <p>Use walking feet when entering or exiting and listen for directions.</p> <p>Sit so others can see.</p>	<p>Use the toilet appropriately.</p> <p>Use only what you need. (3 pulls for the paper towels)</p> <p>Tell an adult if there is a problem.</p>	<p>Let the bus driver know if there is a problem.</p> <p>No food or drinks allowed on the bus.</p> <p>Keep everything in your backpack.</p> <p>Keep the bus clean.</p>
<p>Voice Level: 0=Silent 1=Whisper 2=Conversation/Table Talk 3=Classroom 4=Outside Voice</p>						
<p>*STAR = Sit up; Track the speaker; Ask and Answer questions appropriately; Respect others SHARK = Sit up; Hands in your lap; All eyes front; Respect others; Kind listeners</p>						

Code of Conduct Continued:

Logical Consequences:

When students do not follow expectations as outlined above, logical consequences may include reminders, redirection, classroom time-out, buddy teacher time-out, time-out with teacher, loss of privilege, reparation (“you broke it, you fix it”), collaborative problem-solving conference, letter to parent, phone call to parent, meeting with parent, teacher, and building administrator, and/or referral to the Response to Intervention Team (RTI).

Celebrations:

Individual classrooms recognize and celebrate appropriate behavior in many ways. School-wide, students may earn Whoo Slips for exemplary behavior:

North Elementary School
WHOO Slip

Who was being SAFE?

Who was being RESPECTFUL?

Who was being RESPONSIBLE?

 was!
Student Name

Staff Member Setting Date

School-wide goals for earning Whoo slips will be set at the beginning of each year, giving children the opportunity to earn school-wide rewards.

Bully Prevention

North Elementary School will not tolerate bullying behavior by any individual. Examples of conduct that may constitute bullying include, but are not limited to:

- Physical contact or injury to another person or his/her property
- Threats of harm to a student, to his/her possessions, or to other individuals, whether said verbally, in writing, or through cyberspace
- Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
- Stalking
- Blocking access to school property or facilities
- Stealing or hiding books, backpacks, or other possessions
- Deliberate repeated exclusion of someone from a group or activity
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics

Classroom teachers, duty teachers, home-school coordinator/social worker, and the building administrator will make every effort to quickly address any bullying concerns.

School Hours

The instructional day is from 8:15 a.m. until 2:15 p.m.. Supervision begins at 7:45 a.m. and ends at 2:40 p.m. daily. Children should understand that arriving to school on time and remaining throughout the day is important and has lasting benefits to their education.

MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS

IF YOU AND YOUR FAMILY LIVE IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter

In a motel or campground due to the lack of an alternative adequate accommodation

In a car, park, abandoned building, or bus or train station

Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act. Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

If you need further assistance with your educational needs, contact:

Local Liaison(s) Dan Hylan –Skowhegan Area High School 474-5511

Ann Belanger or Erica Thompson – Special Services Dept. 474-7424

State Coordinator:

Jacinda Goodwin

Truancy, Dropout, Alternative Education and McKinney-Vento State Coordinator

Maine Department of Education

207-624-6637

jacinda.goodwin@maine.gov

The National Center for Homeless Education: 1-800-308-2145 * homeless@serve.org *
www.serve.org/nche

Transportation

Transportation is offered to all North Elementary School students who live in Skowhegan. Bus routes are determined by the Business Administrator. Specific bus routes, bus numbers, drivers, and estimated pick-up times are available online through the MSAD 54 web page. Students who have changes in their daily routine for going home require a note that clearly indicates the child's name, the date the change is necessary, and a parent's

signature. Bus transportation is a privilege for students. Parents and teachers can help with bus safety by reinforcing bus rules. These rules are given to every student by bus drivers during the first week of school. The school bus is an extension of school and the school day, and school rules apply to the school bus. Consequences for bus rule violations:

- 1st Offense- Written warning sent to the principal; possible bus suspension. Slip signed by parent/guardian. Other logical consequences could include a letter of apology and role-playing by the student to demonstrate knowledge of the rules.
- 2nd Offense-Possible bus suspension, minimum two days. Slip signed by parent/guardian. Other logical consequences could include reading a school bus safety book and/or viewing a bus safety video and completing a written response to what was learned.
- 3rd Offense-Possible bus suspension, minimum of three days and up to the remainder of the school year. Suspension of bus riding privileges may remain in effect until meeting with the building administrator or school counselor to show evidence that the privilege may be restored. Student will not be allowed back on the bus unless the slip has been signed by parent/guardian.

Recess

Recess is a part of the elementary school program. It is the time set aside for children to develop social and physical skills in a semi-structured setting. Whenever possible the children go outside for all or a portion of the recess time. Factors such as temperature, wind chill, and rain are considered before a decision for outside recess is made. The students may remain inside if the temperature is below 10 degrees Fahrenheit in conjunction with the wind chill factor. We ask that students dress appropriately for the weather conditions. If providing proper outer wear is not possible, please call our office at 474-2907. **Any child not well enough to go out to recess should remain at home unless the child's physician has provided the school with a written note that s/he should remain inside at recess time.**

Health and Safety

1. No child should be sent to school if there are any symptoms of illness present. This is to assure the quick recovery of the sick child and to protect other children. Children should be fever- and symptom-free for 24 hours before returning to school.

2. A child may be excluded from school for communicable disease, nits, lice, or other parasites, or suspicion of the same in conjunction with the state law.
3. The building administrator, in conjunction with the school nurse or a teacher, and under the direction of the Superintendent of Schools, may exclude students.
4. Parents must be at home or notified if a student is sent home.
5. Written excuses are recommended for all absences from school.
6. Re-admission of students with communicable diseases should be based on Rules and Regulations for Control of Communicable Disease, State of Maine Department of Health and Welfare.
7. A teacher or school nurse has the authority to request a doctor's slip at any time for a child to return or stay in school.
8. A school nurse is at North Elementary School on a regular basis, maintains all health records, and conducts routine screenings. In the case of a child's illness or accident at school, the school will contact the parent to care for the child.
9. **Please be sure to include emergency numbers to call when filling out the emergency card; a work number, babysitter, and/or a neighbor's number are very important. Please notify the school office of any changes during the year.** If your child is involved in an accident which, in the judgment of school personnel, requires medical attention you will be contacted using the information supplied by you on the emergency card.
10. Every child should be provided with a healthy snack each day. Fruits, cheese, vegetables, and low-sugar snacks are encouraged. Children are not allowed to bring soda or candy for snack or lunch.
11. Ten fire drills are conducted yearly.
12. Lock-down drills will be conducted three times yearly.

Medication

Medications will be given at school only when it is absolutely necessary and meets at least one of the following criteria:

1. Medication is part of a doctor-established medical plan of care -- this includes aspirin, cough syrups, and cough drops.
2. It has been determined there is no other way to give medication.
3. The need is based on an acute/long term health problem.
4. The medication must be taken on a schedule that cannot be adjusted to outside school hours (i.e., three times a day medications can be given before school, after school and at bedtime).

Medication is only to be given by school personnel with written permission from the parent or legal guardian and a written order from a licensed physician. Medication must always be in a properly labeled bottle to include student's name, name of drug, and dosage. No medication will be accepted in any container other than the original prescription bottle. In such a case, the parent/guardian will be notified that the medication cannot be given.

Written orders received should be attached to the health record of the student and kept in the nurse's office. Students who are receiving medication daily throughout the year should have a medication record initialed, which will be attached to the health record at the end of the school year.

All non-licensed personnel responsible for giving medications shall participate in in-service training by licensed school nurses and have access to continuing consultation.

All prescription medications should be delivered to school by parents /guardians whenever possible; however, if this is not possible, parents need to send medications in a properly labeled bottle with student's name, name of drug, and dosage to be given. No more than a 5-day supply of medication may be transported by a student. Controlled substances (i.e. Tylenol with codeine) must be delivered to school by a parent/guardian.

Medication must be stored in a secured area at school. No medication shall be provided by the school. At no time shall a student have medication in his/her possession in school unless the physician states an inhaler or epi pen needs to be with the student at all times.

Medication Administration on School Field Trips

1. When appropriate, field trip personnel will receive directions regarding the administration of student medication from the school nurse.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physician's order and/or an appropriately labeled original medication container.
3. It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider, and the school administrator (i.e., building principal or designated administrator).

4. Either a standardized preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used for students attending a field trip.
5. When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
6. The envelope will be provided to the trained personnel for administration during the trip. The school nurse will provide a review of the medication and its administration to the trained personnel on an as-needed basis. All trained personnel administering medication must understand what to do in an emergency.
7. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
8. The administration of medication on a field trip will duplicate, as much as possible, the guidelines found in the “Guidelines for Training of Non-Licensed Personnel in Medication Administration.” This will include consideration of student privacy and cleanliness of area where medications are administered.
9. Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route.
10. The trained personnel administering the medication will double check the student with the medication label and will double check the dose. The medication will be given within 30 minutes either side of the prescribed time.
11. Personnel administering medication during a field trip will note when the medication was administered, record any unexpected occurrences, and return any unused medication to the school nurse.
12. The medication envelope or label will contain information detailing the name of the student, the name of the medication, and the date for the medication to be administered.

Visitors

For the safety and protection of students, **all** visitors to the building must buzz in at the main entrance and check in at the office. **All entrances to the building will be locked during school hours.** Students and staff will always be able to exit. All visitors will need to sign the visitor’s log and acquire a visitor’s pass. Upon exiting the school, visitors will need to sign out in the office and drop off the visitor’s pass.

Student Pick-up Procedure

- Send a note or call the office beforehand to notify the school if you intend to pick up your child during the school day, or at the end of the school day if it is not your child's normal routine. A note is also required if someone other than the parent or legal guardian will be picking up a student. When writing a note, please include your child's name, the date, and your signature. (*Only legal guardians can give permission for a child's normal routine to be changed.)
- Adults should be prepared to present identification.
- Sign the child out in the "student pick-up log" located in the front lobby. **Make sure to print your full name** as the person picking up, as opposed to writing "Mom," "Dad," etc.
- **When picking up during the school day your child will be called to the office upon your arrival.** This procedure is in place to limit disruption to classroom instruction.
- When picking up at the end of the school day, your child will go to the gym and will meet up with you once the staff member on duty recognizes you and knows that you signed the log.
- If you arrive before 2:15 p.m., please feel free to take a seat in the gym. Please do not leave the parent area.
- If you would like to talk with your child's teacher, please wait until all buses have left at 2:30 p.m., or call to schedule an appointment.

Early Dismissal/No School Announcements

Schools are sometimes dismissed when severe and threatening weather conditions exist. Under these conditions, when school is closed without prior notice, your child may not be able to follow his/her usual after-school arrangements. Parents should see that children have an alternate plan in the event that school is dismissed due to an emergency of any kind. Some suggestions:

1. Make arrangements with a neighbor to receive your child if you are away from home during the day or on early release days. **(Scheduled Early Release Days include: September 21, February 1, May 17 and June 16.)**
2. Give your child specific instructions so that he/she will know what arrangements you have made. Put the instructions in writing for your child's teacher and the office.
3. **Please do not rely on calling the school or expect us to notify you as our telephone lines are always overloaded in emergency situations.**

4. The following radio stations will broadcast “no school”, “delay”, and “early dismissal” announcements: (FM) WHQO-107.9, WQCB-106.5, WTOS-105.1, WABK-104.3, WKCG-101.3, WKTJ-99.3, WTVL-98.5, WYOU-97.1, WKSZ-94.5, WMME-92.3, (AM) WSKW-1160, WABI-910. In addition, robo calls may be made to phone numbers that parents/guardians have provided.
5. The MSAD 54 Website posts Early Dismissal/No School announcements at: www.msad54.org.

Notification of Rights

Maine School Administrative District 54 does not discriminate on the basis of race, color, national origin, disability, sex, or age in admission to, access to, treatment in, or employment in its services, programs, and activities. The person(s) identified below has (have) been designated to address inquiries regarding MSAD 54 Public School’s nondiscrimination policies:

Jon Moody
Assistant Superintendent/Affirmative Action Coordinator
MSAD 54
196 West Front Street
Skowhegan, ME 04976

Inquiries concerning the application of MSAD 54’s Public Schools’ nondiscrimination policies also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 33 Arch Street, Suite 900 Boston, MA 02110-1491.

Attendance, Absences, and Tardiness

A student who is at least 7 years of age and has not completed grade 6 is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. **It is important to remember that, although truancy laws do not apply to most PreK and K students, it is essential for the academic and social well-being of children to be at school on time every day.**

Procedure for Excessive Absences

3 Unexcused Absences- Call from building administrator or school counselor to discuss absences and make plan to improve

7 Unexcused Absences- Letter and mandatory meeting with principal or school counselor to discuss truancy laws and develop a written plan of action to correct truancy; notification of superintendent

10 Unexcused Absences- Letter from Superintendent alerting parent/guardian to the absences and discussing plan to remedy the situation

15 Unexcused Absences-Letter from the Superintendent, meeting with principal and referral to Department of Health and Human Services (DHHS).

Because of the liability imposed upon the school for the safety of your child, notes (signed and dated with child's first and last name) shall be required for the following:

1. When returning from a day or more of absences (with a doctor's note after 5 or more consecutive days)
2. When a child is to be dismissed early and/or will be picked up by someone other than the parent
3. When a child leaves school at the end of the day with someone other than the parents/guardian, to visit the home of a friend, etc.

Children who arrive at school after the 8:15 bell are considered tardy for school. **When a child arrives tardy for school, parents must escort their child to the office for an admittance pass.** When your child is ill or will not be attending school, please call the office at 474-2907 **and** send a note with your child upon their return.

School Lunch and Breakfast

School lunch and breakfast are available at North Elementary School free of cost to all students. Students who bring lunch and buy only milk, chocolate or regular, will pay 60 cents.

Should your child have a food allergy, please contact our school nurse and office to notify us immediately.

Dressing for School

Parents are expected to make sure their child is dressed properly for school. Weather can be unpredictable and temperatures in classrooms change throughout the school day. With this in mind it is best for children to wear layers to school. In warm weather students may wear **shorts** to school which are **long enough for the child's fingers to touch the bottom when he/she is standing**. **Tops/shirts need to be long enough to cover the belly when hands are stretched overhead**. **Shirts with spaghetti straps or open backs (halter tops) are not allowed**. Flip flops are not recommended, for safety reasons. During the winter students need to pack a pair of dry shoes for inside the classroom. Due to inclement weather, fire drills, and in case of emergency, slippers are not allowed. Snow pants, boots, a warm winter coat, hat, and mittens are needed in order for your child to play in the snow piles. **Please make sure that all outerwear and backpacks are labeled on the inside with your child's name.**

Please make sure that your child's clothing does not advertise alcohol or tobacco products. Hats are not to be worn in school. "Wheelies/Heelies" are not to be worn at school.

Physical Education classes are held once per week for each class. Your child should wear comfortable clothing and sneakers on physical education day.

It is very helpful to pack an extra set of clothes in your child's bag, in the event of a bathroom accident or injury which involves any blood getting on their clothing.

Curriculum Information

Specific information about all curricula is available from your child's teacher and building administrator. All curricula are available on the district's web site at <http://www.msad54.org>.

Progress Reports

Written progress reports are provided at the closing of each trimester to allow parents to follow and understand the progress of their child. It is expected that parents will meet with their child's teacher for a parent-teacher conference. Parent-teacher conferences will be held in November. First trimester report cards will be shared during the conference. An optional spring conference is available upon parent request. Additionally, parents can request a teacher conference at any time during the year.

Homework

Reading at home by your child, to your child, and with your child is the most important homework assigned. Children may be given school work to complete at home. Homework is expected to take no more than 10 minutes per grade level. Special projects may require additional time.

Special Education

Special education services are available to children identified with a handicapping condition through the Individual Education Plan (IEP) process. Services at North Elementary School include: resource room, speech and language therapy, occupational therapy, physical therapy, and social skills training.

Parents may contact our special education teachers, building administrator, or special education coordinator (474-7424) if you have questions about regulations or programs.

Response to Intervention Team

North Elementary School has a Response to Intervention Team (RTI). The purpose of the team is to provide teachers and parents with a place to share concerns and develop appropriate interventions for students. Concerns may be academic, behavioral, social, health, or a combination of these. Team members meet approximately every six to eight weeks. Any staff member or parent can refer a child to the Response to Intervention Team. Please contact the building administrator or classroom teacher at 474-2907 if you would like to make a referral or learn more about the process.

Communicating Educational Concerns

From time to time parents may have concerns regarding their child's educational environment or programming. The following procedure should be followed to address those concerns:

1. Meet with your child's teacher and explain your concern.
2. If your concern has not been resolved to your satisfaction, make an appointment to discuss it with the building administrator.
3. If a next step is needed, make an appointment with the Assistant Superintendent or Superintendent by calling 474-9508.

4. If your problem is still not resolved to your satisfaction, contact your local School Board Director to bring the matter before the School Board.

Book Clubs

Some teachers choose to participate in monthly book clubs. Participation is completely voluntary by both teachers and parents. We do not accept cash as a means of payment for book clubs. Money orders and checks are the only acceptable forms of payment. Checks and money orders must be made out directly to the book club.

Library

Each class has a scheduled weekly library time. Every student is allowed to sign out one book per week. The following week, when the book is returned, it may be renewed or the student may select a new one. Students and their parents are responsible for the books signed out. If a book is lost or badly damaged, a bill will be issued to replace the book.

Volunteers

We would like to make volunteers an important part of each school year. Feel free to contact your child's teacher or the building administrator to discuss volunteering opportunities. Volunteers must meet with the administrator, fill out an application, and sign a background check waiver.

School Counselor/Social Worker

The elementary school counselor/social worker services are for all students. This program recognizes each student as a unique individual with particular needs. The focus is on assisting students in dealing with human relations, societal values, decision-making skills, and personal development. The elementary school counselor/social worker gives assistance to students and to classroom teachers by providing the following services:

1. Consultation with teachers, parents, and administrators regarding an individual student's program
2. Individual or small group counseling to assist students to function their best in the school environment
3. Classroom presentations focusing on social, emotional, and academic development

Lost and Found

To prevent items from being lost, please label your child's backpack, lunch box, coats, and personal items with your child's name and classroom teacher's name. Lost and Found items will be displayed during parent-teacher conferences and at the end of each month. Items not claimed will be donated.

Prohibited Items

The following items are prohibited at school:

- Cell phones and other electronic devices such as iPods, and Kindles.
- Laser pointers
- Large amounts of cash
- Personal valuables
- Weapons or replicas of weapons of any kind

North Elementary Parent Involvement Committee

The North Elementary Parent Involvement Committee is a group of parents, grandparents, extended family members, and/or community members that meets on a regular basis to discuss school programs and improve North Elementary School opportunities. All parents are invited to participate. Purposes for this group include but are not limited to: organizing volunteers to help in the school; raising funds to support student needs and programs; and providing a forum for parents to gain information and have input regarding school issues, including programs, policies, procedures and budget. A date for the first meeting will be determined following our volunteer orientation meeting, which will take place in late September or early October. The group will meet each month at a regular time that will be decided upon after the first meeting.