

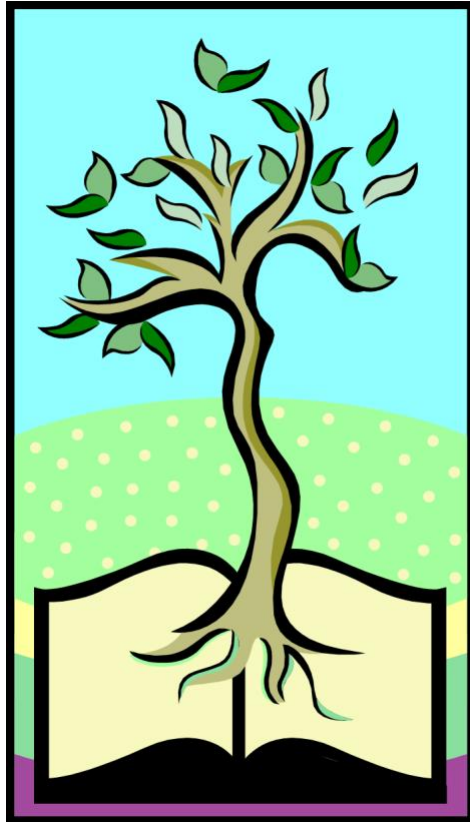
James H. Bean School

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PARENT HANDBOOK 2019-2020

Last Revised: November 7, 2019

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I. R.S.U. 18 Mission Statement

Adopted: May 2, 2012

1. **RSU 18 Mission & Vision**

Engaging Learners – Strengthening Communities – Creating Global Leaders

RSU 18 is a community where...

- All learners are prepared to succeed in society by demonstrating proficiency of a common set of rigorous standards. Parents, educators, business leaders, and community members are cooperative partners to help guide learning.
- All learners are creative problem solvers, critical thinkers, self-directed, effective communicators, collaborative workers, environmental stewards, and productive, healthy citizens. Learners have a voice in their education and share in the development of individual learning plans guided by a dedicated and passionate staff.
- All learners engage in creative and innovative learning strategies. They use technology and other tools to connect to the world outside of the classroom.
- All learners pursue multiple pathways inside and outside of the classroom to achieve their goals. Learning takes place without boundaries of time and space.
- All learners are successful leaders and contributors to their community, nation, and world.

2. **Core Values**

- RSU 18 ensures that every learner is known well.
- RSU 18 ensures that every learner is successful.
- RSU 18 customizes instruction to meet the unique needs of each learner.
- RSU 18 recognizes that learning is collaborative within a learner-centered environment.
- RSU 18 engages in partnerships to provide multiple pathways and real world learning opportunities.
- RSU 18 ensures the development of students' technological competencies to meet the demands of today's changing world.
- RSU 18 commits to a culture of trust and respect, integrity, excellence, courage, cooperation, innovation, risk-taking and wellness.
- RSU 18 engages in consistent, effective communication with all stakeholders.
- RSU 18 commits to a culture of continuous improvement.

3. **Guiding Principles of Learning**

- Our “assumptions about learners & learning” are grounded in research and guide our work with all learners. Learners are individuals, children or adults, pursuing new knowledge.

Learners:

- learn in different ways and in different time frames.
- learn best in an environment that is welcoming, orderly, accepting, and safe.
- can learn, like to learn, and want to be successful in their learning.
- have unique interests that heighten motivation for learning.

Learning:

- and curiosity are basic human drives.
- styles differ, and learners demonstrate their intelligence in many different ways.
- is enhanced when connected to real world contexts and challenges.
- is enhanced when learners are encouraged to take risks, understanding that mistakes are inherent in the learning process.
- rates vary and prior knowledge is significant to learning new knowledge.
- is enhanced with frequent feedback specific to a learning goal.
- successes encourage future successes and influence esteem, attitude, and motivation.

4. Our Vision for Our System of Learning

Our learning system provides a structure that supports learning that is customized to individual student needs. This structure supports all learning opportunities inside and outside the classroom.

- Clear and measurable learning goals are derived from our curriculum and drive instruction and assessment practices.
- Learners access a wide variety of personalized learning opportunities both inside and outside the classroom, using multiple pathways, flexible grouping, and anywhere, anytime learning.
- Learners move at their own pace and advance through a common set of learning expectations as they demonstrate proficiency.
- Learners are grouped and regrouped based on their learning levels, learning styles and common interests rather than only by age/grade levels, as they progress toward their customized learning plan.
- Learners are active participants in creating, monitoring, and revising their own customized learning plans.
- Learners' customized learning plans will determine scheduling approaches.

5. Our Vision for Instruction

Instruction addresses clearly articulated learning goals, which incorporate complex reasoning processes and habits of mind. Learners will have opportunities to meet learning goals across content areas and through multiple pathways.*

Instruction:

- is learner-centered, providing opportunities for voice and choice, customized to meet the needs of every learner.
- assures learners can define their learning goals, understand how their goals can be met, and know what is required to demonstrate proficiency.
- is engaging, relevant, meaningful, and motivating for the learner.
- is facilitated by the use of a common language among teachers and learners, reflects the current research about learning, and is supported by a common instructional framework.
- includes frequent grouping and regrouping of learners based on their learning goals, as opposed to their age, as they move toward demonstration of proficiency.

- is determined by the nature of the learning goal and should include a variety of approaches (i.e. use of technology, community-based resources, direct instruction) to ensure anywhere, anytime learning opportunities.
- Online resources provide an additional learning opportunity for students, help them learn basic foundational knowledge and skills and allows teachers to focus on the attainment of complex knowledge and skills.

* Mental dispositions and habits, which influence learning.

6. Our Vision for Curriculum

Curriculum is rigorous, relevant, future focused, comprehensive and clearly articulated.

- is guaranteed (essential) and viable (doable) for all learners.
- includes all programming, and supports underlying concepts of health and wellness, safety, ethical behavior and good citizenship.
- includes clear and measurable learning goals, and incorporates complex reasoning processes and habits of mind.
- is designed to build learner choice around demonstration of proficiency.
- design accommodates anywhere, anytime learning opportunities.
- supports the learning system.
- is available to all.
- is based on state and national standards.
- is designed to promote learning through multiple pathways.

7. Our Vision for Assessment/Evidence

Our assessment system measures the learning expectations of our rigorous, relevant curriculum. It consists of a collection of evidence that monitors and documents learner progress toward proficiency.

Assessment:

- involves learners in the process of assessing, monitoring and setting learning goals.
- provides learners with frequent feedback, specific to their learning goals.
- guides instruction and learning.
- measures each learner's progress toward proficiency.
- provides multiple ways and opportunities to demonstrate proficiency, taking into account learning levels, learning styles, interests, and flexible time frames.
- utilizes evidence to develop or adjust learning plans.

8. Our Vision for Reporting Learner Progress

Reporting has the learner's best interests in mind and reflects progress toward proficiency, as defined in individual learning plans. Evidence of learning over time will be collected. Reporting practices will ultimately reflect learners' best efforts as they progress toward proficiency.

Reporting:

- is accessible, electronically, to all learners, parents and teachers.

- reflects the current level of learner proficiency specific to individual learning goals.
- documents progress throughout the learner's education.
- provides a clear, accurate transcript of achievement.

9. Our Vision for Creating Productive Partnerships

The responsibility for educating our learners is shared by family, school, and community. We are committed to involving (two-way communication), continuously educating, and informing all of these stakeholders about our vision. As a result of this commitment, productive partnerships are established resulting in an understanding of, support for, and help with the resources necessary to reach our vision.

Productive Partnerships:

- require a variety of stakeholders who help define and support our mission and vision for customized learning.
- provide real-life learning experiences and valuable mentoring, job shadowing, and business apprenticeships for our learners.
- encourage parent participation in providing additional learning opportunities.
- require parents and staff collaboration.

10. Our Vision for Ensuring Quality Personnel

All personnel decisions are made with the best interests of our learners in mind. Human resources are a critical element of our success.

Recruitment:

- requires that all staff are highly qualified professionals who care about all learners.
- methods ensure that new staff are skilled and committed to our vision for customized learning.

Professional Development:

- supports our District's vision.
- supports staff with time to learn, collaborate, mentor, and plan.
- provides an ongoing opportunity for staff to build on their professional knowledge and to reflect deeply on their work.
- provides opportunities to participate in online communities of practice and collaborate across other schools.

All Staff:

- are learner-centered and understand how their roles connect to the vision.
- are professionals who continuously use research-based practices to strengthen learning experiences.
- collaborate to address the individual needs of learners.
- communicate appropriately and effectively.

Leaders:

- are future-focused, possessing the courage to take risks.
- are not limited to being defined by position; opportunities continually emerge.

- clearly articulate the District’s vision.
- collaborate to ensure District decisions and resources align with the District’s strategic plan.
- promote a safe, welcoming, and trusting learning community.
- encourage, support and welcome creativity, innovation, and feedback.

11. Our Vision for Developing and Managing Resources

All learners will use technology effectively to enhance their learning experience. Technology-based learning opportunities are an important part of a learner’s educational experience.

Technology

- provides tools and resources that support an environment offering opportunities for anytime, anywhere customized learning.
- is accessible to every learner to support the learner’s customized learning plan.
- provides the robust infrastructure (hardware/software/other tools) required by the growing needs of our learning system.
- supports efforts at meeting the individual instructional needs of all learners.
- is essential to collaboration and communication with all stakeholders.

Finance

- Adequate and equitable resources are provided to support the needs of both staff and learners.
- Priorities are made to support the work of the District vision.

Operations

- Coordinated health and wellness programs provide a safe and orderly learning environment.
- Excellent learning facilities support the ongoing work our staff and learners perform each day.
- Dynamic, libraries/learning centers that enhance and expand learning with a broad range of digital, print and online resources and the technology necessary to access them.

12. Our Vision for Continuous Improvement

We are committed to an ongoing review/evaluation of the effectiveness of our learning system.

- Our professionals are expected to “check and adjust” constantly to assure continuous improvement for themselves and for learners.
- We use a variety of types of data to assess our systems, including student achievement, archival, perception and internal process data.

IV. SCHOOL STAFF

Erica St. Peter - Principal

Pre-K Kindergarten Kindergarten	Ms. Linda Click Mrs. Julie Bradstreet Mrs. Shannon Johnson	Administrative Asst P/T Secretary Playground Monitor	Ms. Danielle Mann Mrs. Kathie Taylor Mrs. Linda Penney
Kindergarten	Ms. Megan McGrother	Parent Pick Up / Bus Monitor	Ms. Jessica Charrier
Grade 1 Grade 1/2	Mrs. Alexandra Moser Mrs. Jamie Bibeau	Custodian (Lead) Custodian	Mr. Michael Lewis Mr. James Genest
Grade 1/2 Grade 1/2 Grade 2 Grade 3	Ms. Ingrid Flemming Mrs. Luanne Phair Ms. Kyleigh Roberts Mrs. Louise Erskine	Custodian Kitchen Supervisor Nutrition Support Nutrition Support	Mr. Brian Grivois Mrs. Jane Pooler Mrs. Lisa Alanis Mrs. Josephine Whiteley
Grade 3 Grade 4 Grade 4	Mrs. Katie Dutil Mr. Andrew Gordon Mr. Geoffrey Case	Instructional Coach	Mrs. Colleen Bailey
Grade 5	Mrs. Ashlee Johnson	Occupational Therapy	Mrs. Heather Kerner
Grade 5	Mrs. Ashley Wiltse	Occupational Therapy Asst	Mrs. Alicia Nurick
Grade 5 Special Education Special Education Speech / Language	Ms. Britni Hutchinson Mrs. Carrie Merrow Mrs. Erika Wing Mrs. Kristen Zoller	Physical Therapy Bus Driver Bus Driver	Mrs. Linda Wilson Mrs. Kim Jandreau Mr. Richard Jandreau
Literacy Interventionist	Mrs. Leta Hill	Bus Driver	Mr. Dale Niles
Art Chorus Computer	Mrs. Heidi Roberts Mrs. Pamela Rhein Mrs. Lynn Frasca	Bus Driver Bus Driver Bus Driver	Mr. Mike Pooler Mr. Ron Sirois Mrs. Carmen Tillson
Gifted & Talented	Mrs. Julia Hanauer - Milne	Bus Driver	Mr. Dennis Tilton
Librarian (District)	Kate Bailey	Early Elementary Aide	Mrs. Justine DeSanctis
Library Assistant	Mrs. Melisa Dugal	Early Elementary Aide	Mrs. Tania Hanson
Title I Math Coordinator	Ms. Valerie Glueck	Pre-K Aide	
Music	Mrs. Susan Paradis	Pre-K Aide	Mrs. Robin Hargrove
Physical Education Tutor – Math	Mr. Nathan Quirion Mrs. Karen Elkin	Social Worker Nurse	Ms. KC Immler Ms. Jodi Henyan

13. V. SCHOOL SCHEDULE:

7:15 a.m.	First Bus Arrives
7:15 - 8:00	Recess / Breakfast in Cafeteria
8:00	Opening Bell

Please Note: No student should arrive

9:20 – 10:00	Snack / Recess – K-3
11:15 – 12:55	Lunch / Recess
2:25	Dismissal For Pre-K and 1st Bus Students
2:30	Dismissal For All Students

VI. BUILDING DAY–TO–DAY PROCEDURES

1. **Accidents / Illness at School**

Students with minor cuts or bruises will be given first aid in the nurse’s office. The school will notify parents immediately if children sustain serious injury or become ill. In the interest of being cautious, we may call the parent to determine whether to pursue professional medical treatment.

The information that parents write on the child’s emergency card is *very* important. Please keep phone numbers and work information up-to-date. Please provide additional emergency contact information for at least 2 individuals other than parents. When parents cannot be reached by phone, the persons designated on the card will be notified.

2. **Attendance Expectations/Procedures**

A child arriving after 8:00 a.m. will be considered tardy. Children who are tardy must be accompanied by an adult to the office for check-in. All children must stop by the office for a late slip *before* going to the classroom, and to be signed in by an adult.

Maine law requires daily attendance of all students ages 7 – 17. The law allows the school to excuse absences for the following reasons only:

1. personal illness
2. an appointment with doctor or dentist
3. emergency family situations
4. observance of recognized religious holidays
5. planned absence which the principal has pre-approved
6. homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for medical emergency, foster care placement, youth development placement.

All students must have written notes explaining the nature of their tardiness or absence when they arrive at or return to school. A written excuse is needed within (3) days of the student’s return. The school must ascertain the reason for absences over a period of three (3) days and for chronic irregular absences.

Parents who plan to take a family trip during school time must make arrangements with the principal and teacher in advance. Letters for pre-planned absences should be sent to the principal’s office prior to the absence dates. In turn, a letter will be sent to the parents documenting permission for the absence. When children return to school after an absence, they are expected to get make-up work from their teachers. It is the child’s responsibility.

Parents are urged to make doctor or dentist appointments outside of school hours.

- 3.
- 4.
- 5.

6. **Dismissal & Early Pick Up Procedure**

Your child’s safety is foremost in our minds each day at James H. Bean. We realize that some of our procedures may take extra time and effort on the part of everyone, but no shortcuts are worth the risk when it comes to our children.

For security purposes we have procedures in place for dismissing students during and after school. Whenever your child needs to be released (early or after school) parents are required to send in a signed note with the child’s

name, grade level, teacher, reason for dismissal, and full name and relationship to child of who will pick-up said child.

All doors at the James Bean School are locked at all times. Admittance to the building will be monitored very carefully. Therefore, we ask for the cooperation of everyone when enacting daily procedures that help keep all children safe at school. All visitors, parents/guardians or authorized people should come to the office to sign out the child. The office staff will first confirm the identity of the person making the request. Students will not be released to anyone other than a parent/guardian without a signed note from the parent/guardian. Office staff will then contact the child's teacher authorizing the early release. Your child will come to the office to meet you.

If you are picking your child up after school on a regular basis, parents will remain in the cafeteria to wait for "Parent Pick-Up" dismissal at 2:30pm. When a parent comes to school unexpectedly to pick-up their child they are required to come to the office so the office staff can confirm the identity of the person making the request. Students will not be released to anyone other than parents or legal guardians without prior written permission from a parent/guardian. The office staff will contact the playground to release the child. The child will meet you in the lobby area for release. Parents are not allowed on the playground without permission from the office. If you need to go to the playground you will be given the appropriate identification.

7. **Bus Notes**

If your child is to get off at a different destination at the end of the school day, you **must** send in a note, signed by you, to the office/teacher with the necessary information on it: your child's full name, the full name of the person whose house your child will be getting off at, the address, and phone number. Blank bus notes are available on our website and in the office for your convenience.

8. **School Bus Guidelines**

The safety of all bus students is of prime concern. The right to ride a school bus is contingent upon good behavior and observance of bus rules. The driver is in complete charge of the bus and may assign students to specific seats. Rules include:

- a) Obey the bus driver
- b) Use appropriate language and behavior; do not swear, hit, or fight.
- c) Do not eat or drink on the bus.
- d) Keep the bus clean.
- e) Stay seated with head, hands, and feet inside the bus.
- f) Keep the aisle clear.
- g) Do not bring exceptionally large objects or pets on the bus.



Inappropriate and/or disruptive behavior may result in suspension from riding the bus.

Questions pertaining to bus routes, schedules and disciplinary matters may be directed to Mr. Lendall Goff, Director of Transportation, at 465-2102.

Please review the following guidelines with your child(ren):

WAITING FOR THE BUS

- 1.) Children shall be ready for the bus each school day. When children are repeatedly tardy, it affects the other riders and the timing of the entire bus run.
- 2.) Children shall remain well back from the roadway while awaiting the arrival of the bus and should refrain from throwing things or playing at the bus stop.

ENTERING THE BUS

- 1.) Bus routes are arranged, if possible, so that children do not have to cross a busy road. However, if a child must cross a road, he/she should walk, not run, and should cross in front of the bus. Children should NEVER run beside the bus due to the danger of slipping beneath the wheels.
- 2.) There shall be no shouting, rough-housing, use of foul language, or throwing of things on the bus.
- 3.) Children shall keep their hands, arms, and heads inside the bus.
- 4.) All articles such as books, musical instruments, etc., must be kept out of the aisles.
- 5.) There shall be no smoking or lighting of matches on the school bus.
- 6.) Transporting firearms or animals of any kind is prohibited by state law.
- 7.) Children should not talk with the driver during the operation of the bus.
- 8.) Emergency equipment shall not be tampered with at any time.
- 9.) Children shall not deface the bus in any manner. In addition to a child possibly losing the privilege to ride, his/her parents will be responsible for the damages.
- 10.) Children should consider the bus as a classroom and assist in keeping it neat and clean.

ENTERING THE BUS AFTER SCHOOL

- 1.) Children shall ride on their assigned bus and shall enter it at the school they attend.
- 2.) Drivers have been instructed not to take on passengers at other places except with the approval of the principal.

LEAVING THE BUS AFTER SCHOOL

- 1.) IMPORTANT: Children shall be dropped off at night at the place where they boarded the bus in the morning, unless the office receives other instructions from the parent/guardian.
- 2.) If it is necessary to cross the street or highway, children shall walk in front of the bus and carefully check traffic (even though lights are blinking). Drivers have been instructed to exercise great care, particularly with very young children, when it is necessary to cross a highway.

In cases where a child does not conduct himself properly on a bus, the bus driver will bring such instances to the attention of the transportation supervisor. The transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in monitoring the child's behavior.

Children who continue to have behavior problems may have their riding privileges suspended by the transportation supervisor. In such instances, parents of the children involved become responsible for seeing that their children get to and from school safely.

Please be reminded that a bus driver has the very responsible job of transporting your children to and from school. An unnecessary distraction may cause an accident. Therefore, it is imperative that all children behave responsibly while on the bus and that they show respect for each other and for the driver at all times.

We request your support and cooperation. Thank you.

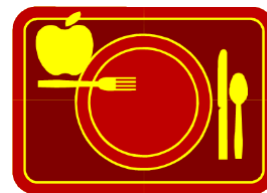
9. General School Rules

- Students will treat people and property with respect.
- Students will work and play safely, keeping hands and feet to themselves.
- Students will use inside voices in and around the school. Swearing and teasing will not be tolerated.
- Students will walk in the school building.
- Students are responsible for their belongings and their actions.
- Students will not bring toys, radios, sports cards, or weapon-like toys to school.
- Students are encouraged to eat nutritious foods during snack and lunchtime. Candy and soda are discouraged. Gum is not allowed in school.

10. Cafeteria Rules & Nutrition Program

Breakfast and lunch times are a time for relaxed socialization. However, students still need to act in a responsible, respectful manner. They shall wash their hands before eating and stand quietly in the lunch line in alphabetical order (to get checked off on the lunch lists). They must remove their coats and hats, stay in one seat, and use good table manners during meals. All food is to be eaten in the cafeteria.

1. Students will use good manners and speak softly.
2. Before leaving their seats students should make certain that their area, including the floor under the table, is free of paper and other litter.
3. At the end of the meal the duty person will tell the students when to dump their trays.



Menus are printed monthly. We ask that each family fill out a free/reduced lunch application, even if you do not think you will qualify. All information is strictly confidential. If the family financial status changes during the year, parents may ask for a new application form at any time. To help limit the amount of time teachers and students spend on non-instructional issues, we ask that students bring in their school lunch money on the first day of each new week. You may pre-pay if you wish to do so. Parents are encouraged to pay with a check or to enclose money in a sealed envelope with their child's name and classroom teacher name written on it. Parents are invited to sign-up for the online tracking and payment system called "mySchoolBucks." Information and how to sign up is provided annually in student first day packets. Please note that the District cannot provide meals to children with unpaid accounts.

The James H. Bean School provides healthy meals each school day. Current prices are, lunch-\$2.80 and breakfast-\$1.15. **All** students must pay regular price for snack milks-.55 for white, including those receiving free or reduced lunches. Children who qualify under U.S. Department of Agriculture guidelines may get breakfast and lunch meals free or at a reduced price of \$.00 for lunch and \$.00 for breakfast. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by a doctor. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

11. Cold Weather and Rainy Day Procedures

On extremely cold days (when the Beaufort Wind Chart indicates 10 or below) or rainy days, children report to a designated area in the morning. During the day, they remain in their rooms. At the end of the day, they line up in the gym and/or cafeteria until buses arrive.



12. Daily Dress

Students are encouraged to wear clothes appropriate for school. Clothes should be in good taste and not present a safety hazard or distraction.

Please do not wear to school (or support your child in wearing):

- Clothing leaving bare midriffs or exposed private anatomy;
- Clothing that is sheer and allows underwear or private anatomy to be seen
- Clothing that is strapless or with "spaghetti straps" that allow underwear to be seen;
- Clothing that is excessively too tight or form-fitting which reveals private anatomy;
- Clothing that rides so low as to allow underwear or private anatomy to be seen;

A further safety concern exists with platform shoes or flip flops, which may be clumsy to walk on; regular walking between portable classrooms, the school and the playground can become a real safety issue!

As you would expect, clothing advertising tobacco, alcohol, or other drugs in any manner (words or pictures) are not allowed. Clothing with sexual pictures and/or wording is also objectionable and will be required to be covered/removed.

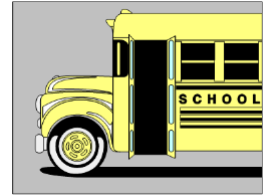
Any student spoken to about their clothing will be given the opportunity to (1) cover it with something appropriate already at school, or (2) call a parent to bring appropriate clothing in.

It is difficult at times to determine exactly the limits of student's clothing choices. In general if it makes you hesitate, please consider a change before running into difficulty. While certain clothing is often acceptable at home or at recreational events, it is simply not appropriate for a school's environment of focused learning.

Hopefully, the above information will help you and your child make informed decisions about appropriate dress while at school.

13. Field Trips

Most classes take one field trip each year. We hope you will be able to join your child's class as a volunteer chaperone for a trip. Everyone enjoys them, and it is an excellent educational opportunity. Unfortunately, due to insurance policies, younger siblings are not able to go on field trips.



When you come into the school to attend a field trip you must check in at the office and you will receive the proper identification sticker before you can go to the classroom.

14. Homework

It is the belief of the RSU #18 that learning is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs in the home and in the community. Homework is one means of practicing the necessary skills of independent study and learning outside the school. For the purpose of definition, homework should be an extension of activities begun in school, and a means of reinforcing the material learned during the school day. Homework may include written work, viewing or reading news reports, studying for tests, reading (academic and recreational), researching, and other activities which are related to classroom work. Homework should be age-appropriate, should provide meaningful opportunity for learning, and should be returned in a timely manner. Homework may be varied where appropriate to provide support for learning differences.

RSU #18 is in the process of reviewing and adopting a homework policy. Please check the district website for updates to policy IHB, as all RSU #18 policies will be posted on the website as they are approved and adopted.

15. Lost and Found

To prevent loss of property, parents are encouraged to label all children's clothing, book bags, personal items, etc. with their child's name. Over the years, thousands of dollars worth of unclaimed clothing has been left at school. Lost items are kept in a bin in the gym. Parents may check for lost items before or after school. Clothes not claimed before vacation periods are donated to charity.

16. Discipline / Detention

In order to maintain a positive and cooperative learning environment, students are expected to be responsible school citizens by demonstrating respect for themselves, peers, adult staff, and school property. They need to make appropriate choices, maintain self-control, and understand the effects of their decisions. Parents and teachers can contribute to student growth by serving as positive role models, establishing clear expectations and appropriate aspirations, maintaining the dignity of the individual, and recognizing success and achievement.

Minor discipline problems are handled by the classroom teacher. More serious problems are referred to the principal. If a student continues to have discipline problems they may meet with the principal and parents together to develop a plan. JHB uses a collaborative problem solving approach. This work is based on two premises: If kids could do better, they would; and kids want to do well. It's all about unsolved problems and listening to kids and what's getting in their way. As always, parents are encouraged to be a part of the problem-solving process.

Our students are taught to deal with conflict situations in the following manner:

- | | |
|----------------------|----------------------|
| 1) Talk it over | 5) Share |
| 2) Say "I'm sorry" | 6) Ignore it |
| 3) Do something else | 7) Say "Please stop" |
| 4) Take turns | 8) Walk away |

17. Parents Helping Their Children

Parents are ultimately responsible in making certain that their child receives the best possible education. Parents are encouraged to get involved with their child's school. Come visit and see what the school is doing. Come volunteer or join our P.T.O. Here are some helpful suggestions to help your children have a good school year.

Keep Your Children Healthy: Good nutrition, proper immunization, hygiene, and good health habits are essential to good health.

Have a Consistent Bedtime: Children have more energy for schoolwork if they are rested.

Encourage Good Attendance: Children cannot learn if they are not in school. It is hard to make up lost information.

Spend Time With Your Children: Talk and listen to your children. Do activities together, even if it is as simple as taking a walk or making a puzzle.

Praise Your Children: Praise and recognition reinforce learning. Learning is hard work. Children need support and encouragement. Help them when they are having problems.

Help Your Children Develop Good Study Habits: Give them a quiet, well-lighted place to study, with room for books and study materials. Decide on a regular time to study daily, and check their work and assignments. Supervise television viewing. **Keep toys, radios, dolls, and games at home. They can distract from class, cause problems on the bus or playground, or get lost or broken. The school will not be responsible for repair or replacement of these items.**

Know What Your Children Are Doing in School: Come in and meet their teachers and share information that may be helpful. Don't let problems wait; contact the school early.

Read With Your Children: Read to them and have them read to you. Go to the library or bookstore and enjoy reading together.

Parents make a difference:

- P – Praise
- A – Ask (questions of them, of the teacher)
- R – Reward
- E – Encourage
- N – Notice (work and school information)
- T – Take time

18. Parent Teacher Organization

James H. Bean School has an active Parent Teacher Organization. Our PTO sponsors various activities and fundraisers throughout the year. All parents are encouraged to join us. We have meetings once a month with child-care provided. Suggestions, opinions, concerns, and participation are always welcomed. We are always looking for new ideas and special interests that could improve our organization. The PTO has a page on the JHB website located at www.rsul8.org. Please get involved.

19. Playground Rules

All children need time to refresh themselves through play and socialization outdoors at recess time. If a parent feels that a child is too ill to go outdoors for recess, the child should remain at home. Our school is not equipped to handle illnesses that require constant monitoring

- Students will use playground equipment appropriately.
- Ball games, except basketball, and running games should be played on the grass.
- Students should try two strategies for resolving problems before going to the playground monitors. Major problems and student injury should be reported to the playground monitors immediately.
- Students will always be visible to the playground monitors. Students will not be playing by the trees, in the woods and undergrowth, near the big rocks, or near the driveway.
- Students are allowed to only play touch football. If games become too rough, individuals will be asked to not play.
- During cold weather all children should have hats, mittens and boots. Children must have snow pants or double pants and boots to play in the snow; otherwise they must stay on the tar or other dry surface. It is advisable for them to wear snow pants or double pants in very cold weather.
- No one should walk, play or run on ice. Children must stay on the tar, dry dirt or dry grass.
- Throwing and kicking snow and sliding on ice are not allowed.
- Students will walk to and from the playground in a safe, responsible manner.
- Students will courteously obey the teacher/playground monitor on duty.
- Students will use safety rules on the playground equipment.
- Students will not litter.
- Students must have permission from the duty teacher/playground monitor to enter the building.
- The following behavior is never allowed:
 1. Aggressive contact, such as fighting, wrestling, “piggyback”, pushing, kicking, hitting, or spitting.
 2. Throwing rocks, ice, snow, tar, books, or any object which will cause injury.
 3. Shaking, grabbing, or kicking another student off a piece of equipment.
 4. Any activity that the teacher/playground monitor on duty considers unsafe at the time.

20. Promotion / Retention

Professional school staff is very careful to consider the academic, social and emotional needs of the student when promoting or retaining students. Parents are encouraged to participate in this important decision. If promotion would place a child in a grade level where even minimum success is doubtful, parents will be notified as soon as possible, no later than the end of January. At that time, the classroom teacher will meet with the parent to develop a plan to remediate areas of academic concerns for the child. A final formal decision on retention will be made jointly by parents and the school by May 15.

21. Record Keeping

Several types of student records are maintained by the school district. These include identifying data, academic work, level of achievement, attendance dates, standardized test scores, health data, intelligence or aptitude tests, behavior observations, and other reports. Under the Family Educational Rights and Privacy Act of 1974, certain rights and privileges apply to all parents.

Certain student information is designated as directory information and not part of the student record. Directory information may be made available to parties without parental consent and may include the following: name,

participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in school unit, and honors and awards received.

Parents who prefer that directory information not be released must complete their child's annual review of student information provided to them at the beginning of each school year.

Parents may request to inspect and review the child's records by appointment during regular school hours when school offices are open. The school will provide a school employee to interpret the information in the folder to the parents. Parents may request a copy of the folder materials, at their own expense.

Parents are encouraged to make appointments with teachers at any time to discuss their children's progress. All parents have access to Educate where you can review your child's progress. You are encouraged to access the Educate regularly to determine if your child may be struggling with specific concepts. Parent Conferences are regularly scheduled at the end of the 1st and 2nd trimesters.

22. School Parties

Individual birthday parties held during the school day are discouraged, as instructional time is the priority. During the holidays, teachers will have classroom parties at the end of the day so as to not disrupt large chunks of instructional time. If your child is having a party and inviting the whole class, invitations may be brought into school. If only selected students are being invited, you must mail out the invitations so as not to hurt a child's feelings. We ask that you not have gifts, flowers, or balloons sent to the school as we cannot give them to children until the end of the school day. Balloons and breakable containers cannot be brought on the bus for safety reasons.



23. Storm Days

Occasionally inclement weather is severe enough for school to be canceled. "No School" bulletins will be aired on local radio and TV stations. If students need to be dismissed early due to storms or emergencies, we will generate an "All Call" to each home notifying families of the early release. It is important that you keep your contact information up to date.

Early school dismissals are confusing (sometimes upsetting) for children who are uncertain about where they should go after school. Early in the school year, you will receive a form to fill out as to where your child should go when there is an "unexpected" early school dismissal. We need to have your plan on file for these occasions. **Please fill out your child's Early Release Instruction Form** and return it to the school so it can be put on file.



24. Student Substance Abuse

RSU#18 has adopted a policy on student use and possession of illegal drugs, alcohol, and tobacco.

Under Maine law, possession of tobacco products by minors is a violation of Maine Statute. Therefore, the police will be notified of all cases of use and possession of prohibited substances. RSU #18 will continue to emphasize the education of all students regarding illicit drug use and abuse.

Complete copies of RSU #18 Policies for Tobacco Use and Possession (ADC), Tobacco Use and Possession Administrative Procedure (ADC-R), and Drug & Alcohol Use by Students – Student Substance Abuse Discipline (JICH) may be found posted on the District Website.

25. Supplies and Textbooks

Textbooks and paper for in-school assignments are provided for all children. Parents are encouraged to provide pencils, pens, erasers, markers, crayons, glue sticks, and notebooks for their children. Teachers may list other

specific materials needed for some assignments. Textbooks must be covered to protect them from daily wear and tear, and children are responsible for the care and upkeep of all school property.

Students are allowed to borrow several books from the school library each week. When students have overdue books, they must return them before signing out additional materials. Students are required to pay for lost or damaged library books, textbooks, or other school property.

26. Teacher Qualifications

James H. Bean School does not receive funding from the US Department of Education under the federal Title I Grant Program and is not designated as a "Title I School". We do however follow Title I guidelines. According to No Child Left Behind law, schools receiving Title I funds must notify parents of their right to request information regarding the professional qualifications of their child's teachers.

If you wish to request this information, please send your request in writing to Dr. Nancy Reynolds, EdD, 2896 Middle Rd, Sidney, ME 04330. Please include in your request: your name and contact information, your child's name, and the names of teachers involved with your child's education.

27. Telephone Use

Students may use the school telephone *only* for emergencies or for extremely unusual situations. Students are **not allowed to call home for permission to visit another student's house**. Prior arrangements with parents must be made. Students are not usually called to the phone unless it is an emergency. Since the office phones are constantly in use for school business, students may not use the phones unless there is an emergency.



Students should not bring cell phones to school with out the parents first discussing with the principal.

28.

29. Visitors

No visitors will be allowed past the office/lobby area without a previously scheduled appointment. NO EXCEPTIONS. If you have an appointment check in with the office staff. The office staff will check you in and provide you with the proper identification badge, then announce your arrival and a staff member will escort you to the appointment location. Please check out with the office at the end of your appointment.

30. Personal Items

Students will not bring expensive items such as cell phones, MP3 players, I-pods, etc. to school. The school is not responsible for accidental damage to student possessions. Students are not allowed to bring in any type of toy resembling a weapon or ammunition, new or spent.

31. Volunteers

We welcome everyone who wishes to volunteer in our school. If you or someone you know is interested in volunteering at the school you are required to complete a RSU 18 Volunteer Request form. Application can be obtained from the secretary in the school office.

All volunteers must pre-arrange their volunteer time with the teacher. Teachers will provide the office with a list of their volunteer's schedules so we will be expecting you when you arrive. Office staff will check you in and provide you with the proper identification sticker. This identification sticker must be worn while you are in our building. You are responsible for checking out in the office when you are finished volunteering.

32. Special Education

The school provides resource services for students who are determined eligible in accordance with Federal and State Regulations. If you feel that your child may have a disability that adversely affects his/her educational performance, please contact your child's classroom teacher. After speaking with the parent, the teacher will fill

out a referral form and a special educator will schedule a I.E.P. (Individual Education Plan) meeting to review the referral and determine if an evaluation is needed. Your child's teacher or principal will help you with this process. Please don't hesitate to ask if you have any questions.

VII. NOTES FROM THE NURSE

1. Health Issues

Children will be in close contact with each other, and this closeness will contribute to the outbreak of diseases. The parents of each child are the best defense in helping to curb the spread of these conditions. Children should be observed for symptoms of illness and cared for accordingly.

The following are some guidelines for when to keep your child home:

- a) Colds - If your child is sneezing and coughing excessively, they should stay home from school. Often times children will feel well when they get up but will become exhausted and not feel well by mid-morning due to excessive coughing or stress of their illness.
- b) Vomiting – If your child vomits during the night, do not send him/her to school the next day. He/she should stay home and rest.
- c) Diarrhea – Loose stools have many causes. Children should not come to school until bowel movements have normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your physician.
- d) Strep Throat – A child with strep throat who has been on antibiotics for 24 hours may return to school.
- e) Chicken Pox – Chicken Pox is contagious for about one day before the rash breaks out to the time when all the “blisters” have crusted over (approximately 7 days). Children may not return to school until the contagious period has passed and blisters are no longer draining.
- f) Conditions – Conditions such as ***lice, scabies, impetigo, ringworm, and conjunctivitis*** (pink eye) must be properly treated before the child returns to school. In case of lice, all nits (eggs) must be removed from the hair. After being treated, the child must be checked by the nurse before returning to his/her class.
- g) Earaches – The sense of hearing is important for learning. Earaches should never be ignored. If your child has ear pain, or any ear drainage, please notify your child's doctor.



2. Medications at School

RSU 18 promotes the safety of all students by carefully evaluating and monitoring medications that are required to be taken during the school day. The following procedures outline the steps that will be used by school personnel, parents, and students in the administration of medication. Students who require any type of medication at school must have the appropriate signed permission forms on file.

PRESCRIPTION MEDICATION prescribed for more than three times per day will be given at school. The following guidelines will be followed and require a signed Prescription Medication Permissions form.

Guidelines for administering prescription medication at school:

- ✓ The first dose of any new medication will be administered at home.
- ✓ The child will take the medication only in accordance with the physician's order.
- ✓ Medication must be delivered, by the parent/guardian, ***in the original container***, clearly labeled.
- ✓ All medication must be brought to the nurse's office to be locked in the secure cabinet.
- ✓ Only medicine prescribed for more than 3 times a day will be given at school.
- ✓ Prescription label must be current within last 3 months.
- ✓ Changes in prescription must be accompanied by a physician's signature.

