

**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/>



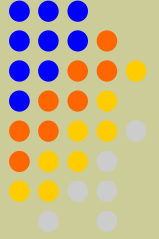
Work Hard & Be Kind

**2015-2016**  
**Student Handbook**  
**Follow Us on FACEBOOK**

## *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





## Table of Contents

Table of Contents	2
Welcome to OTES/OTSD	3, 4
Absenteeism	5, 6
Accident Procedure, Attendance Regulations	7
Daily schedule	8
Dismissal Information, Party Invitations	9
Guidelines for pupil records	10
Field Trips, PTC, Lunch Program	11, 12
Conferences, Policy—retention, smoking, solicitation	13
Medical matters	14, 15
Head Lice, Student Behavior, Restraint, 5-2-1-0	16
How Parents Can Help/Miscellaneous	17
Playground, Website	18
Library, Arrival, Help & Make-Up, Technology	19
Specialty Areas/Services	20
Testing	21
Visitors, Interruptions, Change of Address, Bus, Dress Code	22
Walking to school, Weapons Policy	23
Bullying Policy	24
Affirmative Action	25
One-Call-Now Communication	26
Discipline Guidelines	27

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



## 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 classroom.
- 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) School Board Policy will be followed in the event of possession of firearms, drugs, alcohol, and smoking will follow
- 8) Students should refrain from bringing electronic devices to school.
- 9) Cell phones must be turned off or have their ringer silenced. Students are not permitted to use cell phones during school hours.

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.***



## One-Call-Now Communication

### How One Call Now Benefits You:

One Call Now allows school administrators to quickly and efficiently keep you updated with personalized messages. This will help you (parents) to be actively involved with your child's education. One Call Now has the ability to:

- Reach thousands of parents in moments
- Send notifications even when school phone lines are down
- Inform parents the very morning of a child's absence from school
- Rapidly deliver first-hand information during a crisis situation both by phone and e-mail. Text messaging is an optional feature that parents must "opt-in" to activate.

### How One Call Now Benefits RSU 34:

One Call Now will allow all of our schools to quickly and accurately communicate personalized messages to parents. We also intend to use this communication technology to build stronger relationships. Here are some examples of ways we could use One Call Now:

- Parental & Community Involvement*—Reminding parents of a school fundraiser or Parent Teacher Conferences
- Student accountability & attendance*—Notifying parents of report cards or student absences
- Emergency notification & awareness*—Alerting parents of a lockdown situation or unsafe incident
- Multilingual communication*—Translating a message for non-English speaking parents
- School safety preparation*—Announcing school closing due to inclement weather

### Receiving Messages:

You will receive two different types of calls from the schools:

-**Routing Notification**—calls which do not directly affect the safety of students, staff or parents. These calls include upcoming events, delays in school transportation and absenteeism.

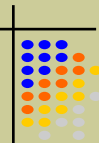
-**Emergency Notification**—calls are used during critical incidents where a child, staff member or parent's safety is in immediate jeopardy. These calls include lockdowns, evacuations and relocations.

\***Text Messaging**—Parents must "opt-in" to receiving text messages. This is not an automatic feature since some people may not want to receive information in this format. To activate your cell phone, text the word **Alert** to the number **22300**. This will only work for cell phone numbers that are already in our system. Contact your child's school should you want to check if your cell phone number is properly listed.

### Importance of Accurate Contact Information

The most important thing parents can do is verify the accuracy of their contact information. Schools must have updated phone numbers and email addresses for One Call Now to work effectively and efficiently. Call your child's school during the operating hours to verify your information is correct. The One Call Now system will call the home, work, cell or any phone number you need a message to be sent. We will automatically have cell phone and home phone numbers entered into the system. A parent must specifically request a work phone number to be entered.

\*OTES will do it's best to send all non-emergency information between the hours of 5:00p.m. and 8:00p.m.



## 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 2014-2015 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](mailto:jeanna.tuell@rsu34.org)

ext. 303

Maggie Mitchell, Asst. Principal

[maggie.mitchell@rsu34.org](mailto:maggie.mitchell@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.....Betsy Dyer**

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

**Curriculum Coordinator K-12.....Jon Doty**

Old Town Elementary School  
576 Stillwater Avenue  
827-3932

**School Counselor .....Vicki Wilcox**

Old Town Elementary School  
Ext. 127

**School Nurse .....Cece Costello**

Ext. 308

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

Leonard Middle School  
827-3900 Ext. 140



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 – Cheryl Leonard**

**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**



## ABSENTEEISM

### **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.

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.

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

### **COMMUNICABLE DISEASES & Absenteeism**

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*

**Please see page 27 for a definition of Chronic and Excessive Absenteeism as well as an outline of administrative action pertaining to Chronic/Excessive Absenteeism.**



**Definition of Chronic and/or excessive absenteeism:**

-Chronic absence means missing approximately 10% or more of the school year (equivalent to 18 days out of a 176 day school year) regardless of whether absences are excused or unexcused. (Chang and Romero)

-A cumulative absence rate of twenty percent is the guideline in determination of excessive absence (total of 4 days absent at the end of September, total of 8 days absent at the end of October, total of 12 days absent at the end of November, etc.).

**OTES Student Cumulative Days Absent Guide**

Month	Chronic Absence (10% or more)	Excessive Absence (20% or more)
September	2	4
October	4	8
November	6	12
December	8	15
January	10	19
February	11	22
March	13	26
April	15	30
May	17	34
June	18	36

Chang, Hedy and Romero, Mariajose Present, Engaged and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades. National Center for Children in Poverty, Mailman School of Public Health, Columbia University, September 2008

Administration will follow a three-tier intervention system in attempt to correct chronic or excessive absenteeism:

Tier 1: Student crosses 10% threshold

-Phone/Letter communication

Tier 2: Student crosses 20 % threshold or remains above the 10% threshold for two consecutive months.

-2<sup>nd</sup> Letter, Parent meeting, Parent Survey, Attendance Contract

Tier 3: None of the above interventions work

-3<sup>rd</sup> letter (certified), Notification of Authorities and/or DHHS

\*\*Inquire in the office if you would like a more detailed intervention list



**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 walking students are excused to go home at 2:25 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/Recess Schedule:

Grade	Lunch	Recess
K	11:00-11:20	11:20-11:40
1	11:40-12:00	12:00-12:20
2	12:00-12:20	12:20-12:40
3	11:20-11:40	11:00-11:20
4	12:20-12:40	12:00-12:20
5	12:40-1:00	12:20-12:40

### \*\*Dismissal Schedule\*\*

Bus Students will be dismissed at 2:15 p.m.

Walkers & student pick-ups will be dismissed at 2:25 p.m.  
Students riding bikes will be dismissed last.

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

OTES bus students will be dismissed *first* at 2:15 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 2:25 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.

Month	Test Name	Grd	Proctor
<b>Aug.</b>	Observation Survey	1	Teacher/Literacy
<b>Sept.</b>			
	Envision Math Assessment	1-5	Teacher/Title 1
	NWEA	3-5	Teacher
	Words Their Way Spelling Inv.	1-5	Teacher
	Fountas & Pinnell Reading Assess.	2-5	Teacher
	Running Records	1-5	Teacher
<b>Nov.</b>	Writing Prompt	K-5	Teacher
	Running Records	1-5	Teacher
<b>Dec.</b>	Running Records	1-5	Teacher
<b>Jan.</b>	ESGI or other Letter ID	K	Teacher
	Running Records	K-5	Teacher
	Phonemic Awareness Survey	K	Teacher
	Words Their Way Spelling Inv.	K-5	Teacher
<b>Feb.</b>	Envision Math Mid-Year Assess.	K-5	Teacher/Title 1
	Running Records	K-5	Teacher
	Cognitive Abilities	3	Teacher/Chapt. 104
	Fountas & Pinnell Reading Assess.	K-5	Teacher
	Writing Prompt	K-5	Teacher
<b>Spring</b>	NWEA	2-5	Teacher
	Smarter Balanced/MEA Science	5	Teacher
	Fountas & Pinnell Assessment	K-5	Teacher
	Observation Survey	R.R.	Title 1/Reading Rec.
	ESGI	K	Teacher
	Envision Math End-of-Year	K-5	Teacher/Title 1
	Words Their Way Spelling Inv.	K-5	Teacher
	Writing Prompt	K-5	Teacher





## 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 (Chapter 104)**

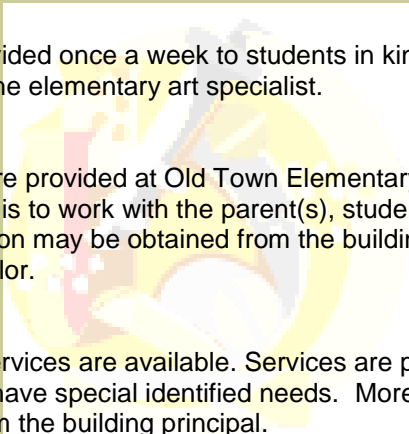
OTES is proud to have a full-time K-12 Gifted and Talented Specialist. The program aims to advocate for students who have significantly different needs than their peers. More specific information can be found on the OTSD website (<http://www.otsd.org>)

### **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.

### **Pre-Kindergarten**

In our pre-kindergarten program, we focus on social skills along with reading and math readiness activities. We currently operate two, half-day programs (morning and afternoon). Enrollment is limited.



### **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.**

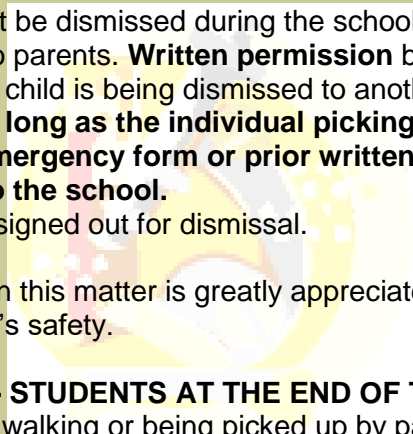
Students must be signed out for dismissal.

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 Media Center**

At the heart of OTES lies our beautiful library. Students come for weekly information literacy and technology 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. 5<sup>th</sup> 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. Students have access to a variety of devices including desktops, laptops and tablets. We have 3 labs as well as mobile devices that teachers bring into their classrooms. OTES staff and administration use technology to communicate with parents. This includes phones, e-mail and One-Call-Now (a mass-communication tool).



## 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 \$ 2.45

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 7:40a.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

-Cell Phones, radios, .mp3 players and other music devices (iPods) are not to be used 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.





### PROCEDURES FOR HEAD LICE

- \*If a student has eggs, the parents are called and that information is shared and a treatment plan is discussed with the nurse.
- \*If a student has live lice, the student's parents are called to pick up the child and a treatment plan is discussed with the nurse.
- \*Students with lice are do not return to school until the school nurse or designated school official has checked to be sure the lice have been treated.
- \*If a family has experienced chronic lice, the nurse will check the student more frequently to be sure the student is clear.
- \*Teachers can recommend a student be checked for lice if they are observing excessive head scratching.
- \*Full classroom checks are only conducted if the class is experiencing several outbreaks and excessive absences are occurring.

### Student Behavior Expectations

- \*Here at OTES we Work Hard, Are Kind and We Are Safe! We are encouraging to others and we try our best!
- \*Everyday when we enter the building we have a job to do and we will do it to the very best of our ability! We OWN IT and take responsibility for our learning!!
- \*Arrive at school with all materials you will need, including homework! Be ready to learn with a good night's sleep! We arrive on time; if we miss even a minute, we miss a lot of learning!
- \*We use kind words and actions. We use manners and respect. This includes dressing appropriately for our job at school (including sneakers on PE days and Library books!). We do not wear hats in school, and we do not chew gum in school.
- \*We walk through the building and keep our hands, feet and objects to ourselves. We ask an adult before we leave a room so adults always know where we are for our safety. We use playground equipment safely.

### Procedures for Restraint and Seclusion

Please visit the policies section of the RSU 34 website, [www.rsu34.org](http://www.rsu34.org). (JKAA; JKAA-R)

### 5-2-1-0

- OTES is a 5-2-1-0 school.
  - 5-Eat 5 or more fruits and vegetables each day.
  - 2-Limit screen/TV time to 2 hours or less each day.
  - 1-Try to engage in 1 hour or more of physical activity each day.
  - 0-Do not drink sugary drinks (try water & lowfat milk)
- <http://www.letsgo.org/>



### 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 20<sup>th</sup>, 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. Mr. Walker will then send out a One-Call-Now phone notification including the details of the cancellation. Parents may also check the RSU 34 website for cancellation information: [www.rsu34.org](http://www.rsu34.org).