Williams Elementary School

Parent Handbook

2015 ~ 2016

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I. WELCOME

Welcome to the Williams Elementary School! We are looking forward to another exciting school year. This handbook has been developed to answer your questions and provide you with valuable information. Our handbook contains information about our school policies, guidelines and services. It is very important for staff and parents to work together to provide a successful school year for all the children.

II. IMPORTANT TELEPHONE NUMBERS

Atwood-Tapley, Oakland (Grades PK-2)	**********	465-3411
Williams Elementary School, Oakland (Grades 3-5)	**********	465-2965
Messalonskee Middle School, Oakland (Grades 6-8)	**********	465-2167
Messalonskee High School, Oakland (Grades 9-12)	**********	465-7381
James H. Bean School, Sidney (Grades PK-5)	**********	547-3395
Belgrade Central School, Belgrade (Grades PK-5)	**********	495-2322
China Primary School, China (Grades K-4)	**********	445-1550
China Middle School, China (Grades 5-8)	**********	445-1500
R.S.U. 18 Superintendent's Office, Oakland	**********	465-7384
Bus Garage, Oakland	**********	465-2102
Special Education Office, Oakland	**********	465-2435

III. PHILOSOPHY

The Messalonskee School District promises to help each child entrusted to its care become a well adjusted, informed, productive, and responsible citizen of the world community.

To this end, the district's educators, parents, and citizens are committed to offering a liberal education built on a flexible, integrated curriculum which not only stresses the basic tools of learning and respects the integrity of the traditional disciplines, but also emphasizes the application of these tools and the interrelations of subject areas.

We believe that each student must be assisted in acquiring a high level of literacy which reflects a strong foundation of knowledge, skills, and attitudes; promotes life-long learning; and facilitates adaptation to change. Rapidly evolving technologies and an increasingly complex society requires that students learn a sophisticated common body of knowledge and skills. This foundation of learning is the key to adaptability in the face of change. It should take precedence over early specialization.

We believe it is the responsibility of the district to challenge each student to achieve the fullest potential, to develop a positive self-image, to appreciate the uniqueness of self, and to recognize the value of other individuals. Furthermore, the district must help each student to stretch personal aspirations, while developing intellectual curiosity. Toward these ends, we are committed to promoting opportunities for success for all students.

As a graduate of our educational program, each person should be able to:

- Demonstrate an ability to solve problems;
- Communicate effectively in writing and orally;
- Research, analyze, and use information appropriately;
- Appreciate aesthetic aspects of world cultures through art and music;
- Recognize and practice healthful living;
- Understand the fragility of our environment; and
- Make responsible decisions that contribute to the common good, our democratic ideas, and global independence.

Upon graduation, Messalonskee students should leave fully capable of competing and interacting successfully in the community, while also pursuing a satisfying quality of life and contributing to the general betterment of others.

IV. WILLIAMS ELEMENTARY SCHOOL STAFF

PRINCIPAL
Mrs. Harris-Smedberg

LEAD SECRETARY
Mrs. Alley

TEACHERS

Grade 3 Miss Forsythe
Grade 3 Ms. Kinney
Grade 3 Miss Loveitt
Grade 3 Mrs. Veilleux
Grade 4 Mrs. Forney
Grade 4 Mrs. Glueck
Grade 4 Mrs. Langis
Grade 4 Mrs. Levesque
Grade 4 Mrs. Mayo
Grade 5 Mr. Hersom
Grade 5 Miss Hilton
Grade 5 Mrs. Millett
Grade 5 Mrs. Quirion
Multi-Age Ms. Richard

SPECIALISTS

Mrs. Bailey, Media Specialist
Mrs. Barrett, Special Education
Mr. Colby, Physical Education
Miss Glueck, Speech and Language
Mrs. Gronlie, Art
Mrs. Hanauer-Milne, Gifted and Talented
Mrs. Moody, Learning Coach
Mrs. Peterson, Music
Mrs. Pierce, Computer
Ms. Richard, Special Education
Ms. Schanz, Special Education
Mrs. Smith, Librarian
Ms. Woodard, Guidance
Mrs. Workman, Title Literacy Specialist

SUPPORT STAFF

Mrs. Austin, Monitor
Ms. Burton, Kitchen
Mrs. Chapin, Title I Reading Tutor
Ms. Fletcher, Custodian
Mrs. Frappier, Ed Tech
Mrs. Jackson, Ed Tech/Monitor
Miss Jolicoeur, Ed Tech/Monitor
Mrs. Hine, Ed Tech
Mrs. Kerner, Occupational Therapist
Mrs. McKenney, Ed Tech
Mrs. Nurick, C.O.T.A.
Mrs. Palleschi, Ed Tech
Mr. Pellerin, Alternative Education
Mr. Roderick, Custodian
Mr. Rossignol, Ed Tech
Mr. Sheets, Custodian
Mrs. Sniffen, Social Worker
Ms. Swift, Ed Tech
Mrs. Theriault, Title I Math Tutor
Mrs. Tracy, Kitchen
Ms. Wilson, Physical Therapist
Mrs. York, Nurse

V. DAILY SCHOOL SCHEDULE

7:15	First Bus Arrives
7:15 - 7:55	Recess
7:30 - 7:55	Breakfast
8:00	Class in session
11:30-12:15	Grade 3 Lunch Followed by Recess
11:52-12:37	Grade 4 Lunch Followed by Recess
12:15-1:00	Grade 5 Lunch Followed by Recess
2:30	Dismissal For Pick-Ups & First Bus Students
3:00	All Second Bus Students Line-Up for Pick-Up

Please Note:
Students who walk and who do not ride the bus should arrive **after** 7:30 as adequate supervision is not available.

VI. DAY – TO – DAY PROCEDURES

Attendance, Absences, Dismissals, and Tardiness:

Maine law requires daily attendance of all students ages 7 – 17. Personal illness, health related appointments, religious holidays, family emergencies, and specific planned purposes are considered excusable absences provided that the parents write an excuse note to the 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. 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.

A child arriving after 8:00 a.m. will be considered tardy. Children who are tardy must have a parent sign them in. All children must stop by the office to be signed in and to receive a late slip ***before*** going to the classroom.

No student shall be dismissed before the end of the school day unless the child is ill or injured, or a written request from the parents was sent to the school. A telephone request for early dismissal shall be honored only if the caller can be identified as the student's parent (or guardian) (District Policy JED). ***All students must be picked up at the office, not the classroom.*** If your child is being released before the end of the day, office personnel will be happy to contact the classroom when you arrive. These measures are taken for the safety of students and staff.

Discipline/Detention:

Learning in a positive, cooperative and safe environment is important to all students. Students are expected to be responsible school citizens by demonstrating respect for themselves, peers, adult staff, and school property. They must learn 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.

We have established a Discipline Guide where children are asked to fill out "Think it Over" sheets when they misbehave. These sheets must be signed by a parent and returned to the school the following day.

Minor discipline problems are handled by the teacher. More serious problems are referred to the principal. If misbehaving continues, the child will meet with the principal and parents. Misbehavior can result in loss of privileges or recess, after school time, or suspension in school or away from school.

OUR BASIC BELIEFS ABOUT DISCIPLINE

1. The goal of all discipline is the development of self-discipline.
2. All persons in the school are responsible for setting a positive school climate.
3. Students should accept responsibility for their own actions.
4. Every effort should be made to maintain dignity and self-esteem of the student.
5. Discipline should be individualized.
6. Credibility with students is gained when adults directly involved work with them.
7. Parents will be notified of suspensions and any other on-going problems

Chronic offenders should consider counseling to help them change their behavior, if school interventions are not successful or need further support.

Lost and Found:

Parents are urged to label children's clothes and personal belongings. Lost items are kept in the cafeteria on a table. Please encourage your child/children to check the lost and found on a regular basis.

School Lunch Program:

Williams Elementary School's Hot Lunch Program serves nutritional meals daily. Menus are printed monthly. Our district has a policy regarding health and wellness at school, please visit our web site to learn more. http://www.rsu18.org/co/departments/health/default.htm

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's financial status changes during the year, parents may ask for a new application form at any time. For inquiries regarding approval of applications or status of applications, please contact William Hamilton at 465-7384 ext 2661 or email: whamilton@rsu18.org.

We encourage students to make healthy choices when bringing snacks and lunches to school. The kitchen will not provide snacks for students it is the responsibility of the student and their parents to arrange for snacks at school. **All** students must pay regular price for snack milk/juice.

Please pay at the beginning of each week. Your child's breakfast/lunch/milk money must be sent to school in an envelope with the necessary information on the front: student's name, teacher's name, the date(s) when hot lunch and/or milk will be taken, what they will be having, whether it be breakfast, milk, and/or lunch, and the total amount of money in the envelope.

The prices for the 2015/2016 school year are as follows:

Level	Regular Lunch	Reduced Lunch	Regular Breakfast	Reduced Breakfast	Milk
K-5	$2.50	$.40	$1.00	$0.00	$.50-$.55
6-12	$2.75	$.40	$1.25	$0.00	$.50-$.55

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 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.

Student Property:

We do not recommend that students bring expensive items such as electronic games or musical items to school. The school is not responsible for damage or loss of student possessions. Students are not allowed to bring in any type of toy resembling a weapon or ammunition including bbs and pellets. No trading cards of any sort, is allowed. They get traded, sold, lost, and cause distractions. No weapons, tobacco, drugs, or alcohol are allowed on school property. In some cases items will be taken away and a parent will have to pick the items up from the principal.

Students in grades 3, 4 or 5, who wish to ride their bikes back and forth to school, need to obtain written permission from the parent. Students should dismount from their bike and walk their bike when they are on school property. Students who come to school on roller blades, skateboards, scooters, or any other type of individual transportation devices are not allowed to use them on the playground or within the school. Heelys and cleats are not allowed in the school.

Visitors:

Parents, community members and other interested parties are welcome to visit our school. We are proud of the facilities and of the educational environment that we provide for our children. Parents may schedule appointments to visit with their child's teacher or other staff member. Scheduling an appointment eliminates the possibility of arriving during another meeting or during a class testing or instruction.

To ensure the safety to our children and staff all parents and visitors must enter by the front door, stop at the office to report and sign in, and receive a "Visitor" badge. School-age friends or relatives of students may not visit school unless given special permission given by the principal and teachers involved.

Volunteers

Parent and family volunteers are an important part of our school. We welcome anyone wishing to help out in our school.

All volunteers are required to read and sign a "Confidentiality Agreement" before they can begin volunteering in the school. Once this agreement has been signed you will sign-in at the office and be given a "Volunteer" badge to wear while you are in the school. When you leave the school you will return the badge to the office and sign-out.

VII. RULES, GUIDELINES & POLICIES

Bus Guidelines /Bus Notes:

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.

Questions pertaining to bus routes, schedules, and disciplinary matters may be directed to Mr. 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 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 busy roads. 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 board that bus 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, bus director, or superintendent.

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. Exceptions may be granted only when a parent has sent in a note with the necessary information.
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/herself properly on a bus, such instances will be brought to the attention of the transportation supervisor by the bus driver. 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.

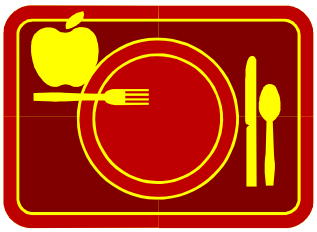
Please be reminded that a bus driver has the very responsible job of transporting your children to and from school. An unnecessary distraction may cause an accident. Therefore, it is imperative that all children behave responsibly while on the bus and that they show respect for each other and for the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

Thank you for your support and cooperation.

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 to the office/teacher with the necessary information on it: your child's full name, the date/s your authorize this drop-off, the full name of the person whose house your child will be getting off at, the address the child will be getting off at, and the phone number of the location your child is being dropped off at. For your convenience blank bus notes are available at the office or you may print them from our web site, www.rsu18.org/wes.

Cafeteria Rules:



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. Parents are welcome to sign-in and eat breakfast or lunch with their child anytime. Parents may bring a lunch or breakfast or order a school breakfast for only $1.50 or order a school lunch for only $4.25.

Cold Weather and Rainy Day Procedures*:*

On extremely cold days (when the Beaufort Wind Chart indicates 0 or below) or rainy days, children report to the gym during recess times.

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 in the learning environment.

A further safety concern exists with platform shoes, which may be clumsy to walk on; walking between the school and the playground, can become a real safety issue! "Heelys" and cleats are not allowed at school.
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 or obvious put downs is 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.

The first responsibility is to maintain a safe learning environment, as well as an environment of focused learning. Some clothing, while completely suitable at home or recreational events, may not be appropriate for school. As the maturity and age levels of the students at Williams varies greatly, please realize that what a third grader might wear, could possibly be inappropriate for a fifth grader. It is difficult to determine exactly the limits of students' clothing choices. Thus, I will attempt to standardize my requests with the hope that all grades will be best served. In general if it makes you hesitate, please consider a change of clothing.

Please do not send your child to school wearing:

- Clothing leaving bare midriffs or showing chests or backsides..
- Clothing that allows underwear to show (this includes, but is not exclusive to: sheer tops, spaghetti straps, strapless tops, low riding pants/shorts/skirts, low cut shirts).
- Clothing that allows private anatomy to show.
- Short hems should reach the tips of fingers when arms are hung straight down at the sides.
- Clothing that would be distracting to other students.

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

Homework Policy:

It is the belief of the Messalonskee School District 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.

A complete copy of the Messalonskee School District's Homework Policy (IHB), adopted January 2, 2002, is available at the school office, but a general rule of thumb is 10 minutes per grade. Hence, grade 3, 30 minutes; grade 4, 40 minutes; grade 5, 50 minutes.

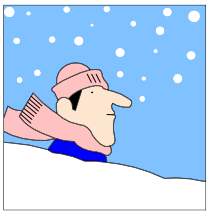
Playground Rules:

All children need time to refresh themselves through play and socialization outdoors at recess time. The following playground rules have been established to ensure a safe play environment for all of our children.

a) Students should walk to and from the playground in a safe responsible manner.
b) Students should courteously obey the teacher/playground monitor on duty.
c) Students should use safety rules on the playground and the playground equipment.
d) Students must obtain a pass from the duty teacher/playground monitor to leave the playground to retrieve a ball off grounds or to enter the building.
e) The following behaviors are never allowed:

- Aggressive contact, such as fighting, wrestling, "piggyback", pushing, pulling, kicking, hitting, or spitting.
- Throwing any object, which will cause injury.
- Moving another student off a piece of equipment.
- No hands-on.
- Any activity that the teacher/playground monitor on duty considers unsafe at the time.

f) First bus students line up immediately after school.
g) Second bus students report to the playground to wait for their buses.
h) Walkers are dismissed at 2:30 p.m.



During cold weather all children should have coats, hats, mittens, gloves, and footwear that are appropriate to our climate. Students with heavy winter boots should remove them when inside and have sneakers or slippers to wear in the classroom.
In warm weather, medium length shorts may be worn. Refer to the **Daily Dress** section for further information about appropriate dress.

Student Substance Abuse Policy:

There is a substance abuse policy (Policy JFCI) in the district. The essence of this policy states that students who have in their possession (including backpacks, jackets, lockers, etc.) or are found using tobacco, alcohol, inhalants, drug paraphernalia, steroids, look-alike drugs, or illegal drugs will have serious consequences starting with the first offense. A copy of this policy may be obtained in the office or online at www.rsu18.org/co/district-policies/jpolicy/pdf/jfai.pdf.

Storm Days:

Occasionally inclement weather is severe enough for school to be canceled. "No School" bulletins will be aired on local radio stations and posted on our web site. Please check these resources for updates on the status of school.

Web Sites:
www.rsu18.org
www.cancellations.com

TV Channels:
2, 5, 6, 7, 8, 13

Radio Stations:

92.3	I95	Q106.5
92.9	99.1	WDEA-AM
93.5	103.9	WFAU
94.5	104.7	WKCG
97.1	107.9	Z107.3
98.5	AM910	

In situations where students need to be dismissed early due to a storm or unforeseen emergency, the Superintendent's office will make a mass "call all" to parents notifying you of an unexpected early release. Announcements will also be posted on local TV stations, announcements on local radio stations, and our web site will be updated with that information. Early school dismissals are confusing (sometimes upsetting) for children

who are uncertain about where they should go after school. On the first day of school you will receive a form to fill out that lets us know 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 the Student Transportation Form/Early Release Form** and return it to the school so it can be put on file.

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. **NO CELLPHONE USE at school.**

Textbooks, Library Books & Student Planners:

The Messalonskee School District supplies textbooks for all students. Students are responsible for the care and upkeep of all school property. Textbooks must be covered to protect them from daily wear and tear. Please do not use contact paper.

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.

Students in these grades are required to record all assignments each day in their planner and take the planner home each night to share with their parents.

VII. HEALTH RELATED

Accidents/Illness at School:

A child who becomes ill or is injured must report to the school nurse. Students with minor cuts or bruises will be given first aid in the nurse's office. The nurse 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. When parents cannot be reached by phone, the persons designated on the card will be notified. You should provide at least three additional emergency contacts on your child's emergency card.

Administration of Medications

The Messalonskee School District promotes the safety of all students by carefully evaluating and monitoring medications that are required to be taken during the school day. The following procedure outlines the steps that will be used by school personnel, parents and students in the administration of medication. This policy will be explained to parents and students annually.

Medications for Allergies and Items Required for Long Term Illnesses:

1. Parents are responsible for providing the school with food and drink needed for diabetic children, EPI pens, inhalers, or any other prescribed medication that is needed to avoid a potentially dangerous situation in the event your child is in need of any of these items. These items should be given to the school on the first day of classes.

Prescription Medication:

1. Parents will be encouraged to schedule medication administration, with their physician's advice, outside of school hours. Medications prescribed more than four times daily will not be administered at school.

2. In order for the school nurse to administer prescription medication at school:

    a) Medication is necessary to the child's health and must be taken during school hours.
    b) Neither parent is available during school hours to administer the medication.
    c) A parent has authorized us to administer medication to their child by signing the special Medication Permission Form given to them by the Nurse.
    d) Medication has been prepared in the original container or a suitable container with a copy of the prescription label.

3. Medication shall be kept in a locked protected area.

4. Medication shall be administered under the supervision of the school nurse or a designee.

5. A log of administrations shall be maintained and completed by the adult supervising or administering medication.

Over-the-Counter Medications:

Due to the potential dangers to children from careless handling of medications and miscommunication of instructions, over-the-counter medication is discouraged. Students may self-administer over-the-counter medication while at school with parental approval, provided the following conditions are met:

1. Medication is necessary to the child's health and must be taken during school hours.
2. Neither parent is available during school hours to administer the medication.
3. A signed parental request has been submitted to the school.
4. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
5. Medication is in the original container.
6. Medication shall be kept in a locked protected area.
7. Medication shall be administered under the supervision of the school nurse or a designee.
8. A log of administrations shall be maintained and completed by the adult supervising or administering medication.

Childhood Illnesses:

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 he/she should stay home from school. Often times children will feel well when they get up, but they 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 for at least 24 hours.

c) **Diarrhea** – Loose stool has 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 one or two days 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 school nurse before returning to school.
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.
h) **Toothaches –** Toothaches are painful and should be addressed by a dentist. There are many dental conditions that cause pain in the mouth and should not be ignored. If your child complains of severe pain or throbbing see a dentist as soon as you can.

VIII. PROGRAMS & SERVICES

School Success:

The primary responsibility for your child's education rests with you as a parent and with the classroom teacher. If your child needs additional services our school has various resources which can be used. We have guidance services, special education, reading tutors, math tutors, gifted and talented services, enrichment programs, guidance, and English Language learners program.

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 Pupil Evaluation Team meeting (P.E.T.) 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.

If you feel that your child may need any form of additional help, please contact either the classroom teacher or principal.

Parent Teacher Association:

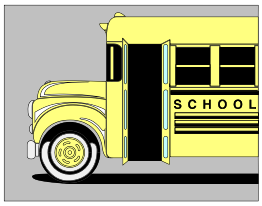
Williams Elementary School is fortunate to have a very active Parent-Teacher Association (PTA). This group has made many contributions to our school. This includes not only monetary support through fundraisers, but also active volunteer service by its members.

PTA volunteers help our school in many ways. Some of the ways they serve are: individual tutors, chaperones, library assistants, nursing assistants, office helpers, book fair helpers, fundraising workers, homeroom parents, bulletin board makers, copy assistants, and career orientation speakers, mother and father day sales, movie night, etc.

If you are interested in becoming active in our PTA please contact the PTA President, Valerie Jackson. She would be happy to answer any questions you may have and help you get started.

IX. MISCELLANEOUS

Field Trips:



Most classes take one or more field trips each year. We hope you will be able to join your child's class as a volunteer chaperon for one of the trips. Everyone enjoys them, and it is an excellent educational opportunity. Unfortunately, due to space, liability, and supervision constraints, siblings are not able to go on field trips.

If you would like your child to participate in a class field trip we MUST have a signed field trip permission slip on file prior to the date of the filed trip. No child will be allowed to attend a field trip without this signed authorization. Any child who does not have the proper authorization will have to remain at school with another class.

Any person requesting to chaperon or volunteer on a field trip will be required to complete a Volunteer Application prior to the date of the filed trip. Volunteer applications are valid during the school years your child attends Williams Elementary School.

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. 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 simple such 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.

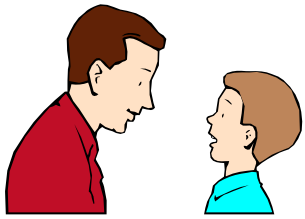
Help Your Children Develop Good Study Habits: Give them a quiet, well-lighted place to study, with room for books and study materials. Decide on a regular time to study daily, and check their work and assignments. Supervise television viewing. **Keep toys, radios, dolls, and games at home.**

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 to them, to the teacher)
R – Reward
E – Encourage
N – Notice (work and school information)
T – Take time



Promotion/Retention:

The Messalonskee School District is dedicated to helping each student experience continuous development and growth. Consistent with this goal, the professional staff is expected to place each student at the grade level most appropriate to his/her academic, social, and emotional needs. Parents have a responsibility to participate in this process to insure that each child is placed in a learning environment where success is possible. If promotion would place a child in a grade level where even minimum success is doubtful, parents will be notified as soon as possible. At that time, the classroom teacher will meet with the parent to develop a plan to remediate areas of academic concerns for the child. The principal will inform parents, in writing, of any recommendation regarding retention no later than May 15.

To view this district policy in it's entirety please request a copy of Policy IKE from our school or you view it online at **www.rsu18.org .**

Student Records

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, at our discretion, without parental consent and may include the following:

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

Parents who prefer that directory information not be released, MUST either inform the Superintendent in writing by September 15th or within 30 days of enrollment, whichever is later or indicate your choice on your childs' Emergency Data and Permissions Sheet provided to you in the "first day" packet.

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 to discuss their children's progress. Progress reports are sent home mid way through each trimester for 4th and 5th grade students. Parent Conferences are regularly scheduled at the end of the 1st and 2nd trimesters.

X. ANNUAL NOTIFICATIONS

Parents Right-To-Know:

At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held buy the teacher, including the field of discipline of the certification or degree.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parent Involvement Policy:

Each school district that receives Title I funds shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy that describes how the district will:

1. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.

2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

3. Build the schools' and parents' capacity for strong parental involvement.

4. Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents and Teachers program, Home Instruction Program for Preschool Youngsters, and State-run preschool programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I.

6. Involve parents in the activities of the schools served under Title I.

School-Parent Compact:

As a component of the parental involvement policy, at least annually, each school served under Title I shall jointly develop with parents for all children served under Title I a school-parent-student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students served under Title I to meet the state's student academic standards, and the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

2. Describe specific activities in which the student will be engaged to enable him/her to make satisfactory progress toward attaining academic achievement standards.

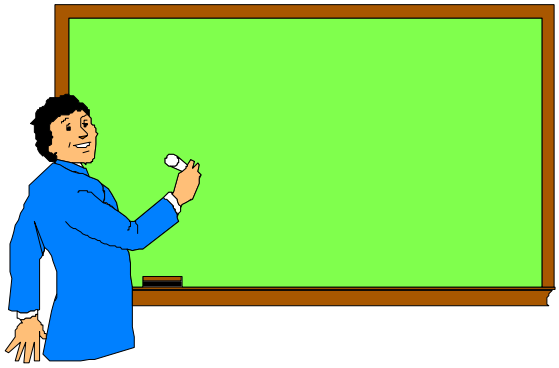
3. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.

b. Frequent reports to parents on their children's progress.

c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

For additional information regarding the parent involvement policy and the school-parent compact requirement see Section 1118 of the legislation or the USDE Parent Involvement Guidance at http://www.ed.gov/programs/titleiparta/parentinvguid.doc.



Have a great year

at the

Williams Elementary

School

2015- 2016