

MANCHESTER ELEMENTARY SCHOOL



Parent/Student Handbook
2017- 18

Dear Parents,

We are pleased to welcome your child to another year of education at the Manchester Elementary School.

It is important for parents and the school to have an open avenue of communication so we can all work together to benefit our students. Through this handbook, we hope that you will be better informed about both the staff and the programs offered to your children.

We invite you to visit school often during the year to view firsthand the outstanding educational opportunities provided to the students of Manchester. In addition, please feel free to call at any time. Our phone number is 622-2949. For your information, the office is open from 7:15-3:15 and classes are in session from 7:55-2:30. The following is a roster of current staff, along with their voice mail extensions (if applicable).

Sincerely,
Janet Delmar, Principal

Manchester School Staff

Principal	Janet Delmar	1602
School Secretary	Joyce Norwood	1601
PreK	Laura Vining-Doherty	1615
Kindergarten	Robin Terrell Holman	1610
Kindergarten	Catherine Gross	1614
Grade 1	Christine Johnson	1613
Grade 1	Jessica Gurney	1612
Grade 2	Michelle Ballard	1611
Grade 2	Debbie Collins	1623
Grade 3	Hayley Pierce	1624
Grade 3	Jennifer McNaughton	1622
Grade 4	Jillian Laflamme	1620
Grade 5	Jennifer Galletta	1621
Literacy Specialist	Rachael Boucher	1609
Math Interventionist		1626
Special Education	Vicki McMullen	1616
Guidance	Becky Vining	1617
Speech Pathologist	Shannon Cole	1641
Librarian Ed Techs	Sue Halberstadt	1606
	Terry Mason	
Music	Dorie Tripp	1632
Physical Education	Barbara Godfrey	

Art	Rachael Wilson	1625
Gifted and Talented	Victoria Scott	
School Nurse	Jada Clark	1603
	Angela Palmer	
Educational Tech.'s	Ashli Spear	1629
	MaryAnn Florek	1605
	Patricia LeVeen	
	Barbara Galouch	1616
	Jessica Dwyer	1629
Cooks	Nancy Belanger	1607
	Renee Hippler	1607
Custodians	Curtis Williams	1630
	Byran Arthurs	
Occupational Therapy	Julie McFarlane	
Physical Therapy	Darcy Sekerak	
School Psychological Service Provider	Susan Holinger	

In addition to the staff at Manchester School, the Central Office personnel would be happy to make themselves available to you for any additional information. Unless otherwise noted below, Central Office personnel can be reached at 685-3336.

Central Office Staff

Superintendent	Dr. Donna Wolfrom
Special Education Director	Ryan Meserve
Finance Manager	Brigette Williams
Technology Coordinator	Diane MacGregor (622-2949 ext. 1618)
Transportation	Blendine Butterfield (685-3621)

School Committee Members

Wendy Brotherlin	621-9954
Jon Caron	623-8409
Melissa O'Neal	649-7252
Kaleb Pushard	

Reservation Clause

Manchester Elementary School's administration reserves the right to change the terms of the handbook at any time, without notice.

Handbook Purpose

The purpose of this handbook is to inform the entire school community about programs, procedures and policies that we support and adhere to. This handbook should serve as your guide throughout the school year.

The RSU #38 Board, made up of members from all four towns meets monthly to discuss issues related to our schools. All meetings are posted in advance. If you would like to place an item on the agenda, the Superintendent's Office needs to be notified 10 days in advance of the meeting date. All are welcome to attend.

Affirmation of Positive Discipline

The Manchester Elementary School Committee recognizes and supports the measures taken by staff and administration to resolve disciplinary issues in a positive and productive manner. There has been a concerted effort to address affirmatively all matters that effect the safety and general well-being of our students.

Manchester Elementary School is continually working to create an environment that honors respect, responsibility and high academic achievement. Our high expectations for excellence and good citizenship are reflected in our Belief and Vision Statements. To that end, the School Committee is committed to doing its part to provide our students with a school that encourages intellectual and social growth and prohibits acts of disrespect and intolerance.

Who To See About What!

At Manchester Elementary School The Principal is responsible for the day-to-day operation of the School. The Superintendent of Schools is responsible for the day-to-day operation of the District. The School Committee is the policy-making body.

In order to address questions regarding any situation in an organization, it is best to address the person who had direct supervision over the activity. If the issue is not resolved at that level, it may be appropriate to go to the second level. Often times, the person at the second level will consult or involve the primary person in the resolution of the question or concern.

Buses:

- 1st Driver
- 2nd Transportation Director
- 3rd Principal

Classroom:

1st Classroom teacher
2nd Principal

Other school concerns:

1st Person in charge of the duty for the activity or event
2nd Principal

Special Services:

1st Classroom teacher
2nd Case Manager
3rd Principal
4th Special Education

Director Health Related Issues:

1st School Nurse
2nd Principal

Facility/Building use Requests:

School Secretary (Please note RSU #38 Facilities Use Policy KF/KF Attachments must be completed and approved prior to use. Proof of insurance is required and fees may apply).

Attendance

Students are expected to be in school every day unless they have an illness that requires them to stay at home or have an important family commitment that is unavoidable during school time. By the same token, children who are ill should not be sent to school. If a student becomes ill during the school day, we will call you and ask you to make arrangements to pick up your child. As you know, many illnesses affecting children are contagious and we ask for you to consider this when making the determination whether or not to send your children to school.

Elementary school administrators are now required to enter habitual truancy data into the State of Maine Database: Infinite Campus. A student who is at least 7 years of age is truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. Additionally, frequent absences do affect the progress of your child's educational program. A student arriving late may have a more difficult time adjusting when lessons have already begun or may miss scheduled services. Students who are absent frequently may not meet proficiency in math or literacy on local, state, or national assessments. Chronically absent children often have large gaps in their knowledge that impedes their future progress. We ask you to make every attempt to maintain consistent attendance of your children. As students get older, it is expected that they will make up the work missed. If you call prior to 11:00 a.m., we can make arrangements to have ready the homework assignments from your child's teacher(s). You can either pick it up at the close of school or have it sent home with another child.

In all cases, please call the office prior to 8:30 a.m. to let us know if your child will be absent from school. By doing so, we can all be assured that each student is exactly where he/she is supposed to

be. If we do not hear from you before 8:50 a.m., you will receive an automated phone call requesting verification of your child's absence. Please note that the morning bell rings at 7:55 and that begins our instructional day. We would appreciate it if students can be here by that time so lessons are not interrupted by late arrivals. Students who arrive after 7:55 must check in with the office, they will receive a late slip and report directly to their classroom (we ask parents to say their good by at the office to avoid classroom disruptions).

Planned Absences - In the event that your child will be absent for a scheduled appointment or extended weekend we ask for advance notice of this as well. If you are planning an extended absence for your child (family vacation outside of regular vacation weeks) we request this information in writing well in advance of your child's absence. Additionally, your child is responsible for any missed classwork/homework for this period of time upon their return. While teachers may be able to provide a small amount of work for children to "take with them", the bulk of the classroom work will be provided upon the child's return to school and will be expected to be completed in a reasonable amount of time. We ask that you also be aware that many lessons consist of direct teacher instruction that is not easily replicated.

Bomb Threats

The RSU 38 School Committee recognizes that bomb threats are a significant concern to our school. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The RSU 38 School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Class Placements

In April and May we begin the process of assigning our current children to classrooms for next year. Placement is a lengthy process considering many factors and involving input from the professionals in our school who know the children. Extraordinary amounts of time, care, and thought is devoted to this process, as it is essential that balanced groupings be created to provide equal opportunities for all students. We, therefore, do not honor specific placement requests. Thank you for your understanding and cooperation.

Calls to Students

Students should not be called from class to accept phone calls except in an emergency. However, parents may call the school to leave a message that we will gladly get to the student. Students are expected to take care of planning after school activities at home before arriving at school.

Deliveries to Students

Flowers...Balloons...It's a nice thought but it can disrupt class time and also may cause an issue with transportation home after school. We ask parents to refrain from having flowers, stuffed animals, candy and/or balloons delivered to students during school hours.

Dismissal at the End of the Day

For the safety of our students we will follow the following pick up routine. A staff member will unlock the gym/cafeteria doors at 2:25 pm and then proceed to the gym/cafeteria. As a safety precaution, staff members are not allowed to let parents into the school before 2:25 for student pick up. After school student pick up is from 2:30-2:40 from the gym. Upon entering the gym we ask that you please stay in this area during the pick up time until you sign out your child(ren) with the staff member and then **exit out the door by the kitchen**. Please come prepared with a photo ID in order to assist staff with checking out students.

If you need to see a teacher, the secretary or another staff member please wait until after the parent pick up time (2:45) and enter through the front door and/or make an appointment.

Distributing Invitations at School

In order to prevent hurt feelings, invitations to home parties should not be distributed at school unless all students in a classroom receive an invitation. Thank you for your cooperation on this matter!

Dress Code

1. Students should be dressed for the weather. All students are expected to go outside during recess time, weather permitting. Medical excuses will be accepted.
2. Students should maintain an appearance that is appropriate to the setting - one that promotes a positive and healthy school experience. We do not allow clothes which have inappropriate slogans or those that advertise tobacco or drug products.
3. Students should not wear clothing or accessories that will cause injury to themselves, other students, or damage school property.
4. For safety purposes, we prefer that students not wear open-toed shoes or sandals to school (they are not allowed on Castletown - our school playground or in physical education classes).
5. Students who wear boots should bring shoes to wear while in the building. Wearing heavy boots all day is a poor health practice.
6. Please put your child's name in all outer clothing, backpacks, lunch boxes and boots.

MANCHESTER ELEMENTARY SCHOOL DRESS CODE REMINDER.....

(this dress code is followed at MCMS and MCHS as well)

Students and staff at Manchester Elementary School are expected to dress in a manner that does not detract from the learning environment. Unacceptable dress includes, but is not limited to:

- * clothing/accessories that exhibit inappropriate language/messages about tobacco / chemical substances, hate messages or sexual innuendo;
- * clothing that reveals any private anatomy;
- * clothing/accessories that have any sharp objects;

- * shorts/dresses/skirts that are shorter than mid thigh length
(to test proper length, stand with arms reaching down, fingertips should reach hem of shorts/dresses/skirts);
- * wearing spaghetti straps or any straps that are less than 1.5 inches wide;
- * undergarments that are showing;
- * not wearing footwear;
- * violating the "B" rule (the "B" rule includes, but is not limited to: no showing of breasts, butts, bottoms, bellies, backs, boxers, bras, etc.)

If any article of clothing offends someone, the student will be asked to change. The student may be asked to turn an inappropriate article of clothing inside out. The student may be asked to call home for a change of clothing. Repeated offenses will result in a parent notification of a discipline meeting with the Principal. Only closed toe shoes are allowed on Castletown.

Emergency/Crisis Team

All schools in our district have active Crisis Teams that have been trained to respond to emergency situations. The team usually consists of 7-8 members who come from a variety of staffing positions within the school. The Principal of each school is chair of the school's Crisis Team. This team assembles a couple times a year to review and practice procedures. Staff members are updated annually on procedures.

Emergency Information

Emergency information forms are on file for each child at the school. Parents need to contact the office if any changes in phone numbers, address, or employment take place. Accurate information is necessary for the sake of efficient response to an emergency which may affect your child.

Evacuation Drills

We practice evacuation procedures many times during the year to ensure that everyone is well versed in primary and secondary routes of evacuation from different places of the building. Some drills are not announced in advance. Attendance is taken during the evacuation drill to assure the safety of every person within the school building. During Fire Safety Week, our local fire departments and rescue personnel organize activities to reinforce good fire safety practices.

Facilities Use

The community may use the school facility for public functions when such use does not interfere with the school program or the activities of school sponsored organizations. Please see RSU #38 Facilities Use Policy KF/KF Attachments. Forms must be completed and approved prior to use. Proof of insurance is required and fees may apply. Call the school secretary at each school to make any such arrangements. Building use must be that which involves a community meeting or athletic event. Personal or individual use is not allowed.

Field Trips

Field trips are scheduled in order to provide our students with enriching experiences that complement their education. You will receive one permission slip in the fall for all field trips scheduled within district during the year. All other field trips outside the district require an individually

signed permission form that should come home with the students a week in advance of that planned trip. Please look in the newsletters for information about upcoming events. If you have a question or concern about a specific field trip, please call the school for further information.

Students are expected to ride the bus on all school field trips, with their classmates on the bus. Classroom teachers will decide how many parent or guardian volunteer chaperones will be needed for the safety of our students. Our field trips are planned to enhance the instruction that is taking place in the classroom. Therefore, it is not appropriate for younger siblings to attend due to safety and liability reasons.

Food Services

Maranacook Food Services program operate on a debit system through PowerLunch. PowerLunch is the lunch/breakfast management portion of PowerSchool (our web-based student information system). The system helps you monitor meals sold as well as your child's account balances and transactions. Hot lunches are available at a rate of \$2.75 per day (or \$13.75 per week). This price includes full salad bar and choice of a milk. Breakfast is \$1.00 per meal and includes a choice of milk, juice, and entree of the day. Free or reduced rate hot lunches are available for those students whose families qualify. Applications may be obtained from the school office. Students who qualify for free or reduced priced meals also qualify for free breakfast. The price of milk is \$.50 for each milk. We ask that both hot lunch and milk money be brought in on Monday (or the first day of the week). You are also welcome to pay in advance any amount of money that will be credited to the student's account. There is also an on line payment system available called "AndroGov" which can be accessed from the district website. School Messenger will be notifying you when your child has a negative balance. When your child's lunch balance is -\$10.00 you will receive a letter stating that your child will be getting a bag lunch, which includes a sandwich, fruit and a milk if his/her balance is at -\$15.00. We would appreciate your cooperation with this policy. Menus are published monthly on the Maranacook website for your meal planning convenience.

The Hot Lunch Program includes an option called "Offer vs. Serve". The students have a choice of selecting either the entree served each day or an alternative prepared by the cooks. The students in grades 1-5 make this selection each morning. Kindergarten students make a weekly selection on the first day of the week. It would be helpful if kindergarten parents would provide written indication of those selections on the first day of each week. At lunch time, students can also make selections regarding fruit, vegetables and white or chocolate milk. In all cases, the selections meet each of the nutrition elements required by the State. PREK student meals are in their classroom with a separate menu.

RSU #38 Homework Guidelines

Homework is an extension of the instructional program and thereby helps students to practice and internalize concepts and skills taught in class. Meaningful homework, assigned by teachers and supported at home, helps provide opportunities for students to develop responsible work habits. A successful homework program will motivate a child to want to learn, as well as help to create a lifelong learner.

Guiding Principles:

- In order that a level playing field is maintained, any assigned projects should be assessed carefully so that differences in family resources do not greatly affect the outcome.
- As a means of communication among parents, teachers and children, homework enhances the school-home connection.
- With independent practice, homework is intended to reinforce classroom learning. There needs to be a balance between school (homework), family life and other activities, including free play and exercise.
- The most effective homework meets the individual needs of the student. Homework receives consistent follow-up, recognition, and response.

The Superintendent shall hold each school responsible for developing fair, reasonable, and consistent time parameters for homework. Teachers will inform parents what role homework plays in the classroom and the expectations they have for parents as it relates to homework.

Ten (10) minutes of homework per grade level per night supports the teaching-learning process, e.g., Grade 1 (1 x 10 minutes = 10 minutes of homework); Grade 9 (9 x 10 minutes = 90 minutes of homework.) This model is a guide for homework assignments. (4/27/09)

Holiday Recognitions

The children all love to bring in treats to share and celebrate with their classmates. Usually the homeroom parents will meet with the teacher to confirm dates and times for holiday gatherings. Teachers often have specific plans for food items and supplies they will need. Homeroom parents will coordinate donations of items within Student Wellness Policy JL.

Legal Custody

According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Education Rights and Privacy Act." Parents who have custody orders should file a copy of the court order with the school. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions about this matter, please contact the school office.

Medication Policy

It is the responsibility of the parent and/or student to administer all medication. However, as a convenience for parents, the school will, upon written request, keep medication available for a period of time. Parents shall notify the school in writing (form provided for long term medication) when it is necessary for their child to take medication including type of medication, amounts and times to be administered. In addition, it must be in the original pharmacy container and brought in to school by the parent another adult. Students may not transport medications. Our school nurses are Jada Clark and Angela Palmer (ext. 1603) if you have questions regarding medication or any other health related issues.

Morning Student Arrival

Students may be dropped off at school **beginning at 7:30 a.m.** and should be dropped off in the rear parking lot.

Newsletter

The newsletter for the following week is sent home on Thursday (either via electronic format to the email you have provided us, or hard copy per parent request). On the newsletter there is a calendar section that gives you important upcoming dates about school and district events. Please review this each week because it contains important information about upcoming events and programs. We also attach a number of important notices each week. Therefore, you and your children should get into the habit of reviewing these notices weekly.

No School Announcements

The Office of the Superintendent makes decisions about school cancellations, delays or early dismissals and announcements are made in the following manner. On mornings when storms prevent school from being held, our school utilizes the School Messenger Notification System to notify parents via a phone call to your home phone number. In addition bulletins are announced several times over local radio (WABK, WMME) and television stations (channels 6, 8, 13) indicating school closings or delays. It is also listed on our district's web site, www.maranacook.org. Listen and watch for announcements about schools in RSU #38. Please note that there is another Manchester Elementary School in Windham, Maine. On occasion, people hear that school's no school announcement and assume that it is us. Our school is always included in the RSU #38 announcement; it would be a very rare occasion for our school to be canceled on its own.

Occasionally, it is necessary (due to an impending storm, power or water loss, etc.) to close school before the regular release time. This information is also distributed through the School Messenger Notification System and phone calls are made to parents daytime phone numbers. Please have a clear understanding with your child(ren) as to what he/she is supposed to do (or where to go) in the event of an early dismissal. Decisions about school cancellations, delays or early dismissals are made by the Office of the Superintendent and announcements are made in the manner listed above.

Notes for Alternative Transportation

If your child is going to visit a friend after school or be transported in a way other than the usual manner, a request should be made in the form of a written note signed by the parent. We would also appreciate a note if you are picking up your child(ren) after school so we'll know not to send them on their regular bus run. If you forget the written note, please call the office by 1:00 P.M. Without either a written note or a phone call from parents, students will be sent home on their regular bus run. Please be aware that requests to travel on a different bus may be denied if there is not room enough for any additional students. Students will be released to parents only during and after school unless the parent has authorized the school to release them to someone else. Parents who are picking up students at the close of school (2:30 p.m.) should do so in the following locations: K & 1 Mrs. McMullen's room (across from Kindergarten) and grades 2 - 5 in the gym. Additionally, we request that you do not pick your child(ren) up directly from the classroom at any time during the school day (this is for the safety of all our students). If your child has an appointment that requires them to be dismissed prior to 2:30, we ask that you visit the office and we will have them come to the office to meet you.

Open House

Open House gives parents the opportunity to become familiar with their child's classroom program and the teachers' expectations for the school year. This is usually held during the first few weeks

of school in September. We do our best to organize the evening so that parents with more than one child in school can visit with each child's classroom teachers.

Parent Teacher Community Organization (PTCO)

The Manchester PTCO supports many of these field trips as well as other enrichment activities. We encourage all parents to actively support this important organization. At present, Jenny Kingsbury serves as President, Jessika Williams is Vice-President, Darcey Freeman, Secretary and Michelle Bragg, Treasurer. New members of this group are always welcomed. Messages from the PTCO about upcoming events occur weekly in the Manchester Elementary Newsletter as well as notices about PTCO meetings and agenda. Meetings are normally the second Thursday of each month starting at 6:30. Visit the Manchester Elementary FaceBook page for event updates too!

Parent Teacher Conferences

Parent/Teacher Conferences are held twice a year after the first and second trimesters to discuss your child's academic development. This is an excellent opportunity to discuss programming, student behaviors, homework, and to review your child's progress. Your child's report card will be sent home a few days before the conference to allow you time to look over this important document and discuss this with your child. Conferences are scheduled for twenty minutes. Though the dates and times for these conferences may vary by school, they are generally held toward the end of November and mid March. We use the web-based Pick-A-Time program to schedule your conference time. Please note that although these dates are scheduled around the marking periods, you may contact your teacher at any time to discuss concerns.

Physical Exams and Health Screenings

All kindergarten students will have a physical exam before entering school. Our school nurses will screen for vision and hearing as required by state law. Health records are maintained as part of each student's cumulative folder. Concussions, communicable diseases, operations, broken bones, etc., should be reported for the records. If a student has an injury limiting one's physical activity (i.e. PE class, playground) we do require a signed doctor's note and communication with the school nurse.

Playground Rules

Outdoor recess is a time to release/expend energy, get fresh air, and engage in outdoor activities. We expect children to show respect for school property, teachers on duty, and each other. Playground Rules are primarily safety driven. We strive to be consistent in our enforcement of the rules so students will follow the rules regularly.

The following activities are PROHIBITED on the playground:

- Going beyond the playground boundaries that are established by each school.
- Using equipment improperly, such as twisting the swings, jumping off the slide or swings, or playing tag or rough games on the slide or climbing equipment.
- Games involving rough physical contact or unwelcome behavior.
- Playing with sticks of any shape and kind.
- Excluding other students from a game or activity.
- Throwing snowballs

- Damaging trees on school property, breaking off or hanging from branches.

At the conclusion of recess, students are expected to:

- Line up immediately when the bell rings.
- Bring in all equipment that was taken out.
- Wipe feet when entering the building, ESPECIALLY on muddy days

RSU #38
Playground Rules

1. During school hours, the principal/designee will determine who has access to the area.
2. During school hours, the principal/designee has authority to prohibit access to anyone.
3. During school hours, the staff will provide adequate supervision of the playground area for students.
4. Responsible adults are expected to accompany all children during their use of the playground outside of school hours.

All persons who use the playground do so at their own risk. RSU #38 is not liable for injuries sustained during non-school use. Please read all additional signage for safety.

Powerschool

Powerschool is an online, student information system set up for you to view various aspects of student information such as attendance, foodservice account balances, school bulletins, demographics and current grading for grades 4-12.

To access Powerschool, type in this location in the address field of your browser: <http://powerschool.maranacook.org/public/>

Type in the Student ID and password that were mailed home to you. If you can't remember this info check with your school secretary in person. We will not send this information via e-mail or over the phone due to confidentiality.

If you don't have Internet access at home and would like to log in, contact the school to make arrangements to use the school computers. Our goal is to promote positive communication between school and home which ultimately leads to more effective student programming and outcomes. We hope we have achieved this goal and would appreciate your feedback.

Preschool Program

RSU 38 Preschool Programs for students age 4 by October 15. It provides an educational program that supports the social-emotional, cognitive, language and physical development of our four year old children through child centered activities that recognize that children learn individually, sequentially and at their own pace.

It connects parents to school in a partnership to establish a foundation for success through early childhood education.-

It supports parents education for developing skills that will enable parents to help their child be successful in school.

Registration: Parents provide a copy of the child's birth certificate and current immunization records with application to the program.

Screening: Staff will conduct vision, hearing and developmental (ESI-P) screenings with parent permission.

Staffing: A certified teacher with a Bachelor's degree and experience teaching young children will manage the program with assistance from an experienced and qualified co-teacher.

Program: The program will run Monday - Thursday for 3 hours (and typically has 2 sessions).

Transportation: RSU #38 offers transportation to all PREK students.

Response to Intervention/Student Assistance Team

Manchester Elementary School has a RTI Team. The purpose of this team is to provide a forum for teachers to come and discuss ways to improve programming for students. During these meetings, we discuss the issues that are getting in the way of student success in the classroom and brainstorm strategies to improve programming for that student. The Team has attended training to become familiar with this process. Other staff members may be invited if they are involved with the child or can share some expertise with team members. When we meet to discuss a child's program, one of us will call you to discuss some ideas we might have to improve your child's program. We then will work together to monitor your child's progress to see if the steps that have been implemented have been successful. This process does not replace the special education procedures that are already in place for students identified with special needs. As is required by State and Federal laws, those procedures remain intact with all the rights and privileges that go along with that protection. The RTI process is meant to be more inclusive so teams can meet and discuss the needs of all children. If you have any questions about this process, please do not hesitate to contact the school office for more information.

School Visits

All parents and community members are welcome to visit the school, however, appointments need to be made through the office. Should you feel the need to meet with a teacher, please schedule a time with the teacher in advance of your visit.

Policy No: KI

Revised Date: 02/09/11

REGIONAL SCHOOL UNIT NO. 38

VISITORS TO THE SCHOOLS

The Regional School Unit No. 38 Board of Directors believes that visits to the schools by parent(s)/ legal guardian(s), members of the community and public, and individual School Board members can provide positive experiences. However, in order to avoid interruption of ongoing educational activi-

ties and in an effort to promote student and employee safety, the principal of each school shall institute procedures relating to visitors to the school that are intended to maintain order and protect the safety of students. Such procedures shall be subject to the review of the Superintendent. It is understood that procedures may vary from school to school due to the nature of the building, the location of the school, the age of the students and other considerations.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall immediately report to the main office upon arrival at the school to sign in and to receive a temporary badge. (This section shall not apply to parents or citizens who have been invited to the school for a general open house or performance.)
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual Board members shall follow the same procedures as other visitors.
- E. Due to health and safety concerns, with the exception of service animals assisting persons with disabilities, no animals are permitted at outdoor school-sponsored activities or events held on school grounds.
- F. Visitors shall comply with all applicable School Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- G. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but is not limited to, the news media, profit-making business, fundraisers and other organizations seeking access to students and/or staff.

KI Policy.doc Page 1 of 2 Revised 12/09/10 KI Policy.doc Page 2 of 2 Revised 12/09/10

Persons entering the school building without authorization from school officials and persons who fail to report to the main office upon arriving on campus or entering the building are considered "unauthorized persons."

- H. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- I. Those persons having no school-related purpose who remain on school premises or at school-sponsored events after being directed to leave shall be considered "trespassers." This shall also apply to all students under suspension or expulsion, or students from other schools unless otherwise authorized in advance by the building administrator/designee. Trespassers shall be immediately directed to leave the school premises, and may be subject to arrest.
- J. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.
- K. If there exists a court order containing restrictions on access to a child by a parent or other person, and a parent or legal guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school authorities.

L. A student will be released only to parents, legal guardians or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student. When school personnel have reason to question the authenticity of written authorization, they shall make appropriate efforts to telephone the student's parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Administrators may institute other appropriate procedures regarding release of students to parents, guardians and authorized persons. The school reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons.

Cross Reference: BCA - Board Member Code of Ethics
EBCA - Emergency Response Plan

Section 504 Child Find Notice

RSU#38 has a duty to locate, evaluate and identify any child residing in the District, and any child attending the public schools, who may require Section 504 accommodations or services.

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, their building principal or call the 504 Coordinator, Nancy Harriman at (207) 685-3336.

Smoking Policy

RSU #38, Maranacook Area Schools, promotes student and community health. All school properties (inside and out) are tobacco-free. Please refrain from using all tobacco products, including electronic cigarettes and vaping devices, while on school property and in school vehicles. For more information, please refer to Board Policy ADC, Use of Tobacco on School District Premises Prohibited.

Snacks

Each classroom has a designated "snack time". It is the expectation that parents provide children with a daily snack. Please reference Student Wellness Policy JL for more information. Classroom teachers and the MES office are not allowed to provide students with snacks (due to allergy considerations).

Student Conduct

We expect students, staff and parents to share responsibility for promoting positive behavior. We emphasize courtesy, cooperation, honesty, responsibility, and respect for others. We believe that all children can develop the skills and attitudes, which promote good choices. There are specific guidelines for behavior to ensure the health and safety of everyone. Violation of these rules will be dealt with by a progression of consequences.

It is the responsibility of each student to adhere to established criteria for behavior and of the school staff to enforce them. This responsibility extends to the student's conduct on buses, on school grounds, and when attending any school function or sponsored activity.

In general, students are expected to conduct themselves in a manner that does not disrupt class routine or school program. Additionally, they are expected to exhibit an attitude of cooperation and courtesy toward faculty and other students. Students are expected to maintain respect for school property and materials supplied by the community.

Infractions of these expectations will be dealt with on an individual basis. The type of consequence to be imposed will depend upon the nature, severity, and frequency of the violations. Repeated disregard or violation of school expectations may lead to suspension or expulsion from the school program. Our hope is to work closely with all parents to avoid recurrences of serious behavior.

It is important to let students know when behavior is inappropriate for the school setting. Behaviors listed below are some examples of those that are unacceptable.

- * Hurtful Words (name calling, teasing, violation of civil rights, etc.)
- * Hurtful Actions (hitting, pushing, kicking, etc..)
- * Unacceptable Language (swearing, violation of civil rights, vulgar language, etc.)
- * Unsafe Behavior (throwing objects, climbing, tipping someone in a chair, etc.)
- * Disrespectful behavior (rolling eyes, rude gestures, etc.)

Student Code of Conduct

A. Students Rights and Responsibilities

I have a responsibility:

- To act with integrity (truthfulness)
- To work hard and do my best
- To be respectful of others
- To be accepting of individual differences
- To treat others with kindness
- To act safely
- I have a right:
 - To learn
 - To be respected
 - To be heard
 - To be safe
 -

Student Records

All personally identifiable information on students will be held in confidence. Any parent or legal guardian of a student enrolled in the RSU #38 school district may review their student's records by coming to the school office and making a request to inspect educational records.

Supplies

We supply our students with a wide range of supplies at the outset of the school year. However, we would appreciate it if parents would monitor the use of consumable supplies such as pencils, crayons, erasers, and notebooks and replace as necessary as the year progresses. Our homeroom teachers provide parents with a list of consumable classroom supplies needed at the beginning of the school year. Students are also responsible for textbooks and library books provided to them and will be charged for books which are lost or damaged.

Toys

No Toys! We provide educational materials and opportunities for creative play. We request that you do not send toys to school with your child.

Visitor Parking

To ensure the safety of our students, parking is allowed in the designated spaces only....parking around the circle is NOT permitted at any time. If you are parking and coming into the school for any reason, you must park in these designated spaces in either the front or rear parking lots. **To ensure safety for all, the circle in front of the school is for busses only between 7:15 and 3:15 PM.** Parents are asked to park in the rear school parking lot (near Castletown) when dropping off/picking up their child during that time. Please note, our school day does not start until 7:30 a.m. (all exterior doors are locked until this time and students will not be allowed to enter until 7:30 a.m.!) Additionally, students may not be dropped off on the playground until 7:30 a.m. because there are no duty teachers until this time! At all other times the circle in front of the school is a one-way, one lane traffic area (as you will see clearly marked). We have "visitor" parking spaces out front that are located next to the two handicapped spaces. These spaces are accessible outside of designated "bus only times". We also ask that you park in the back lot if you are attending one of our field trips and will be parking your car for an extended period of time. We thank you for your adherence to these procedures.

Volunteers

Volunteers are an integral part of the overall instruction at Manchester Elementary School. We encourage each of you to become an active partner in your child's education by volunteering whenever possible. If you would like to assist in any area of school programming, please complete the Volunteer Application Form (which includes a reference and criminal records check). For more information, you may also speak to your child's teacher. We greatly appreciate the time our volunteers give to our students. It is important to remember that, while working with our students, all individuals, both staff and volunteers, must abide by the regulations regarding **student confidentiality**. Prior to working in our classrooms, we are asking all volunteers to sign a form that speaks to this issue. The Volunteer Handbook and Application are available from the MES Office or on the school website.

You will find a sign-in station in the front office. After the morning bell, all other outside doors are locked so you must use the front entrance to gain entrance. We would like all volunteers and visitors to sign in and wear a badge during your stay at school. It is important that we all are aware of the purpose of adult visitors to our school and this sign-in station will assist us with this effort.

Web Site

CATCH US ON THE WEB! <http://www.maranacook.org>

The new Maranacook Area Schools' web site has been a top priority in recent years. Our goal is to create a web site that is relevant, current, and informative. On our home page you will find a pop down menus to assist you with a variety of topics including: About us, school board, instruction, staff, parent/students and schools.

We also feature a "Snow Day" page. If school is being canceled due to the weather, the homepage will show that information before you will even hear it on the television or radio. TIP: if you visit our site often be sure to click on refresh/reload or you might just load the start page that is cached (already stored in memory) on your computer.

Additional School Programming

In addition to regular classroom subjects, there are a variety of opportunities for students to study in many other areas. These other areas are often referred to as "specials" Students in Kindergarten and Grade 1 have 30 minute specials and students in grades 2 - 5 have 40 minute specials. Specials include: Art, Library, Physical Education, Vocal Music, and Computer.

All students in grade four receive a full class pre-band experience. Additionally, students may elect to enter the instrumental music program in grade five.

Students, if eligible, receive support services in the following areas:

Special Education
Literacy
Occupational Therapy
Physical Therapy
Math
Guidance Program
Gifted and Talented

Students in all grades participate in classroom guidance lessons. Discussions and activities are designed to help students understand themselves as individuals, to acquire skills in developing interpersonal relationships, to recognize and respond to difficult situations, and to explore goals and aspirations. They also learn how to access assistance for their own specific needs.

Some children also receive guidance services while in small groups or in some cases, individually. Also, parents and staff members have the opportunity to collaborate with the guidance counselor when concerned about a child's physical, academic, social or emotional development.

Support Services

Our special education personnel work with students, parents and staff in the development of an Individual Education Plan (IEP) for every student identified through the special education process. There are innumerable reasons why a student might benefit from services outside the regular classroom. Some of them include remediation of academic difficulty, extension or enrichment activities, speech services or physical therapy. These services are available to any student who needs them in order to successfully meet the goals outlined on his/her IEP. For more information about services in this area, please contact Vicki McMullen ext. 1616.

Occupational therapy uses a holistic approach to looking at and treating the physical, psychological, cognitive, social and sensory needs of the child. Functional skills and activities are used to remediate problems and help children participate and achieve in the regular classroom to the best of their ability. The evaluation process generally involves observation, screening, discussions with parents and teachers, and administration of standardized and non-standardized tests. Referrals for evaluations can come from teachers, parents or other school staff.

Speech and Language - The Speech and Language Program serves students having difficulty producing speech sounds, understanding and using language, speaking clearly and fluently, and/or abusing their vocal structures. Speech/Language screening and rechecks occur for certain students each year. Evaluations and individual programs are developed through the I.E.P. process. Students are seen individually or in small groups 1-4 times per week depending on the severity of their needs. Consultation with teachers and home

Literacy support services are provided by Mrs. Boucher, our Literacy Specialist. She works with individuals or small groups providing extra reading opportunities. Her focus is to improve reading instruction to meet grade level expectations. The major areas of teaching within her program include phonemic awareness, phonics, vocabulary, fluency and comprehension. Mrs. Boucher also guides students to make connections between reading, writing, and oral communication. She enjoys choosing literature that encourages children to read material within their comfort range. Please feel free to contact Mrs. Boucher ext. 1609 if you have any questions about her program.

Math support services are provided by a Math Interventionist, to assist those who need math assistance. It essential for students to understand and see how important math is as we experience it in our daily lives. Our math interventionist strives to make learning mathematics fun. The content will be simplified at first and built upon throughout the course of the school year. We feel that learning and understanding math content now, will help them to be successful in school and their personal lives later.

Another area of service that might be considered is Occupational Therapy. Needs that are most frequently addressed by Occupational Therapy Practitioners in school systems are:

- fine motor/coordination skills
- handwriting and underlying developmental skills
- visual motor and perceptual skills
- sensory integration issues
- functional life skill

- adaptations, modifications, positioning and equipment needs
- assistive technology

Manchester Elementary also offers Gifted and Talented Instruction. Screening and identification of students for Gifted and Talented services are conducted annually for all students in grades 2, 5 and 8. The first step in the process begins in the month of February for all areas, including Academic, Visual (art) and Performing Arts (music). Application forms and directions are available on the RSU #38 website or can be obtained by contacting your child's school Principal. Parents, students, peers and community members are invited to be part of the nomination process.

Instructional Staff Profiles

Michelle Ballard....Mrs. Ballard is one of our second grade teachers. She is a graduate of the University of Maine with a Bachelor's Degree in Elementary Education. She has been a classroom teacher for 16 years. This is her ninth year teaching in our district.

Rachael Boucher....Mrs. Boucher is our Literacy Specialist. She is beginning her 18th year teaching with the last six being at Manchester Elementary School. Rachael has previously taught kindergarten, first, second and third grade. She has both an undergraduate degree in Elementary Education and a Masters in Literacy Education from the University of Maine and is currently working on her C.A. S. in Literacy. She is a certified Literacy Interventionist and Reading Recovery teacher as well.

Jada Clark....Mrs. Clark is beginning her third year as our School Nurse. She is a graduate of Central Maine Medical Center School of Nursing and the University of Southern Maine. She has experience in Pediatric, Psychiatric, and Geriatric nursing.

Shannon Cole....Mrs. Cole is beginning her 17th year as our Speech and Language Clinician. Mrs. Cole graduated from the University of Maine with a degree in Speech. She has a Masters Degree in Speech Pathology from the University of Cincinnati. Prior to coming to us, she worked in the Farmington school system for several years as a Speech Clinician.

Debbie Collins....Mrs. Collins is our second grade teacher. Her previous assignments at MES included teaching Special Education, grade 3, and language arts at the 4-6 level at Manchester School. She is beginning her 27th year at this school. She has a B.S. in Elementary and Special Education from the University of Maine, Farmington and a M. Ed. from the University of Maine.

Janet Delmar....Mrs. Delmar is starting her fourth year as the Principal of Manchester and Mt. Vernon Elementary Schools. She holds a B.S. in Elementary Education from Keene State College and received a Masters of Education from the University of Maine, Orono in 2005. In the spring of 2014 she earned her Building Administrator Certificate from Thomas College. Prior to coming to

RSU#38 she taught for 22 years in grades K-5 and as a Reading Specialist in Portland, South Portland, and most recently at RSU#18 in Sidney, Maine.

Laura Doherty... is starting her second year teaching Pre-k at Manchester Elementary. Previously she worked at Hallowell Montessori where she taught Kindergarten. Laura graduated from the University of Maine with a degree in Child Development and Family Relations with a focus in Early Childhood Education. Laura lives in Augusta with her husband. She is excited to be back here teaching in this community, having graduated from Maranacook in 2006.

Jessica Dwyer.....is a graduate of the University of Maine at Farmington with a B.S. in early childhood/special education. She has taught for over 20 years and the last 14 have been as a nursery school teacher. She and her husband Matt have three daughters which are or have attend MES.

Mary Ann Florek....Mrs. Florek is our part-time Computer Technology Ed Tech, entering her seventh year in our School District (fourth year at MES). She has a B.S. from Stonehill College, and also attended Babson College. She has lived in Manchester with her husband and 4 sons for 14 years, and enjoys quilting in her spare time.

Jennifer Galletta.....Mrs. Galletta is beginning her 20th year at MES. During her time at MES, she has taught in grades 2-5. She holds a Bachelor's Degree in Elementary Education from the University of Maine at Presque Isle. She received a Masters of Education from the University of New England in May, 2008. She lives in Manchester with her daughter Quinn, son Jack, and husband Matt.

Barbara Galouch....Mrs. Galouch is beginning her 21st year as an Educational Technician III at Manchester Elementary School in the department of special education. She graduated from the University of Maine with a degree in Animal Medical Technology.

Barbara Godfrey...Mrs. Godfrey has been working as a physical education instructor in Readfield and Manchester for the past 31 years. She has a B.S. in Education from the University of Maine and an M.B.A. from the University of Southern Maine.

Catherine GrossMs. Gross is our Kindergarten teacher. She is beginning her third year of teaching and her first year at MES. Ms. Gross received her Bachelors of Science degree from the University of Nebraska at Omaha in Elementary Education with an emphasis in STEM, and her Early Childhood endorsement. She has recently graduated with her Masters in Curriculum Instruction, and moved to Maine to pursue her career in education. She currently resides in China, Maine and enjoys reading, yoga, traveling, photography and chocolate.

Jessica Gurney...Mrs. Gurney is beginning her 8th year at MES and will teach grade one this year! This will be her thirteenth year teaching. She received a Bachelor of Science Degree in Elementary Education from St. Joseph's College and earned her Master's in Education. She lives in Manchester with her husband and two daughters.

Sue Halberstadt ... Mrs. Halberstadt has been the librarian Ed Tech III for Readfield Elementary School, Manchester Elementary School, and Wayne Elementary School for eight years. She received her B.S. in Education along with her Masters in Reading from the State University College at Potsdam N.Y. Prior to working for the district she taught 3rd grade for 3 years and Kindergarten for three years.

Robin Holman...Mrs. Holman is our Kindergarten teacher. She has a doctorate degree in early childhood education with a master's and bachelor's degree in elementary education . This is her 23rd year teaching kindergarten and 25th year in our district.

Christine Johnson is beginning her fifth year at Manchester Elementary School and will be teaching grade 1. Previously she taught Kindergarten teacher at Manchester Elementary and has a degree in Elementary Education and Special Education. She has been teaching for 19 years in grades 1 thru 3 as well a K-4 Resource Room teacher. She is currently working in her Masters in Education.

Jillian Laflamme...Ms. Laflamme is beginning her first year at MES. She comes from Central Maine Learning Center where she has worked as a behavioral health professional. Prior to that, she has worked as an English language learning educational technician for Lewiston Public Schools, substitute teacher for RSU #18, and tutor for Club Z! In-Home Tutoring Services. She holds a Bachelor's Degree in Elementary Education from the University of Maine. She lives in Sidney.

Patrica LeVeen... Mrs. LeVeen is beginning her 21st year at MES as an Educational Technician II in grades PREK-2. She is a graduate of University of Wisconsin with at B.A. in Art History. This year she will return to PREK as their Educational Technician.

Vicki McMullen...is beginning her 27th year as a special education teacher for RSU #38, and her fourth year as the Resource Room Teacher at MES. Vicki is a graduate of the University of Maine at Orono with a B.S. in Science.

Jannifer McNaughton... is beginning her third year Manchester Elementary and this year she will teach grade 3. She is beginning her 13th year in education and her 7th year in the district, having worked at MCMS and MCHS. Mrs. McNaughton received her Bachelors of Science Degree from the University of Maine at Machias and earned her Masters of Science in Education for K-12 Literacy from the University of New England. In addition to teaching elementary grades Mrs. McNaughton also holds a K-12 Special Education teaching certification. She resides in Windsor with her husband, daughter and son.

Angela Palmer...Mrs. Palmer is excited to continue her full-time adventure with RSU 38 this year. She has been with us part-time since 2012. We will continue to share her with Wayne Elementary School and Mt Vernon Elementary School. She has more than 20 years of nursing experience in Pediatrics and Maternal Child Health including her time as a Child Passenger Safety Technician and Postnatal Educator. She currently serves on the board of the Maine Association of School Nurses.

Hayley Pierce Ms. Pierce is originally from Manchester, Maine and attended Manchester Elementary School as a young girl. This will be her fourth year as a third grade teacher here at MES. She has a B.S in Child Development and Family Relations with a concentration in Early Childhood Education from the University of Maine at Orono. She is also an avid dancer and received her dance minor from the University of Maine as well!

Victoria Scott Mrs. Scott is beginning her fifth year as our Gifted and Talented Teacher. She will be working at Manchester Elementary School, as well as Readfield Elementary. She has been teaching and volunteering in Elementary Education for the past 22 years, in Maine, Vermont and Maryland. She has a Bachelor of Science, in Elementary Education, from Springfield College, in Massachusetts. She has completed post-secondary work, at the University of Maine-Farmington and the University of Vermont-UVM. She resides in Readfield with her husband and three children.

Ashli Spear....Ms. Spear is beginning her 21st year working as an Educational Technician III at Manchester. The majority of the years she has been supporting literacy programs in the regular education setting. She graduated from the University of Farmington on 1995 where she majored in Biology. Her hobbies include reading, hiking, traveling, playing with her dog and watching her daughters play sports.

Dorie Tripp...Mrs. Tripp is excited to begin her fourth year as Music Teacher at MES this year! She currently holds a Bachelor of Music Degree in Music Education, and is a National Board Certified Teacher in the area of Early/Middle Childhood Music.

Becky Vining.... Mrs. Vining is beginning her fifth year as the Manchester and Readfield Elementary Guidance Counselor. She has a bachelor's degree in Business Administration from the University of Maine and a Master's Degree in Counselor Education from University of Southern Maine. She lives in Manchester with her husband and four children.

Diane Wadsworth...Mrs. Wadsworth is beginning her third year as the RSU #38 ESL Teacher and will work for a portion of each day at MES. She previously taught grade 1 at MES for four years. She has a B.S. in Elementary Education from the University of Maine, and a M.Ed. in Educational Management from the University of LaVerne in CA. She has had a variety of teaching experiences in both California and Arizona.

Rachael Gilley WilsonMrs. Wilson will be starting her fourth year at RSU #38 and third year as the Art Teacher at MES! She has a B.F.A. in Art Education from USM where she minored in sculpture and ceramics. When she isn't teaching, she is making art, spending time in nature and helping to manage vacation rentals in Kennebec Valley.

I'm a good citizen when I am -

Trustworthy

Responsible

Honest

Respectful

Tolerant

Compassionate

Hard Working

Section II

District and School
Updated Policies, Forms and Procedures
(For a complete listing of policies visit our
website.)