

MT. Vernon Elementary School



Parent/Student Handbook
2016-17

Dear Parents,

We are pleased to welcome your child to another year of education at the Mt. Vernon 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 Mt. Vernon. In addition, please feel free to call at any time. Our phone number is 293-2261. 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.

Sincerely,
Janet Delmar, Principal

MT.VERNON SCHOOL STAFF

Principal
Administrative Assistant
Pre-Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 2
Grade 3
Grade 4
Grade 5
Education Technicians:

Behavior Interventionist
Literacy Specialist
Math Interventionist
Special Education Teacher
Gifted and Talented Program
Speech/Language
Computer Lab Technician
Computer Facilitator
Technology Integration Specialist
Guidance Counselor
Librarian Technician
Instrumental Music/Vocal Music
Art

Janet Delmar
Sarah Plante
Katie Reed
Christy Owens
Michelle Hood
Tina Karanis
Deborah Dubord
Carolyn Watkins
Deb Hatt
Leslie Boyce
Robin Ballard
Jill Worster
Colleen Walsh
Michael Temple
Susan Lockhart
Abby Shink
Catherine Hanscom
Selene Frohberg
Kate Hill
Linda Gatti-Fyler
Diane MacGregor
Bret Trefethen
Tara Wicks
Jill Worster
Patty English
Rebecca Sellers

Nurse
Custodian

Angela Palmer
Craig Dunn

Central Office Staff

Superintendent	Donna H. Wolfrom, Ed.D (685-3400 x 2)
Special Education Director	Ryan Meserve (685-3400 x6)
Curriculum Coordinator	Nancy Harriman (685-3336 x0)
Professional Development Coordinator	Nancy Harriman (685-3336 x0)
Finance Manager	Brigette Williams (685-3336 x5)
Technology Director	Diane MacGregor (622-2949 ext. 1618)
Transportation Director	Curt Morse (685-3621)
Admin. Assist.	Blendine Butterfield (685-3621 or 458-1574)
Food Service Director	Jeff Bridges (685-4923 x1085)

School Committee Members

Trish Jackson	293-8012
Lucas Rumler	592-5905

Reservation Clause

Mt. Vernon 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.

The following section includes information about several important policies and procedures in place in our RSU 38 elementary schools.

Affirmation of Positive Discipline

The RSU 38 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 affect the safety and general well-being of our students.

We are 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 Mt. Vernon 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 effect the progress of your child's educational program. 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.

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.

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.

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. Only 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. Shorts should come to the end of the child's fingertips when the hand is held straight down at the child's sides. Tank tops need shoulder straps at least one inch wide.
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 the 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.

MT. VERNON ELEMENTARY SCHOOL DRESS CODE REMINDER.....

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

Students and staff at MT. Vernon 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.

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 operates 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 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). School Messenger will be notifying you when your child has a zero (0) balance. When your child's lunch balance is -\$15.00 you will receive a letter stating that your child will be getting a bag lunch, which includes a sandwich, fruit and a milk when his/her balance is at -\$20.00. You are also welcome to pay in advance any amount of money that will be credited to the student's account. 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 lunchtime, 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.

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.

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)

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 nurse Angela Palmer Please call her if you have questions regarding medication or any other health related issues.

Morning Student Arrival

Students may be dropped off at school no earlier than 7:30 a.m.

Parent/Teacher Community (PTC)

The Mt. Vernon PTC raises money for enrichment programs and field trips to benefit the Mount Vernon Elementary students. They are always looking for new members with new ideas to come to a meeting.

Newsletter

The newsletter for the following week is sent home on Fridays (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.

We are currently using the SchoolMessenger system to help notify parents of snow days, and/or emergency early release days. In addition to this system, bulletins are announced several times over local radio (WABK, WMME) and television stations (channels 6, 8, 13) indicating school closings or delays. Closing, delays, and unplanned early releases are also listed on our district's web site, www.maranacook.org. Listen and watch for announcements about schools in RSU 38.

Occasionally, it is necessary (due to an impending storm, power or water loss, etc.) to close school before the regular release time. 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.

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 should do so in the school library.

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 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 towards the end of November and 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 ones physical activity (i.e. PE class, playground) we do require a signed doctors 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.

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.

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

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 Programs for students age 4 by October 15.

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

Mount Vernon Elementary 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 RTI 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 activities 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.

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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

The School Board has adopted a policy which prohibits smoking anywhere on school grounds, inside or outside. This includes evening and weekend activities. This policy went into effect on August 31, 1994.

Snacks

Students have the opportunity to have a mid- morning snack each day. We strongly encourage students to bring healthy, nutritious snacks for the energy boost they need to get them through the morning. Please reference Student Wellness Policy JL for more information. Classroom teachers and the MTVES 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, while 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 citizens of Mount Vernon.

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 that could lead to suspension or expulsion.

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 Conduct Positive Behavior Support (PBS)

PBS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption of long-term implementation of efficient and effective discipline throughout the school environment. PBS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model.

PBS is a proactive approach. The primary goals of PBS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and to increase the likelihood of improved academic performance of all students through teaching and learning time gained when the numbers of inappropriate behaviors are reduced.

As staff members learn how to consistently embed the teaching and monitoring of appropriate social and behavior skills into the school day and curriculum, they also learn to anticipate how to structure school environments so that the appropriate skills will be utilized more often. Families can also benefit from learning how to use similar strategies for teaching and supporting their children's appropriate social and behavior skills.

PBS first establishes strong prevention through employing school-wide systems of actively teaching and recognizing appropriate social skills and behavior, using consistent systems to discourage inappropriate behavior, and educating all staff in how to implement and participate in the process. In addition, staff members are taught how to collect and utilize data for effective decision-making related to the overall culture and climate of the school.

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 RSU 38 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 in front of the school 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 side parking lots. As safety of our students is one of our primary concerns. The circle in front of the school will be for bus traffic only between the following times: 7:15 - 7:45 a.m. and 2:30 - 3:00 p.m.

Volunteers

Volunteers are an integral part of the overall instruction in our elementary schools. 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 Registration Form. 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 Registration Form and Confidentiality Form are available on the school website or by contacting the school office.

You will find a sign-in station near 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 Cathy Hanscom.

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. Lockhart, 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. Lockhart 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. Lockhart if you have any questions about her program.

Math support services are provided by Mrs. Shink, our 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. Mrs. Shink will try 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

Mt. Vernon 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.

STAFF PROFILES

Janet Delmar Mrs. Delmar is starting her third year as the Principal of Mt. Vernon and Manchester 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.

Sarah Plante.... Mrs Plante is very excited to being her first year here as Administrative Assistant for the Principal. I have lived in Readfield with my family for the past 18 years. We have 2 dogs, Caiazzo, a Bernese Mt dog, and recently adopted Bella, a Lab/mix from the shelter. We have Chickens, 2 Sheep and Angora Rabbits. I enjoy spinning, knitting and enjoying the outdoors with my family and friends.

Katie Reed...Mrs. Reed is starting her first year with us here at Mt Vernon as our Pre-K teacher. She has her Bachelors Degree in Elementary education from the University of Maine at Orono. She comes to us from RSU 9 where she has been working in a public pre-k classroom from the past two years. She has always had a passion for working with children of all ages, but has really found a home working in Pre-K. She enjoys spending time being active in the outdoors with her husband and two young children.

Christy Owens...Mrs. Owens is the teacher of our full-day Kindergarten class She received National Board certification in November, 2005, her Master's Degree in elementary education with an emphasis in early literacy from the University of Dayton, OH in 1993 and her Bachelor's Degree in elementary education from Ohio Wesleyan University in 1990. She brings twenty-two years of teaching experience at the kindergarten level and a great deal of enthusiasm to her work in Mt. Vernon.

Michelle Hood ... Ms Hood received her BS in Elementary Education K-8 from Thomas College and will be teaching first grade this year. This will be her third year at Mount Vernon Elementary School. Mrs. Hood resides in Waterville with her husband and her three sons. When not at work she can be found supporting her children at various athletic events.

Tina Kanaris Ms Karnaris has recently joined our wonderful school and is very excited to meet all of your children. She recently moved back home from Florida to be closer to her family.

Deb Dubord Mrs. Dubord has taught second grade for Sixteen years. Deborah has a Masters Degree in Elementary Education from the University of Maine. She earned her Bachelor's in both elementary and special education with a concentration in language arts. Mrs. Dubord is a Board Certified teacher for PreK-3. She likes to find ways to incorporate music and environmental studies into her curriculum. She strives to encourage the emotional strength of their students as they explore their academic potential.

Carolyn Watkins.... Mrs. Watkins teaches third grade. She graduated from UMF with a BS in Elementary Education. Her thirty four years of teaching have included first grade , Title One, and third grade. She resides in Rome with her son.

Deb Hatt...Mrs. Hatt is our 4th grade teacher. This is Mrs. Hatt's seventh year teaching at Mt. Vernon Elementary. She has a master's degree in elementary and special education from the University of Southern Maine. She lives in Mt. Vernon with her husband and three daughters.

Leslie Boyce...Mrs. Boyce teaches 5th grade. She has a BS degree in Child Development/Elementary Education and has earned her Masters Degree in Education. This will be Mrs. Boyce's 17th year teaching at Mt. Vernon Elementary.

Robin Ballard... Robin Ballard is our Literacy Educational Technician at Mt. Vernon Elementary School. She received her Associate Degree of Science from the University of Maine, Farmington. Mrs. Ballard is starting her 14th year here.

Craig Dunn.... Mr Dunn is starting his 17th year as our custodian. He has been an employee of this district for 9 years. Craig resides in Mount Vernon with his wife Thelma. They have two married daughters and four grandchildren. Craig enjoys hunting, golfing and spending time with his family.

Patty English... This is Mrs. English's third year teaching Classroom and Instrumental Music at MTV. She is a 30 year veteran music educator, retiring from full time music teaching in Winthrop after 24 years. She holds a Bachelor's Degree in Music Education and a Master's Degree in Music Performance from the Oklahoma City University School of Music.

Linda Gatti-Fyler has been teaching computer technology in RSU#38 since 1990. She is currently the RSU#38 Staff Wellness Team Leader, Yearbook and Compost Team Advisor at Readfield Elementary School. Linda lives in Wayne with her husband and has 2 grown children. She enjoys gardening and traveling.

Cathy Hanscom...Mrs. Hanscom is our resource room special education teacher. She has taught special education for six years and this is her first year teaching at Mt. Vernon Elementary. Mrs. Hanscom lives in Greene with her husband and two children.

Kate Hill...Ms. Kate Hill is the speech & language pathologist for the school. She also services students in Wayne and at Maranacook Middle School. She highly enjoys the variety of experiences that she encounters while working with children in Kindergarten through ninth grade. She received a bachelor's degree in elementary education from UMF in 2001 and a Masters Degree in communication sciences and disorders from the University of Maine in 2007.

Sue Lockhart... Mrs. Lockhart is our literacy specialist. This is her second year at Mount Vernon Elementary School. She earned her Bachelor's Degree in Elementary Education from UMaine Presque Isle and her Master's Degree in Literacy from UMaine Orono. She is a certified Reading Recovery tutor. She taught for 20 years for the Caribou School System as both a pre-K and kindergarten classroom teacher, as well as a Title 1 literacy teacher. She now enjoys living in Vienna with her husband and is happy to be part of the Mount Vernon team.

Barbara Bourgoine Barbara works at the four Elementary Schools and the Middle School to help teachers in planning and delivering literacy instruction that meets the Common Core State Standards for English Language Arts. She also coordinates and provides professional development for our teachers at staff meetings, grade level meeting and leadership team meeting, book study groups and early release days.

Angela Palmer...Mrs. Palmer is our school nurse. This is her 4th school year in the district. She has a Bachelor of Science in Nursing from St. Joseph's College. She previously worked in Pediatrics and Maternal Child Health and taught Baby Care classes to expectant parents at MaineGeneral Medical Center. Mrs. Palmer is a certified car seat technician and volunteers regularly with Safe Kids Maine at car seat events. We will continue to share Angela with Manchester and Wayne Elementary Schools.

Abby Shink...Mrs. Shink holds a BA in Art Education. She went back to school in 2010 to complete the coursework necessary to receive her certification to teach K-8. She has taught at Readfield Elementary for 4 years, and will now be working as the Math Interventionist in Mt. Vernon and Wayne. Mrs. Shink lives in Readfield with her husband and two children.

Colleen Walsh...Ms Walsh graduated from University of Maine, Orono in 2001 with a BS in Elementary Education & BS in Child Development/Family Relations. She has taught Title 1 reading in Gardiner and worked at the Readfield Elementary prior to coming to Mt. Vernon Elementary.

Tara Wicks...is our school counselor. She is a graduate of the University of Southern Maine with a Master's degree in school counseling. She also has a bachelor's degree in child development. Along with working at both Mt. Vernon and Wayne Schools, Ms. Wicks also owns her own dance studio and teaches dance to area children.

Jill Worster...Jill Worster loves helping children to learn! She is happily starting her Third year as our librarian and looks forward to encouraging kids to read, read, read! Jill will also be providing Gifted and Talented enrichment at both MVES and WES. Jill's time outside of school is spent raising her four boys, Brad, Troy, Ryan, and Tim, with the help of her hard working husband of 20 years, Darrell. Jill enjoys being at the ocean, cuddling with her pets, holding babies, and of course, reading!

I'm a good citizen when I am -

Trustworthy

Responsible

Honest

Respectful

Tolerant

Compassionate

Hard Working

Discipline Rubric

Minor Offenses are to be handled by the teacher.			After third minor offense, planning team meeting (Tier II - principal, lead teacher, classroom teacher and others to develop a plan).			
Major offenses are to be handled by the principal / lead teacher			After third major offense, planning team meeting (Tier III - principal, lead teacher, classroom teacher and others to develop a plan).			
Behavior	Definition / Description	Major / Minor	First	Second	Third	Fourth
Defiance/Disrespect/ Non-Compliance	Engages in brief or low-intensity failure to respond to adult	Minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Disruption	Engages in low-intensity instance of inappropriate disruption	Minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Inappropriate language	Engages in low-intensity instance of inappropriate language	Minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Physical contact / physical aggression	Engages in non-serious but inappropriate physical contact	Minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Property misuse	Engages in low-intensity misuse of property	Minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Teasing	Engages in low-intensity words of insult towards others	minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Technology Violation	Engages in non-serious but inappropriate use of cell phone, computer or other technology	minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Late to activity	Does not get to class in a timely fashion	minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Leaving Classroom	leaves classroom without asking	minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Stealing	Borrowing without asking	minor	Redirect / reminder / reteach	loss of recess / reflection	Phone call home	Moves to major
Abusive Language/Inappropriate language/profanity	Student delivers verbal messages that include swearing, name calling or use words in an inappropriate way	major	Sent to office - loss of recess	Sent to office - Phone call home	Sent to office - meeting with parent / plan put in place/ disciplinary action based on administrative discretion	
Excessive Defiance/Disrespect/Insubordination	Engages in long periods of refusal to follow directions, talks back, delivers socially rude interactions	major	Sent to office - loss of recess	Sent to office - Phone call home	Sent to office - meeting with parent / plan put in place/ disciplinary action based on administrative discretion	

Discipline Rubric

Excessive Disruption	Engages in behavior causing interruption in a class or activity. Disruption includes sustained loud talk, yelling, screaming, noise with materials, horseplay or sustained out-of-seat behavior	major	Sent to office - loss of recess	Sent to office - Phone call home	Sent to office - meeting with parent / plan put in place/ disciplinary action based on administrative discretion	
Harrassment / Bullying	Student delivers disrespectful messages to another person that includes threats and intimidation, obscene gestures, pictures or written notes	major	Follows RSU 38 Bully Guidelines - Policy - JICK			
Property Damage / vandalism	Student participates in an activity that results in destruction or disfigurement of property	major	Sent to office - phone call home - in office end of the day	Sent to office - meeting with parent needs to do community service for school	Sent to office - phone call home - suspension (in/out)	
Physical aggression	Engages in actions involving serious physical contact where injury may occur (hitting, punching, kicking, hair pulling)	major	Sent to office - phone call home - in office end of the day	Sent to office - phone call home - suspension (in/out)	Sent to office - phone call home - suspension (out)	Sent to office - meeting with parent / plan put in place/ disciplinary action based on administrative discretion
Leaving Building	Leaving building without permission	major	Sent to office - phone call home - in office end of the day	Sent to office - phone call home - suspension (in/out)	Sent to office - meeting with parent / plan put in place/ disciplinary action based on administrative discretion	
Stealing	Sneaky, secretive, into make things their own	major	Sent to office - reminder / reteach	Sent to office - loss of recess - apology note	Sent to office - phone call home	
Lying / Cheating	Student delivers message that is untrue or uses or copies others work	major	Sent to office - reminder / reteach	Sent to office - loss of recess	Sent to office - phone call home	
Off school grounds	Leaves school property	major	Sent to office - phone call home - in office end of the day	Sent to office - phone call home - suspension (in/out)	Sent to office - phone call home - suspension (out)	

This matrix serves as a guideline. Infractions may vary by degree. Administration will administer the consequences deemed most appropriate.