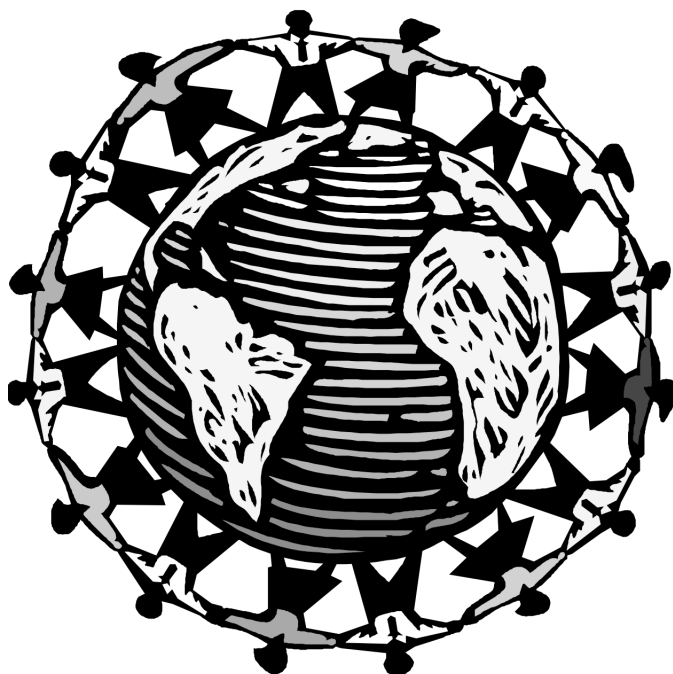


Norridgewock Central Grade School

Cecile J. Tobey, Principal
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www.msad54.org



Norridgewock Central Grade School 2005-2006 Handbook for Parents and Students

MSAD #54 Philosophy

We, the Board of Directors of MSAD #54, believe that the education of our children is the responsibility of parents, teachers, and community. We believe that the purpose of education is to encourage the educational growth of each child to achieve his/her social, cultural, physical, and intellectual potential now and in the future.

It is our aim to encourage all children to learn by example, direct teaching, and participation so that they will develop the self-respect and confidence that a good education brings.

We support the practices of democratic tradition in our schools in order to acquire an awareness and appreciation for the rights and privileges of all citizens guaranteed by our form of government.

We believe that principles of this philosophy should begin at an early age so that each child can be helped to meet the needs of his/her individual growth.

T.E.A.M.
Together Everyone Achieves More

WELCOME TO THE 2005-2006 SCHOOL YEAR

Starting this new school year as a community of learners, the staff at Norridgewock Central Grade School welcomes all of our returning and first-time students to our school. We hold high expectations and standards for all students. We promise to explore every avenue so that all students will experience success and achievement academically, socially, and emotionally in a safe and secure environment. No child will be left behind. We are committed to your children.

OUR BELIEFS

As a team working together, the NCGS staff believes that...

- All students will read at grade level by the end of grade 3.
- All students can learn to their full potential but not always at the same rate or in the same way.
- Learning something well is more important than the amount of time needed to learn it.
- Success builds character and self-respect, and this success contributes to further success.
- Students can learn to take responsibility for their own actions and learning and can make good decisions.
- Every student has worth and deserves respect.
- Educators should be reflective, life-long learners.
- We should all work cooperatively and collaboratively toward student proficiency of the Maine Learning Results.
- We honor one another as professionals and respect individuality.
- It is the responsibility of all staff members to educate each and all students.
- Clear standards and high expectations are important for all students and staff.
- Children learn best when parents and educators work together to meet each child's needs.
- Communication and a supportive relationship between educators and parents are important.
- Information parents provide about their child is vital and helpful.
- It is the responsibility of the entire community to educate a child.
- Our schools and community share the responsibility for the conditions that ensure student success.
- Open and accurate community-wide communication is critical to effective education.
- Our schools benefit from the diverse human resources that emerge within the school and community.

AFFIRMATIVE ACTION

It is the policy of the school district to insure equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with federal and state legislation relative to discrimination.

ASSESSMENT

To monitor your child's basic learning skills and development, the school administers multiple assessments during the school year. The collected data enables us to provide classroom and individual instruction to meet your child's specific needs. Classroom assessments are administered frequently in all content areas. Whole building assessments are given quarterly to measure students' writing skills.

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS), brief but powerful measures of the critical skills that underlie early reading success, will be administered to all students in grades K-3. These simple assessments predict how well children are likely to be doing in reading by the end of third grade and beyond. These assessments are administered in the fall, winter and spring. At risk students are monitored throughout the year in order to provide appropriate interventions.

The Developmental Reading Assessment (DRA) is a K-6 reading assessment. This assessment provides a method for assessing and documenting students' development as readers over time within a literature – based instructional reading program. DRA enables teachers to systematically observe, record, and evaluate change in student reading performance and to plan for and teach what each student needs to learn next. Students will be assessed in the fall and spring.

The Maine Educational Assessment (MEA), which measures students' proficiency of the Maine Learning Results in reading, writing, math, and science, is administered to all grade 4 students in March. Grades 3, 5, and 6 will take the state NCLB Annual Assessment in reading and math, also in March.

Individual assessments may also be administered as needed.

ATTENDANCE AND ABSENCES

A child must be reach the age of five years on or before October 15th to be eligible for Kindergarten. The State of Maine requires that school be in session for at least 175 student days. Personal illness, religious holidays, quarantine, family emergency (severe illness or death in the family) and circumstances involving the family are considered to be the only legitimate excuses for absences.

Please call the school office (634-3121) in the morning if your child is going to be absent. It is required that after each absence, a child will bring a note to the teacher explaining the absence. If parents take a child on a vacation, they should consult with the teacher and principal about the required work and make arrangements for students to make up all the missed work. Such days are considered absent from school.

BEHAVIOR

School behavior rules are set for two reasons; Safety for all and to insure an environment conducive to learning. We cannot permit anyone to disallow these two basic rights. Students should be well-behaved in school and comply with all policies and regulations. They should respect and obey all persons in authority and be ready to accept the consequences for their own actions. Self-discipline of all students is our goal. When breaches of discipline occur, professional personnel are authorized to use reasonable and appropriate means to correct it. As a last resort, suspension may be administered by the building principal. However, primary discipline should be the responsibility of the parents. We ask your help in maintaining our use of this policy.

BICYCLES

Students should park their bicycles in the racks provided as soon as they arrive at school. The school cannot assume responsibility for bicycles. Bikes should be locked at all times when parked at the school. No bicycle riding is permitted after your child arrives at school until school is dismissed at the close of the school day. Students are not to ride their bicycles on the walkers' path. Safe driving rules for bicycles should be followed at all times.

BOMB THREAT PROCEDURES

Adopted: July 1, 2004

MSAD #54 policy

File: EBCC

The Board recognizes that bomb threats are a significant concern to the school unit. 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 effects occur even when such threats prove to be false.

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

BOOK CLUBS

The handling of cash at school poses a number of problems. In order to avoid these problems, we do not accept cash as a means of payment for book clubs. Money orders and checks are acceptable if they are made payable **DIRECTLY** to the book club and not to Norridgewock Central Grade School. Thank you for your cooperation and understanding.

BOOKS, SUPPLIES and FEES

Most books and supplies needed for the regular school program are provided by the school system. However, students may be asked from time-to-time to supply such items as notebooks, magic markers, and colored pencils.

Your child is responsible for all supplies provided for his/her use. Students are expected to pay for lost or damaged textbooks, supplies, and equipment. Students or their parents/guardians are required to pay for willful damage to any school property which may include broken windows, defacing the building, and damage to books. Our students should share, along with the teachers and parents, a pride in our school.

BUS TRANSPORTATION

All students are eligible for transportation. They will be picked up at the bus stop nearest their home. As with any other school activity, proper conduct is expected on buses at all times. Students who are reported to the administration for misbehavior could have the privilege of riding the bus suspended for a period of time. We take this matter very seriously and ask you to cooperate with us to assure your child's safety at all times. Remember- riding the bus is a privilege.

CAFETERIA

The cafeteria is a place where good social skills can be developed. Here a student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that make lunch period pleasant and relaxed are:

1. Observing good dining room standards at the table.
2. Leaving the table and surrounding area clean and orderly.
3. Putting trash in the proper containers.
4. Returning all trays and utensils to the proper area.
5. Not leaving the cafeteria while eating or carrying food. Milk cannot be taken from the cafeteria area.

All students will remain in the cafeteria for a minimum of twenty-five minutes each noontime prior to being dismissed for the playground.

CONCERNS /PARENTAL

From time to time parents have concerns that they need to have addressed. The following procedure should be followed:

Meet with your child's teacher and explain your concern. If your concern has not been resolved to your satisfaction, make an appointment to discuss it with the principal. Your next step would be to discuss your concern with the assistant superintendent or superintendent. If your problem is still unresolved, contact your local school board director to bring the matter before the school board.

CUSTODY/PARENT RIGHTS

Both parents have the right to review the educational records of the child, regardless of custody, unless there is a court document which specifically denies this or parental rights altogether.

Both parents may pick up the child from school, visit the classroom, etc. unless there is a court document which bans access by one parent or gives one parent full custody. Thus, the school may not honor the request of one parent to block access of the other unless there is a supporting court document.

A copy of the applicable section of the court document, which limits access to one parent or awards full custody, should be kept in the child's school record file.

If a parent can document that he/she has full custody, the school should determine his/her wishes regarding the non-custodial parent's access to the child.

Schools should have careful procedures that require identification from those picking up a student to safeguard against children being picked up from school illegally.

It is the responsibility of the non-custodial parent to inform the school of his/her name, address, and phone number if he/she wishes to be consulted regarding the student through a mailing list. A court order can negate this right.

DETENTION

Students who require after-school detention can only be detained when the parent/guardian has been notified, either by phone or by note. A phone call allows for detention on the day of the unacceptable occurrence. A note, signed by the parent, and returned the next day, allows the student to do detention on the day after the event occurred. The parent or guardian is responsible for transportation home after the detention. This is also a perfect opportunity to speak with the teacher.

DRESS

It is expected that students', with their parents' guidance, will use good judgment when dressing for school. Students' dress for school should be appropriate and functional. Clothing deemed inappropriate includes, but is not limited to the following items:

- Cut-off shorts
- Short shorts and skirts (above the level of the end of index finger when a hand is extended at the side)
- Hats and bandanas in the building
- Open sided tank tops
- Tops with thin ("spaghetti") straps or tops that show the belly
- Heavy chains worn around the neck or on wallets
- Spike necklaces
- Tees, tops, or other articles which contain references to alcoholic beverages, drugs, tobacco products, or contain suggestive or offensive language will not be permitted.

Students will be required to replace an inappropriate shirt or turn the shirt inside out if it is worn. Parents or guardians may be called.

During the winter months, parents should make certain that their children are dressed properly since they are expected to be outside during recess. Factors such as the outside temperature, wind chill, and the condition of the playground are considered before a decision for outside recess is made. We recommend that the students be dressed to cope with the elements.

Any child not well enough to go out to recess should remain at home unless we have a communication from the child's physician recommending that he/she remain inside. For your child's comfort, shoes might be brought to school during the winter months so that boots will not be worn all day in the classroom. It is suggested that parents label clothing and personal articles on the inside to prevent loss.

EXCUSED FROM SCHOOL ACTIVITIES

If your child is to be excused for medical reasons from any class activity, including physical education, the school requires a written statement from a doctor. When your child is physically able to resume class activities, a similar statement is required.

FIRE DRILLS

Fire Drills are held periodically during the year (at least ten) to insure speed and efficiency in getting your child to his/her assigned place of safety.

FOOD PROGRAM

We offer free, reduced and full cost nutritious meals in compliance with federal guidelines. The regular price for breakfast is \$0.45 and lunch is \$1.40. If your child is eligible for reduced cost meals, breakfast is \$0.25 and lunch is \$0.40. White milk is \$0.25 and chocolate milk is \$0.45. All meals include milk.

Qualifying for free or reduced meals are determined by family income and number of members residing in the household. Eligibility forms are sent to you during the first few days of school.

Money is collected daily and placed in each student's account. Each student has a picture identification card that he/she swipes prior to getting the meal. This allows for their food account to be calculated electronically. If a student has a delinquent account of \$5.00 or higher, they will be served a peanut butter sandwich and a milk until the account is cleared. Please call us with any concerns.

GIFTS/FLOWERS

Students and staff are only allowed to accept delivery of small gifts, small floral arrangements, and Mylar balloons (no latex balloons) at school. School deliveries should be made on a very limited basis (home is preferred) as they may cause disruptions in both the school office and the classroom. In addition, they can pose health and safety issues within the school. Deliveries will be held in the school office until the end of the day.

GUM

We cannot allow students to chew gum. The careless disposal of gum in drinking fountains, on furniture and floors, and on school supplies presents sanitation and cleaning issues as well as costly repair bills.

HARRASSMENT OF STUDENTS

Harassments of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA- Weapons, Violence and School Safety.

HARASSMENT (SEXUAL)

Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based. School employees, fellow students, volunteers and visitors to the school, and other persons with whom

students may interact in order to pursue school activities are required to refrain from such conduct.

HEALTH PROGRAM

The health of all students is of vital concern. The staff realizes the importance of keeping them healthy and in attendance whenever possible. The school health program's objectives are designed to help students build proper health practices. Please keep your child home when they are ill and contact the school office regarding your child's absence. Sick children struggle to attend to task and can pass their condition on to others.

Parents of children who become ill or have symptoms of illness at school will be contacted to pick them up. If you are not at home, the person designated on the emergency card is usually called to care for the child until a parent can take over. Please do not ask the school secretary to make these kinds arrangements for you in the case of illness.

Health Tip: Please keep a watchful eye on your child's backpack. Research done at Simmon's College in Boston found that more than half of all students carried backpacks that were heavier than 15% of their body weight. Multiple factors may cause back injuries, but according to the study, the minute a child puts on a backpack that is over the 15% limit, the student's head goes forward and it creates stress and increased forces on the neck and back.

HOME SCHOOL COORDINATOR

The elementary home/school coordinator services in MSAD 54 are for all students. This program recognizes each student as a unique individual with particular needs. The focus is on assisting students in dealing with human relations, societal values, decision-making skills, and personal development. The elementary home/school coordinator gives assistance to students and to classroom teachers by providing the following services:

1. Consult with teachers, parents, and administrators regarding an individual student's program.
2. Small group counseling to assist students to function at their best in the school environment.
3. Classroom presentations focusing on social, emotional, and academic development.

Sharon Lovell, our home/school coordinator, serves students at two other schools; therefore, she is not always immediately available.

HOMEWORK

Reading at home by your child, to your child and with your child is encouraged at all levels as a form of homework. Children in all grades may be given school work to do. There are different types of work children may be asked to do at home. Incomplete class work may need to be finished at home; however, the teacher and parents should monitor the student's needs and causes of incomplete work very closely. Children may become very involved in a unit of study and may read or construct something at home related to it. As children get older and become better readers, they are given specific assignments requiring more student independence. Homework assignments that are reasonable and are supported by the home provide opportunities for our students to learn good study habits, to develop a sense of responsibility for task completion, to reinforce skills, to learn time management and to extend or enrich their classroom experience.

Please provide a place and time for your child to do homework. Sometimes a good place is next to mom, dad or guardian. Observe your child for signs of frustration or fatigue. Assist your child by guiding him/her through the task. Check the work. Discuss the work with your child. Compliment your child on work well done and on his/her good efforts. Inform the teacher when the homework seems insurmountable.

IMMUNIZATION REQUIREMENTS

All students attending schools, grades K-12, must meet minimum immunization standards as required by state law or be covered by exemptions. Immunization dates should be presented at time of registration or parents/guardians should arrange to have this information faxed to the school prior to registration, marked "attention school nurse". Our fax number is 634-4294

Minimum requirements as stipulated by Maine State Law:

5 doses DPT	diphtheria, pertussis, tetanus
4 doses DPT	(if fourth dose administered on or after 4th birthday)
4 doses OPV	oral polio vaccine
3 doses OPV	(if third dose administered on or after 4th birthday)
2 doses MMR	measles, mumps, rubella for all students grades K-8
1 dose Varicella	required for children entering K-3, 6, 9 & 10 beginning 2005 school year.

If you have any questions or concerns, please call the school nurse Mrs. Lancaster.

INVITATIONS

If your son or daughter is having a birthday party or some other social gathering, please do not have the child issue invitations at school unless everyone in the class is to be invited. At this age, children can be so easily hurt if they feel "left out". Invitations given to only a few students should be issued from home, not at school.

LANGUAGE (UNACCEPTABLE)

Profanity and/or obscene gestures used to cause a disturbance or offensive to those within sight or hearing range or clearly disrespectful to other students, teacher, administrators, or school employees, will not be allowed. With repeated offenders, the principal will arrange for a conference that will include the student offender, the offended party, and the administrator. After determining the nature of the incident, the administration will take the disciplinary action deemed necessary. We expect **respect** of others from all staff and students.

LIBRARY

Each class has a scheduled weekly library period. Every student is allowed to sign out one book per week. The following week, when the book is returned, it may be renewed or the student may select a new one. Students and their parents are responsible for the books signed out. If a book is lost or badly damaged, a bill will be issued for the price of replacing the books.

MEDICATION

Medications will be given at school only when it is absolutely necessary and meets all of the following criteria:

1. Medication is part of a Doctor-established medical plan of care. This applies to aspirin and cough syrups.
2. It has been determined that there is no other way to give medication.
3. The need is based on an acute/long term health problem.
4. The medication must be taken on a schedule that cannot be adjusted to outside school hours. (i.e., three times a day medications can be given before school, after school, and at bedtime.)

Medication is only to be given by school personnel with written permission from the parent and a written order from the licensed physician. A medication must always be properly labeled to include student's name, name of drug, and dosage. No other medication will be accepted in any container but the original prescription bottle. The parent will be notified if the medication cannot be given. Written orders received will be attached to the health record of the student and kept in

the nurse's office. Student's who are receiving medication daily throughout the year should have a medication record initialed, which will be attached to the health record at the end of the school year.

All non-licensed personnel responsible for giving medications shall participate in an in-service training by licensed school nurses and have access to continuing consultation.

Prescription Medications should be delivered to school by parents/guardians whenever possible; however, if this is not possible, parents need to send medications in a properly labeled bottle with student's name, name of drug to be given, and dosage. No more than a five (5) day supply of medication may be transported by a student. Controlled substances (i.e., Tylenol with codeine, Ritalin, etc...) must be delivered to school by a parent/guardian.

Medication must be stored in a secure area at the school.

NO Medication shall be provided by the school.

Insect stings:

1. Parents will be responsible for providing precise instructions from the physician for action to be taken when students who are allergic to insect stings (i.e., bees, wasps, etc.) are stung during school hours. These instructions should be signed by both the physician and parent/guardian.
2. It shall be the responsibility of the parent/guardian to provide the appropriate **bee sting kit** for those students who require epinephrine.

NURSE

Deborah Lancaster is the nurse for our school. She spends two days a week in our building. During some of this time, she conducts hearing and vision screenings and rechecks. When the determination has been made that there is a concern, parents are notified.

The school nurse is available on a regularly scheduled basis. When she is not in the building, the school office is notified as to where she may be reached.

PHOTOGRAPHS

Our school photographs will be taken on Monday, October 3rd with a photo retake date still to be determined. We anticipate student pictures to be handed out prior to Christmas vacation. Class pictures are also taken. Please expect that all students are asked to be in the class photo. We also receive small individual photos to be placed in students folders kept on file in the office. It is at this time that our photo I.D. cards are processed as well. The I.D. cards are used to purchase breakfast, hot lunch or extra milk in the cafeteria.

PLACEMENT INTO CLASSROOMS

The placement of students into classes is an incredibly time-consuming and complex process involving classroom teachers, specialists, parents, and the principal. In April, parents are invited to visit our school and even make appointments to speak with teachers. Parent input in the placement process is crucial. Each parent is asked to respond to specific questions which will guide us in completing this process. Please remember that the best classrooms are heterogeneously mixed. We must continue to find a balance between individual needs and the whole classroom makeup.

PLAYGROUND RULES & REGULATIONS

Rules and regulations have been established as guidelines to encourage a healthy atmosphere on the school grounds. It is the intent of these rules and regulations to prevent injury to students, equipment and the building.

- 1) Early students
 - a) There is no adult supervisor on the playground in the morning. Students will go directly to their classrooms at 8:30.
 - b) Students should not arrive at school prior to 8:30 unless they have permission from their teacher.
- 2) Once a student arrives on school property, he/she is not to leave school property without permission.
 - a) Students will stay on the property during lunch time unless a parent comes to pick them up for lunch. Please stop at the office to pick up your child.
- 3) The Playground boundaries are as follows:
 - a) Students are not to be in the wooded area at any time.
 - b) Students may play on the field area out back of the school.
 - c) The basketball courts and fields beside the school are off limits except at lunch time due to excessive traffic.
 - d) Rollerblades and skateboards are not permitted on school grounds.
- 4) The following type of play is allowed:
 - a) Rubber or plastic playground balls
 - b) Rubber or plastic bats
 - c) Tag, but no grabbing or wrestling
 - d) Jump rope
 - e) Four square
 - f) Kick ball
 - g) Touch football
 - h) All Nerf ball activities
 - i) All wiffle ball activities
- 5) The following type of play is **NOT** allowed:
 - a) Hard balls
 - b) Hockey sticks and pucks
 - c) Skate boards
 - d) Pushing and shoving
 - e) Rough or dangerous games
 - f) Snowballs
 - g) Playing in puddles or mud
 - h) Mud or rock throwing
 - i) "King or Queen of the Mountain"
 - j) Hand laser pointers are not allowed
 - k) Throwing balls against the building
- 6) The following equipment is available:
 - a) Slides
 - b) Parallel bars
 - c) Swings
 - i) No standing, doubles, jumping off moving swings, or interlocking of feet. Swings must move in a forward and backward motion only.
- 7) After school:
 - a) Walkers are dismissed first, and then bus students in building in a line starting from the front of the building. After school programs will go last.
 - b) Students in modulars will go directly to the bus.
 - c) School equipment is not to be removed from rooms.

- 8) Students are to report to the person on duty whenever there is an injury or problem on the playground. They are not to move an injured child.

PROFESSIONAL DEVELOPMENT

There are nine in-service days for staff professional development which can include workshops, seminars, training sessions, collaborative and/or team activities. A major goal of these efforts is to change or improve classroom instruction for increased student learning. As our staff increases their understanding of how students learn, and incorporates “best practices”, you get more highly qualified teachers for your children.

The In-Service schedule is...

Full Day Staff Workshops (No School)

August 29 & 30

November 10 (Parent/Teacher Conferences)

March 27 & 28

Early Release Days

Dismissal is at 12:00. Lunch is served prior to dismissal. Afternoon Kindergarten will be in session at the regular time on these days:

October 5

January 11

May 3

June 19 (Last day of school) PM Kindergarten will finish school on June 18.

READING FIRST

The purpose of the K-3 Reading First grant is to provide a catalyst for school reform at Norridgewock Central Grade School. The goal of the grant is to ensure that all students will read proficiently by the end of third grade. Over a 3-year period, the grant will provide funds for professional development in the area of literacy for K-3 teachers as well as funds for books and materials to support teacher and student learning.

By strengthening and supporting classroom teaching practices, this project will positively impact student achievement and give NCGS students a solid literacy foundation to build upon in future grades.

REPORT CARDS/PROGRESS REPORTS

Written pupil progress reports are issued four times a year at all grades. These reports show academic progress in all content areas. Other areas of your child’s experience, such as work habits and social growth, are also important parts of these reports.

Written reports cannot reflect all aspects of your child’s growth and progress. Conferences between you and your child’s teacher provide an excellent opportunity to discuss many details about your child’s school experiences that cannot be conveyed on the itemized report. These conferences may be requested by the parent, the teacher or the student in order to share knowledge about your child and to gain a better understanding of his/her needs and interests.

If you have any questions regarding a student report or concerns regarding your child’s progress in a certain class, you are encouraged to contact the teacher or teachers involved. If you cannot reach the teacher, call the office to leave a message. The teacher will return your call as soon as possible. In addition to regularly scheduled conferences, either the parent or teacher may request additional ones as the need arises.

RANKS CLOSE:

October 28th

January 20th

April 7th

June 12th

REPORT CARDS ISSUED:

November 4th

January 27th

April 14th

June 19th (Last day of School)

Parents with students in grades 4, 5, and 6 can expect a progress report halfway between report card dates.

RIGHTS & RESPONSIBILITIES

Parental Responsibilities

- 1) Parents are encouraged to initiate contact with their child's teacher(s) with any concerns that may arise.
- 2) Parents are urged to share with us any information about how we can provide your child with the best education possible.
- 3) Please be sure that your child is well rested so he/she can attend to learning activities.
- 4) We urge parents to read to their children, have children read to them, share books, magazines, newspapers, etc. Parents should supervise their children's television viewing habits.
- 5) Parents can be supportive of their children's formal education by showing interest in their child's school day. Talk to them about what they did in school, go over any papers they bring home, ask them about their writing and what books they are reading at school.
- 6) Review Children's Rights and Responsibilities with your child.
- 7) If children bring toys, games, radios, walkmans, and dolls to school, we cannot be responsible for repair or replacement.
- 8) Parents should help students be responsible for all books and equipment they use. The parent or child will be expected to pay for any lost or damaged books or equipment.
- 9) Please help us with the safety of your child coming and going from school.
- 10) **Call the office in the morning if your child is going to be absent. Write a note if your child is changing their normal going home plans.**

Children's Rights & Responsibilities

Children have the right to their feelings...

And have the responsibility to move beyond their feelings to action and to care about the feelings of others.

Children have the right to their own opinions...

And to have the responsibility to listen to the opinions of others.

Children have the right to make their own decisions...

And the responsibility to accept the consequences, good or bad.

Children have the right to their own attitude...

And the responsibility to expect what their actions produce.

Children have the right to make mistakes...

And the responsibility to learn from their mistakes and correct them.

Children have the right to learn...

And the responsibility not to interfere with other's right to learn.

SCHEDULE (DAILY)

Classes are in session from 8:30 AM to 2:30 PM.

Kindergarten AM session is 8:30-11:00 AM.

Kindergarten PM session is 12:00-2:30 PM.

Supervision starts at 8:30 AM and ends at 2:40 PM.

Lunch and recess times are as follows:

	<u>Grades 1-2</u>	<u>Grades 3-4</u>	<u>Grades 5-6</u>
<u>Lunch</u>	11:15-11:40	11:45-12:10	12:15-12:40
<u>Recess</u>	11:40-12:05	12:10-12:35	12:40-1:05

SCHOOL CLOSINGS

For school cancellations or delays, an announcement will be made on the following radio and television stations. Radio Stations are: WTOS, WQMR, WSKW-Skowhegan, 92 Moose, WABK-Gardiner, WKTJ- Farmington. The following Television Stations are: Bangor channels 2 and 5, Portland channels 6, 8, and 13. Unscheduled closings due to equipment failure or the like may also occur. Your help in listening for those announcements (rather than calling the school office) will be deeply appreciated. Any extra-curricular events which have been scheduled on these days will automatically be cancelled.

SCHOOL DELAYS

The procedure for announcing one hour delays would be the same as for closing school for the day or an early dismissal. Announcements will be made on the same TV and Radio Stations as usual. Buses and start times will be one hour later than normal. Staff and students would report to school one hour later than a normal day and be dismissed at the regular time. We believe that this approach will be helpful in causing less disruption for parents than an all day closing on days where the extra time will allow for safe transport to school. Decisions to hold school or not are made for safety reasons. We realize that weather and road conditions vary widely around the district. You, as parents or guardians, are the best decision-makers regarding road conditions where you live.

SECTION 504

Although similar in ways to a special education identification protocol, Section 504 guidelines are somewhat broader and do not have to focus closely on academic performance or the need for special education.

A person is disabled under Section 504 if the person has a physical or mental impairment that substantially limits one or more major life activities, including learning, writing, walking, talking, seeing, hearing, and other such functions.

The status of a student as qualifying for Section 504 services will usually be determined through an evaluation process that can involve parents, classroom teachers, special services, home/school coordinator, school nurse, and the school principal or designee.

Parent concerns regarding Section 504 eligibility, compliance and review should be directed to the principal.

SECURITY

The school discourages students from bringing expensive items to school, i.e. radios, video games, etc. The school cannot assume responsibility for damage or the loss of such items. Students who do bring expensive items to school do so at their own risk. Students are not allowed to sell their personal items in school, on school grounds, or on the bus.

SPECIAL EDUCATION

Special education is defined by federal law as a program of specially designed instruction which meets the unique needs of a child with a disability. This may include instruction in a self-contained resource room or in a regular classroom. Children who qualify for special education are also eligible for related services (speech-language pathology, audiology, physical and occupational therapy, and adaptive physical education) that are considered necessary for the child to benefit from special education.

Special education is designed to ensure that all children with disabilities have access to a free, appropriate education, have an individualized education program (IEP), receive services in the least restrictive environment, and be afforded due process.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is designed to help students who are experiencing academic, social, or emotional difficulties. The SAT can involve the parent(s) or guardian, classroom teachers, home/school coordinator, nurse, special education teachers, special intervention services and principal or designee. Referrals are accepted from staff members, parents and occasionally from the student. The team reviews the student's situation and brainstorms intervention strategies. Support for the student and staff members continues until the situation is resolved or special education referrals commence. The SAT sometimes serves as a prelude to a PET referral, but is not a required part of the PET referral.

STUDENT RECORDS (FERPA)

The school attempts to maintain accurate, updated records on all students. As a parent, you have the right to:

1. Receive, upon request a list of the type and location of educational record kept on your child.
2. Inspect and review any of your child's records.
3. Receive copies of the records for a minimal duplication cost.
4. Have someone in your child's school explain or interpret any item in your child's record that you do not understand.
5. Have a person of your choosing inspect and review the records in your presence.
6. Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy acts.
7. Request an administrative review on the issue if the school refuses to make an amendment.
8. Receive notice when personally identifiable information is no longer needed to provide educational service to your child. The information must be destroyed at your request. A permanent record of name, address, phone, grades, attendance, classes attended, grade level completed and year completed shall be maintained without time limitation.

SUSPENSION

Suspension is the very last resort procedure handled only by the principal. If the action necessitates suspension, the student will be accorded all rights due him/her under our suspension policy. The administration has the right to suspend any child for up to a ten (10) day period.

TELEPHONE

Due to the limited phone lines, we cannot allow students to phone home for homework, books, gym equipment, musical instruments, and after school sports events or equipment. With almost 300 students, our lines become inoperable for school business, emergencies or for receiving calls. Arrangements to have your child go to a different location after school should be made in advance. We can only allow your child to go elsewhere with a signed note or phone call made by the parent(s) or guardian.

TITLE ONE

Title I services are available at Norridgewock Central Grade School. Early intervention is the focus of the Title I program in MSAD 54 with a concentration at the K-3 level. Reading Recovery is a one-on-one tutorial available to first graders. Additionally, small group reading assistance is provided in the classroom or as a pull out model for K-6 students.

TRANSPORTATION/SAFETY

The safety of your child on the way to and from school is a concern to all of us. Parents who drive their children to and from school should reduce speed when entering and driving around the school grounds. Regulations pertaining to local traffic and parking patterns should always be observed.

You are also requested not to offer to drive the neighbor's children home when you are picking up your own child. It is a very friendly and neighborly gesture, but conflicts with school responsibilities and is not allowed without a note from parents.

Crossing Guards assist at intersections near the school for our walkers. You are requested to inform your child of the route you wish them to travel to and from school and to urge them to observe pedestrian and traffic safety precautions.

VISITORS

Parents and other adults need to report to the office to sign in and obtain a visitors pass before visiting classes or talking to any child. Student visitors need to obtain permission from the principal at least one day in advance. When student visitors are brought to school, they must stay with their host throughout the day.

VOLUNTEERS

We would like to make volunteers an important part of each school year. A letter is sent home asking people to sign up as classroom helpers, to help with clerical work, to share a special talent, or interest, etc. If you are interested in volunteering, please contact your child's teacher.

We need your help in offering the best program we can to our students.

HOW TO BE A GOOD VOLUNTEER

1. Learn to conform to our school regulations.
2. Be punctual and dependable in attendance.
3. Notify the school office when absent.
4. Accept the tasks requested by staff members.
5. Recognize the volunteer's relationship to staff members as one which requires mutual respect and confidence.
6. Exhibit proper respect for instructional materials.
7. Know the importance of the volunteer's role as an example to children in behavior, speech, and dress.
8. Understand that school records and relationships between staff members and children are "confidential" matters.
9. Understand and appreciate the work of the school staff and be good public relations persons in the community.

WEAPONS, VIOLENCE & SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board Policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

Use of any object, although not necessarily designed to be a weapon, that can inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person is prohibited. Examples of such articles include, but are not limited to, bats, metal belts or chains, picks, objects capable of ignition (e.g., matches, lighter), files, tools of any sort and replicas of weapons (including toys).

School staff members are required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

Norridgewock Central Grade School

Cecile J. Tobey, Principal
207-474-3122

26 Mercer Road, PO Box 98
Norridgewock, Maine 04957

www.msad54.org

School Hours

<i>AM Kindergarten</i>	<i>8:30-11:00</i>
<i>PM Kindergarten</i>	<i>12:00-2:30</i>
<i>Grades 1-6</i>	<i>8:30-2:30</i>

Supervision begins at 8:30 and ends at 2:40

*For your child's safety, please do not leave him or her at school before
8:30 AM or after 2:40 PM.*

*“We cannot spell **SUCCESS** without your help”*

-Author Unknown

