



Dirigo Elementary School Handbook 2015-2016

A guide to our elementary school for parents and students



Dirigo Elementary School
117 Auburn Road
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Phone- 562-4207
Fax- 562-8775



August 2015

Dear DES Students and Parents,

I want to welcome you all to the 2015/2016 school year. I hope that you had a great summer filled with many fun activities and I also hope that you are ready for a fun year here at DES. I want to especially welcome our new students, like you this will be my first year here at Dirigo Elementary, but I know our returning students and our staff are great and we will have no problems fitting in here.



You will find that we value all students and know that each student brings with them different strengths and needs. We are committed to helping you grow both socially and academically and we have many programs in place to support you if you need extra help along the way. Our staff is committed to insuring that your experience here at DES is both positive and fruitful.

Parents we invite you to become active partners with us in the education of your children. There are a number of school activities, volunteer opportunities, and events that we encourage you to be a part of. We believe that success is best achieved when parents and teachers are working together.

The following pages of this handbook contains information for students and parent to help guide you with the school’s rules and procedures that are necessary to ensure that the learning environment for all students is a positive, respectful and productive one.

Again welcome and if you have any questions please do not hesitate to ask.

Sincerely
Charles C. Swan
 Dirigo Elementary School Principal

DIRECTORY OF PERSONNEL

RSU #10 CENTRAL OFFICE PERSONNEL

Dr. Craig Kane	Superintendent
Dr. Gloria Jenkins	Asst. Superintendent/ Curriculum Coordinator
Mary Dailey	Business Manager
Judith Houghton	Superintendent’s Administrative Assistant



Tracy Wilson
 Judy Fulton

Bookkeeper/Payroll Clerk
 Human Resources

RSU #10 DISTRICT SUPERVISORS

Charles Swan	Dirigo Elementary School Principal
Michael Poulin	T.W.K. Dirigo Middle School Principal
Michael Poulin	Dirigo High School Principal
Clarissa Errington	Special Services Director
Jeanne LaPointe	Food Service Director
Kenny Robbins	Transportation/Maintenance Director

RSU #10 SCHOOL BOARD MEMBERS

Jerry Wiley	Buckfield (Board Chair)
Michelle Casey	Buckfield
Judith Boucher	Byron
Faith Campbell	Canton
Ronnie Hutchinson	Carthage
Barbara Chow	Dixfield
Bruce Ross	Dixfield
Vacant	Hanover
Shawn White	Hartford
Peter Zanoni	Mexico
Bertha Barrett	Mexico
Lolisa Windover	Peru
Denise Cross	Roxbury
Marcia Chaisson	Rumford
Linda Westleigh	Rumford
Tracey Higley	Rumford
David Lynch	Sumner

2015-2016 Daily Schedule (M, T, Th, F)

7:20	First bus arrives cafeteria duty begins “seated” breakfast service begins
7:30	Outside recess begins
7:40	“seated” breakfast ends switch to grab n’ go breakfast
7:45	last bus arrives



7:50	recess whistle blown
7:55	announcements
8:00	academic day starts with literacy block
9:30	literacy block ends
8:45	specialist support literacy block
9:40	specials / intervention / special education classes begin
10:45	K-1 lunch
10:50	2-3 recess
11:10	K-1 recess
11:15	2-3 recess ends
11:20	2-3 lunch
11:35	k-1 recess ends
11:55	4-5 lunch
12:20	4-5 lunch ends
12:45	4-5 recess ends
2:15	academic day ends
2:16	first bus dismissed Pre-K students first
2:25	Office
2:30	Second bus dismissed to gym clubs dismissed

Late Arrival Wednesdays

8:50 a.m. School Begins

Please note that every Wednesday during the school year, except the very first Wednesday, is a late arrival Wednesday. This means that school on Wednesdays will begin an hour later, at 8:50 a.m. Only parents that need to leave for work early may drop their child off at school at 7:30 a.m.

Dirigo Elementary School Staff

Charles SwanPrincipal
Crystal DuguayGuidance/
Pamela AverillSecretary
Jessica RobbinsPre –K Teacher
Heather GrayKindergarten
Danielle AfariKindergarten
Sue BousquetKindergarten
Andrea YorkGrade One
Libby IrishGrade One
Lisa HutchinsGrade One
Stacey GilbertGrade One



Sarah Thompson	Grade Two
Debbie Touchette	Grade Two
Kerri Gallant	Grade Two
Sarah Johnson	Grade Three
Debra Towle	Grade Three
Laura Johnston	Grade Three
Erin Deprey	Grade Four
Kristi Holmquist	Grade Four
Ben Bridges	Grade Four
Beth MacFarlane	Grade Five
Zac Thompson	Grade Five
Bethany Poulin	Grade Five / Special Education Teacher
Sue Boyce-Cormier	Gifted/Talented
Rebecca Richards	Special Education Teacher
Gretchen Errington	Special Education Teacher
Sara Murphy	Special Education Teacher
Donna Gilbert	Reading Recovery
Joyce Elliott	Literacy Teacher
Terri Castonguay	Librarian
Chris Olson	Physical Education
Emma Shapiro	Music
Melissa Van Lieu	Speech/Language Asst.
Cathy Hazelton	Speech/Language
Cathie SangioloGaidlis	OT
Dawn Grondin	OT
Karen Thayer	Art
Dedra Mooney	Pre –K Education Technician
Robin Daily	Educational Technician
April Jamison	Special Education Educational Technician
Cathy MacDonald	Special Education Educational Technician
Dana Kahkonen	Special Education Educational Technician
Gina Puiia	Special Education Educational Technician
Sonya Arsenaulty	Special Education Educational Technician
Dena Littlehale	Special Education Educational Technician
Jen Woods	Special Education Educational Technician
Trisha Fletcher	Special Education Educational Technician
Dave Rackcliff	Special Education Educational Technician
Tammy-Lyn Perry	Special Education Educational Technician
Prudence Schofield	Title 1 Education Educational Technician
Terri Willams	Title 1 Education Educational Technician
Erin Wainwright	Nurse
Nick Waugh	Technology
Nataile Putnum	Food Service
Tracy Chiasson	Food Service
Wanda DePalma	Food Service
Linda White	Food Service
John Derouche	Custodian
Barbara Vaughn	Custodian
Tina Beualieu	Custodian

Positive Behavior Intervention and Support (PBIS)

What is Positive Behavior Intervention and Support?

Our school is always working to find successful ways to encourage children to make safe, respectful and responsible choices across all school settings. In the past year we have started to use a research based process school wide to support students’ behavioral learning. The basic components of the process are listed below.

- PBIS is a data driven approach to addressing student behavior.



- PBIS focuses on explicitly teaching, modeling, practicing and recognizing appropriate behavior.
- PBIS is a proactive system of supports that strives to acknowledge appropriate student behaviors.
- PBIS addresses classroom, school wide and district wide behavior issues.
- PBIS means that expectations are consistent and clearly defined in all settings.

Our school will use three expectations with students in all settings, busses, classrooms, halls, playground, cafeteria, and bathrooms. The three expectations are:

- Be Safe
- Be Respectful
- Be Responsible

Students will help to define what these expectations look like in the various settings and then practice the appropriate procedures with staff in each area. We will then be able to support students as they make connections to the common expectations and learn to model appropriate behaviors and take responsibility for their choices in meaningful ways.

PBIS Team:

Charles Swan - principal

Crystal Duguay- guidance counselor
Natalie Putnam- cafeteria staff
Sue Bousquet- kindergarten teacher
Andrea York- 1st grade teacher
Debra Towle- 3rd grade teacher
Kristi Holmquist- 4th grade teacher
Becky Richards- special education teacher
April Jamison - special education ed. tech
Karen Thayer- Art teacher
Kerri Gallant- 2nd teacher

Parent Liaison

The Parent Liaison serves as the contact person between the school and the community regarding positive approaches to student behavior. Monthly informational events serve as communication links to share ideas, strategies and materials. The Parent Liaison can assist with parent involvement opportunities and encourages families to become a part of the exciting changes taking place at DES. Parents can contact anyone on the PBIS committee at the school 207-562-4207 for more information.

Acknowledgement System:

A school store will be accessible to our children when they get caught being good! Our store will include both tangible and non-tangible items for the children to choose from with their earned tokens! They earn their tokens by being safe, responsible, and respectful. This is a positive acknowledgement system for our kids when they are doing their PERSONAL BEST.

Consequence System:



We will be using a School-Wide Information System (SWIS). SWIS is a web-based software system for collecting and summarizing office discipline referrals in schools. The purpose of SWIS is to provide schools with accurate, efficient, practical information for decision-making about school-wide discipline.

For more information about PBIS in your child’s school contact:

	Hallway	Cafeteria	Playground	Bathroom
Be Safe	<ul style="list-style-type: none"> * Use quiet walking feet * Stay to the right * One step at a time on the stairs * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Use walking feet * Use utensils appropriately * Wait patiently * Keep hands to yourself 	<ul style="list-style-type: none"> * Use equipment appropriately * Use walking feet on the path * Look out for others * Find an adult if you need help 	<ul style="list-style-type: none"> * Be as quick as you can * Tell an adult if there is a problem * Keep hands and feet to yourself



	Hallway	Cafeteria	Playground	Bathroom
Be Respectful	<ul style="list-style-type: none"> * Stop at intersections * Look ahead when walking 	<ul style="list-style-type: none"> * Use your manners * Use inside voices * Keep to your personal space 	<ul style="list-style-type: none"> * Keep personal space * Respect others' play space * Respect property of others * Take turns and share equipment 	<ul style="list-style-type: none"> * Keep privacy * Flush toilets * Place paper in wastebaskets
Be Responsible	<ul style="list-style-type: none"> * Hold the door for those behind you * Walk in a line with your class 	<ul style="list-style-type: none"> * Be ready * Know your milk choice * Get utensils * Clean up after yourself 	<ul style="list-style-type: none"> * Return borrowed equipment * Line up immediately and stay with your class * Agree to the rules before starting a game 	<ul style="list-style-type: none"> * Use products appropriately * Dispose of waste properly * Wash hands
Voice Level	1	1	3	1

SCHOOL SAFETY:

ENTRANCE DOORS LOCKED

To ensure the safety of all students and staff, the entrance doors to the elementary school building will be locked except for the main entrance door leading into the building. At no time should any door be propped open. We appreciate your cooperation with this matter.

ATTENDANCE INFORMATION:

Supervising of bus students begins at 7:20 am. Students should proceed to the cafeteria to have breakfast or wait for early morning recess to begin. Students being dropped off by parents should not arrive at school before 7:20 am. Upon arrival, proceed to the cafeteria to eat breakfast or go to the playground for early morning recess.



Attendance- Policy:JEA/JEAA

Regular and punctual attendance is essential to a child's educational success. Children are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine Law as follows: personal illness; an appointment with a health professional that must be made during the school day; observance of a religious holiday; a family emergency; or a planned absence for a personal or educational purpose which has been approved in advance by the school. **Parents and Guardians are expected to contact the school office if their child will be tardy or absent.**

Any student that becomes ill during the day must receive permission from the office before being dismissed. Students will be released only to parents or designated persons.

Any student that is absent from school for five or more consecutive days will be required to have a doctor's note upon his/her return to school.

A student **will not** be allowed to participate in an after school activity or evening school program on the day that he/she is absent from school.

Tardiness

A student who arrives after **7:50 AM** is considered "Tardy" for attendance records. A student who is tardy must stop in the office with a parent/guardian. The student will be given a tardy slip completed by office personnel before going to class.

Lunch needs to be ordered prior to 8:15 a.m. If your child will be tardy, please notify the school if he/she will need to order a lunch.

Leaving School Early

A student who is dismissed before 2:15 PM is considered "early dismissal" for attendance records. Parents/guardians must report to the office to dismiss a student and wait until the student is called to the office. A student will only be called to the office once the parent/guardian has arrived in the office. **PLEASE DO NOT GO TO THE CLASSROOM TO PICK UP YOUR CHILD.**

Bus Notes

Any student that needs to ride a different bus home in the afternoon **must** bring a detailed (including physical address) written note of request signed by a parent or guardian. **A telephone call later in the day requesting the change will not be accepted.**

Dismissal to Buses

Students are dismissed to buses beginning at 2:15 p.m. An adult will be outside at the entrance to monitor students leaving from the building to the bus. The dismissal begins with pre-k - kindergarten classrooms, followed by 1st, 2nd, 3rd, 4th, and 5th grade classrooms. Dismissal will be done in two shifts: first bus and late bus.

Office Dismissal

To pick up your child at the end of the day, please arrive at the school entrance by 2:20 p.m. All students who are being picked up will be called for "office dismissal" to the entrance hallway area. Parents may meet their child there. Upon leaving the school with your child, please wave to the office personnel in the window to signal to her that you are taking your child.

Truancy

A student is considered truant if the student is subject to the compulsory attendance law; and has attained equivalent of ten (10) full days of non-excused absences or seven consecutive school days of non-excused absences during a school year.

(See Policy JHB - Truancy)

School Cancellations/Delays

At times, due to inclement weather or other emergencies, school may have to be canceled, dismissed early, or postponed. RSU #10 has established bus schedules and procedures to cover pupil transportation in times of hazardous weather conditions.

In the event of heavy snow or badly iced streets, our automated phone system, *Power Announcement*, will be used to notify you that RSU#10 schools will be starting one (1) hour later than normal or that the schools have been closed for the



day. You may also get no school or delayed starting time information by watching Channel 6, Channel 13, Channel 8, and Channel 2 (the access channel). These broadcasts start at 5:30 a.m; any announcement shall be considered for one (1) day only. If it is not repeated the following day, normal operations will resume.

Birthdays

The distribution of party invitations for private birthday parties in school is discouraged. Individual teachers recognize birthdays in different ways. We recognize birthdays once each month in the cafeteria. Summer birthdays are recognized at the beginning and end of each school year.

Bullying Prevention –

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. (See **Policy: JICIA – JICK- Weapons, Violence, and School Safety**)

Harassment Complaint Officers:

Mrs. Duguay, Guidance Counselor

Prohibited Conduct

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or any school -sponsored activity, or any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- a. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, knives, chains ,clubs, etc.
- b. Violent or threatening behavior including but not limited to fighting, assault, threats to commit violence against persons or property.
- c. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program.
- d. Stealing or attempting to steal school or personal property.
- e. Willful and malicious damage to school or personal property.

Disciplinary Action:

Building Administrators may suspend and/or recommend expulsion of students who violate this policy.

System –Wide Student Code of Conduct

Ethical and responsible student behavior is an essential of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment. (See **Policy -JIC**)

Article 1 – Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Comparison
- Fairness
- Responsibility
- Courage



Article 2 – Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- On school property
- While in attendance at school or at any school –sponsored activity, or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 – General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly, and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and others.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning of minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See policies:

Student Discipline	KB
Detention of Students	JKD
Suspension of Student	JKE
Expulsion of Students	JKE
Student Dress Code	JICA

Article 4 – Expectations

The following is a summary of the Board’s unit’s expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies:

JICIA	Weapons, Violence and School Safety
EBCC	Bomb Threats

Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives



and knives.) Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes: other weapons violations may result in disciplinary action up to and including expulsion.

Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extra-curricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy:

ACAD Student Hazing

Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies:

AC Nondiscrimination/Equal Opportunity and Affirmative Action
Harassment and Sexual Harassment of Students.

ACAA

Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy: JICH – Drug and Alcohol Use By Students

Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

See policy: ADC-R Tobacco Free Policy

Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policies:

EEABB Student Conduct on School Buses
EEABB-1 Student Conduct at Bus Stops

Computer/Internet Use

Students may use school computers, networks and internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See policy:

IJNDB -R Student Computer and Internet Use



Co-curricular/ Extra-curricular Code of Conduct

Students must follow all Board policies and school rules while participating in co-curricular and extra-curricular activities. In addition, a separate policy has been developed governing the behavior of students participating in these activities. Students who violate this policy may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or rules.

See policy:

JJI Co-curricular/Extra-curricular Policy

Article 5 – Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the least restrictive means to the extent necessary, to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary, to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school crisis response plan if appropriate.

See Crisis Response Plan

Article 6 – Special Services

1. **Referral**

The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

See policies:

- IHBAA Referral to Pupil Evaluation Team
- IHBAC Screening Including “Childfind” and Referral

Review of Individual Educational Plan

The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when:

- A. School officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others;
- B. The class removals are sufficient to constitute a change in the student’s Special Education program; or
- C. School officials or the parent believes that the student’s behavior may warrant a change in educational programming.

See policy:

IHBAC- Programming in the Least Restrictive Environment

II. Time Out Rooms and Therapeutic Restraint



The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

(See Policy JKAA) - Time Out Rooms and Therapeutic Restraint

Article 7 – Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administrators may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent/designee, must be reported to law enforcement authorities.

Article 8 – Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators. (See Policy - JIC)

Detention

After school detention is sometimes used as a disciplinary measure for inappropriate student behavior or for academic reasons. Students who are given detention are expected to attend. Parents/guardians will be notified when detention is assigned. It is the responsibility of the parents/guardians to provide transportation for students on detention.

(See Policy - JKB)

Outdoor Recess

All students are expected to go outside for recess unless weather conditions are poor which will require recess to be inside for everyone. We discourage notes brought from home requesting students to stay inside. Only under extreme circumstances, accompanied by a parent’s note, will permission be granted for students to stay inside during recess time. Students should dress appropriately for the cold, wet, or muddy weather rather than using poor dress as an excuse for staying inside. On days when it is rainy or too cold to be outside for recess, all students will have inside recess. Throwing objects, jump ropes, balls, tag and other running games are not allowed in the classroom. There is a teacher on duty at recess to supervise the activities at all times.

Personal Belongings

Students should not bring any type of electronic equipment to school, i.e. Radios, Walkie-talkies, Game Boys, Cell Phones, I-Pods, CD Players, Remote Control Cars, except with prior approval by the classroom teacher/administrator. This year, the school will provide tubs of toys for all students to play with while outside for recess. The tubs will be placed by the two exit doors that lead to the playground. **Students are not to bring toys or balls from home to play with outside.**

Protocol for Inappropriate Student Bus Behavior

- | | |
|------------------------|---|
| FIRST INCIDENT | Bus driver gives student a verbal warning. |
| SECOND INCIDENT | Bus driver reports to principal; principal sends a warning letter home to parents attached to a Bus Conduct Report. |
| THIRD OFFENSE | Bus driver reports to principal; principal suspends student from bus transportation for appropriate time. A letter attached to a Bus Conduct Report will be sent home to parents. |

Bus Rules

1. All students shall be ready in the morning at the usual time for the bus to arrive at their homes or at the “School Bus Stop.” The bus cannot wait for those who are tardy.
2. The driver is in full charge of the bus and the students.
3. Students will obey the driver promptly and cooperatively.
4. Student shall not stand in the roadway while waiting for the bus.
5. The bus driver may assign bus seats to students. Students are expected to take these seats until further notice.
6. When the bus is in motion, students should not stand, extend arms out of windows, move about, leave or enter the



bus.

7. Students must pay for damage done to bus seats or other equipment.
8. Students conversation should be proper and never loud or boisterous.
9. Always treat your fellow students with courtesy.
10. If students cross the road, do so in front of the bus after making sure the highway is clear.
11. No student will leave the bus without the driver's consent except at home and at school.
12. Please refrain from unnecessary conversation with the driver.
13. Throwing or snatching of hats, caps, books, lunch boxes, etc., will not be permitted on the bus.
14. Students will help keep the bus clean. Do not throw paper or waste on the floor.
15. Always talk to your bus driver courteously.
16. No food and/or drink are to be consumed on a bus without the consent of the driver.

Clothing at School

Your appearance reflects the quality of the school, your conduct, your schoolwork and you. All students are expected to dress and groom themselves neatly and in clothes that are appropriate and suitable for school. Clothing should be clean, safe, and should be conducive to the learning atmosphere of the school. Examples of inappropriate dress are:

- Sleeveless or midriff apparel
- Short skirts or short shorts
- Excessively ripped or torn clothing
- Clothing that has questionable messages
- Hats, caps, hoods, or other headgear
- Strapless sandals or clogs

For safety reasons, high heels are not recommended for outside play. Rubber sole shoes or sneakers need to be worn when using the playground structures. (See **Policy JFCA**)

Clothing during Cold Months

Students have a daily recess and should be dressed appropriately for the weather. In winter months this includes warm pants, snow pants, winter coat, hat, mittens, and boots. Please mark these items of clothing with students first and last names. Shoes, slippers or sneakers should be brought to school to wear in the classrooms and hallways when boots are removed.

Clothing for Physical Education Classes

On the day that your child has physical education class, please make **your child wears sneakers and comfortable clothing**. Students may not wear "Heelys" to school.

Labels on Clothing

Parents are requested to mark clothing, boots, lunch boxes, and book bags with the child's name. A "Lost and Found" container is located near the office.

Emergency Information

The first two weeks of school each year, each student's address, and parents'/guardians' home and work telephone number and doctor's name are requested. DES also requires the name and telephone number of two people to be contacted in the event the parents/guardians cannot be reached. Any change in this information should be reported to the school office immediately. We cannot stress enough how important it is to have this information and the need for it to stay current. Please include an e-mail address and/or cell telephone number if you have them.

Evacuation & Emergency Procedures – Comprehensive Emergency Management Plan

Dirigo Elementary School has developed response plans and procedures that address a wide variety of potential issues. Throughout the school year, teachers will work with students to establish and practice evacuation and emergency procedures to ensure the safety of the students while they are in school. For RSU Wide Emergency procedures. (See **Policy EBCA**)

Fire Drills

Fire drills will be conducted throughout the year including two fire drills the first week of school. When the alarm sounds, stop everything and leave the building as quickly as possible, but in an orderly manner as directed by your



teacher. Above all, take these fire drills seriously. You never know when the unexpected real thing will occur. During the year, you will be in many different locations within the school building. Therefore, it is important that you become familiar with the routes that you would use. Each location within the school has fire exit routes posted for evacuation procedures.

Once you have left the building, you are to stay away from the building. You are to remain with the class and the teacher with whom you left the building. This will allow the teacher to take an accurate attendance to make certain that everyone is accounted for. This step could save your life in the event of an actual fire. Do not re-enter the building until you are told to do so. This is not only for your protection, but also for the protection of everyone else. (See **Policy EBCB**)

Lock Down Drills

In order to prepare students and staff for a crisis situation that would warrant a lock down directive, Dirigo Elementary School will implement lock down drills during this school year. The lock down drill will consist of a directive communicated by the intercom and/or designated messengers to all classrooms. Teachers will lock classroom doors and lead students to a safe place within the classroom where they will remain until the drill is completed. A notice will be sent home with students on the day of the drill that will contain “talking points” that parents can use to discuss the drill with their child.

We are going to have a new lock down procedure called "Hold and Secure" which means that teachers will continue to teach, but not allow students into the hallways until given the all clear...we will use this if there is a medical emergency, or if there is a situation that we deem serious, but not to the point of having to have the kids hide in the dark.

Visitors and volunteers that are in the building at the time that these drills are practiced must report to a designated gathering area by following teacher or administrator directions.

Bomb Threats The RSU #10 Board of Directors 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 of Directors directs the Superintendent or reacts promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. (See **Policy EBCC**)

Food Service at Dirigo Elementary School

RSU #10 School Board believes every student needs breakfast and lunch in order to derive maximum benefit from their educational day.

RSU #10 participates in the food program sponsored by the United States Department of Agriculture and the State Department of Educational and Cultural Services. The federal assistance under these programs allows us to provide some meals free or at a reduced price, dependent on family income.

DES offers a choice of healthy meals each school day. Students may buy breakfast and lunch for a fee each day. Students who qualify can receive free or a reduced price breakfast and lunch. All meals served meet nutrition standards established by the U.S. Department of Agriculture.

RSU #10's expectation is that meals will be either paid in advance or paid for at- the time of service. The Board believes pre-payment by check is the most secure option for students, parents/guardians, school and the school nutrition program. Money will be collected daily in homerooms and delivered to the kitchen for deposit on accounts.

The Board recognizes that it is quite possible for children to come to school, on occasion without having made proper arrangements for either their breakfast or lunch. The following are procedures to deal with those situations:



PK-8th grade students will be allowed to charge up to 5 meals. After the 5th meal charge, parents/guardians will be called and written notification from the school nutrition staff will be sent home. These guidelines and procedures allow for the student to charge meals while his/her family adjusts their meal plans in order to make a timely payment or arrange for meals to be provided from home.

Free/Reduced Lunch Application/Payment

At the beginning of each school year, a lunch application is sent home with each child for parents to complete if they feel they qualify for free or reduced school lunches based on income. Parents will be notified within two weeks once their application has been returned to the school as to whether or not they qualify.

Fresh Fruit and Vegetable Program

The Elementary School will participate in the USDA FFVG program during the 2014-2015 school year. Fresh Fruits and Vegetables will be offered throughout the school year, Monday through Thursday. These may be offered midmorning or mid afternoon at no charge to your child during snack time.

School Breakfast Program

Dirigo Elementary School will provide a Breakfast Program. As students arrive at school, they will have the option to go to the cafeteria to have breakfast. Students must enter the cafeteria immediately upon arrival if they wish to eat. They should not wait until it is time for school to begin to eat.

2015-2016 Breakfast Prices

- *Breakfast is free for all students
- *Adult Breakfast - \$1.50

Procedure for Paying for Lunch

- You can now make online lunch pre-payments and monitor your child's meal accounts.
- Go to RSU10.org and click on the Link.Myschoolbucks.com You will need your child's student (Powerschool) I.D. number to set up your account. You can get this I.D. # by calling our central office at 562-7254 and speaking with the school nutrition office.
- If you are sending cash/check please send it in an envelope and write on the outside of the envelope the **student's name, grade, the amount of money in the envelope, and how many lunches you are paying for**. This should be given to the classroom teacher/
- Once in the classroom, students will order their daily lunch.

2015 – 2016 Lunch Prices

- *Regular Lunch - \$2.20
- *Reduced Lunch - \$.40
- *Adult Lunch - \$4.00

Cafeteria Rules

see PBIS matrix on page 5

RSU #10 DISTRICT HEALTH SERVICES

In order for parents/guardians to assist school nurses with the implementation of the health guidelines, the following information is listed to you:

Communicable Disease

Reference to Policy JLCC

Students with a diagnosed communicable disease or with symptoms of a communicable disease will be temporarily excused from school. The parent/guardian or emergency contact will be notified and asked to take the student from school



whenever possible.

Students who have a fever of 100 degrees or higher, are experiencing vomiting, or have diarrhea, will be sent home. Students returning to school after a diagnosed communicable disease should be symptom free for at least 24 hours unless the primary care provider provides written documentation approving school attendance before symptoms have abated.

Head Lice

Reference to Policy JLCC - R

When a student is found to have head lice, he/she will be sent home until all lice are removed. A student found to have only nits, will be allowed to remain in school.

Students who are sent home with head lice must report to the office to be rechecked before returning to class. Students will be rechecked as deemed necessary by the school nurse.

The Maine Department of Education and Maine CDC does not recommend classroom screening be performed. The school nurse will check symptomatic students on an as *needed* basis.

Medication

Reference to Policy JLCD

Dispensing of medication on school premises is discouraged. Whenever possible, the schedule of medication administration should be altered to allow a student to receive all prescribed doses at home. The first dose of a newly prescribed medication must be given at home, not at school.

School personnel will dispense no medication unless written permission has been granted by the child's parent/guardian. An annual written request for prescription medication to be administered throughout the school year is to be submitted by the parent/guardian AND health care provider.

All medications must be delivered to and picked up from the school in its original container by the student's parent/guardian. Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances i.e. students with asthma, diabetes, and severe allergic reactions. The physician and the school nurse will coordinate this.

Physical Examination

Reference to Policy JLCA

A physical examination is required every two years for all interscholastic athletic program participants.

According to the MPA handbook appendix P a licensed physician, nurse practitioner, physician's assistant, and Doctor of Osteopathy are the only approved examiners. The School Nurse will review the Physical Exam form and the athletic director will maintain the updated electronic student physical exam list.

Parents/guardians will be required to complete a Parental Approval/Sports Medical update form yearly. The sports medical update form will be reviewed by the athletic director, kept on file in the athletic directors office and accessible for coaches at sporting events in the event of an emergency.

General School Information

Bathroom Use

All Pre-K - 2 classrooms are equipped with a bathroom, faucet and drinking fountain; all Pre-K - 5 classrooms have a faucet and drinking fountain. Pre-K - 2 students can use bathrooms as needed.

Pre-K - 5 students are urged to use the bathroom during the times that are provided; in the morning, snack time, before lunch and after recess. These times for Pre-K - 5 students should be sufficient without taking time from important class learning. We realize that there will be times when it will be necessary, however, these should be exceptions. For bathroom rules see PBIS matrix on page 5.

Books/ School Property

Throughout the school year, students will be given textbooks and other school materials to use. Students are expected to respect school materials in the following ways:

- Never write in a book unless told to do so.
- Never leave a number of papers, pens, pencils, rulers, etc, in a book.



- Be sure that your books are covered for the entire year.
- Do not mark on desks, chairs, walls or any part of the school building.
- Do not litter in or around the school property.

Anyone who loses, damages and/or destroys school property in anyway will be held accountable for repairing or paying for such destruction.

Field Trips

Field trips are designed to supplement different aspects of the classroom curriculum and expose students to the resources of the area. Parents will receive notices of field trips well in advance of the planned field trip date and will be asked to sign a field trip permission form. Students are expected to travel to and from the field trip destination on the bus unless there are extenuating circumstances. Parents may be asked to help chaperon these trips. We ask that chaperones ride the bus on the field trip and do not bring other children on the field trip with you. Please remember that this is a school function. Smoking is not allowed at any time at any school-sanctioned function, including field trips, or on school grounds.

All volunteers in RSU #10 will need to have a background check BEFORE they can volunteer. This includes field trips.

Illness / Accidents

Every accident in the school building, on the school grounds, or at school-sponsored activities should be reported to the office or person in charge, immediately. In the event of illness or injury, every effort will be made to contact the parent/guardian. We will utilize non-school services for emergency treatment only if we feel it is necessary. We will then utilize services such as health clinic physicians, local emergency medical services, area hospitals, and emergency room services. Since parents/guardians are financially responsible for these services, we will initiate them only if we feel it is necessary to do so.

Lost and Found

The school is not responsible for the loss of personal property. The bringing of personal items to school is discouraged. To prevent the loss of personal items, ask your teacher to hold them or bring the items to the office to hold. Once something is taken, it is almost impossible to track it down. **Any items that a student finds should be turned into the office.** The items will be kept there until claimed by the rightful owner. Be respectful of other students' property. **Please label your child's clothing and other items.**

Open House

At the beginning of the school year, an open house is scheduled. This is a time to give parents/guardians an opportunity to meet their child's teacher, see their child's classroom, and look at other instructional areas throughout the school.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled for all Pre-K - 5 students. The conference is an effective way to better understand student progress and teachers' expectations for student learning. We aim for one hundred percent participation at parent/teacher conferences. Additional conferences may be held whenever the teacher or parent/guardian thinks it would be helpful.

Teacher Availability

Teachers will be available at the end of each school day to meet with parents and to provide extra help sessions for students. Students should take advantage of this time if you are having difficulty in an area of study, rather than getting behind.

There are times when a teacher may request that a student stay after school for help or detention. If you are asked to stay after school, please do so. This will take priority over any other after school activity.

Parents that would like to meet with a teacher should call the office in advance to schedule a meeting with the teacher.

Parents should not expect to come to school in the morning or afternoon to talk with a teacher if you have not scheduled a meeting with the teacher prior to coming to school.

Vistors

For safety reasons, all visitors must sign in at the office and receive a school badge to be worn while in the building.

Please be sure to sign out when leaving and return the school badge to the office. Field trip chaperones must sign in at the office.

Volunteer Program



Dirigo Elementary School is very fortunate to have such great school volunteers that help in many areas of the school to support and enhance student-learning opportunities. While we cannot thank you enough, it is important to remind everyone of the student's right to confidentiality. Students and parents/guardians have the right to expect that what happens in school will not be shared outside of the school. As a volunteer, it is important for you to remember that if you see or hear anything that you have questions about, the classroom teacher and/or the principal are the appropriate people with whom to speak to.

All volunteers in RSU #10 will need to have a background check BEFORE they can volunteer. This includes field trips. Forms will be sent home with students and will need to be returned so we can conduct a background check.

For safety reasons, all volunteers must sign in at the office and receive a school badge to be worn while in the building.

Ways Parents Can Help

Parents can be a tremendous help in ensuring that your child reach grade level benchmarks and beyond if you work together with teachers by supporting the expectations that teachers have for classroom behavior and for academics. Best ways that parents can help:

- Check your child's papers that come home on a regular basis, look for quality of work produced and for the level of mastery achieved on each completed paper.
- Check daily for homework assignments completed.
- Give encouragement and show interest in what your child is learning.
- Assist with drill work when asked. (Example: math facts, spelling words)

PUBLIC COMPLAINTS: Refer to Policy KL

Complaints and grievances shall be handled and resolved, whenever possible, as close to their origin as possible.

All written and verbal complaints will be investigated according to approved procedure. After the preliminary investigation, complainant will be informed that the school district will pursue the complaint only if it is put in writing.

Although no member of the community shall be denied the right to petition the Board for redress of a complaint, the complaint shall be referred back through proper administrative channels for investigation and solutions before action by the Board. Exceptions are complaints that concern Board action or Board operations only.

The Board advises the public that the proper channeling of complaints involving personnel, instruction, and discipline or learning materials is as follows:

Teacher/staff

Principal/Supervisor

Superintendent

Board

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

HIGHLY QUALIFIED TEACHERS

Pursuant to the No Child Left Behind Act of 2001, 20 USC 6301 et. Seq., parents may request information regarding whether his/her child meets the national standard for Highly Qualified Teacher. If the RSU receives a request from a parent for information about the professional qualifications of his/her child's teacher(s) pursuant the district shall provide information about the following: (1) whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; (2) whether the teacher has emergency or provisional certification; (3) the degree(s) and certifications(s) held by the teacher and subject area for each degree or certification; (4) whether the child is receiving services of a paraprofessional and the qualifications of the paraprofessional. The RSU shall notify the teacher in writing about any parental requests for information about the teacher's qualifications and the information provided by the RSU in response to the request

The following policies may be view on line on the RSU 10 Web page. You may also obtain a hard copy from Dirigo Elementray School.

ECB - Pest Management in School Facilities and on School Grounds

IJJ - Instructional in library media materials selection



IJNDB -R Student Computer and Internet Use
INJNDC-E- Student Computer and Internet Use Acknowledgement Form
IJNDC-E - Agreement to Publish Student Information on the School Website
IKB - Homework
IKE- Grade Retention
ILD - Education Research: Student Submission to Surveys/Analyses or Evaluations
JA - Elementary Student Placement
JEA - Compulsory Attendance
JIH - Questioning and Searches of Students
JJI - Eligibility for Participation in Co & Extra-Curricular Activities
JRA-E Annual Notice of Student Educational Records and Information Rights
JJIF - Management Of Concussions and other head Injuries
JJIF-E RSU 10 Concussion Information Sheet
ACAA-R Harassment and Sexual Harassment of Students
ADC - Tobacco Use and Possession
IGDA- RSU #10 Substance Abuse Policy for Co/Extra Curricular (AD to distribute)
IGDA-EI-Annual Student Participation Approval Form (AD to distribute)
UNDB-E Student Computer and Internet Use Acknowledgement Form
IKF- Graduation Requirements
JEAA- Student Attendance, Student Absences, Student Tardiness
JLCD-R Administering Medication to Students Procedure
JJIF- Management Of Concussions and Other Head injuries
JJIF-E - RSU #10 Concussion Information Sheet
JKAA-R- PROCEDURES ON PHYSICAL RESTRAINT AND SECLUSION
JLCA - Physical Examinations of Students
JLCC- Communicable/Infections Disease Policy
KM - Parent involvement Policy(suggested but not required)
KBF -(TO TITLE ONE PARENTS STUDENTS IN PROGRAM)