



**HORACE MITCHELL PRIMARY SCHOOL
2018 - 2019
STUDENT - PARENT HANDBOOK**

Horace Mitchell Primary School
7 School Lane, Kittery Point, ME 03905
(207) 439-1707
horacemitchell.kitteryschools.com
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DIRECTORY

Mitchell School Secretary	207-439-1707
Director of Special Services	207-475-1331
School Nurse's Office	207-439-5855
School Nutrition Director	207-439-4846
Ledgemere Transportation (Bus Company)	207-439-1941

Kittery School Committee Members

<i>Kim Bedard, Vice-Chair</i> 100 Martin Road Kittery, Maine 03904 kbedard@kitteryschools.com	207-439-9548 Term expires 11/2019
<i>Nicholas Chalupa</i> 5 Folcutt Road Kittery Point, Maine 03405	781-473-3350 Term expires 11/2020
<i>Julie Dow, Chair</i> 1 Bartlett Road Kittery Point, Maine 03905 JDow@kitteryschools.com	207-439-7866 (H) Term expires 11/2019
<i>Anne Gilbert</i> 17 Park Avenue Kittery, ME 03904 agilbert@kitteryschools.com	207-439-9067 (H) Term expires 11/2018
<i>Danielle Hoffman</i> 7 Otis Avenue Kittery, Maine 03904	617-285-1155 Term expires 11/2020
<i>Rhonda Pomerleau</i> 32 Stevenson Rd. Kittery, ME 03904 rpomerleau@kitteryschools.com	207-703-2979 Term expires 11/2019
<i>Jonathan Rivers</i> 1 Folcutt Road Kittery Point, Maine 03905 jrivers@kittterschools.com	207-439-3858 (H) Term expires 11/2018

SUPERINTENDENT OF SCHOOLS

Eric Waddell - Superintendent 207-475-1334 - ewaddell@kitteryschools.com

Donna Schoff - Administrative Assistant - dschoff@kitteryschools.com

September 2018

Dear Parents/Guardians:

Welcome to the Horace Mitchell Primary School. Our school houses Kindergarten through Grade Three students.

We hope to provide your children with the best possible opportunities while they are at Mitchell School. In addition, we look forward to a cooperative effort between the school and the home in order to ensure a safe, happy and educationally productive experience for your child.

This handbook has been compiled to provide you and your children with information to help you to know our school, and become an integral part of our school community.

We look forward to working with you and your child in the future. Please feel comfortable in scheduling an appointment at any time to meet with us to discuss our school program.

Sincerely,

Allison Gamache, Principal
Marcelle Durost, Interim Assistant Principal

* This handbook has been developed within the framework of the Kittery School District policies. In case of a conflict between a School Committee policy and the rules in this handbook, the policy will prevail. The handbook is provided solely for the convenience of students, parents and staff. The Kittery School District to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

MITCHELL SCHOOL STAFF

Principal Secretary

Allison Gamache
Michele Sawtelle

Assistant Principal Secretary

Marcelle Durost
Leslie Patterson

Kindergarten

Kathy Eames
Heather Normandin
Kaitlen Westman
Kristin Davis
Sandra MacDougall
Laura Champion

Grade One

Christine Dorazio
Elizabeth Staulcup
Emily Verissimo
Angela Yurick
Cynthia McEachern
Kristen Greene

Grade Two

Pamela Jordan-Rutledge
Ruth Sallade
Kendra Downs
Jill DeLuca
Cara Howe

Grade Three

Katherine Peternell
Amy Wilson
Kate Lantz
Terri Hartley

Special Needs Teachers

Autism Program - Laurie Troy
Resource Room – Erin Cote
Achieve Program – Melissa Adams
Resource Room – Dallas Dotter
Speech & Language - Donna MacKenzie
Occupation Therapy - Jennifer Freeman
Physical Therapy - Eileen Pastorelli
Aide – Elaine Ockerbloom
Aide - Jill Estes
Aide - Robin Nelson
Aide – Melanie Toy

Aide – Sarah McGonigle
Aide - Katie Hatch
Aide – Melony Reynolds
Aide – Christina Couperthwait
Aide – Kelley Santamaria
Aide – Keerstin Harrington
Aide – Jen Cole
Aide - Barbara Gill
Aide - Jennifer Finch

Specialists

Math Coach– Kelly Moulton
Literacy Coach/Title 1 Coordinator– Suzanne Hickey
Title One Ed Tech - Cynthia Boothby
Reading Recovery – Laura Messersmith
Reading Recovery - Karen Seleb
School Counselors – Dana Rickerich & Monica McKeon
School Nurse – Sharon Stathoplos

Art - Amy Nucci
Music – Carrie Hanson
Physical Education - Kelley Torr
Library Aide – Anne Masury
Technology - Anna Leijon-Guth
Computer Aide - Amy Cook

Custodians

Andrew Glenn
Kayla Hilton
TBD

Lunch Staff

Jackie Kalgiliary
Kim Lamoureux
Peggy Miller
Jodi Morrel

Lunch Monitors

Elizabeth Gilbert
Chrissa Maier

All Mitchell staff member email addresses are the same- **first initial, lastname@kitteryschools.com** for
ex. **Allison Gamache= agamache@kitteryschools.com**

SECTION I -- PARENT ACTIVITIES / GENERAL INFORMATION

ATTENDANCE

Students are expected to be in school every day. Regular school attendance has a significant impact on a student's academic, social, and emotional success. Building a habit of attending school on time everyday at a very young age helps ensure children will be successful in school, college or career preparation, and in the workforce. These habits built at this young age build on lifetime success.

The message we tell our students is that school is *their most important job*. They are learning about more than math and reading. They are learning how to show up for school on time everyday and how to be ready to learn.

We understand that there are many reasons why children are out of school from being ill, to transportation, or homelife challenges. However, no matter if the reason is excused or unexcused the child has missed the classroom instruction that can not be recreated. Over time this may have a negative impact on a child's school performance and success.

Research has shown that children who have missed 10% of the school year can drastically affect a student's academic success.

We will notify parents/guardians by letter if your child has been absent 10% of the school year. We know sometimes parents are not aware of how many days thier child has been absent. We are here to help parents and students with attendance concerns. Please feel you can reach out to your child's teacher, school counselors, nurse, or administrators for assistance.

Under Maine law, the only legitimate excuses for an absence that a school official will accept are listed below.

- a. personal illness
- b. an appointment with a healthcare provider that must be made during the school day
- c. observance of a recognized religions holiday
- d. family emergency
- e. a planned absense for personal or educational reasons that is pre-approved

A. NOTIFICATION OF STUDENT ABSENCE

We request that parents call the school to report that their child will be absent that day. The school will maintain a daily log of these calls. In addition, the school will check unaccounted absences to the extent reasonable. Please note – ***IF we cannot reach parents/guardians about a student absence, we do call the Kittery Police to check on the student.*** We ask that parents call in absences, as you can reach the school but we cannot always reach you. The call-in time for reporting a student absent is 7:30 to 8:30 a.m. We also have an answering machine for after hours that you may call anytime and leave a message.

B. VACATIONS WHILE SCHOOL IS IN SESSION - While we appreciate the quality time offered by a family vacation, we couldn't condone taking this time away from the school year. It is disruptive to the continuity of the student's instructional program and places additional work upon the classroom teacher to "catch the student up" on the work they have missed in their absence. Teachers will not be able to provide work packets for students outside of our scheduled, school vacation. Please schedule vacations

and appointments outside of school hours whenever possible. We appreciate your support and understanding.

C. DISTRICT ATTENDANCE/ABSENCES AND TARDINESS POLICY

Student attendance at Mitchell School is very important. Please click [here](#) for more information about our policies regarding student absences and excuses.

BIRTHDAY INVITATIONS

Our staff **is not** able to **distribute birthday party invitations**. This practice has frequently placed staff members in a very awkward and difficult position that is often hurtful to students. Please **DO NOT** send birthday invitations to school to be distributed by staff or by your child.

CANCELLATION/ POSTPONEMENT OF AFTER SCHOOL ACTIVITIES

In the event that a scheduled activity or event needs to be canceled or postponed, every effort will be made to notify affected parties at least one day in advance. If there are extenuating circumstances (inclement weather, illness, etc.), students will be allowed the opportunity to call a parent/guardian as soon as possible.

CHILD CUSTODY

If there are any issues regarding custody of a student at the Mitchell School, it is essential that the custodial parent provide a copy of legal documentation for our files. This ensures that the school will honor the custody request.

CLASSROOM CELEBRATIONS

We have parties in the classroom in observance of most holidays emphasizing healthy snacks. They are usually scheduled in the afternoon. In keeping with our Wellness Policy: Classroom parties that include food will include no more than one food or beverage that does not meet nutrition standards for food and beverages. The district will disseminate a list of healthy party ideas to parents and teachers. We will continue to honor and recognize birthdays in our individual classrooms. If parents wish to bring in food they will need to meet the Wellness Policy guidelines as well as contact your child's teacher prior to the birthday. **Please note NUTS and products with nuts are BANNED at our school.**

[Wellness Policy](#)

COMMUNICATION

We communicate about school events and activities through our weekly newsletter The Sandpiper, website, and Facebook page. In addition there are teacher newsletters from individual classrooms and reminder notices. Newsletters and special notices go home with the children in the daily Red Folder.

Parent-teacher conferences are held during the first and third trimesters. Teachers will notify parents as to the day and times so you can make a conference appointment.

As always, open communication is strongly encouraged between home and and your child's teacher. Please don't hesitate to call, write, email or even better--visit us. All Mitchell teacher email addresses are the same - **first initial, lastname@kitteryschools.com for ex. agamache@kitteryschools.com.**

DISMISSALS

All dismissals are done through the office. If an early dismissal is necessary, the parent or guardian must come to the office to sign a dismissal form and pick up the student. This procedure ensures the safety of your child, therefore, **we deeply encourage our parents to create simple and consistent after school plans**. Identification is required for someone other than the legal parent. **Please send a note to the office with your child or call the office to inform us of an early dismissal-** If you plan to pick your child up at the end of the school day (3:00), **we need to be notified in WRITING – WE WILL ACCEPT AN EMAIL TO: LPatterson@Kitteryschools.com or MSawtelle@Kitteryschools.com**. Please send a **separate email** for each absence not tagged to a previous email. (Sometimes the message gets lost on a string of emails.) We are NO LONGER able to accept CHANGES in dismissal plans after 12:00 PM, unless it is an urgent or emergency issue. We thank you in advance for your understanding with this safety issue.

DRESS CODE - POLICY

The responsibility for the dress and appearance of students shall rest with individual students and parents or guardians. Student dress and appearance shall be neat and shall not interfere with the safety, order, and effectiveness of the educational process.

Examples of unacceptable attire include, but are not limited to, clothing that:

- a) promotes alcohol, tobacco or other drugs;*
- b) contains a message that is obscene, vulgar or indecent;*
- c) presents a safety hazard within the classroom;*
- d) causes maintenance problems, such as cleats, shoes that scratch floors, and clothing with metal rivets that scratch furniture; or*
- e) is immodest or revealing.*

Appropriate dress will be determined at the sole discretion of the administrators who shall take into account the age and maturity level of the students to whom this policy applies. Parents of students who violate this policy will be contacted by administration.

FIELD TRIPS

Field trips support and extend our curriculum and units of study. The value of field trip experience is great. Often they are the culminating activity to units of instruction. Parents are notified of upcoming field trips and chaperones are often requested. At times, the full cost of field trip is covered, but occasionally parents are asked to provide the cost of admission fees.

EMERGENCY PROCEDURES: EVACUATION AND LOCK DOWN DRILLS

Evacuation drill procedures are marked clearly in every classroom and student areas as well as the cafeteria. Classroom teachers review fire drill and lock down procedures with the students at the beginning of each year. Drills are conducted at least 10 times a year.

HOMEWORK POLICY

Homework relates directly to the purpose of learning and schooling and is, therefore, an important part of a child's educational experience. Well-planned homework assignments will be appropriate to the grade and level of the learner and may take many forms, including regular practice and reinforcement of previously taught skills, independent assignments that enrich the school curriculum, reading to prepare for class discussion, review and study of notes assembled in class, and student writing in a variety of styles and forms. Therefore, homework may be assigned by teachers in order to enrich and reinforce a child's program and to enable him/her to accept responsibility. Each teacher will inform the students and parents about their classroom homework policy. It is expected that if homework is assigned, the student will take the responsibility seriously and complete it to very best of his/her ability. We also understand that a family situation may prohibit a child from completing the homework. If unable to complete the assigned homework, please communicate with your child's teacher so they can get the needed support at school.

KINDERGARTEN BUS PICK UP/DROP OFF

It is our expectation and practice that a parent/guardian or designee will meet kindergarten children as they are picked up and dropped off at the school bus stop. Please make every effort to meet your son/daughter at the bus stop to ensure their safety. Bus drivers have been instructed not let a kindergarten child off at the designated stop without an adult present.

LIBRARY/MEDIA CENTER

Mitchell Library/Media Center has a collection of books, magazines and audiovisual materials to support the school curriculum. We provide a wide range of books on different topics and reading levels to meet children's individual abilities and interests. Each class visits the Library/Media Center once a week. Children are encouraged to visit anytime to return books, select new books, or look for information. Parents are encouraged to visit anytime and may check out children's books or books from our parent or professional collection. We are always in need of volunteers to help check materials in and out and to help with library tasks.

LOST AND FOUND

Lost items are collected in the area just outside our cafeteria. Students and parents are welcome to look through it to retrieve their lost items. **Twice a year (December and June), all items not claimed are collected and given to charity. PLEASE MARK YOUR CHILDREN'S CLOTHING.**

OPEN HOUSE & PARENT/TEACHER CONFERENCES

Open House is held in the fall of each year. Parent/Teacher Conferences are held twice a year. Notices will be sent home prior to the conferences requesting that you sign up for a conference with your child's teacher.

PARENT-TEACHER ASSOCIATION

Our PTA holds yearly meetings and welcomes all parents. This is a very active organization, which contributes much to the children's education. The PTA provides funds where needed for things not covered by the School District's budget. Our PTA covers grades Kindergarten through Grade 8, and brings together the parents with children in these grade levels for a variety of events.

REPORT CARD

The Kittery School Committee recognizes the school's obligation to report students' progress regularly and believes these reports provide vital communication between the school and parents. A report detailing the student's progress will be issued on a trimester basis for grades 1-3. Kindergarten issues progress reports twice per year, January and June. In addition to those reports, parents will be notified of any special problems or successes a student may be experiencing throughout the year.

RECESS

Our Philosophy - It is important for the positive development of our students that they have opportunity for fresh air, physical activity, and social play during recess. Recess is a vital part of a child's day and school life. We feel it is critical for children to be outdoors as much as possible during recess time.

When the weather turns cold, the classroom teachers will remind children to bring hats and gloves and wear heavier jackets to school. **Please remember that students go outside for recess unless it is raining or extremely cold** (10 degrees F or colder, including windchill factor, we remain inside). When we have snow on the ground, we still have outside recess. In order to play on the playground **when there is snow, students must wear boots, snowpants and mittens or gloves**. While a majority of our children do not live near the ocean, frequently a strong sea breeze does make it very cold on our playground due to our location. If you need help with winter clothing for you child, please contact our school nurse. Thank you in advance for your support and understanding.

If we receive a written request for a student to remain indoors during recess, the student usually must stay in the office at that time because we do not have sufficient staff to supervise students remaining indoors. In general, if a child is well enough to come to school, he or she is well enough to go out to recess. Please if you have health concerns about your child going outside at recess, please contact ur school nurse.

RETENTION

When discussing a student's promotion or retention, teachers, principals, and parents must consider all phases of the student's development. In all cases, the student's best interests will govern decisions regarding promotion and retention.

SCHOOL HOURS

School hours are from 8:15 - 3:00. Students can be dropped off as early as 8:05. Students arriving at school **AFTER 8:25** will be considered tardy. **IF YOUR SON/DAUGHTER ARRIVES AFTER 8:25 AM, he/she must stop at the office for a tardy slip.** Students coming to school late should be accompanied to the office by a parent.

SCHOOL CLOSING PROCEDURES

Announcement of "NO SCHOOL" on stormy days or for any other reason will be made on the internet at www.kitteryschools.com - Additionally, we have an automated telephone "Messenger" system in place that automatically calls the homes of our students with a recorded message about school closures. It is available on line by checking www.mainetoday.com

School closures are announced over the following television stations:

Channel 6 (WCSH)
Channel 8 (WMTW)
Channel 13 (WGME)

SCHOOL BREAKFAST AND LUNCH

The Kittery School Department believes a hungry child is not an efficient learner. Every effort will be made to provide a school lunch to each student. In addition, breakfast is available to all students. Menus will be sent home at the beginning of each month. For lunch, students will have one choice for an entree, or may choose a sunbutter sandwich, a chef salad or yogurt and cheese. Students also have a choice of regular or chocolate milk. Students in grades K-3 are allowed to charge a lunch. You may monitor your child's account balance on www.myschoolbucks.com.

Breakfast Prices: *Students - \$1.50 - Reduced price to qualified students - FREE - and No cost to those who qualify for free meals.*

Lunch Prices: *Full Pay Students: Grades K-8 - \$2.75 Reduced price to qualified students - \$.40 No cost to those who qualify for free meals. The cost for an adult lunch is- \$4.25*

Parents can pay online by going to: www.myschoolbucks.com.

Please note NUTS and products with nuts are BANNED at our school.

SCHOOL PORTRAITS

School portraits are taken once a year. Information goes home to parents two weeks before picture day. We request that the money be sent to school as soon as possible after receipt of the information. The photographer will not make up picture packages if the money is not received by picture day. If parents are unsatisfied with the pictures, there is a money back guarantee.

STUDENT POSSESSIONS/ TOYS

Valuable items like handheld video game devices, cell phones, smart watches, and remote-controlled cars, etc. are not to be brought to school. The school cannot be held responsible should such possessions be damaged or lost. Therefore, it is best that they remain at home. Also, roller blades and skateboards are not allowed at school. If not used correctly, these could be potentially dangerous to the user as well as to other students. We encourage parents to now allow students to bring toys to school. They can be very distracting to your child as well as other students. We also can not assure that we can make sure the toy remains with your child. This often causes distress to children and parents if lost.

VISITORS

Everyone is always welcome at Mitchell Primary School. All visitors are required to report to the school office when they enter the building. We do require ALL visitors to sign in and wear a visitor's name tag. We also may ask to see a valid I.D. before approving entrance into the building beyond the secured main office lobby.

VOLUNTEERING/MENTORING IN OUR SCHOOL

The spirit of volunteerism is alive and active at Mitchell School. Administration and faculty recognize and encourage the benefits of having the community take an interest in the workings of the school. The program consists of parents and community members who are committed to education in Kittery. We have a part-time Volunteer Coordinator, Carol Lombardi. You can reach her via cLombardi@kitteryschools.com.

Parents and community members can share in the day-to-day learning experiences of the students. Volunteers/Mentors are welcomed in many capacities such as library and classroom aides, lunchroom and computer assistants, supporting the staff in clerical work, or publishing student writing in the Publishing Center. Most students have had the benefit of experts speaking in the classes on many different issues. We strongly encourage you to volunteer to assist our teachers in the areas of reading and writing with our students.

The one-to-one working relationship between adults and students greatly benefits all involved. **The students and staff truly appreciate the time and energy the volunteers devote to Mitchell's educational environment.**

The nice part about being involved in a student's education is that the rewards are readily seen over the course of the year. The volunteer/mentor commitment is flexible enough to fit into any schedule and even if one can only find time at home in the evening, there is always something to do. Research also shows that the more a parent is involved with the school, the better the student responds. Several volunteers have noted that their children are more willing to talk about what happens at school because they know the parent is familiar with the school environment.

Please consider signing up with the volunteer/mentor program at an open house, by calling the office at the Mitchell School, or by emailing Mrs. Lombardi. Mitchell School and the volunteer/mentor program welcome all people and new ideas and hope that the community as a whole becomes more involved each year in the quality of education for Kittery's children.

SECTION II--STUDENT SERVICES

In grades K-3, a number of services are offered beyond the regular classroom which are either available to all students or to students with identified needs. All students will receive instruction in art, general music, and physical education. Special Education is provided for students identified as requiring such services. We offer a full range of Special Education services with many supportive services for identified students. Parents/guardians who wish to refer a student should contact their child's teacher, principal or the Director of Special Services.

SPECIAL SERVICES

We believe that all children can learn and the resource/ consultation program has been designed with that in mind. A range of services/ programs is available for students meeting the criteria for eligibility in one of thirteen categories. As determined by an IEP Team, an I.E.P. (Individualized Educational Plan) is developed for the student. Services may range from monitoring to remedial instruction in a resource room or a self - contained classroom.

SPECIAL EDUCATION REFERRAL PROCESS

A referral may be made to the Special Services Department by a parent, guardian, or educator with information about the student. The principal or Director of Special Services should be contacted for specific information and for appropriate forms.

School-based referrals should be brought to the building's Student Assistance Team (SAT). Pre-referral strategies may be suggested. The referral form, once completed, must be signed by the principal; it is then forwarded to the Director of Special Services.

Once accepted, a consent to evaluate will be forwarded to the family. Upon signed return of this document, evaluators will complete testing within 45 school days. A meeting will be scheduled to review these.

PROJECT CHILDFIND

If you are aware of a child or young adult with a disability, who is between the ages of 3 years and 20 years, and is not receiving services, please contact:

Director of Special Services
200 Rogers Road
Kittery, Maine 03904
Tel. (207) 475-1331 (Voice/TDD)

The Kittery School District, in cooperation with Project Childfind, maintains a listing of all individuals between the ages of 3 to 20 years with a disability, and will provide or direct to the provision of screening, identification and evaluation.

SECTION 504

The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

SPEECH/LANGUAGE SERVICES

If no documentation of previous screening is evident, all transfer students entering Kittery schools will be screened for speech and language development in the areas of articulation, fluency, voice, language understanding and production.

Should additional speech and language services be required, an *Individualized Educational Plan* meeting will be scheduled to develop the required support services.

SUPPORTIVE SERVICES

Supportive services are those services required to assist a student identified with particular and specific exceptionalities to benefit from their learning. These services may include: Occupational and Physical Therapy, School Counselor Services and others as needed. A TEAM makes these decisions.

ENGLISH AS A SECOND LANGUAGE (E.S.L.)

When the English language is not the primary language for an enrolled student, the services of an ESL teacher may be provided. Such need for services are determined using an English Proficiency Evaluation. In addition, the school will also provide signers and interpreters for those people with hearing impairments and/or language difficulties in instances where such services are deemed necessary.

THE SCHOOL COUNSELING PROGRAM

The school counseling program in our elementary school is an integral part of the educational process. This program has a developmental approach with a focus on assisting every student in his or her academic, personal, and social growth.

School counseling services are available to ALL children in our school. The counselor meets with students in the classroom, in small groups, and/or on an individual basis. The school counseling program also lends support to the student's family in many ways.

The school counseling program helps students to develop positive self-esteem. The counselor assists all students in their adjustment to school and is available to aid parents and teachers to help their children learn more effectively and efficiently. The counselor helps in the identification of student needs and shares information related to child development and other counselors issues with parents, teachers, and staff to help in the educational process.

TITLE I PROGRAM / PARENT INVOLVEMENT WITH TITLE I

Title I is a program subsidized by the Federal Government to assist students having difficulties. Enrollment in Title I is based upon referrals by teachers and parents coupled with test results, which may be used to help identify students in need of small group instruction. Formal remediation is usually coordinated with classroom teachers. Services can be provided in a classroom or in the Title I room.

The Kittery School District is complying with Section 200.34 of the Elementary and Secondary Amendments of 1988, final rules, effective July 3, 1989, through the following policy. For the purpose of strengthening the local Title I ESEA program, we, the Kittery School Committee, are requiring our administrators and staff to comply with the following provisions:

- A. Parents will be informed of the reason(s) why their child(ren) are to be involved in the Title I program in a timely manner.
- B. Parents of participating children will be actively recruited for involvement in planning, design and implementation of the Title I program.
- C. The policies germane to operation of the Title I program will be made available to parents of participating children on request.
- D. An annual meeting, to which all parents of participating Title I children will be invited, will be held to explain the program and activities carried out with these funds.
- E. Parents of participating children will be provided with timely reports of their child's progress in the program.
- F. Parent/Teacher/Title I staff conferences will be held on a regularly scheduled basis to discuss student progress and placement, as well as methods the parents can use at home to complement the child's instruction.
- G. Parents will be permitted to observe Title I program activities.
- H. Parents of participating children will be made aware of parental involvement requirements, will be provided with reasonable support for requested parent involvement activities, and to the extent possible, parental involvement activities will be coordinate with programs funded under the Adult Education Act.

READING RECOVERY

Learning to read is one of the most important indicators of school success. With low reading achievement comes low self-esteem, which significantly impacts a student's motivation to learn. The Reading Recovery program is one system for addressing this issue with students.

Reading Recovery is an early intervention program that helps under performing first grade children to become independent readers. Reading Recovery is also a powerful teacher-training model characterized by a robust theory, a tradition of continued learning for teachers, and a strong system of colleague support. It is a unique system intervention that can reduce reading failure, increase teacher

involvement, and lower remediation rates. This program would assist in strengthening the overall K-12 Literacy Program in our schools. This program by itself will not solve all reading issue for our students. However, when bound by a strong K-12 literacy program, it is a highly effective and successful intervention.

SECTION III -- Policies

Kittery School District Policies and Regulations

It is not possible to address all situations in a student/parent handbook. In addition, due to ever changing state and federal requirements, district policies may change throughout the school year. In an effort to keep students and parents informed, we strongly encourage you to review the current Kittery School Department policies on our webpage at www.kitteryschools.com. **Hard copies of any policy are available from the Superintendent's Office upon request.**

Please note that if and when the guidelines in the handbook are contradictory to District policies, the District policy will prevail.

More specifically, the following policies may be most relevant to student and parents: (when accessing electronically, please click on the link and you will be directed to each policy)

AC	Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA	Harassment and Sexual Harassment of Students
ACAD	Hazing
ADC	Tobacco Use and Possession
EBCC	Bomb and Contamination Threats
ECAD	Security Camera System
GBEBB	Staff Conduct with Students
IJNDB-R	Student Computer and Internet Use Rules
IKF	Graduation Requirements
JB	Transgender and Gender Expansive Students
JEA	Compulsory Attendance
JICH	Drug and Alcohol Use by Students
JICI	Weapons, Violence and School Safety
JICK	Bullying
JLCD	Administering Medications in School

STUDENT TRANSFERS

When a student transfers into the Mitchell School, the parent **must** fill out registration forms at the office and present a **birth certificate and immunization record**. The parent will also be asked to fill out a transfer of records form to be sent to the previous school. When a student transfers out of the Mitchell School, he or she is provided with a transfer card and a copy of health record for ease in registering in the new school. As soon as a transfer request is received from the new school, our office mails the student's records to the receiving school.

SECTION IV--SCHOOL HEALTH & SAFETY

EMERGENCY CARDS

At the beginning of each school year we will send home Emergency Information Sheets to be filled out and sent back to school as soon as possible. **Please remember to contact the office with any changes in address, telephone numbers, sitters or people to call in an emergency in case we are unable to reach you.** It is very important that we have updated information at all times in the event that we need to contact you.

OPERATION CHILD WATCH/CHILD PROTECTION

If your child is absent, it is very important that you contact us. If your child's absence is not reported, we will try to reach you at home or at work. ***If we are unsuccessful, we will contact the Kittery Police Department.*** These measures, as you know, are setup to guarantee your child's safety. If your child is absent, please send a written explanation. All school employees are mandatory reporters must report any suspected cases of child abuse to the authorities. This reporting is completely confidential.

ILLNESS AND ACCIDENTS

If a child who becomes ill or injured at school, the parent will be contacted and requested to pick up the child. ***Students that have vomited should remain out of school for 24 hours.*** We call those listed on the child's emergency information sheet until we locate someone available to care for the child. Meanwhile, the student is cared for by the School Nurse. **Therefore, it is extremely important to include all work phone numbers and to have at least one other person whom we can contact if the parent is not available.**

INSURANCE

Accident insurance may be purchased each fall by parents to cover students. Information about this insurance will be available early in the school year.

IMMUNIZATION

All students in Kindergarten through Grade 12 must meet minimum immunization requirements set forth by the State of Maine. Check with your physician or school nurse for additional information. Failure to meet immunization requirements within 90 days will cause exclusion from school until requirements are met, unless the student is exempt. Students exempted and not vaccinated are excluded from school if an outbreak occurs.

ILLNESS-COMMUNICABLE DISEASES

All communicable diseases are to be reported to the school nurse (439-5855) Before returning to school, pupils ill with communicable diseases are required to submit a certificate from the family physician (or who is currently treating the case) to the school nurse. Any students out for more then ten days need a note from a physician before returning to school. Following are a few of the most common reportable communicable diseases (there are others):

- | | | | | |
|-------------------|------------------|-------------|----------------|-----------------|
| * Chicken pox | * Whooping Cough | * Hepatitis | * Scabies | * Measles |
| * Head lice | * German Measles | * Pinkeye | * Strep Throat | * Diphtheria |
| * Rheumatic Fever | * Impetigo | * Mumps | * Ringworm | * Scarlet Fever |

* Students ill with these communicable diseases may return to school with a note from a physician, or clearance from school nursing service.

* Communicable diseases

Children with nits or lice

Studies confirm that approximately 1% of the population between the ages of 4 and 8 have lice at any given time. They also show that most children do not pick up lice at school. We ask that you check your child's head at home once a month to make sure that they do not have nits or lice. An excellent resource to learn more about this is in the Friday Folder article entitled "Demystifying Lice" and on the school's nursing blog in the resource column on the right hand side.

STUDENT/PARENT TRANSPORTATION HANDBOOK

TO ALL PARENTS

We hope that you will find this helpful as a means to better understand better the policies and regulations which govern the transportation of students in Kittery. It is also hoped that this handbook will serve as a useful source of information for you in instructing your children in sound safety practices related to school bus transportation.

The Kittery School District provides transportation as a convenience and is intended to save your children a long walk to and from school each day, as well as to get them to their destination safely in all kinds of weather and over roads heavy with traffic. Students' attitudes concerning bus safety should be fostered at home before they begin their bus ride to school You should plan to have your children leave home each day at approximately the same time so that they will arrive at the bus stop about five minutes before the bus arrives. Arriving at the bus stop too early may create a dangerous situation at the edge of a busy road.

I hope that you find this information useful. If you have any questions or concerns, please contact your child's principal.

Sincerely,
Eric Waddell
Superintendent of Schools

I. Conduct of Students before Boarding (on the road and at school).

A. **Students must:**

1. Arrive on time at their designated bus stop in order to help keep the bus on schedule. (Five minutes prior to pick up time).
2. Walk on the side of the road facing traffic to get to the bus stop.
3. Stay off the road while waiting for the bus.
4. Conduct themselves in a safe manner while waiting for the bus.
5. Wait until the bus comes to a complete stop before attempting to board the bus.
6. Line up in an orderly, single file manner to board the bus.
7. Use the handrail and watch their step while boarding the bus.
8. Be courteous.

II. Conduct of Students on the School Bus

A. **Students must:**

1. Remain seated until the bus is fully stopped.
2. Enter and leave the bus in an orderly manner only at the front door except in cases of emergency.
3. Take a seat when they enter the bus and remain seated while the bus is in motion.
4. Move from one seat to another only by permission of the driver and at a time when the bus is not in motion.
5. Keep articles and feet out of the aisles.

B. **Students must not:**

1. Use indecent or profane language.
2. Be rowdy or talk loudly.
3. Throw waste paper, hats, caps, books, lunches or other articles while they are in the bus.
4. Open bus windows without the permission of the driver.
5. Extend their arms or head out of the bus windows at any time.
6. Throw articles from bus windows or throw articles from outside the bus into the vehicle.
7. Shout out the bus windows at people or passing vehicles.

III. Conduct of Students After Leaving the Bus

A. **Students must:**

1. Cross the road immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.
2. Be alert to danger signals from the driver.
3. Walk on the left side facing traffic when it is necessary to walk along the highway.

B. **Students must not:**

1. Leave the bus at any stop other than the one to which they have been assigned unless proper authorization has been given, in advance, by the parent and approved by the principal.
2. Loiter around the bus or run beside it when it is in motion.
3. Throw balls, paper, rocks, snowballs or other objects while they are either on or off the school bus.

IV. Other

- A. Parents of any students who damage, injure, or deface any bus or any equipment on any bus, shall be held liable for such damage.

- B. Students shall not challenge the authority of the bus driver while entering, riding, or leaving the bus.
- C. All complaints shall be directed, in writing, to the building principal.

V. Responsibilities of the Bus Driver and Bus Company

- A. The driver is, at all times while students are being transported to and from school, in full charge of the bus and all riders.
- B. The bus driver is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus.
- C. The bus driver will promptly report, in writing, any violations to the principal by giving the student's name, bus number, time and date, and a brief description of the violation. Copies of the above mentioned report (including video and reference number if applicable) will be sent to the parents, bus company, driver and school for follow-up in a timely manner (within two (2) business days).
- D. The driver will adhere to all State and Federal laws.

VI. Procedures for Handling Offenders

- A. Students are expected to conduct themselves in an appropriate manner at all times, while waiting for and riding the school bus
- B. Students who conduct themselves in an inappropriate manner, either through behavior, safety violations or directions by the bus driver **may lose their privileges to ride Kittery School District Transportation.**
- C. Prior to suspension, the principal will notify the parent or guardian, stating the reason for and duration of the suspension, with an opportunity for a hearing.
- D. **Any behavior of either the student or the driver that violates state law will be reported to the Kittery Police Department for their action.**

VII. The following list should serve as a sample of behaviors that may result in a bus suspension:

- A. Smoking.
- B. Lighting matches or playing with hazardous items on the bus.
- C. Other behaviors relating to safety.
- D. Use of obscenities or abusive behavior
- E. Vandalism.
- F. Lighting matches or playing with hazardous items on the bus will result in an automatic suspension.

VIII. The following list should not be interpreted to be all-inclusive but to merely serve as examples of unacceptable behavior:

- A. Bringing articles of injurious nature aboard bus.
- B. Failure to remain seated while the bus is in motion.
- C. Refusing to obey driver.
- D. Fighting/pushing/tripping.
- E. Hanging out the windows.
- F. Throwing objects in or out of the bus.
- G. Spitting/littering.
- H. Unnecessary noise.
- I. Tampering with bus equipment.
- J. Rude or discourteous conduct.
- K. Destruction of property.

IX. Disciplinary Guidelines for School Authorities:

- A. Depending upon the seriousness of the incident, the following will take place:
1. 1st Offense Warning
 2. 2nd Offense - Parental contact and/or detention (24 hour advance notice).
 3. 3rd Offense - Bus suspension of riding privileges. The number of days depends on the seriousness of the infraction. (14 advance parental notice).

B. The following step may be taken in the event of any violation:

1. The principal or bus driver may assign seats if unacceptable behavior cannot be controlled. Pupils may regain the privilege of seat selection when they have demonstrated improvement.
2. The punishment for each offense will be decided by the principal, on an individual basis, depending on the seriousness of the offense.

X. Suspension of Bus Routes

In cases where there is mass disruption on a bus route that creates an unsafe situation, or cases of significant vandalism, the principal, in consultation with the Superintendent of Schools, will refer the matter to the School Committee. The School Committee may temporarily suspend a bus route when other measures to bring about corrective action have not been successful. It is recognized that the suspension of a bus route is a serious step and may be taken only after other measures have been proven unsuccessful and/or deemed inappropriate. A bus route may be temporarily suspended for a period not to exceed five school days at any one time. Five days notification will be given to parent or guardian.

VIDEO CAMERAS - IN AN EFFORT TO REDUCE STUDENT BEHAVIOR VIOLATIONS, VIDEO CAMERAS MAY BE USED TO MONITOR STUDENT BEHAVIOR DURING TRANSPORT TO AND FROM SCHOOL, EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS.

XI. Early Closing Due to Weather Conditions

A. We have an automated telephone "Messenger" system in place that automatically calls the homes of our students with a recorded message about school closures. In case of early closing of schools notice will be given to parents one hour prior to actual dismissal time via the Messenger System, checking online at ***www.kitteryschools.com*** and television stations:

Channel 6 (WCSH)
Channel 8 (WMTW)
Channel 13 (WGME)

XII. Emergency Drills

A. Rules and Regulations

1. The emergency drills in school buses shall include practices and instruction in the location, use and operation of the emergency door, fire extinguisher, first aid equipment

and windows as a means of escape in case of fire or accident. The carrier shall give the instruction and conduct the drills twice a year per Maine law.

2.No emergency drills are to be conducted when buses are en route.

3.The carrier will make a written report to the Superintendent of Schools immediately following the emergency school bus drill.

XIII. Responsibilities and Duties of the School District

A. The School District is obligated to:

1. Enforce board policies relating to transportation of children.
2. Provide a school bus safety program and enforce its regulations.
3. Develop schedules and eliminate all problems relating to the transportation of students.
4. Maintain proper standards of pupil conduct on the school bus in cooperation with the driver.
5. See that school children recognize the important duties of the bus driver and to respect his/her orders.
6. Provide supervision for loading and unloading of school buses with the assistance of the school staff as required by law.
7. Support the school bus driver in taking whatever disciplinary action is necessary in order to maintain good behavior on the school bus.
8. Provide information to the families of pupils regarding the bus route, pick up location, and other information pertaining to the transportation needs of the children. The School District will also ensure that families of new students arriving during the school year receive the same information.
9. Notify parents, 24 hours in advance, by phone call, of pupils to be detained after school for various reasons.
10. Consult with parents concerning any infraction of safety rules committed by their children.
11. Establish bus routes and be the sole approving authority to any changes in those routes.

RESOURCE GUIDE

ALA-NON: (888) 425-2666

Offers support groups to families and friends who are affected by a loved one's substance use or abuse.

ALCOHOLICS ANONYMOUS: (800) 737 6237

Offers support to those who wish to establish or maintain their sobriety.

AMERICAN RED CROSS: (207) 874 1192

Offers disaster relief, health and safety education, training in First Aid, CPR, and water safety.

BIG BROTHERS-BIG SISTERS: (207) 773-5437

Organization that matches adult volunteers with children from single parent families to provide companionship to children.

CARING UNLIMITED - YORK COUNTY DOMESTIC VIOLENCE PROGRAM: (207) 324-1802 or (800) 239-7298

Provides crisis intervention, emergency shelter, 24-hour hotline, and support groups to parents and children.

CENTER FOR GRIEVING CHILDREN:(207) 775-5216

Nonprofit agency that provides group counseling to children who have experienced the death of a loved one.

CHILD ABUSE PREVENTION COUNCIL OF YORK COUNTY:(207) 985-5975 or

email: info@kidsfreetogrow.org or www.crime-victims.org

A nonprofit agency that provides education and prevention services to York County regarding child abuse and neglect.

COTTAGE PROGRAM AT YORK HOSPITAL:(207) 351-2118

Provides evaluation and treatment for substance abuse, as well as a six-week education program for 14-18 year olds.

COUNSELING SERVICES: (888) 568-1112

A comprehensive mental health and substance abuse counseling center serving children and their families.

CRISIS INTERVENTION (SUICIDE) HOTLINE:(800) 660-8550 or 282-6136

Service is provided by Southern Maine Medical Center. Hotline provides information and support to people experiencing a mental health crisis.

CRISIS RESPONSE SERVICES:(207) 282-6136 or (888) 568-1112

Provides crisis intervention, referral services, and support.

DAY ONE: (207) 874-1045

Provides alcohol and other drug evaluations, treatment, and residential services for children and adolescents.

DEPARTMENT OF HEALTH AND HUMAN SERVICES: (207) 287-3705

Provides services to families regarding child protective, rehabilitative, and public assistance issues.

FAIR HARBOR: (207) 874-1130

A short term shelter for girls 7-17 who need a temporary placement outside their home due to parent/child conflict.

PINE TREE LEGAL ASSISTANCE, INC. (207) 774-8211

Provides legal assistance and other non-criminal issues.

SOUTHERN MAINE PARENT AWARENESS: (207)324-2337 (207)324-2338 in Maine only - (800) 564-9696

SWEETSER CHILDREN'S SERVICES

(800) 434-3000

A multi-service agency that provides services to preschool through adolescent-aged children and their families. Family preservation, crisis intervention, case management, and residential services are available.

US DEPARTMENT OF EDUCATION

(617) 289-0111

Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-0111

The Office for Civil Rights enforces several federal rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

THE OPPORTUNITY ALLIANCE

(207) 874-1175

A private nonprofit organization that serves youth and families. It provides the following services: group home for adolescent boys, emergency or therapeutic foster homes for adolescents, an emergency shelter for boys 7-17, outreach family counseling and family mediation.

SEACOAST OUTRIGHT

(603) 552-5824

Supporting lesbian, gay, transgender and bisexual youth

SUICIDE HOTLINE

1-800-273-8255

PNSY School Liason Officer

A great resource for Military-connected families

(207) 318-1730