

Mapleton Elementary School
1642 Main Street
Mapleton, ME 04757
207-764-1589
Dan Duprey, Principal

Pine Street Elementary
50 Pine Street
Presque Isle, ME 04769
207-764-8104
Loretta J. Clark, Principal

Zippel Elementary
42 Griffin Street
Presque Isle, ME 04769
207-764-8106
Chris Hallett, Principal

MSAD #1 ELEMENTARY SCHOOLS HANDBOOK

ATTENDANCE It is critical for students to attend school daily. Children form habits at an early age and success in school hinges on excellent attendance. Being late for school has a huge impact on a child's learning. Your child's success in school depends on having a solid educational background—one that can only be gained through regular school attendance. Understandably, the occasional circumstance may arise when a student must miss school. It is important to understand, however, that even when these absences are for legitimate reasons, the student's education is compromised.

ABSENT When a student is absent we encourage you to call the school on that day. School officials may request validation of a school absence with documentation from health care providers.

The following are acceptable excuses for pupil absence:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of the regular school day
3. Observances of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. Planned absence for personal or educational reasons which have received prior approval by the principal

DISMISSAL DURING THE SCHOOL DAY When your child needs to be dismissed from school, you must send us a written note stating the date, your child's name, your child's classroom teacher's name, the dismissal time, reason for dismissal, and who will be picking up your child. When you arrive to school, please stop in the office and sign your child out on the sign out form. Students will only be released through the office. If your child returns during the school day, you must report to the office and sign your child back in on the form provided in the office.

ARRIVALS AND DEPARTURES

Students may not be escorted to or from their classroom/s or to the playground upon arrival or departure from school. Please give your child a hug and a smile at the main entrance and send them on their way for a day of learning! This is another safety measure put in place for our students.

Parents who transport their children MAY NOT drop their children off at school before:

Mapleton School – 7:20 a.m.

Pine Street School – 7:20 a.m.

Zippel School – 7:20 a.m.

***All students that arrive at school after the 8:12 am bell must be brought into the office by the parent/guardian and signed in by the adult who brought them to school.**

***All students that are dismissed during the school day must be signed out by the adult who picks them up. If the child returns to school during that day he/she must be signed back in by the adult**

who returns them to school. Remember, a written note must be provided in order for a child to be dismissed at any time!

BIRTHDAYS/CLASS PARTIES

We know how special birthdays are to little ones! However, we discourage having you bring in a “special” food treat for your child’s classmates in celebration of your child’s birthday due to the many allergies students have. You are required to telephone the classroom teacher in advance to discuss any special treat that you may want to share with your child’s classmates. Please do not be offended if the teacher kindly declines your thoughtful gesture, since it may not be possible to meet all the various food allergies and it also may not fit well into the daily classroom schedule.

Birthday invitations may be handed out at school only if they are for the entire classroom of students. Children often have tears, if they should be the one not to receive an invitation at school. It is not the school’s or teacher’s responsibility to distribute invitations! Please note that the school is not allowed to provide addresses or telephone numbers to you for your child’s invitations.

BREAKFAST

Breakfast is available to all of our students in the cafeteria each morning from **7:20 – 8:12 am**. Students must make payment in advance or on the day they eat.

Students who wish to eat breakfast must enter the cafeteria upon their arrival to school. Students are not allowed to go outside to play and then come inside later for breakfast, due to time restraints.

BUS STUDENTS

All students in MSAD #1 are provided free bus transportation, contingent upon proper conduct. Students will be assigned a bus for the purpose of riding to and from school. Students riding on buses are expected to comply with the policies regarding this type of transportation. Any daily arrangements that differ must be covered by a written note from parents. **ADVANCED WRITTEN NOTICE IS REQUIRED OR YOUR CHILD WILL BE LEAVING SCHOOL TO HIS/HER USUAL DESTINATION.**

Buses occasionally get behind schedule because of weather, traffic, breakdown, etc. Every effort to keep buses on schedule will be made. Plan to have your child ready to catch the bus at least 10 minutes before the usual arrival time. It is the child’s responsibility to catch the bus daily. Children who miss the bus must have their parents make other arrangements for transportation to and from school.

CHANGE OF ADDRESS OR WORK/HOME/CELL TELEPHONE

Parents are responsible for notifying the school of any change of address or phone numbers. Please notify the school immediately if you change your address or home/work/cell telephone number. It is extremely important that we have current information in the event of an emergency that may involve your child. The school cannot be held responsible for failure to communicate if it is not informed of such changes. This information is also used for our 411 Alert Calls for when school is delayed, cancelled, etc.

CHILD CUSTODY

Parents in non-traditional families must provide the school with documentation of legal guardianship. The office must be kept informed of those who have legal access to students, student records, and student information. If a parent has been denied access to the student or any information, court documents must be provided to that effect and kept on file. It will be honored unless or until we get different information. Student newsletters, homework, etc. go home in the book bag with the student to the custodial parent. Written permission **MUST** be given in order for a student to leave with anyone other than a parent. Parent assistance in providing the school with this information will help ensure that all parents of students will be kept informed of school events and student progress.

If parents are going to be out of town and leaving students in the care of another, they must notify the school in writing, giving temporary guardianship for emergencies.

CLASSROOM PLACEMENTS

The Principal and grade level teams of teachers spend a great deal of time and effort together to place students appropriately. Teaching styles and learner strengths and weaknesses are major considerations, along with the need to balance classroom size, etc. Parent preferences and **REQUESTS WILL NOT** be a consideration unless there is an overriding educational issue that may adversely affect the progress of the student. We have a veteran, experienced faculty who will ensure learning for all students. **Class placement concerns must be communicated in writing to the principal *no later than May 1st*.**

CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS

Parents or legal guardians of students enrolled in the MSAD 1 school system may inspect and review their student's education records. A written request to a review of a student's records should be submitted to the principal. It will be the responsibility of the principal to arrange a time that is convenient for the parent and the school.

It is the responsibility of the school to maintain the confidentiality of student records, as required by Maine law and the Federal Education Rights and Privacy Act (FERPA).

CONTACTING TEACHERS

In addition to the annual open house and November and March parent/teacher conferences, parents are encouraged to contact your child's teacher with questions or issues that arise. Parent conferences can be arranged at any time throughout the school year by contacting your child's teacher to arrange a convenient time for this. Communication between parents and teachers is essential. You may contact the teacher by phone or by email. Each teacher has an email address that is listed on the District website which is www.sad1.org

DRESS CODE FOR STUDENTS

A student's clothing should be comfortable, suitable to the weather, and allow for maximum learning. Clothing which is not socially appropriate will make it more difficult for the students to adjust to school and enjoy the society of the classroom. It is the school's philosophy that extremes in dress and grooming that interfere with, disrupt, or are inappropriate for the educational process or setting will not be permitted. Dress and grooming must also meet reasonable standards of health and safety.

Administrators will interpret and apply this philosophy and are given reasonable reach to interpret and judge policy violations.

Students should wear shoes that allow for safe play for inside and outside. Students are allowed to wear shorts, which are appropriate in length (mid-thigh or longer). The wearing of low cut tank tops, backless tops/dresses, halters, tube tops, and spandex clothing is not allowed at school. All shirts need to cover the midriff. No style of clothing or the manner in which it is worn may expose undergarments. Clothing with inappropriate language, slogans, etc. will not be permitted. Parents are asked to use good judgment in dressing students for school. **Any decisions concerning violations of the Dress Code will be at the discretion of the principal.**

HEALTH OFFICE

The MSAD #1 Health Office is located at the Presque Isle High School. Registered nurses meet the health needs of students throughout the district. We do not have a nurse housed at our school, but one is available to come immediately to our school if needed.

ILLNESS

If your child is truly ill, he or she should remain at home and not in school. If your child should become ill at school, we will make every effort to contact you at home or at work. If we cannot reach the parent, we will contact your emergency contact/s on the emergency card. **Your child may not remain at school if he/she is ill.** It is very important that you have someone to pick up your child at school if he/she becomes ill during the school day.

LIBRARY AND SCHOOL TEXTBOOKS: It is a privilege to be able to access our school library books and to be provided books in the content areas. Lost or damaged books will be reimbursed at the current replacement cost via the parent/guardian. It is important that students and parents accept the responsibility of caring for all library books and/or textbooks.

LOST AND FOUND

Each school has a designated area for lost and found items. Please check this area out often☺ Writing your child's name on all outer clothing items, backpack, and other personal items is very helpful to you, your child, and the school!

LUNCH AND MILK MONEY

Cafeteria meals are provided for students of this school. Prices change each year, so please check the menu on our website for prices. Students must make payment in advance or on the day they eat. **Students should bring their lunch money to school in a sealed envelope with the name of the school, teacher's name, room number, and the child's name in BOLD LETTERS on the envelope.** Students can bring their cold lunch to school and purchase milk to drink with their lunch. A lunch menu is sent home each month and are available online.

CREDIT FOR HOT LUNCH MEALS WILL NOT BE GIVEN - SEE ATTACHED POLICY.

Hot lunches MUST be prepaid. Calls from the Principal/Food Service Director to the parent will be made if lunch money is not paid. Lunch money can be paid one week or one month in advance.

MEDICATION

Students may not possess or self-administer medication (over-the-counter or prescription). All medication must be stored and administered through the office. Before any medication is administered in school, a written request from the parent/guardian and a written order from the prescribing health care provider must be on file. This must be arranged through the MSAD #1 Health Office. Their telephone number is 764-8105.

MONTHLY CALENDAR of EVENTS To better keep parents informed of the happenings at the school, we send home, on a monthly basis, a Calendar of Coming Events that will keep you apprised of school wide functions. Classroom teachers will keep parents informed of classroom events. These all go home in the book bag, so please be sure to check with your child on a regular basis. If you have misplaced your calendar or have questions, please do not hesitate to call the office. You will also find the calendar posted on our District website.

PERSONAL ELECTRONIC DEVICES & OTHER VALUABLES

Students are encouraged to leave valuable items at home. The school is not responsible for items that are lost, stolen, or misplaced.

Parents, visitors, and volunteers are required to have their cell phones/mobile devices on silent or off while assisting the teacher and students within the school. The reason for this is that cell phones/mobile devices interrupt the learning process for our students.

PHOTOGRAPHY and/or VIDEO

Parents, students, visitors, volunteers, etc., may not take photographs and/ or other images or other recordings of any kind in or out of the school grounds or on a school bus. Permission must be granted from the principal or his/her designee.

PHOTOS

Student photographs will be taken during the first quarter. Purchase packets will be sent home prior to "picture day". Even if you do not purchase any photographs, your child will still have their picture taken for school records.

PHYSICAL EDUCATION CLASS

Sneakers are required in order for students to participate in P.E class. Parental written requests to have their child excused from participation because of illness will be honored on an individual basis. Requests for longer periods may require a medical statement from a doctor specifying the reason and duration of the excuse.

PARENT TEACHER ORGANIZATION

The **Parent Teacher Organization** is always looking for new members. As programs and projects develop throughout the year, notices will be sent home seeking your involvement. We encourage you

to become an active parent. There is a great opportunity for you to become a part of the school environment.

RECESS

If your child attends school for the day, then they are required to be outside for the a.m. and noon recess time. Any exception would require a medical statement from a doctor specifying the reason and duration of the excuse and this exception would need to meet our district's approval. The only exception would be to stay in to complete work for the classroom teacher or a consequence due to inappropriate behavior/s.

SCHOOL CANCELLATION / EARLY RELEASE

If school is cancelled during inclement weather, news bulletins are announced on local radio and television stations. The district will also use the **Alert Now** telephone procedure to alert you to a school cancellation or other emergency situation. This is why it is vital to have your current telephone numbers on file at school. You can also visit the districts website: www.sad1.org. If there is no school or an early release due to inclement weather it will be posted on this site. In the event of an early release, all AM kindergarten and Pre-K students will remain at school, have lunch and be dismissed with grades one and two. **We will NOT be able to contact parents and/or daycare providers in the event of an early release.**

SCHOOL VISITS

All parents, volunteers and visitors must report to the office upon entering the building. We welcome parents, volunteers and visitors in our school, however advance approval for visiting/volunteering and the date and time for visiting/volunteering must be approved in advance by the classroom teacher and principal. We do limit the number of visitors/volunteers at any given time in a classroom. Each classroom teacher has the discretion to use or not use volunteers within their classroom. A note or telephone call is required if a visitor other than a parent or guardian plans to visit/volunteer in the classroom and this must be approved prior to the visit! Please do not be offended if a staff member asks if you have a volunteer / visitor's pass, since we only want to ensure every child's safety at our school.

SECURITY

Our school's main entrance is equipped with an electronic entry system that is operated by the school administrative assistant. We have video access to persons wishing to enter the building and will "buzz" someone in after the purpose of the visit is determined. Anyone wishing to visit the school, or enter during the school day, will need to be cleared for entry by the school administrative assistant or other administrative staff. If you are unknown to the person in the office, you may be asked to show some identification. If you are dropping your child off late, you must escort your child into the building and sign in on the form in the office. The school office is a very busy place, so your "buzz" to the office may not be answered immediately. Please be patient as there are many little people needs being addressed throughout our day! This entrance method is another way to increase our security within our school and deters any unthinkable acts that could occur. The district realizes that there are no methods for school security that are 100% guaranteed, but this is another step that we hope has added a sense of increased security to our students, staff and anyone visiting our school!

SNACK

We encourage you to send a nutritious snack to school each day with your child. Children are easily nourished with one food item. Your child may also bring a drink (juice, milk, or water). No soda is allowed! Please send a non-perishable snack, since we do not refrigerate snacks or heat up snacks for students. Please note if your child's classroom has specific restrictions on snacks due to student/s allergies within their classroom! The school does not provide snacks to students.

SURVEILLANCE

Students, employees, parents, volunteers, and visitors should be aware that utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the area immediately surrounding the school.

VOLUNTEERS

We welcome volunteers in our school, however advance approval for volunteering and the date and time for volunteering must be approved in advance by the classroom teacher and principal. We do limit the number of volunteers at any given time in a classroom. Each classroom teacher has the discretion to use or not use volunteers within their classroom. All volunteers must report to the office upon entering the building, sign in on the proper form, and receive an approved office pass in order to go beyond the main office area!

WINTER DRESS

When winter arrives, please remember to send your child to school dressed accordingly with a hat, boots, ski pants, mittens, and a warm jacket everyday since we have outside recess in the morning and at noon time. We go outside for recess if the temperature is 0` degrees or above. This decision is based on the temperature and wind chill. Please make sure your child's name is on all items of clothing so when something is misplaced, we hope your child can easily locate it! The school is not responsible for lost, stolen, or damaged articles of clothing.

MSAD#1 POLICIES (See District Website – www.sad1.org)

