

**2017-2018**  
**Madison Elementary School**

43 Learners Lane  
Madison, ME 04950

**Madison Elementary School: 696-4607**  
**Madison Elementary Fax: 696-5639**  
**Madison Pre-School: 696-4607 Ext. 148**

*This HANDBOOK is designed to assist both you and your child/children in familiarizing yourselves with the smooth operation of Madison Elementary School. It is our intent that it will answer questions that may arise during the school year. If a situation occurs, or a question arises, that is not answered in this HANDBOOK; please feel free to contact the school, Monday through Friday, between 7:30 A.M. and 3:30 P.M.*

## **Parent / Guardian Rights**

Under the Family Educational Rights and Privacy Act – FERPA – of 1974, all Parents/Guardians or students, over the age of 18 years of age, have the right to see, obtain copies of, correct, and/or limit release of student records. These records may also be reviewed by authorized school personnel. No other individuals may review these records without written Parent/Guardian authorization.

## **Family Educational Rights and Privacy Act**

Educational agencies and institutions to which the Family and Educational Rights and Privacy Act (FERPA) applies must maintain education records consistent with the requirements of FERPA. In brief, FERPA requires those agencies or institution to provide parents and eligible students access to records directly related to the students; to permit parents and eligible students to challenge those records on the grounds that they may be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; to obtain the written consent of parents and eligible students before releasing personally identifiable records to other organizations or individuals described in statutory exceptions; and/or notify parents and eligible students of these rights.

---

**Madison Elementary School ensures equal employment, equal education opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, age or handicap.**

---

# STAFF

Following is a list of personnel that comprise the Teaching and Support Staff of Madison Elementary School:

**Principal:** **Mr. Scott Mitchell**

**Administrative Assistants:** **Mrs. Danyel Clark**  
**Mrs. Sara Dube**

**Pre-School:** **Miss Savanna Dickey**  
**Mrs. Vanessa Bishop (Ed Tech)**

**Kindergarten:** **Mrs. Dorothy Reed**  
**Mrs. Wendy Friend**  
**Mrs. Jennifer Swain**  
**Mrs. Allison Ouellette (Ed Tech)**  
**Mrs. Lorie Osgood (Ed Tech)**  
**Miss Taylor Bartlett**

**Grade 1:** **Miss Stephanie Barron**  
**Mrs. Dawn Dickey**

**Grade 2:** **Mrs. Dawn Juskewitch**  
**Mrs. Laura Hartwell**  
**Mrs. Amanda Nichols**

**Grade 3:** **Mrs. Kristy Christopher**  
**Mrs. Nicole Smith**  
**Mrs. Charlene Dean**

**Grade 4:** **Mrs. Stephanie Barnum**  
**Mr. Eric Leimbach**

**Title I** **Mrs. Carole LePage**  
**Mrs. Eileen Nickerson**  
**Miss Emily Leimbach (Ed tech)**  
**Miss Sarah Ringer (Ed Tech)**

**Special Education:** **Mrs. Alison Willing - Resource Room - Gr. 3/4**  
**Mrs. JoAnne Spaulding - Life Skills - GrK-4**  
**Mrs. Vicky Collins - Resource Room - Gr. 1/2**  
**Ms. Barbara Bell (Ed. Tech.)**  
**Mrs. Helen Peavey (Ed. Tech)**  
**Mrs. Tammy Cowette (Ed. Tech.)**  
**Ms. Colette Caron (Ed. Tech)**  
**Mrs. Cristina Sirois (Ed. Tech.)**

**Speech Therapists:** Mrs. Robin Konieczko  
Mrs. Jessica Foss (Ed. Tech.)

**Occupational/  
Physical Therapists:** Mrs. Lisa Miller  
Mrs. Chrystal Siren

**School Counselor:** Mrs. Margaux Files

**District/School  
Nurse:** Mrs. Monica Beach

**Art:** Miss Lisa Ingraham

**Music:** Mrs. Jennifer Snowman

**Physical Education:** Mr. Robert Saucier

**Librarian:** Mrs. Nora LeBlanc

**Technology:** Ms. Angela Friend

**Cafeteria:** Ms. Kelly Williams  
Ms. Cassie Fuller  
Mrs. Kathy Steuber

**Custodians:** Mrs. Leslie Poulin  
Mr. Chris Nelson

# **CODE OF CONDUCT**

The **STUDENT CODE OF CONDUCT** was developed for each student in S.A.D. #59. **FIVE CORE VALUES** were established and defined. These values, posted and visible throughout the school, will be used with students in discussing social and academic expectations – emphasized in every classroom and by all Staff.

The S.A.D. #59 Board of Directors is committed to maintaining a supportive and orderly school environment in which students may receive, and Staff may deliver, a quality education, without disruption or interference. Disciplinary guidelines are necessary in order to protect the rights of each member of the school community. The development of moral and ethical values is imperative. Through cooperation and shared commitment among students, Parents/Guardians, and Staff, adhering to the **CORE VALUES** helps to facilitate understanding, and foster inherent growth, in order to meet these expectations.

## **THE FIVE CORE VALUES:**

- 1.) COMPASSION**
- 2.) HONESTY**
- 3.) RESPECT**
- 4.) RESPONSIBILITY**
- 5.) UNDERSTANDING**

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered promptly, fairly, consistently and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopted this **CODE OF CONDUCT** consistent with the requirements of 20-A MRSA § 1001(15) - (Adoption of Student Code of Conduct).

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

In light of these expectations, we feel it is important to recognize those students who consistently exhibit one or any number of these core values on a daily basis. At the end of each ranking period, teachers will nominate students who have done just that. These students will then be honored in front of their peers and parents in a school wide assembly.

# S.A.D. # 59's CORE VALUE CRITERIA

A student who shows **COMPASSION** for others and self

**Does:**

Help others  
Consider others' feelings  
Show concern  
Demonstrate kindness toward others

**Does not:**

Judge others  
Refuse to listen to others  
Tease others  
Put others down

A student who exhibits **HONESTY** in academic endeavors and interpersonal relationships

**Does:**

Tell the truth  
Complete his/her own work  
Exhibit fairness

**Does not:**

Lie  
Steal from others or cheat  
Ask others to lie for him/her

A student who shows **RESPECT** in dealing with self and others

**Does:**

Consider other people's feelings and property  
Show courtesy  
Treat others the way he/she would like to be treated

**Does not:**

Intentionally hurt others  
Exhibit rude behavior  
Ignore others

A student who demonstrates **RESPONSIBILITY** for personal actions, both as an individual and as a member of the community

**Does:**

Admit to making mistakes  
behavior  
Accept consequences for his/her behavior  
Prepare for classes and assignments  
influence  
Take care of self and belongings  
safety of

**Does not:**

Make excuses for unacceptable  
Blame others for his/her behavior  
Allow others to negatively  
him/her  
Take risks with the personal  
self or others

A student who shows **UNDERSTANDING** of self and others

**Does:**

Accept the feelings of others  
Know everyone makes mistakes  
Offer support to others

**Does not:**

Assume others feel the same way  
as he/she does  
Make fun of others  
Intentionally ignore others

# GENERAL INFORMATION

**SCHOOL HOURS:** Grades K through 4 = 8:15-2:15

Pre-School = 8:00-10:30, 11:30-2:00

## **ARRIVAL AND DEPARTURE TIMES:**

**Procedures for:** A.) Student Drop-Off / Pick-Up

B.) Walkers / Bike Riders

C.) Other

**Arrival Time:** Students utilizing **BUS TRANSPORTATION** will arrive between **7:45 and 8:15**. They will go directly to their classrooms.

Students **NOT UTILIZING S.A.D. # 59 TRANSPORTATION** need to arrive at school between **7:50 and 8:10**. They will go directly to their classrooms. Students arriving after the 8:15 A.M. bell will be considered **tardy and must be signed in by parent**.

### **MORNING DROP-OFFS**

We would ask that parents go no further than the school lobby when dropping off their children. If there is a need to get in contact with a staff member or an issue to be addressed you may check in with the office staff for assistance.

Parents/Guardians may drop their child off at the **sidewalk just beyond the front entrance**. However, **this is not a parking spot**. If you are accompanying your child into the school, we ask that you use the parking lot to leave your car. **The drive directly in front of the school is for school buses and deliveries only.**

**NOTE:** To reiterate, upon arrival, students will go directly to their classrooms to get organized for their day.

**Dismissal Time:** Students who are being **picked up** after school will be released at 2:15. **Parents, of those students, are asked to be here by 2:10**. Parents/Guardians will come in the front entrance, check in at the office and proceed to the cafeteria to meet and sign out their child. **Vehicles** must be in the **parking lot** at this time. **The front drive must remain clear for buses.**

**Bus Students** will remain in their classroom until their bus is called. They will then proceed to a designated area in the hallway and walk, in an orderly fashion – single file – to their assigned bus. All buses should depart from the school between **2:20-2:45**.

**Walkers** and **Bike Riders** will remain in the library until after the first wave of buses has left.

Students who ride bikes, roller blades, skateboards, etc., to school need to make sure these are in good working order. Students should always use proper safety rules and equipment while using them. Failure to do so may result in revocation of this privilege.

**NOTE:** Upon **Normal Dismissal**, the school is obligated to make sure that each student arrives at the location where the Parent/Guardian wants him/her to go. Therefore, if the student is to alter

his/her normal routine, a **written note from the Parent/Guardian, explaining where your child should either walk or ride a bus to, must be given to the office, in advance.**

In “short term notice” situations, a phone call to the office, before 2:00 PM, will suffice.

**This also pertains if a student is to be picked up by someone other than a Parent/Guardian,** particularly on a regular basis. You must indicate your wishes/approval in advance by telephone and/or **in writing**, for the office. Unless an emergency situation arises, these plans must be made **IN ADVANCE.**

**Without prior notification** – as outlined above – **the student will be required to follow his/her regular routine** – be it ride the bus or walk/ride a bike, etc.

## **ATTENDANCE**

Recognizing that regular school attendance is necessary if a student is to receive maximum benefit from his/her educational opportunity, the Board of Directors of S.A.D. #59 reinforces **Maine Law** which states: An adult having a person of compulsory school age under that adult’s control shall cause the person to attend school as provided in **Title 20A – Section 5003.** Consistent attendance is necessary for progression through the grades. Absences and tardiness can have an adverse effect upon a student’s attitude, self-image and academic success. Students are expected to attend school regularly and to be on time in order to benefit from our instructional programs and to develop habits of punctuality, self-discipline, and responsibility.

**Excused Absences:** A student’s absence is **Excused** when it is for the following reasons:

- 1.) Personal illness – An extended, more serious illness should be confirmed, in writing, by a physician.
- 2.) An appointment with a health professional that must be made during a regular school day.
- 3.) Observance of a recognized religious holiday when the observance is required during the regular school day.
- 4.) A family emergency.

To determine an excused absence, **ONE** of the following procedures must be followed. Non-compliance will result in an unexcused absence.

- 1.) The student, prior to the absence, may bring a **written note** from the Parent/Guardian to the office.
- 2.) The Parent/Guardian may come to the office with the student on his/her return to school, and provide a **written note.**
- 3.) The student may bring a **written note**, signed by the Parent/Guardian upon his/her return to school.

**Planned Extended Absences:** Whenever a student may miss school for an extended period of time (family trip, vacation, etc.), **Written Notification** must be made to the Principal/Main Office prior to the

planned absence. Failure to do so will result in an unexcused absence. It is also recommended that classroom work, to be done during the absence, be picked up the day before the student leaves. It will need to be returned when the student returns to school. Failure to return assignments within a week may result in unaccepted work.

**Unexcused Absences:** Absences are determined to be **Unexcused** when they are not approved by the appropriate School Official or when these absences do not conform to Maine Law for excusable absences. In addition, any absence not verified, **in writing**, will be considered unexcused. Multiple offenses may be referred to the Truant Officer and/or Superintendent of Schools.

**Early Dismissal:** Early dismissal of a student from school will be recognized as excused for the same legal reasons allowable for excusable absences. **Procedures to be excused early are the same as absences.** A **written note** must verify the early dismissal. Students are not permitted to leave school for any reason unless the student has the permission of the Administration/Office Personnel, and the Parent/Guardian must come into the school to get a child. **Under no circumstances will a child be allowed to leave the school unaccompanied, or without telephone and/or written confirmation of someone other than the Parent/Guardian to be picking them up.** This is to ensure their safety and protection.

**Tardiness:** Students are expected to arrive at school by 8:15 A.M. If late, he/she must report to the office, accompanied by a parent, with a **written note** verifying the tardiness.

**NOTE:** Following ANY ABSENCE, Parents/Guardians and students should check with the individual teachers regarding assignments missed and make-up work required.

**NOTE: TO EMPHASIZE THE IMPORTANCE: THE REASON(S) FOR ANY ABSENCE, EARLY DISMISSAL OR TARDINESS MUST BE DOCUMENTED BY THE PARENT/GUARDIAN, IN WRITING, FOR THE SCHOOL.**

## **BICYCLES**

Students are allowed to bring their bicycles/scooters to school, at their own risk. Bicycles must be placed in the bicycle rack for storage, at the playground entrance. They cannot be used during the day. After school, riders must wait in the library, with a Staff Member, until the buses have departed, before they may leave. This is for safety purposes, since buses and cars use the parking area at this time.

These rules also apply to skateboards, roller blades, etc. However, during the school day, these must be left in the office.



# BOOK BAGS

Book bags, pocketbooks, and knapsacks are a convenient way of transporting school books and supplies. However, they are to be left in students' "cubbies" during the school day. Students should remove all dangling attached items – stuffed animals, key chains, charms, etc., for safety purposes.

## BUS TRANSPORTATION

Transportation is provided for students who require it, due to the distance they live from school. Students are expected to adhere to the rules set forth by the Director of Transportation. A summary of the rules follows:

- 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 student.
- 3.) Students must not stand in the roadway while waiting for the bus or cross the road in front of the bus, until the bus has come to a complete stop.
- 4.) If a driver wishes, he/she may assign seats in the bus and students will take the seats assigned. The Principal may also assign seats, if necessary.
- 5.) Damage done to seats or other equipment must be paid for by the Student/Parent/Guardian.
- 6.) Conversation must always be appropriate and never loud or boisterous. Swearing, rude gestures or teasing will not be tolerated.
- 7.) Students should always treat their fellow passengers and the driver with courtesy.
- 8.) When leaving the bus, students must remain seated until it comes to a complete stop. Should students have to cross the road, they must do so in front of the bus, after making sure the roadway is clear.
- 9.) No student will leave the bus at any drop-off point other than their regular stop, without the driver's consent and only with **written authorization** from the Parent/Guardian.
- 10.) Students shall help keep the bus clean. Place paper or other refuse in proper containers.
- 11.) Eating or drinking beverages are not allowed on the school bus.
- 12.) When the bus is in motion, students must not stand, extend arms out of windows, or move from seat to seat.

**NOTE:** The right for students to ride the bus is **conditional on their behavior and observance of these rules**. Drivers are authorized to enforce the rules and make suggestions in line with good citizenship. Referrals for infractions of bus rules will be made to the **Principal**, for possible disciplinary consequences. **This may mean assigned seating, restriction from riding the bus for a determined amount of**

**time or more stringent discipline measures, dependent upon the infraction. The Parent/Guardian may have to arrange for alternate transportation for their child, both to and from school.**

## **CAFETERIA – BREAKFAST / LUNCH**

Both Breakfast and Lunch are served daily in the Cafeteria.

**Prices** are set as follows:

**BREAKFAST:** Full Cost = \$ 1.00

Reduced Cost = No Charge

**LUNCH:** Full Cost = \$ 2.35

Reduced Cost = \$ .40

**MILK: A-la carte at lunch = \$ .40. Milk must be paid for. It may not be charged.**

**Payment** for breakfast, lunch and milk should be enclosed in an **envelope supplied by the school** and made on either a daily, weekly, monthly or annual basis. The envelope must include the **student's name, teacher's name and the amount of money enclosed**. Parents/Guardians are responsible to see that **all outstanding bills be paid**. A form is sent home at the beginning of the school year to determine distribution of free or reduced breakfast/lunch prices, for those who qualify.

## **CANCELLATION OF SCHOOL**

School may be delayed, closed early or canceled for a variety of reasons. The most common reason is the threat of severe weather conditions. The school department will contact several radio/T.V.

stations along with our ALERTNOW Notification Service in order to inform parents and the general public. Please familiarize your child with what they should do/where they should go, if not

directly home, should a midday, unscheduled closing be necessary.

Should you have questions, contact the Superintendent's Office at 696-3323, or MES at 696-4607.

## CLOTHING / SHOES

As the weather changes, children should be properly dressed. Boots, hats, snowsuits, gloves/mittens, etc., need to be worn during the winter months, as students are expected to play outdoors during recess (See Section on “Playground Rules”).

Clothing must be appropriate and may not promote alcohol, tobacco, etc. The Principal will address questionable attire. Students wearing articles of clothing deemed inappropriate will be asked to change, put something on over the clothing or allowed to call home for a change of clothes. Upon a second offense the Parent/Guardian will be required to come to school with a change of clothing. Continued disregard will result in disciplinary action.

Sunglasses, caps, hats, bandanas and other headwear are generally not in good taste for the classroom. Therefore, unless there is a valid, pre-approved reason to wear any of these, students are requested to remove them upon entering the building.(See Section on “Spirit Days” for exceptions).For the safety of students, the footwear called “Heelies” (sneakers with wheels in the heels that allow students to roll along the floor) are not to be worn at school. If a student wears “Heelies”, they will be asked to retract/ remove the wheels. If this is not possible, Parents/Guardians will be called to bring in another pair of footwear. In reality, **theses shoes should not be worn in school.**

Students should always have sneakers available on the days they have Physical Education.

## CONFERENCES: PARENT / TEACHER

Each year, the school holds formal Parent/Teacher Conferences to discuss a child’s progress. These are held in **November**, allowing sufficient time for the Student/Teacher/Parent to ascertain how the child is progressing. Notification for appointment scheduling will go out well in advance. If, however, during any time of the year, the Parent/Guardian has a question or wishes to talk with their child’s teacher, they may call them at school, either before or after hours. The best times would be before 7:45 A.M. and after 2:45 P.M.

## CONTACTING YOUR CHILD

Should a Parent/Guardian have to contact their child during school hours, they must do so **only by calling the office, at 696-4607.**

For the protection of the child, **only the Parents/Guardians** are permitted to **contact, or be contacted**, regarding a student during the school day. This also pertains to signing a student out early. This must be done through the office.

# DISCIPLINE

It is expected that all students behave in a positive, respectful and responsible manner. This is of the utmost importance in order to ensure a safe, secure, uninterrupted educational environment for both students and staff. Students who violate classroom or school rules will be subject to disciplinary action. This includes behavior while riding on a school bus.

**Classroom Behavior:** Classroom teachers monitor and address most behavioral issues throughout the day in their individual classrooms. They utilize a “**Color System**” whereby, on any given day, as a result of social or academic performance, students may be assigned either a “**Green**”, “**Yellow**” or “**Red**”. Students who attain the “**Red**” status for a more serious matter may be referred to the office.

## EXTREMELY RARE, THOUGH POSSIBLE FLAGRANT VIOLATIONS (AT THE ELEMENTARY LEVEL)

The following constitute violations of School Board Policy that would most likely be rare, or non-existent, at MES. However, they have been included for your information.

**ALCOHOL VIOLATION** – Counseling, accompanied by suspension, and a possible School Board Hearing. Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute, will not be tolerated.

**DRUG VIOLATION** – Counseling, accompanied by suspension, and a possible School Board Hearing. Possession or use of – including possession with the intent to sell, give, deliver, or distribute – any inhalants or other intoxicants, controlled dangerous substances, prescription drugs, over-the-counter medicines, look-alikes, substances represented as controlled dangerous substances, or drug paraphernalia, will not be tolerated.

**NOTE:** Any and all medications, whether prescription or over-the-counter, **MUST BE GIVEN TO THE OFFICE FOR DISPENSATION. This includes inhalers, aspirin products, allergy medication, etc.** (See Section on “Medication”).

**SEXUAL HARASSMENT VIOLATION** – Sexual Harassment is unwelcome/unwanted sexual behavior which interferes with someone else's life. It can take many forms:

- touching or grabbing
- comments about one's body
- sexual remarks or suggestions
- conversations that are too personal
- pornographic pictures or stories
- obscene gestures
- offensive displays of sex related objects
- sexual jokes
- looks, leers, or noises
- pressure for dates or sexual favors

Sexual Harassment often involves feelings of helplessness. It can be distressing when it happens to an adult and particularly frightening when a young person is the victim. It can happen between Staff Members, between students or between a student, teacher or other adults. Sexual Harassment is illegal in both the school and the workplace (**Title IX, Title VII, Maine Human Rights Law**).

**Steps To Take If One Feels He/She may Be A Victim:**

- A.) Tell the individual that you are offended, and that you want the behavior stopped.
- B.) Report the incident to the Teacher, Principal, or the school Counselor.
- C.) Report the incident to the school Superintendent.
- D.) Contact the District Affirmative Action Officer to report the incident.

**S.A.D. #59's Affirmative Action Officer may be reached at:  
696-3381**

Her office is located at Madison Junior High School, as she also serves as the MJHS Guidance Counselor/Social Worker.

---

If you have taken the above steps and the behavior has not stopped: You may write to or call the State of Maine Affirmative Action Officer, Maine Department of Education, State House Station #23, Augusta, ME 04333, (207) 289-4482. You may also write or call the Human Rights Commission, State House Station #51, Augusta, ME 04333, (207) 289-2326.

---

**TOBACCO USE / POSSESSION VIOLATION** – Counseling, accompanied by suspension. Possession or use of any tobacco or tobacco products/packaging, including possession with the intent to sell, give, deliver, or distribute, will not be tolerated.

**WEAPONS VIOLATION** – Counseling, accompanied by either detention or suspension, and a possible School Board Hearing. Possession of any object or implement capable of causing harm or used in such a way as to cause harm to another, will not be tolerated. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.

**NOTE: It is imperative to note that any object that *could be perceived, or used, as a weapon* will be subject to the same guidelines and consequences. (i.e. toy weapons, squirt guns, sling shots, scissors, pencils, pieces of wood from the playground, etc)**

## **EARLY DISMISSAL – WEATHER RELATED, etc.**

There will be times during the year when students will need to be sent home prior to regular dismissal time (i.e. snow/ice storms, etc.) Our school district has adopted the ALERTNOW Notification Service for parents, students, and staff which allow us to send a telephone or e-mail message to you about school dismissals, delays and cancellations.

## **EARLY RELEASE DAYS**

Staff Members attend In-Service training on certain days throughout the school year. On those days, students being picked up will be dismissed at 12:00 PM. Buses will be loading shortly afterwards at approximately 2:10. The days vary therefore check the SCHOOL CALENDAR that accompanies this Handbook for the specific dates.

## **ELECTRONIC DEVICES**

Radios, gaming devices, portable CD players, cell phones, ipods, etc., **are not to be used in the school building during the day** unless for class purposes and with permission from either a teacher or the Administration. Thus, **they should not be brought to school.**

If an electronic device is used during the day and taken from the student by a Staff Member or Administration, the Parent/Guardian will be notified and it will be returned to the student to be brought home at the end of the day. A second offense will require the Parent/Guardian to come to the office to have the item returned. Continued offenses will result in additional disciplinary action.

## **EXERCISE**

A **5 to 10 minute** time slot is set aside daily in each classroom for the Teacher and/or District Health Coordinator to lead the students in various exercises/movements. This is a built-in component of the curriculum, in addition to Recess and Phys. Ed. On some days, it may even take place outside. The purpose is to **increase the physical activity of every child.**

## EXPENSES INCURRED

All textbooks, library books, lab kits, calculators, computers, Phys Ed./Art supplies, etc., are purchased by S.A.D. # 59 and are loaned to students free of charge. Students are expected to take proper care of them. The Student/Parent/Guardian, is responsible for replacement costs and therefore **must pay** for items/equipment lost, damaged or destroyed. Unpaid bills may result in possible revocation of privileges involving extracurricular functions, events, programs or field trips. **Unpaid bills must be taken care of in a timely fashion during the school year incurred.**

If you have any questions regarding unpaid bills or wish to make an individual arrangement for compensation, please contact the Madison Elementary School Office.

## FIELD TRIPS

Over the course of the year, each class/grade may go on a Field Trip(s). Specific guidelines have been put into place for the Principal/Staff/School Nurse to follow. In addition, permission slips, an itinerary and other pertinent information will be sent home prior to any trip planned. These are **class functions**, such that it is preferred that **all students remain together, as a class, including riding the bus both to and from the destination.**

Parents/Guardians are welcome to join the class on certain field trips, but are asked to ride in their own vehicles, unless permitted to ride the bus with their child, under **pre-approved** conditions by the **Administration**. In addition, in certain situations, a student may ride in a private vehicle with **their Parent/Guardian**, but a request to do so must be made **in advance, in writing**. Said student may ride in a private vehicle **only with his/her Parent/Guardian**.

**NOTE:** Parents/Guardians should let the **School Nurse** know about any **medical concerns** their child may need attended to. On every trip, the school does send at least **one formally medically trained Staff Member**.

**NOTE:** Occasionally, with prior permission, iPods or CD players may be brought onto, and used on a bus during a field trip.

## GUIDANCE COUNSELOR

The Guidance and Counseling Department is an integral part of the school. It is available to provide a number of services, including: individual and small group support, peer-helper groups and classroom Guidance Awareness classes. It also offers methods and strategies to resolve conflicts between students, both on the playground, in classes or while riding a school bus. The emphasis is **preventative** as opposed to reactionary. Parent/Guardian consultation and short-term family consultation are also available to provide support for students who have academic and/or social concerns. Parents/Guardians are encouraged to contact the Counselor/Social Worker at 696-4607 if they have concerns regarding their child(ren).

## HALLWAYS

Classes and students are continually on the move. When classes are filing through the corridors, accompanied by a Staff Member, on their way to another class (i.e. Art, Phys. Ed.) or to Lunch/Recess, they will be expected to do so in a quiet, orderly manner, so as not to disrupt classes in session, testing, or small group instruction. Similarly, individuals traversing the halls to the cafeteria for snack milk, utilize the Library, etc., are expected to show the same consideration. Corridors are also expected to be kept clean and free of litter.

## MEDICATION POLICY

**SCHOOL NURSE:** MSAD 59 has a full time Nurse who services all three schools in the district. She visits all schools throughout the school week and can be called to any of the schools when needed.

**HEALTH RECORDS:** To provide appropriate health care for students, health records are vital. They contain information regarding health concerns, limitations, and medications. Please contact the School Nurse each fall to update your child's records. (i.e: new allergies, recent immunizations, diseases, medications, etc.)

**DISPENSING OF MEDICATION:** It is the policy of S.A.D. #59 to discourage the dispensing of medications at school. Whenever possible, the schedule of drug administration should allow a student to **receive all doses at home**. If medication must be administered in school, either the School Nurse or non-licensed, but formally trained personnel, under the supervision of the School Nurse, may dispense it. If possible, the parent/guardian may come to school to administer it.

**NOTE:** For purposes of this policy, "**MEDICATION**" shall include all medicines **PRESCRIBED** by a Physician/Dentist for a particular student, as well as **all OVER-THE-COUNTER** medications.

***Before any medication is administered to a student in school, the School Board requires the following conditions be met:***

- 1.) A **written request/medication permission form must be filed** by the Parent/Guardian to give consent for the administration of the medication, including the fact that non-licensed personnel may administer it or supervise self-administration.
- 2.) A **written and signed order of the prescribing physician** must be submitted to the School Nurse/Administrative Assistants, which includes:
  - Name of child.



- Name of medication.
  - Reason for medication.
  - Dosage.
  - Times to be administered.
  - Possible side effects.
- 3.) A prescribed medication must be in a **prescription container** with a **pharmacist's label** designating the patient's name, instructions, name of the medication, and name of the physician.
  - 4.) Medication to be administered on a long-term basis may be brought to school by the Parent/Guardian. This could consist of one week's supply, or more, of medication.
  - 5.) Medication to be administered on a short-term basis must be brought to school by the Parent/Guardian. It would consist of one dose brought each day.
  - 6.) Any/all medication brought to, or administered at, school will be recorded and dated, both by the office and the School Nurse.
  - 7.) The Parent/Guardian will be responsible for informing the school, **in writing**, of any **changes** in the child's health or medication.
  - 8.) If continuous medication is administered, the family must see a physician on at least an annual basis to renew administration instruction.

**MEDICAL EMERGENCIES:** In the case of students prone to suffer from an acute or life threatening condition (i.e. allergic reaction to insect stings, food allergies, etc.) the following guidelines should be followed:

- 1.) A Parent/Guardian **must contact both the School Nurse and Administrative Assistants** regarding their child's health concern and **document it in writing**.
- 2.) Appropriate school personnel will be made aware of the student's condition.
- 3.) A clear emergency procedure will be outlined on the child's health record. The School Nurse will inform all teachers of the procedure.
- 4.) The student will be encouraged to wear a medic-alert emblem indicating his/her condition.
- 5.) Medication provided by the Parent will be kept in a predetermined location at the school and all personnel involved with the child will know its location.
- 6.) In the event of a field trip, the medication will be transported with a Staff Member for the student. **A formally trained Staff Member is required to accompany classes on all field trips and will have prior knowledge of any existing student conditions.**

**STUDENT SELF-ADMINISTRATION:** Carrying and self-administration of medication by students is **NOT ALLOWED** except under extreme or special circumstances (i.e. inhalers). This must be requested, **in writing**, from both the attending **Physician** and **Parent/Guardian** and approved by both the **School Nurse** and the **Administration**.

**NOTE:** *This policy is in place solely for the protection and safety of the child.*

## STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT), comprised of various Staff Members, works to develop a network of support to provide a more successful school experience and positive atmosphere for all students. The goal is to identify the needs of particular students and to provide a means for helping them, both academically and socially, utilizing a **team format** to include Parents/Guardians and the school..

## TESTING

Throughout the year, students will be administered various formal tests to ascertain both where they stand academically and to identify areas that may reveal weaknesses that need to be addressed. The major tests are:

- 1.) Fountas and Pinnell – Given each fall and spring to all grades.
- 2.) The Writing Prompt – Given each fall and spring, to all grades.
- 3.) The Maine Educational Assessment (MEA) – Given each spring to gr. 3 and 4.
- 4.) The Northwest Educational Assessment (NWEA)- Given each fall and spring to gr. 3 and in the spring **only** for grades 2 and 4.

## VISITORS

Visitors are welcome at Madison Elementary School. For security and safety reasons however, all visitors – including parents – must check in with the office and receive a **Visitor's Pass**, upon entering the building during the school day. If you wish to visit a particular classroom or speak with a particular teacher during school hours, **you must make arrangements with both the teacher and administration prior to your visit.**

## VOLUNTEERS

Parents/Guardians and others are welcome, at any time, to volunteer their services. If interested, please contact the Volunteer Coordinator in the MES office at: 696-4607

# TABLE OF CONTENTS

Family Educational Rights and Privacy Act	1
Staff	2-3
Code of Conduct/Core Values	4
Core Value Criteria	5
General Information	6
Arrival/Departure	6-7
Attendance	7-8
Bicycles	8
Book Bags	8
Bus Transportation	9
Cafeteria	10
Cancellation of School	10
Clothing/Shoes	10
Conferences	11
Contacting Your Child	11
Discipline	11-13
Early Dismissal	14
Early Release Days	14
Electronic Devices	14
Exercise	14
Expenses Incurred	14
Field Trips	15
Guidance Counselor	15
Hallways	15
Medication Policy	16-17
Student Assistance Team	18
Testing	18
Visitors	18
Volunteers	18

