



Patricia A. Duran School

Student Handbook

2023-2024

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Dear Students and Families:

As principal of the Patricia A. Duran school, it is my pleasure to welcome everyone back for another great year in Hermon. We are all excited to have students back in our classrooms, filling them with energy and enthusiasm for learning. It is our mission to ensure that every child feels welcomed, connected and a part of the Duran School community. Additionally, we strive to challenge every student to grow academically, socially and emotionally.

At the Duran School, we have a talented, dedicated staff that spends countless hours planning and creating classroom activities that engage our students in learning. Our teachers are committed to using research-based best practices and to analyzing student data to determine skill levels and set goals for growth and improvement. We believe that all students should leave the Duran School with a firm foundation in academics, and a love of learning.

At the Duran School, we believe that families and educators can make strong partnerships that benefit student learning. We encourage families to reach out to classroom teachers and school administrators with questions or concerns. In order to ensure regular communication with families, we post announcements to the district's website as well as the school's Facebook page. We also send home a monthly newsletter that provides an overview of the previous month, showcases student work and provides parents with a list of upcoming events.

In closing, I am honored to serve as the principal of the Patricia A. Duran School. It is truly a privilege to be a part of a community where parents, teachers and students care for each other and strive to build positive relationships that support academic and social growth. Please feel free to contact me at (207) 848-4000 or at melissa.davis@schools.hermon.net

Warm Regards,

Melissa C. Davis

Melissa C. Davis, Ed.D
Principal
Patricia A. Duran School

Patricia A. Duran School Philosophy

Education is strengthened when there is a partnership between parents, the community, and the school. The priority must be to facilitate the development of each child's potential; intellectually, physically, and socially. To help students meet criteria, there needs to be an emphasis on basic skills and an expectation of high achievement. Communication skills; oral, written and listening, are crucial. In addition, the curriculum will include independent thinking skills. Finally, there must be an atmosphere which encourages a positive self-concept and an understanding and acceptance of others.

Objectives

- To enhance communication between the school, parent, and the community.
- To involve parents and community groups in the total education of students.
- To make students aware of their responsibility for their physical well-being in the area of fitness and nutrition.
- To provide students with a strong program of instruction in all subjects while recognizing the differences in learning ability and style.
- To encourage high aspirations by raising student awareness of the opportunities available to them.
- To develop a foundation of speaking, writing, and listening in order to communicate effectively with others.
- To acquire problem solving, decision making, critical thinking, and research skills.
- To develop the students' feeling of positive self-worth, security and self-assurance.
- To encourage respect for each other and development of interpersonal skills.

School/Family/Student Compact

The following agreement outlines how school staff, parents, and students will share responsibility for student academic achievement. It is intended to strengthen a partnership that will support student success in achieving the high standards set forth by Core Curriculum State Standards and Maine's Learning Results.

The Duran School will support student learning by:

- ★ Providing high quality curriculum and instruction in a supportive and effective learning environment.
- ★ Holding parent/teacher conferences annually during which this compact may be discussed as it relates to the individual child's achievement.
- ★ Providing parents with frequent reports on their child's learning progress.
- ★ Providing parents with opportunities to volunteer and participate in their child's classroom.

Families will support their child's learning by:

- ♥ Ensuring that their child attends a full day of school every day with adequate rest and proper nutrition.
- ♥ Providing a time and place routine for their child to do homework.
- ♥ Monitoring the amount of TV their children watch.
- ♥ Volunteering help to their child's classroom when possible.
- ♥ Participating as appropriate in decisions related to their child's education.
- ♥ Encouraging reading as a positive use of their child's extracurricular time.
- ♥ Reading all notices from the school and responding as appropriate.
- ♥ Communicating the importance of education and learning to their child.

Students will support their own learning by:

- ✓ Come to school on time every day ready to learn and work hard.
- ✓ Bring necessary materials and completed homework assignments.
- ✓ Complete in-school assignments.
- ✓ Know and follow class rules.
- ✓ Communicate with parents and teachers about school experiences.
- ✓ Limit their TV viewing times.
- ✓ Respect their families, their classmates, all staff, and the school.

Faculty and Staff

PreK

Catherine Thompson
Courtney Williams

Kindergarten

Heather Corbett
Allie Dean
Krista-Rae Helms
Courtney Klages
Laura Scott

Grade 1

Lisa Chichetto
Kathryn Huston
Jennifer Johnson
Heather McFarlin
Julie Zucchi

Grade 2

Hannah Buhler
Courtney Cleaves
Emi Higgins
Kaitlin Kelley
Maria Rush
Ashley Stowe

Grade 3

Katherine Crocker
Marisa Kelley
Deanna Leach
Erin York

Grade 4

Sarah Collins
Ricala Hafford
Katherine Helfen
Janet O'Clair

Specialists

Rebekka York, Physical Education
Clare Caddell, Technology
Danielle Collins, Music
Kaline Goodrich, Library
Nicole Lever, Art

Support Services

Meredith Brookings, Guidance
Kelly Fish, Speech
Lynette Gauthier, Speech
Erica Hake, Title 1A Math/Reading
Lindsey LaPointe, Title 1A Reading
Jennifer Pratt, Gifted and Talented
Joella Michaud, Occupational Therapist
Janet Nichols, Guidance
Angela Scripture, Nurse
Karlee Bowers, Special Education
Holly Scott, Special Education
Joann Swales, Special Education
Denise Young, Literacy Coach
Elizabeth Zimmer, ELL Tutor

Principal:

Assistant Principal:

Secretaries:

Maintenance/Transportation Director:

Head Custodian:

Food Services:

Melissa Davis
Kathryn Goodman
Krystal Tracy
Debra Murray
Jason Davis
Richard McFarland
Jessica Thompson (Director)
Tammy Nelson
Carol Rancourt

Educational Technicians

Samantha Boothby
Stephanie Campbell
Jodi Curtis
Cindy Dauphinee
Kathryn Dow
Erin Estes
Lillian Frager
Tanya Fox
Katie Gardner
Samantha Gerow
Lacey Guthrie
Maggie Hayes

Gwen Lynn
Emily Lundquist
Susan McGown
Sarah Michalowski
Melissa Overlock
Ashley Robinson
Hayley Rutter
Sierra Toleman

Acceptable Use Policy

The Acceptable Use Policy explains the expectation for the appropriate practice and use of technology, including internet access, by students at school. Parents should read it carefully and sign the permissions we request, or call the school with concerns or requests for modifications. We require an AUP for every student, and we encourage parent awareness of the issues that do indeed impact students at the elementary level. A breach of acceptable use will result in parent

notification and the complete loss of technology privileges for several weeks.

Parents should be aware that students in grades 3-4 use Google accounts at school to create documents, drawings, and slideshows. Projects are shared with the teacher who assigned the project, and with any students who collaborated. These accounts may also be accessed at home (see link on school web page). Be advised that students are instructed that they may share their personal passwords with parents/guardians only, and never with siblings or other students.

Attendance

Every child's presence is important to an uninterrupted flow of learning for themselves and others throughout each day. **PLEASE MAKE ATTENDANCE A PRIORITY** and support your child's classroom by avoiding interruptions caused by late arrivals, early dismissals and absence.

Excused Absences:

A student is expected to be in school every day that school is in session, unless legally excused. The State Department of Education and therefore the Patricia A. Duran School considers the following as legal excuses for missing school:

- (1) Personal illness (medical documentation is required after three **3** absences)
- (2) An appointment with a health professional that must be made during the regular school day (please bring medical appointment card)
- (3) Observance of a recognized religious holiday when observance is required during the regular school day.
- (4) A family emergency (death in the family, legal obligation, etc.)
- (5) A planned absence for an educational purpose that has been approved by the administration.
- (6) Emergencies and other exceptional situations approved by the administration, including educational disruptions

A parent or legal guardian should contact the school by telephone (848-4000 option 3) to report any absence before 10:00 a.m. If the school is not notified of an absence and the parent or guardian cannot be reached, the absence will be considered unexcused.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurately reporting daily attendance and for making attendance records available to the administration and/or parents upon request.

Pre-Arranged Absence Procedures:

Parents and students are urged to schedule medical and dental appointments, recreation, family vacations, and other optional absences for times when school is not in session. However, on occasion, it may become a necessity for a student to miss school.

- (1) Obtain the Advance Notice of Absence form from the main office.
- (2) Complete the form including teacher signatures, assignment information, and parent/guardian signature and return to office for Principal's approval.

(3) Except for emergency family situations, the Advance Notice of Absence form should be completed **at least 5 days** prior to the planned absence.

Tardy Arrival:

Students who arrive later than 8:50 a.m. will be marked *Tardy*. If a student arrives later than 10:30 a.m., they will be marked as *1/2 day Absent*.

Early Dismissal:

Students who are dismissed prior to 3:10 p.m. will be marked *Dismissed*. If a student leaves before 1:30 p.m., they will be marked as *1/2 day Absent*.

Make-up Work:

In the event of an absence from school, parents are responsible for requesting and supporting the completion of make-up work. Missed work is expected to be made up within a few days unless other specific arrangements are made with the teacher.

Chronic Absenteeism: Students are considered chronically absent if they are enrolled for a minimum of 10 days and are absent 10% or more of the days enrolled. Whenever a student misses seven (7) consecutive days OR ten total days of school, the parent/guardian will be notified in writing that the student is now legally truant from school. School administrators may require medical documentation for any excused absences, tardies, or dismissals.

Bomb Threats

This handbook is required to carry notification that Hermon School Department recognizes bomb threats to be a significant concern. Whether a prank or a real intent, bomb threats represent a potential danger to the safety and welfare of students, staff, and school property. Bomb threats disrupt the learning environment and place a demand on financial resources and public safety service, even if false. Any bomb threat will be regarded as a serious matter with legal and suitable disciplinary action as outlined in Policy EBCC, which is included in your policy packet.

Building Security

Building security is important to use at the Duran School. All doors are locked throughout the day. Anyone arriving needs to buzz, be prepared to state your business, and be visible on camera before being admitted into the lobby. Volunteers and visitors are expected to sign in and wear a badge to their destination. Keeping students safe and secure depends on the full attention and supervision of teachers. Therefore, parent contact with teachers must be arranged in advance to take place before or after students are present in the classroom. When necessary, a student can be called to the office area to meet with a parent. We appreciate the cooperation and patience of parents during arrival and dismissal times.

To Parents: Related to security, we ask you to remember that the children we keep safe each day

include your own. It is imperative that you assist us in enforcing our front office and lobby procedures—using the main entrance, signing in, wearing an ID tag, and waiting appropriately. In addition, your vigilance is appreciated! If you see something or someone that does not seem to belong, report it. If you become aware of any situation that could compromise the safety and security of our building or any individual at school, please notify the principal. At no time should you open the door for another person. That is the sole responsibility of the office staff.

Classroom Assignment

Classrooms are made up of a variety of learners, and our faculty make every effort to create a healthy balance of gender and abilities for each class grouping. Teachers begin student placements for the following year during the spring. A great deal of time and consideration goes into the placement process, and the placement as indicated on the June report card is final. We do not accept parent requests for specific teachers, as it would be impossible to grant the requests of every family.

Code of Conduct

Responsible student behavior is essential to the educational mission of Hermon schools. The Code of Conduct is intended to support and encourage students to meet statewide standards for ethical behavior that includes the following attributes: Respect, Honesty, Compassion, Fairness, Responsibility, and Courage.

General Expectations of Each student:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Respect the property of others, school property, and facilities.
4. Follow directions given by school staff.
5. Cooperate with staff in maintaining safety, order, and discipline.
6. Refrain from vulgar or profane language and indecency.
7. Refrain from violent, threatening, harassing, or discriminatory behavior.
8. Comply with policy for acceptable use of technology.
9. Obey all School Committee policies and school rules.
10. Attend school regularly.

Inappropriate Behaviors:

1. Harassment or teasing of others
2. Roughhousing (pushing, tripping, shoving, kicking, punching, etc.)
3. Excessive noise or improper behavior in any part of the school

4. Disobedience or rudeness to any supervisory adult
5. Stealing or cheating
6. Violence or threatening behavior
7. Damage to school or others' property

PBiS (Positive Behavioral Intervention System)

Positive Recognition: Students following the school expectations will be acknowledged by receiving a HAWK wing that will identify the rule they were following. There will be individual, classroom, and schoolwide recognitions and celebrations for positive behaviors.

Discipline: Our disciplinary philosophy begins by considering misbehavior as an opportunity for students to learn about making better choices. Our ultimate goal is for students to demonstrate self-control in order to carry out purposeful learning activities. We seek parent partnership in delivering logical consequences to support the development of self-control. When we have recurring incidents of negative behavior, progressive disciplinary action will be taken. An example of an early consequence would be a verbal reminder or warning or think time in the classroom. Progression would involve a loss of privileges and parent notification. Repeated or serious offense could include suspension from school, which is a rare but possible occurrence at the elementary level. All students have the right to attend school in an environment that is safe and free from the disruption of misbehavior.

Please note: The expectations for appropriate student behavior applies to students in the classroom, hallways, restrooms, cafeteria, gymnasium, playground, and buses. They also apply to students who are in attendance of any event or activity at school, even if held in the evening.

Parent/Conferences

Conferences: Parent/Teacher Conferences will be scheduled to take place in November. In addition, parents and teachers are encouraged to schedule a conference to address concerns as they arise. Parent teacher conferences will be held on the following dates:

- November 16
- November 20

Daily Routine

Arrival: Students should arrive at school between 8:30am and 8:50am in order to begin the instructional day on time.

Curriculum: Your child's daily schedule includes reading, language arts, math, social studies, and science instruction by the classroom teacher. The weekly schedule includes art, technology, library, music, and physical education/health instruction.

Bathroom: Girls' and boys' bathrooms are located in four areas of the school, and students are expected to use the nearest facility. Teachers are required to have sign-out sheets or checklists in order to monitor students who leave the room. In addition, teachers may include routine whole class trips to the bathrooms.

Recess: Students are scheduled for a 25 minute daily outside recess in conjunction with the lunch break and should dress appropriately to be out in all but the most inclement weather (such as rain or temperatures below 10°F). Due to scheduling demands and the limited availability of personnel to supervise, we do not allow students to stay in during recess unless they are retained by a teacher or have a doctor's signed medical order.

Snack: Teachers include a brief snack time each day, with ready-to-eat snacks provided by parents. In response to research on obesity and the nutritional needs of children, we request that parents send healthy snacks to school. Your child's teacher will provide further guidelines on snack choices. Energy drinks and soda are not allowed at school.

Dismissal: Dismissal begins promptly at 3:10pm for approximately 500 children. Please read the following page closely and adhere to a consistent plan to keep your child secure.

Dismissal Procedure

Dismissal time for all groups is at 3:10 p.m.
Please do not arrive prior to 3:00 p.m. for pick-up.

1. **Lobby Dismissal:** Parents providing private transportation on a daily basis may fill out a form for Daily Lobby Dismissal. By signing this form, parents take responsibility for meeting their child in the lobby area on-time every day. These students are called as one group promptly at 3:10pm each afternoon.
2. **Hermon Recreation:** Students going to the Hermon Rec Department's Afterschool Care are called as two groups to go to the cafeteria. This allows the rec caretakers time to check lists and be sure that each child is accounted for before we call the buses. **Please note: Hermon Rec Department is separate from the school department. All after school plans must be conveyed to the main office in addition to Hermon Rec.**
3. **Pick-Up:** Parents picking up a child on an occasional basis must send in a note for the teacher and the office. Once the office has a note from home they will make a pass for the child to hold and show in the lobby at dismissal. The students with notes will be called as Pick-Ups after the daily lobby dismissal occurs. A staff member will be in the entrance hallway to

verify passes and release students into the lobby to meet their driver.

4. **Buses:** The buses are called by grade level. Teachers will walk their class to the bus area and place their students on the appropriate bus.

Please note: Dismissal time is an intense and extremely busy time of day as close to 500 students exit classrooms. We share the responsibility for their safe arrival at the proper destination with parents, and we must take this seriously. Be aware that there are many people involved in the transportation chain, and that *most errors in transportation relate to making a change*. **Please make sure that all after school changes are communicated to the school prior to 2:00 pm, unless it's an emergency. Please avoid coming to the main office to dismiss students after 2:45.**

In the interest of every child's safety, avoid making changes whenever possible.
Understand that students are not allowed to make calls for permission to change their destination.

If any parent has a special need or request regarding their individual child's dismissal procedure, please contact the principal.

Emergency Procedures

Closing of School: The Superintendent is authorized to close/delay/dismiss school when it is deemed necessary to safeguard the health or safety of students. Numerous local media stations will air these announcements and post them to the internet. Be sure to watch or listen for Hermon Schools when checking announcements. An announcement will also be made on our Patricia A. Duran Facebook page.

School Messenger/Automated System: An automated call from the Superintendent's office will be sent to parents to inform any important announcements occurring within the Hermon School District.

Crisis Procedure: Teachers and other school personnel review crisis procedures annually. Each classroom teacher maintains a folder with a class roster with parent contact information. It is essential that parents maintain current contact information.

Safety Drills: Building evacuation and lockdown drills are explicitly taught and practiced as part of emergency preparedness. Practice is essential to ensuring that staff and students have the ability to take quick and decisive action should the need arise. Practices are handled sensitively and parents are kept informed via the Duran School Newsletter.

Field Trips

The Hermon School Department recognizes that first-hand learning experiences provided by

field trips are one effective means of extending learning. It is the desire of the Hermon School Committee to provide safe, fiscally responsible field trips that complement the curriculum. Parents will be notified and required to fill out and return a permission slip for any field trip off school grounds. Any volunteer attending a field trip must have their *Volunteer Application Form and Confidentiality Agreement* approved by the Superintendent prior to the field trip volunteer selection process. The volunteer background check process can take up to 4 weeks.

Food Service Program

Payment: For the 2023-2024 school year, meals are free for all students attending the Patricia A. Duran School. In order for the school lunch to be free, students must purchase a complete lunch. Those students purchasing milk only, will need to purchase the milk for \$0.50 per carton.

Breakfast: Students may take breakfast at school beginning at 8:35 each morning. Breakfast ends before the instructional day begins, and latecomers will not be served.

Lunch: The lunch schedule varies by grade-level with all students being served between 10:30 a.m. and 1:00 p.m. Menus are provided monthly for your planning.

From Home: Children with cold lunch - eat in the cafeteria with classmates. We encourage parents to send healthy food items that students can manage independently to avoid wait time. Soda and energy drinks are not allowed. **Please note we cannot microwave or otherwise prepare food brought from home.**

Cafeteria routine: For breakfast, students go directly to the cafeteria upon arrival, and directly to their classroom when finished. For lunch, students are escorted to the cafeteria by classroom teachers, and are seated by class until duty teachers signal them to line up. Students are expected to maintain an orderly line while being served, and to remain seated during lunch. Lunch is an opportunity for socializing, but no loud or boisterous actions will be allowed in the cafeteria. Students are expected to observe proper table manners.

Fundraising

Fundraising at the Duran School is limited to several projects that benefit the entire school. Our largest fundraiser is sponsored by PTA in the fall, and involves online ordering and/or students selling and delivering products. The PTA also manages the collection of Hannaford Dollars, Campbell's Soup Labels, Boxtops for Education, and recyclable technology throughout the year.

Be assured that all fundraising requests are carefully considered to ensure the activity is appropriate for students and families, and that the time spent does not outweigh the benefits to students. The profit from these efforts provide varied and wonderful opportunities for students that would not otherwise be possible. It is ALWAYS a parent's choice to allow their child to

participate in fundraising activities.

General Dress and Appearance

We ask parents to ensure that student clothing does not distract from a positive educational atmosphere. Designs with suggestive words or pictures that promote alcohol, tobacco, or drug usage are not acceptable. Clothing with language which, if spoken, would result in disciplinary action, may not be worn to school. Accessories such as hats, bandanas, sunglasses, and chains, are not to be worn in school. Clothing that reveals the midriff or undergarments, or are excessively short, are not permitted. Clothing that would be considered “beach wear” and clothing with writing across the derriere are prohibited in the school setting. The student dress policy applies to our youngest students as well as older students.

Guidance Counselor

The purpose of the elementary guidance counselor is to support each student in achieving their greatest potential mentally, emotionally, and socially. These positions provide critical support to meet the needs of children at school.

Homework

Homework assignments are used to provide practice with newly acquired skills, to prepare for future assessment activities, and to extend time for long-term projects. Teachers generally assign work which can be accomplished within the following time frame:

Kindergarten:	Up to 20 minutes daily
Grades 1-3:	Up to 30 minutes daily
Grade 4:	Up to 40 minutes daily

Homework is considered a way to increase students’ opportunity to learn, and it provides parents with an opportunity to have hands-on involvement in their children’s schooling. Parents can best support their child’s completion of homework by providing a consistent routine and expectation for completing assignments.

Grading and Assessment

Formative: Formative assessment is used by teachers as part of their ongoing practice to monitor student learning and to adjust teaching approaches. Homework is an example of formative assessment.

Summative: Summative assessment is a culminating assessment to measure a student’s level of proficiency related to a set standard of learning. Classroom tests and various standardized tests

are examples of summative assessment.

Standardized Testing: All K-4 students are screened periodically in reading, math, and for behavior, as required by Maine's RtI (Response to Intervention) law. Data is analyzed regularly by teachers to determine individual needs for instruction, and to determine the success of our programs. All students in grades K-4 participate in the Northwest Evaluation Association (NWEA) assessment. For grades K-2, the data is used by the school to assess students' areas of strength and growth. In grades 3-4, the assessment is used for the same purpose, but the results are also reported to the State of Maine as required state testing. Students in grades 3-4 are required to participate in NWEA testing in the fall and spring as part of the state's data collection requirements. Parents have the right to refuse testing, as allowed through federal and state "opt-out" procedures. Although we recognize the valuable information that testing provides educators, we recognize that opting out is a parent's right. If a parent seeks to opt their child out of state mandated testing, they should contact the building principal.

Report Cards: Report cards are issued four times each year to provide information about learning achievement across the Maine Learning Results Standards. Grades are based on formative and summative assessments related to the standards from Maine's Learning Results. Report cards reflect grade level expectations for achieving the standards of learning.

Items Not Allowed in School

The following items are not allowed in school due to the distraction they provide from educational purpose and/or safety. Parents with questions should check with the principal regarding the appropriateness of any item their child wishes to bring to school.

- **Cash Money:** Students should never carry large sums of money at school. Please write checks for most expenses related to school.
- **Electronic games, music, cell phones, kindles:** Students are not allowed to use these unless a written request is sent home by the teacher or written in a student's plan. Due to their value and the potential for loss, keep them at home.
- **Pets:** Pets and other animals may not be brought into the school. No exceptions.
- **Skateboards, heelys, sleds, snowboards, etc.:** These items pose a hazard on playgrounds, and are not allowed to be used at school.
- **Toys:** Small toys are an unwelcome distraction in the classroom and teachers may require they be kept in backpacks. Please help teachers by keeping them at home.
- **Trading Cards:** The activity of trading cards at school or on the bus will result in disciplinary action for both parties. The school takes no responsibility for locating cards

that are lost in the process of trading.

- **Weapons:** Some items which may be allowable at home, such as pocket knives or toy guns, are not allowed at school. Such items discovered at school will be held in the Principal's Office and parents will be notified to pick them up. In addition, Hermon School Department's policy requires the serious consequence of suspension in some circumstances.

Student Information is Confidential

Full names, addresses, phone numbers, grades, programs, or any other identifying and/or personal information about students cannot be distributed for **any reason** by school personnel, consistent with FERPA law. The "Family Educational Rights and Privacy Act" (FERPA) is included in the beginning of the year papers sent home with all students.

Note: We encourage families to take advantage of the voluntary social listing opportunity organized by the PTA to meet your social needs.

Library Privileges

Students may sign out two books at a time for a period of two weeks. Lost or damaged books will be billed to parents to cover replacement costs. Students must return books in order to retain borrowing privileges.

Lost and Found

Lost and found items should be reported to the office. Found items are kept and displayed on a table in the cafeteria. The school will remind students and parents to check the lost and found table regularly, and unclaimed items will periodically be donated to charitable organizations. Any found item of significant value will be kept in the office.

Newsletter

As a supplement to this handbook, current and important information will be sent home monthly in the Hawk Talk Newsletter and distributed through classroom newsletters.

Parent/Teacher Association (PTA)

The Parent-Teacher Association extends an open invitation to attend meetings which are held the

second Tuesday of each month at 6:00 p.m. This is a great way to work together with the common goal of supporting enriching educational opportunities for the students at Patricia A. Duran School. Annual dues are \$5.00, and provide member access to the PTA website with numerous resources and beneficial information. Being a PTA member is not mandatory for attending and sharing your ideas.

Head Lice

We have incidences of head lice each year at our school. Head lice are a problem in many communities and do not reflect poor hygiene or social status. Parents are asked to please be diligent in checking your children's heads, and alert the school if students or family members have contracted head lice. We handle reports very discreetly by checking whole classrooms, and we offer information regarding treatment and elimination of head lice from the home. Visit www.headlice.org.

Illness or Injury at School

Accident Procedure: Any accident which results in an injury is reported immediately to a teacher or the office. The school nurse or other qualified staff member will administer first aid. In the event of a critical injury or illness, a rescue unit will be called. Every effort will be made to notify parents and receive permission for a child's transportation by ambulance.

Illness: Children who report feeling ill at school are assessed by the school nurse or other qualified staff member, and you will be made aware if your child is ill or injured. If a student does not have obvious signs of illness such as fever or vomiting, we encourage them to remain in school. When necessary, we will contact you to pick up your child.

Emergency Numbers: It is critical for parents to provide and update any emergency contact numbers. In the event of an emergency, when time is a factor, current telephone numbers for home, work, and cell may be needed for your child's safety.

Medication Policy

Medications considered necessary to take at school are those prescribed by a doctor on a schedule that cannot be accommodated outside school hours. We require that a medication form be signed by both parent and doctor. We can keep no more than a 5 day supply of medication, which must be delivered to the office by the parent. Medication must be in the original bottle clearly labeled with your child's name, dosage, frequency, and physician's name. All medications are kept in the nurse's office, and will be administered by the school nurse or other qualified staff member. Any special circumstances that require self-medication on an as-needed basis should be addressed to the principal or school nurse. **PLEASE NOTE:** Elementary students may not carry any medication (including cough drops) between home and school as a

matter of safety. All medication must be delivered by a parent.

School Rules

These are the four rules to guide the behavior of all persons in school. Classroom teachers involve students in developing class rules that are derived from these basics. Students are also involved in designating consequences and in reflecting on problems.

PLEASE NOTE: The expectations for appropriate student behavior, as outlined here and in the Code of Conduct, apply to students in the classroom, the hallways, the restroom, the cafeteria, the gymnasium, the playground and the buses. They also apply to students who are in attendance of any event or activity at school, even if held in the evening.

Special Observances

Birthdays: Every child's birthday is a truly special occasion, and they are acknowledged at school in ways that are non-interruptive to the instructional day. Be aware that the delivery of flowers or balloons to classrooms is not allowed, and please **do not** send birthday cake or cupcakes. A reminder that *party invitations may not be distributed at school, unless every child in the classroom is receiving an invitation and they are sent home at the end of the day in backpacks.*

Holidays: Teachers are required to be mindful that all planned activities and events are relevant to our instructional purpose; therefore we minimize the celebration aspect of holidays during school hours. The Hermon Recreation Department sponsors a number of social and holiday-related events outside of the school day, and we are happy to provide families with information on these activities.

Referral Process and Child Find

Parents will be notified by a classroom teacher if their child has demonstrated academic difficulties that lead to pre-referral intervention strategies. Parents are notified in writing, consistent with special education regulations, if their child has been referred to the IEP team following an intervention period. Parents also have the right to refer their child directly. Eligibility of students for special education programming is determined by obtaining multiple measures of data from an appropriate evaluation process. The school is responsible for identifying and providing for the special education needs of school-age children. See Policy IHBAC.

Title IA Program

Title 1A is a federally funded program which offers support to students who need additional instruction or practice with literacy or math skills. The purpose of Title 1A intervention is to help students “catch up” and continue successfully with regular grade level expectations. Eligibility is guided by criteria that includes parent or teacher referral, standardized test scores, and local assessment scores. Parents are a vital part of the Title 1A effort and will be informed of opportunities to participate throughout the year.

Volunteers/Visitors

We appreciate and welcome the efforts of visitors and volunteers in our school. Arrangements to volunteer in a classroom should be made in advance through the classroom teacher or the Principal's Office. Visitors and volunteers are required to complete a Volunteer agreement and approved background check. When volunteering you must sign in at the office and wear a volunteer badge during your stay. A reminder here that students may not bring guests (other children) to school, and that volunteers may not bring younger children with them during volunteer hours.

For those who are looking for a way to help their child's classroom and cannot volunteer, please be aware of the “Teacher Needs” bulletin board just inside the Duran School entry. The board is decorated with themed cutouts that include the name of a teacher and a particular need for that classroom. Parents who wish to fill that need can just take the cutout with them and return it with the item. Teachers are grateful for everything you do!

Vision and Hearing Screening

Vision and hearing screenings are done annually in accordance with State guidelines; preschool, kindergarten, grades 1, 3 and 5. A teacher or a parent may make a screening request at any grade level. Parents/guardians will receive a notice in their folder from the nurse if the results of their child’s screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor as recommended.

Website and Facebook

We encourage you to check us out at www.hes.hermon.net where you will find links to PTA, monthly menus, weekly newsletters, calendars, teacher and classroom pages, kid links, resources, programs and more! You can also find us on Facebook at “*Hermon Elementary School-HES*” Please remember that both of these sites are used to disseminate information and are not forums for communication.

Transportation of Students

A bus driver has the serious responsibility for the safe delivery of children to their caretakers. The rights of students to ride on the school bus are conditional to following bus rules. Both bus drivers and classroom teachers will review safety rules with students and provide notification to parents when there is disorderly conduct on the bus. Consequences may include assigned seating and the loss of riding privileges for 1 or more days. The following is the portion of the school bus policy as it relates to pupil transportation.

Pre-K through Grade 4 students may only be assigned to three pick-up locations in the morning and three drop-off locations in the afternoon on specific days of the week. These pick-up and drop-off locations must be either a Hermon residence or at a certified daycare where the student is enrolled. Pick-up and drop-off locations shall be arranged before the school year begins and remain in place until the entire school year. Daily changes to a student's bus transportation schedule will **not** be accommodated.

For Pre-K and K students, an adult **must** be visible at the drop-off location. If an adult or other responsible person is not present at the drop-off location, the student will be transported back to Patricia A. Duran School for supervision until a parent or guardian is notified. At that time transportation from the elementary school to home will be the responsibility of the parent or guardian.

Parents are required to complete a drop-off transportation form that identifies their maximum of three drop off locations for the year.

Meeting the Bus

1. Students must be on time.
2. When crossing the highway, students shall wait for the driver's signal and walk.
3. Students shall not run alongside the bus when it is moving.

On the Bus

1. Students must obey the driver.
2. Students may not extend arms, legs, or head out of the bus.
3. Students must remain seated while the bus is in motion.
4. Students should refrain from talking with the driver except in an emergency.
5. Students must not tamper with the emergency door or any part of the bus equipment.
6. Students must not damage the bus in any way, and will be billed for damage done.
7. Students must not open windows without permission from the driver.
8. Students must not use profanity or abusive language.
9. Students must not fight or scuffle while on the bus or create any disturbance.
10. Students must not shout or wave to pedestrians or occupants of other vehicles, or throw objects out of or within the bus.

11. Students must not place backpacks or other objects in the aisle of the bus.
12. Students who must cross the road shall go around to the front of the bus and await the bus driver's signal for them to cross the road.

NOTE: A Hermon school bus represents an extension of the school, and disciplinary action may extend beyond the bus. Bus drivers, teachers, administrators, parents, and students must all strongly support the enforcement of orderly conduct on our buses.

Private Transportation: The sidewalk encircles the front parking lot to ensure a safe pedestrian zone for children and adults entering and exiting the building. All pedestrians coming from the front parking lot are required to use the sidewalk. Please park appropriately and **obey all signs**.

Morning Drop off: We have a morning drop off loop for private transportation. Vehicles may pull up along the front loop of the school stop and drop their child off through the passenger side of the vehicle onto the sidewalk and the child may walk into the building on their own. There will be a staff member at the lobby doors to welcome the students. This is one way, one lane loop. You must exit in the order you have entered. There is no passing other vehicles and it is **NOT** a parking area. The loop will be open from 8:30 a.m. - 8:50 a.m. each morning for drop off. Families who need to assist students exiting the vehicle should park. Helping students unload in the drop-off loop is not permitted. Should we add in here about not unloading in the drop-off loop?

Afternoon Pick-up: The transportation loop will not be open for pick-up. All students will need to be picked up outside the lobby doors, under the entrance canopy.

School Behavior Matrix

Behavior	Bus	Hallway	Classroom	Restroom	Cafeteria
<i>Be Safe</i>	<ul style="list-style-type: none"> - Walk to the bus - Remain seated - Keep aisle clear - Use quiet voice 	<ul style="list-style-type: none"> - Walk at all times - Stay to the right in a single file line - Look forward 	<ul style="list-style-type: none"> - Walk at all times - Push chair in - Hang up clothing and backpacks - Keep chair legs and feet on floor 	<ul style="list-style-type: none"> - Open doors carefully - Wash hands after using restroom - Keep floor dry 	<ul style="list-style-type: none"> - Walk at all times - Maintain space in line for carrying trays; hold tray with both hands - Remain seated - Raise hand for assistance
<i>Be Respectful</i>	<ul style="list-style-type: none"> - Wait your turn - Say hello/ good-bye to driver each day - Listen to the driver - Follow directions 	<ul style="list-style-type: none"> - Be quiet/silent - Keep a space between friends, with hands at side or back 	<ul style="list-style-type: none"> - Be a good listener - Follow directions the first time - Be on time each day - Take proper care of materials 	<ul style="list-style-type: none"> - Wait your turn - Be quiet - Allow privacy - Clean up after yourself 	<ul style="list-style-type: none"> - Use quiet voices - Use manners; thank cook and others for their help - Keep hands and feet in your own space
<i>Be Kind & Caring</i>	<ul style="list-style-type: none"> - Smile and greet others - Share seat willingly - Use kind words 	<ul style="list-style-type: none"> - Give a non-verbal greeting to others 	<ul style="list-style-type: none"> - Be friendly - Use kind words - Say please and thank-you - Invite others to join an activity - Encourage others 	<ul style="list-style-type: none"> - Be polite 	<ul style="list-style-type: none"> - Smile - Welcome others to table - Make friendly table talk; be polite
<i>Be Responsible</i>	<ul style="list-style-type: none"> - Talk quietly to nearby friends - Keep all belongings inside backpacks - Return found items to the driver 	<ul style="list-style-type: none"> - Go directly to destination - Keep hands off bulletin boards 	<ul style="list-style-type: none"> - Put things away properly - Use time wisely - Bring required items to school 	<ul style="list-style-type: none"> - Flush the toilet after use - Use correct amount of paper, soap, towel - Place used towel in the trash - Return quickly to classroom - Report problems to classroom teacher 	<ul style="list-style-type: none"> - Eat in a timely manner - Clean/pick up after yourself - Take care of trays in an orderly manner

Patricia A. Duran School
Pre-Arranged Absence Form

Students who plan to be absent from school **one or more days** for reasons other than normal illness or family emergency must submit this completed form to the school office at least ten (10) days in advance of the absence. **This form is to be used for full day absences only.**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Maine Statute classifies absence from school as excused or unexcused. Listed below are the six (6) conditions for excused absence as defined by the state. If the reason you wish to take your student out of school does not fall under these six conditions, the absence will be classified as unexcused.

Regardless of the classification of the absence, as excused or unexcused, any parent/guardian pre-arranging their child's absence from school will be able to collect any missing assignments.

Student Name: _____

Classroom Teacher: _____

Dates of Absence: _____

Reason for Absence (Excused): Please check if applicable.

- Personal illness/health
- Appointments with a health professional
- Observance of a recognized religious holiday
- Family emergency
- Pre-approved planned absence for a personal or educational purpose
- Educational disruption as defined in Title 20-A, Chapter 211, section 5205, subsection 2.

Reason for Absence (Unexcused): Please explain below if applicable.

Parent Signature

Date

Principal Signature

Date

_____ Approved (Excused) _____ Approved (Unexcused)