WILLARD SCHOOL

STUDENT HANDBOOK

668 Main St. Sanford, Maine (207) 324-8454

Mission Statement: To create educational opportunities in which students are productive, caring, informed and involved citizens, and lifelong learners.

2019-2020

SANFORD SCHOOL DEPARTMENT

Matt Nelson			Superintendent	324-2810
Steve Bussiere			Assistant Superintendent	324-2810
Bernadette Flynn			Curriculum Coordinator K-12	324-2810
Stacey Bissell			Director of Special Education	457-1413
Gwen Bedell			Business Manager **ELEMENTARY EDUCATION**	324-2810
Sherri Baron			Principal, Carl J. Lamb	324-8481
Sharon Remick			Principal, Lafayette School	324-4160
Chuck Potter			Principal, Margaret Chase School	324-7586
Susan Inman			Principal, Willard School	324-8454

WILLARD STAFF

Administrators	Mrs. Inman, Principal Mrs. Davis, Assistant Principal
Administrative Assistants	Ms. Ross Mrs. Ortega
Guidance	TBD (Grade 4) Mrs. Spring-McDermott (Grades 1-3)
School Psychologist	Dr. Colson
Social Worker	Mrs. Cyr
Sweetser Counselors	Ms. Keene Ms. Alonso
Custodians	Mr. Dudley Mr. Martineau Mr. Perkins Mr. O'Brien Mr. Carlson
Grade 1	Ms. Flannery Mrs. Nadeau Mrs. Morrison Mrs. Deschambault Ms. Carman
Grade 2	Ms. Longfish Mrs. Leigh Ms. McGuiggin Mrs. Arnold

Grade 3	Mrs. Daly Mrs. Grant Ms. Perrin Mr. Pickering Mrs. Simpson
Grade 4 **Grade 4 continued**	Mrs.Boivin Mr. Stone Mrs. Christie Mrs. Holland Mrs. Gallagher Mrs. Paradis Mrs. Curtis Mrs. Lapointe Mr. Hernandez Mrs. Brown Ms. Belanger
IEP Coordinator	Mrs. Rutherford
Self-Contained	Mr. Day (2nd Grade) Mrs. Surratt (3rd Grade) TBD (4th Grade)
Literacy Coaches	Ms. Sclafani Ms. Andrews
Math Coach **Behavior Coach**	Ms. Daniels Mrs. Richards
Title 1	Ms. Shelley Mrs. Taylor
Resource	Mrs. Vermette Mrs. Hussey
Art	Mr. Donahoe
Health	Ms. Hartley
Phys. Ed.	Mr. Welch
Music	Mrs. Mannino
Library	Mrs. Dompkouski
Nurse	Mrs. LaPointe
Transition and Support	Mr. Tranchemontagne
Gifted and Talented	Mr. Benham
Speech Therapy	Mr. McCall Mrs. Butler

Occupational Therapy	Ms. Schacht
Physical Therapy	Mrs. Windsor Ms. Dickson
Educational Technicians	Mrs. Bemis (Title 1) Mrs. St. Cyr (Resource) Ms. Blier (Resource) Mrs. Maier (Self-Contained) Mrs. McLendon (Self-Contained Mrs. Stanton (Self-Contained) Ms. Bissell (Self-Contained) Mrs. Draper (Resource) Mrs. Lovejoy (Resource) Mrs. Cormier (Self-Contained) Ms. Anderson (Self-Contained) Ms. Campbell (Literacy) Mrs. Lederer (Literacy) Mrs. Jo mnes (Literacy)

STUDENT REGULATIONS

In order to provide a uniform set of rules to which students are expected to comply, the following list is given. Following these rules will help provide a safe and pleasant learning experience for every child at Willard School. Good behavior is essential. All students are responsible to all Willard School staff members.

- Students may arrive at school at 8:05 A.M. Teacher supervision duty begins at 8:05 A.M.
- After arriving at school, students will either go to breakfast or directly to their classrooms for Morning Connections.
- Students will walk at all times in the building, tunnel, cafeteria, and when entering and leaving the building
- Students will follow all cafeteria rules and leave cafeteria tables reasonably clean for the next group.
- Students will have their teacher's permission to move about the building.
- Students should use the bathrooms designated by the teacher's classroom the students are in.
- Students should use the bathroom with a teacher's permission
- Threatening, harassing, and/or intimidating verbal and physical behavior will not be tolerated. * Students will not engage in rough play and will keep hands and feet to themselves at all times. * See School Board Policy.
- Students will be respectful to others and follow the directions of all staff members in the building; on the playground; and any school activity.
- Students may not make or throw snowballs or any other objects such as rocks or sticks on the school grounds.
- Personal belongings (i.e.: toys, electronics, trading cards, sporting equipment, etc.) should be left at home. There are no funds to replace such items if lost or broken at the school.

- Knives or any other potentially dangerous items should not be brought to school * Please see School Board Policy.
- Cell phones **are not to be turned on** in school, on school grounds or during school events (i.e. fieldtrip). Playground equipment for students will be provided by the school. Bikes must be locked in the racked provided at school.
- Students may not sell or trade merchandise at school.
- Gum and candy should be left at home
- Students are prohibited from being under the influence if, using, or possessing drugs (including inhalants) or alcohol on the school grounds. * Please see School Board Policy

If a student should willfully, or as a result of poor judgment or lack of self-control, damage school property or another person's property, parents will be contacted and be asked to pay for the property.

As a reminder, some students are assigned a locker, but they are not private or secure. Locks are not allowed so no valuables should be kept inside classrooms. Lockers may be searched

It should be noted that deliveries should not disturb any class (e.g. balloons, flowers, etc.)

In establishing disciplinary measures, some of the considerations will be the age of the student, the severity of the offense, and the students' past conduct. When school rules are broken the discipline rubric will be consulted, and the student:

- May be warned
- May lose privileges
- May have parents contacted
- May participate in Restorative Circles
- May stay after school
- May be placed on in-school suspension
- May be suspended
- Or a combination of above

See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271044/JG_-_STUDENT_DISCIPLINE.pdf

DRESS CODE

Student dress shall not detract from the educational process, and appearance will reflect personal cleanliness, neatness, and hygiene consistent with the expectations of parents and school authorities. Any inscription, symbol, or design promoting or supporting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity; and inappropriate reference are not acceptable. Students coming to school in clothing that is not within the dress code will be given the opportunity to call parents to bring in an item that is within the dress code. If the student is unable to reach the parent or the parent is unable to bring a change of clothing, the student is offered replacement clothing or will be placed in the Support and Transition Room for the remainder of the school day. Students should also dress appropriately for the weather. If a child does not dress appropriately for the weather, natural consequences will occur.

Some examples of unacceptable dress include, but are not limited to:

- The wearing of make-up
- Outfits that are tailored in such a manner that over-expose the body or show undergarments while standing or sitting or participating in routine school activities (example: raising hand)
- Shorts, dresses, and skirts should not be too short. Rule of thumb: tip of student's middle finger should touch the hem when his/her arms are extended straight down.
- Spaghetti straps, swimsuits, halter tops, tank tops with big arm openings, and the wearing of jackets in school are not permitted.
- Tight-fitting items of clothing are not permitted to be worn as outer garments. (Example: spandex, leotards, etc.)
- Shoes should be such that the student can safely walk- determined by administrator.
- Hats, caps, and hoods are not to be worn in school.
- Garments with messages of obscene or indecent nature are not permitted.
- Writing on clothing and/or body parts is not permitted. This includes glitter, tattoos and face paintings.
- Please come to school prepared for cooler conditions in winter months.

BUSES AND BUS STOPS

Many Willard School students are transported by bus. Students are expected to behave on the bus and at the bus stops. Courtesy and respect for others should always be practiced. The bus driver may issue a bus slip if a student demonstrates inappropriate behavior while on the bus. The driver will send the slip to the School Office. Inappropriate behavior could result in a Bus Behavior Report sent to the School Office and given to the student by the Principal or the Assistant Principal. Repeated Bus Behavior Reports could mean the loss of bus riding privileges for a period of time.

School Administration reserves the right to suspend a student's riding privilege prior to the second offense or to assign other appropriate consequences. Please understand we cannot allow one or two uncooperative students to endanger a busload of students and a driver. If you have any questions regarding our buys policy procedures, please call us.

In the afternoon, students are to wait in their homerooms until their buses are called. Buses are called over the intercom. Students are to WALK down the stairs; go outside and form a single line to board their bus. If a student should miss the bus, parents will be contacted to make arrangements for alternative transportation.

The bus zones and walking zones are defined by School Board Policy and are strictly enforced by school personnel and Ledgemere Bus Company personnel.

Students who normally take a bus home in the afternoon must take that bus every afternoon unless the homeroom teacher has a note from the parent's indicating that the

student will not be taking the bus THAT DAY. The purpose of bus attendance is for safety reasons; therefore, a note from the parents is required.

Blanket notes or notes indicating that the student has the parent's permission to not take the bus any day he/she wants to WILL NOT be accepted.

Except in rare and/or emergency situations, students will not be permitted to ride a bus other than the bus to which he/she is assigned. In other words, a student may not be able to take a different bus to a friend's house even if he/she has a note from home.

CROSSING MAIN STREET

Students who cross Main Street near the school should do so only in crosswalks, or where the Crossing Guard is stationed near the driveway exit.

BICYCLES/SCOOTERS

Bicycles are NOT to be ridden on the play area. Bicycles should be locked in the bike rack during the day. Once at school, scooters should not be folded up. Scooters and rollerblades should be stored in the student's locker. For the safety of others, at the end of the school day, scooters should remain folded until reaching the bike racks. The school cannot be responsible for a damaged or stolen bicycles, rollerblades or scooters.

FIRE DRILLS AND LOCKDOWN DRILLS

The school has at least ten fire drills during the year and at least 4 lockdown drills. Students are instructed to walk quietly out of the exit designated by a sign in the room during a fire drill or find shelter during a lockdown drill. These drills are serious and the students' orderly following of procedures is essential to ensure safety.

SCHOOL SAFETY PLAN

It is our goal to maintain a safe and comfortable learning environment for all of our students, staff, and visitors. In the event of an emergency, lock down procedures and an evacuation plan are in place. Willard School's evacuation sites will be either Sanford Junior High School or the Armory. We will practice lock down procedures on a regular basis throughout the school year.

SCHOOL COUNSELOR

We have a full time school counselor and a half time counselor at Willard School. Should a student be experiencing difficulty in adjusting to the school or classroom or having problems with his or her interpersonal relationships with others, the guidance counselor may be contacted.

SWEETSER COUNSELOR

Willard School has two Sweetser school-based counselors who have an office in the school. If you feel your child would benefit from working with a Sweetser Counselor, you should contact one of our guidance counselors who will initiate a referral to them.

REPONSE TO INTERVENTION/STUDENT ASSISTANCE TEAM

The RTI/SAT is a trans-disciplinary team of professionals engaged in a student-centered, structured confidential dialogue for the purpose of suggesting academic

interventions, activities, programs and services that enable the student to learn at their full potential before referring a student for Title 1 or Special Education services.

HEALTH SERVICES

The Nurse's office is on the B floor. During the first week of school, parents will receive an emergency card that should be filled out completely and returned to the homeroom teacher. The homeroom teacher will forward all forms to the nurse.

- **Health Survey Form:** It is imperative that this form be filled out accurately and completely so the school staff may be aware of any severe allergy or medical condition (epilepsy, asthma, diabetes, vision, hearing, etc.) This information is transferred to the student's medical record and is very important for the student's care and well-being at school. Please be sure to complete BOTH SIDES. Also, any changes that occur during the school year should be reported without delay.
- **Medicines:** If a student needs to take medicine of any kind, including over the counter medication, during the school day, this should be kept in the nurse's office and be administered by school personnel at the proper time. This medication shall be brought to school by the parent in the original prescription bottle and the parent must provide a doctor's authorization and parental written permission to administer prescription medication at school. Student may carry cough drops with parent's written permission. At the end of the school year parents will be notified to pick up their child's medication. After five school days all left over medication will be disposed of.
- **Immunizations:** All Students must show an immunization record, with dates, which will be recorded. All Students must have had the required series of immunization or signed exemption in order to be allowed to attend school, if for any reason, your child does not have these records or immunizations, the school nurse should be contacted.
- **Student Sick at School:** If a student becomes sick at school and needs to be sent home, it is the responsibility of the parent to provide transportation for the sick student. Alternative TELEPHONE NUMBERS that the school can call should be written on the Health Survey Form. The protocol for when a child is sent home and when to keep children home is:
  - Fever greater than 100 degrees
  - Vomiting or diarrhea
  - Injury that may require further medical attention or parent instruction.
  - Any other condition which the health staff determines a medical evaluation is necessary (i.e. chicken box, head lice, conjunctivitis, etc.)
- **Vision and Hearing Screening:** Vision and hearing exams are administered to all 5th grade students and students referred by a teacher, parent or nurse.

Miscellaneous Health Notes

- If a student has had a contagious disease the school requests a written note from a doctor stating that it is safe for the student to return to school.
- School personnel may exclude a student from school (until the student is properly treated) because of head lice, impetigo, scabies, conjunctivitis, etc. which can be transmitted to other students.
  See policy:
  https://coredocs.s3.amazonaws.com/documents/asset/uploaded_file/271090/JLCCB_-_Lice_Policy.pdf

- Any curtailment or modification of a student's physical educational program because of a physical condition must be accompanied by a doctor's written excuse stating limitations and length of excuse.
- Students requiring the use of the elevator must have a doctor's note.

SCHOOL HOURS

8:05 A.M.	First bus arrives. Breakfast served in cafeteria
	NOTE: Students should not arrive at school before 8:05 A.M.
8:25 A.M.	First bell rings and students eating breakfast should go directly to their classrooms.
8:35 A.M.	Attendance taken – School day begins
	Any student that arrives after this time <u>must check in the office</u> and will be marked tardy.
11:00 A.M.	Lunch
11:30 A.M.	Lunch
12:00 P.M.	Lunch
12:30 P.M.	Lunch
2:58 P.M.	Walkers are dismissed
3:00 P.M.	First bus called
3:25 P.M.	Last bus leaves

MORNING CONNECTIONS

In the morning, students will either go to the cafeteria to eat breakfast or go directly to their classrooms from 8:05 A.M.(or the time they arrive at school) until 8:25 A.M. Each classroom also has two daily-designated recess periods. Students need to dress appropriately for seasonal weather conditions.

MORNING EXERCISES

Morning exercises are used every day in all homerooms. Although they morning exercises vary from room to room, all classes will have the opportunity to Pledge Allegiance to the flag and hold a moment of silence.

PARENT TEACHER ASSOCIATION (PTA)

The Willard School PTA provides opportunities for the school and the community to work cooperatively in promoting a supportive education environment. The PTA's goal is to enhance communication between home, school, and the community and provide programs that will assist each student in reaching his/her full potential. The group meets on the first Tuesday of the month throughout the school year and welcomes all interested persons and organizations to attend meetings and participate in activities. An Advisory Board of elected officers formulate programs and makes recommendations to the general membership. Voting members are parents of Willard School Students and Willard School staff.

FUNDRAISING

Students may be asked to participate in fund raising activities throughout the school year. All money raised by students is used for school related activities/programs such transportation for field trips, after school skiing, school-wide talent show, etc., or for preselected charitable organizations.

HOMEWORK

Home is an integral part of learning process at Willard School. It provides meaningful reinforcement of concepts and skills as well as promotes the development of study skills. Guidelines for amounts of homework can be found on school department's website. Please note the individual teachers may vary the amounts of homework as needed, i.e., long term projects. Test, etc. All students, however, should expect to have some form of homework on most days and are expected to read 20 minutes a day outside of school. To assist your child, students in grade 4 have been given an assignment book with the expectation that it will be used each day. **Teachers should be given 24 hour notice when requesting school work to go home.**

Homework for students in grade 4 is a maximum of 40-50 minutes per night for all subjects combined. Parents are encouraged to monitor homework as a way of keeping in touch that the student is doing in school. Concerns should be addressed to our child's teacher.

FIELD TRIPS

Student Trips that have value in meeting educational objectives are permitted. Field trips are carefully planned in advance and relate to the subject matting being studied in class. Trips usually take place during school hours and, field trips are considered part of the school day with all school rules and policies to be in effect. Permission slips are necessary whenever the excursion or field trip requires the student to leave school grounds. These must be signed by the parent or guardian of each student. Notification of field trips, dates and times will be sent home before each trip. Parents will be responsible for informing the school of any necessary medical or emergency information concerning their child. Persistent failure to adhere to school behavior expectations may impact on a child's participation.

Parents who wish to chaperone a field trip **MUST fill out a volunteer application form and be approved by the Superintendent's office **PRIOR** to the field trip.

NO SCHOOL/DELAYED START ANNOUNCEMENTS

Should school be CANCELED or have a DELAYED START due to a storm, etc., a "No school or delayed start announcement" will be aired over area radio and television stations or through "Instant Alert". You can sign-up to receive the "Instant Alert" service by visiting our district's website at www.sanford.org

EMERGENCY CLOSINGS

There are rare cases (severe storms, bomb scares, heating problems, etc.) when school emergencies develop during the school day and it becomes advisable to close school early. Parents are urged to make appropriate arrangements ahead of time for the car of their children in the event no one is home to receive them. The phones are not always readily available so once again, it is important to have a plan and your children understand what they are to do.

USE OF THE SCHOOL TELEPHONE

The use of school telephone by students and parents calling the school to leave messages for their children is restricted to emergencies or unusual activities. Reminder – Students are not to use personal cell phones during the school day. Student cell phones should be off at school and school functions.
School Board policy on cell phone use:
https://coredocs.s3.amazonaws.com/documents/asset/uploaded_file/271039/JFCK_-STUDENT_USE_OF_CELL_PHONES_AND_ELECTRONIC_DEVICES_rev_1.7.19.pdf

PARENT – SCHOOL COMMUNCIATIONS

The Sanford School Department makes staff e-mail accounts available to parents as a service to enhance good communication between school and home. When contacting teachers and other school staff by e-mail, we ask that you observe the following guidelines.

- E-mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.
- If an issue is urgent, it is best to contact the office so that it can be addressed quickly.
- Please keep e-mails as short as possible and be sure to include your contact information.
- Remember to use a respectful tone when using e-mail, as you would expect a staff member to use with you.
- Remember that school staff members have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to emails within two school days (if they are not absent). Staff may use preparation periods during the day to respond to parent email and phone messages.
- If you wish to speak with a staff member during the day, please call the school and leave a message. The staff member will return your call when they are available.
- Please do not contact school staff at home.

ATTENDANCE

See School Board Policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271029/JED_-_STUDENT_ATTENDANCE_AND_TRUANCY.pdf

ATTENDANCE INFORMATION

Absence is defined as not being present for a part of or a whole school day. Two of the key ingredients for school success are coming to school every day and doing your work at school. State law is clear regarding students' and parent's/guardians' responsibilities for regular school attendance. See Board Policy JED for detailed information regarding district practice. Students are expected to be on time. Excessive tardiness could result in consequences. The student might need to make up lost time.

PERFECT ATTENDANCE

Willard School understands that there are rare times when a child may need to be dismissed early or arrive late. Students with "Perfect Attendance" are recognized at the end of the school year. A Child has achieved "Perfect Attendance" by having no excused tardies or dismissals in a school year and no absences.

TRUANT

An absence without the knowledge and permission of a parent or guardian.

DISMISSALS

Students may be dismissed from school for medical or dental appointments and other such personal business that must be conducted during school time. In order for a student to be dismissed, a written request, signed by a parent, must be given to the child's teacher and then delivered to the office at the start of the school day. If a child is being dismissed to anyone other than parent/guardian, the office must be notified in writing by the parent. A picture ID must be presented at the time of pick up. **We will not accept any phone calls to request a child be dismissed as a walker.**

TARDINESS

School is to be considered a place of business and, as such, students are expected to arrive at school on time every day and to be on a time for every class. An unexcused tardy to school is subject to office disciplinary action. A student who arrives after 8:33 A. M. is considered tardy and must go directly to the office. A note, signed and dated, or a call from a parent or guardian with an appropriate explanation for the tardiness will be accepted up to 24 hours following the tardy. If a student is frequently tardy, student, parent (s) and administration will need to meet to come up with a plan improvement.

ART, MUSIC, HEALTH

All students at Willard School receive instruction in Art, Music and Health each year. Each student is scheduled for Art, Music and Health once a week.

PHSYICAL EDUCATION

We are fortunate to have the use of the Memorial Gym during the school day for our physical education program. Everyone is expected to participate in all physical educational classes and a student will be excused only with a doctor's request. Please see the Health Service section for more information on how to excuse a child from Phys. Ed. Students will be expected to have a pair of sneakers that will not mark the gymnasium floor. For safety reasons, dangle earrings are not allowed and long hair must be in a ponytail or braids for some activities.

LIBRARY

Our school library is one of the finest elementary school libraries in the State. In addition to our print collection, we have numerous audiovisual materials located in the library that are not only available to teachers at Willard School, but also to the teachers of the other elementary schools in the system. Students are given formal instruction in the research process and taught to use the library by the Library/Media Specialist. Research can be done using books, online encyclopedias and magazine databases and appropriate internet access. Books are loaned to students two at a time, for two weeks at a time. Reference books are also loaned in addition to regular checkouts, but circulate on an overnight basis.

The library is open from 8:30 A.M. each school day until 3:20 P.M for student use. Classes are scheduled with the teachers and the Library/Media Specialist for integrated instruction, book talks, and book selection. Students are welcome to come into the library at any time during the day on a pass from their teacher for book selection, reading or study. Students are encouraged to use the library regularly.

COMPUTERS

Students using the internet are instructed in its use, and when school personnel are present. Student will not have access until they have returned the acceptable use guidelines signed by parents/guardians. **This document is located at the end of the handbook section; please read it carefully, and return the signed form back to school.**

INTERNET

The following information acknowledges that fact and assures parents and teachers that schools will do everything in their power to ensure a positive, safe experience.

- **Privileges.** The use of the Internet is a privilege. Abuse or inappropriate use of the privilege will result in cancellation of those privileges. The supervising media specialist or teacher will deem what is appropriate and the decision will be final.
- **Etiquette.** You are expected to abide by the rules of network etiquette. These include but are not limited to:
  - Be polite. Do not use abusive language.
  - Do not reveal your personal address or phone number.
  - Do not reveal addresses or phone numbers to others.
  - Remember that e-mail is not guaranteed to be private.
  - Do not use the network in a way that would interfere with others' work.
- **Security.** Do not share your account information with others. Do be aware that loss of data, delays, and service interruptions are possible. Any form of vandalism, attempt to destroy or human data, uploading of software that is damaging, will result in loss of privileges.
- **Controversial/Explicit Material.** The Internet is a large community that discourages censorship. You may be exposed to materials that you find offensive, such as but not limited to: sexually explicit test or encoded images; pro or anti-religious, racial, or hate mongering material.

TEXTBOOKS/BOOKS

Students are responsible for all textbooks and books that are issued to them. Textbooks that leave the building should have covers on them at all times. The student's name and room number should be written in the front of every book that is issued.

LOST AND FOUND

If an article should be lost at school there is a table on the A-Floor where lost articles are kept. Lost and found articles that go unclaimed and accumulate throughout the school year will be donated to a worthy cause. This will be done several times during the school year.

There is also a container in the gym for lost articles that are found in the gym and locker area. In order to help prevent things from getting lost, it is suggested that students have their names PRINTED ON EVERYTHING that they bring to school.

Breakfast

We have a breakfast program that starts each school day at **8:05** and ends at **8:25.** In addition to the breakfast, there are four lunch periods at Willard School. All food is to be consumed in the cafeteria. In order to assure a safe, comfortable and orderly atmosphere rules for our cafeteria are as followed:

- Students are expected to follow all school rules while in the cafeteria.
- Students are asked to talk quietly until all children have been checked into the cafeteria. Students should continue talking quietly once everyone is seated.
- Students should get everything they need from the serving area during their turn through the line, as they are not allowed to return.
- Students should eat everything they take from the self-serve area.
- Students should refrain from playing with food.
- Students should always walk and never run at any time.
- Students must have permission before leaving the cafeteria.

Snack

Snack Milk: Sanford School Department has chosen to offer the snack milk program to students in grades K-3. Students may purchase snack milk/juice on a weekly or monthly basis.

Lunch

Parents have the option of purchasing lunch or milk on a weekly basis and should do so by sending the correct amount of money the first day of the week and should use the lunch envelopes that are provided by the school. Parents also have the option of paying their child's meals online through My School Bucks. This can be found on the School Department's website.

If school is cancelled or if the student is absent, parents should indicate this on the next week's envelope. Checks are acceptable and should be made payable to "Sanford School Lunch Program." Early in the school year, forms to apply for free or reduced lunches will be sent home with all students. Prices can be found on the Sanford School Department's Nutrition Website.

Prices:
Breakfast $1.00
Lunch $2.75
Milk & Juice $.50

(All students who are **not** required to pay full price for breakfast and lunch will now receive breakfast and lunch at no charge.)

Fresh Fruit and Vegetable Program

Fresh fruits and vegetables (FFVP) USDA grants were awarded to all four of Sanford's elementary schools for the 2019-2020 school year. All children in the elementary schools will receive a free fresh fruit or vegetable snack served daily in their classroom. The purpose of the FFVP is to expose children to new healthier foods and increase their fruit and vegetable consumption, ultimately leading to lifelong healthy dietary habits.

Transfers

On rare occasion, a parent may feel the need to request that their child be reassigned to a different classroom. Research indicates that children need a minimum of three weeks to adapt to a new classroom environment; therefore, there will be no transfers during the first three weeks of school. In the event of a reassignment, the following steps must be followed:

- If a parent has a concern about a child's classroom situation, the parent must first speak directly with the child's teacher regarding the concern(s). If the parent wishes to have a third party present during the initial conference, the Guidance Counselor or Building Administration will help facilitate this conference. The parent and the teacher will formulate an informal agreement or action plan to address the concern(s).
- If after this initial conference, the parent continues to have concerns, the parent must notify the Principal who will arrange a formal conference with the parent, teacher, Guidance Counselor and Building Administration. At this conference, a formal action plan will be written and distributed to those involved. A minimum of three weeks must pass before the next step occurs.
- If the parent continues to believe the child's needs are not being met, then a final conference will be held. The Guidance Counselor, Building Administration, the child's present teacher, parents, and if necessary, the teacher who may potentially receive the child will attend. At this conference the needs of the child will be discussed and a record of the conference will be kept in the Principal's Office. Students will be moved into new classes only on the basis of space availability and will be moved to the classroom with the lowest pupil-teacher ratio.

Report Cards

For grades K-5 Sanford School Department uses trimesters. Therefore, report cards are issued three times per year at 12-14 week intervals. Report card envelopes should be signed by the parent and returned to the student's teacher. Progress Reports are sent home at the midpoint of each trimester. Students are assessed in Math by their performance on standards. To be recognized for Good Citizenship, students must have all Proficient ("P's") in the following "Responsible/Involved Citizen" area: Respects ideas, feelings, and property of others; Displays self-control; Accepts responsibility for own behavior; Follows school rules; and Follows classroom rules.

Support and Transition Room

The support and Transition Room (STR) is a room created to keep students in school and offer support to students who are having difficulties at school. This room is designed to offer supervised and structured environment for students who have been given an In-School suspension, Behavior Time Out or a Support Time Out by administrators or guidance counselors.

The STR and staff are under the direct supervision of the building administrators. All policies and procedures for Willard School are to be followed in this room, especially our Code of Conduct Values: Respect, Responsibility, Honesty, Compassion, and Courage.

The primary role of the STR staff is to try and make positive connections with all of our students, but especially with those students who are not experiencing a great deal of success at school. The role of the staff is to become a positive-support person with any student who has been sent to this room.

Appendices

School Department policies can be viewed in their entirety at www.sanford.org

- Playground Rules
- System Wide Student Code of Conduct
- Federal Educational Rights an Privacy Act (FERPA)

- Statement of Non-Discrimination
- Annual Notification Concerning Asbestos
- Tobacco Use and Possession
- Referral/Pre-Referral for Special Education Services
- Questioning and Searches of Students
- Detention of Students
- Discipline Rubric Grades 4-6
- Parent Involvement in Title 1
- School Year Calendar
- Student/Parent Signature for Internet/Technology Usage
- Student/Parent Signature for Reviewing Handbook

Student Playground Rules

General Expectations:

- Students will remain within areas designated by lines and fences.
- Students are to keep hands and feet to themselves.
- Students are to follow all rules and expectations in the Student/Parent Handbook especially the use of appropriate language (no swearing, unkind/threatening and bullying language, no name calling etc.).
- Students must leave sand, rocks, mulch, grass, snow, etc. on the ground.
- Students should not interfere with games of other students.
- Students should not talk to people outside the fenced-in areas.
- Students must have a pass when entering the building during recess.
- Students are not allowed to retrieve playground equipment that goes over the fence.

Expectations with Playground Equipment:

- Students should stay off the top of all playground equipment.
- Swings
    - Students should swing in a back and forth motion facing the blacktop area.
    - Students should stay seated at all times.
    - No jumping off.
    - Students should stop swinging by dragging his/her feet.
    - A count of 50 full swings equals one turn when someone is waiting (a full swing equals one time back and forth).
    - Students should stay out of the path of the swings at all times.
    - Students are not to run or play near the swings area.

End of Recess Expectations:

- Students are not to throw or kick playground equipment when the bell rings signaling the end of recess.
- Students should return equipment to the appropriate location.
- Students are to line up immediately when recess ends.
- Students are to line up quietly and continue to be quiet when entering the building as to be respectful to the meetings and classes in session.

SYSTEM-WIDE STUDENT CODE OF CONDUCT POLICY JIC Sanford School Department

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

ARTICLE 1- STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR

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

- Responsibility
- Respect
- Honesty
- Compassion
- Courage

ARTICLE 2 – CODE OF CONDUCT

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

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

ARTICLE 3 – GENERAL BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCESS

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

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students and school staff.
- Obey all School Committee policies and school rules governing student conduct.
- Follow directions from school staff.
- Cooperate with staff in maintaining school safety, order and discipline.
- Attend school regularly.
- Meet school standards for grooming and dress.
- Respect the property of others, including school property and facilities.
- Refrain from cheating and plagiarizing the work of others.
- Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

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

SEE POLICIES:

JK Student Discipline

JGB Detention of Students
JKD Suspension on Students
JKE Expulsion of Students

ARTICLE 4 – EXPECTATIONS

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

VIOLENCE AND THREATS
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271063/JICIA_-_WEAPONS__VIOLENCE_AND_SCHOOL_SAFETY.pdf

WEAPONS
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271063/JICIA_-_WEAPONS__VIOLENCE_AND_SCHOOL_SAFETY.pdf

HAZING/SECRET SOCIETIES
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/223008/ACAD_-_HAZING.pdf

DISCRIMINATION AND HARASSMENT/SEXUAL HARSSMENT
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/223004/ACAA_-_HARASSMENT_AND_SEXUAL_HARASSMENT_OF_STUDENTS.pdf

DRUG AND ALCOHOL USE
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271061/JICH_-_DRUG_AND_ALCOHOL_USE_BY_STUDENTS.pdf

TOBACCO USE AND POSSESSION
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/223015/Policy_ADC_-_Tobacco_Use_and_Possession.pdf

CONDUCT ON SCHOOL BUSES
See Policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270881/EEACC_-_STUDENT_CONDUCT_ON_SCHOOL_BUSES_-_VEHICLES.pdf

COMPUTER/INTERNET USE
See Policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270995/IJNDB_-_STUDENT_COMPUTER_AND_INTERNET_USE.pdf

ATHLETICS/EXTRACURRIUCLAR ACTIVITIES

Students must follow all School Committee policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and school rules may be subject to suspension or removal form the team, activities as well as additional disciplinary action under applicable School Committee policies and/or school rules.

ARTICLE 5 – REMOVAL OF DISRUPTIVE/VIOLENT STUDENTS

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

  See policies:
  https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271084/JKG_-_Physical_Restraints.pdf

  https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271081/JKAA-R_-_Procedures_on_Physical_Restraint_and_Seclusion.pdf

  https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271080/JKAA_-_Use_of_Physical_Restraint_and_Seclusion.pdf

ARTICLE 6 – SPECIAL SERVICES

Referral
See policy:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270941/IHBAA-R_-_Referral_Pre-Referral_Administrative_Procedure.pdf

Referral to Pupil Evaluation Team (PET)
See policies:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270937/IHB_-_REFERRAL_TO_PUPIL_EVALUATION_TEAM__PET_.pdf

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270938/IHB-R_-_REFERRAL_TO_PUPIL_EVALUATION_TEAM_PROCEDURES.pdf

Review of Individual Educational Plan
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270940/IHBAA_-_Referral_and_General_Education_Interventions_Policy.pdf

Time Out Rooms and Therapeutic Restraint.
See policies:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271081/JKAA-R_-_Procedures_on_Physical_Restraint_and_Seclusion.pdf

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271080/JKAA_-_Use_of_Physical_Restraint_and_Seclusion.pdf

ARTICLE 7 – Referrals to Law Enforcement Authorities
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270965/KLG_-_RELATIONS_WITH_LAW_ENFORCEMENT_AUTHORITIES.pdf

ARTICLE 8 – Dissemination of System-Wide Student Code of Conduct
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271060/JIC_-_SYSTEM-WIDE_STUDENT_CODE_OF_CONDUCT.pdf

Cross Reference: Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/223012/ADAA_-_ETHICAL___RESPONSIBLE_BEHAVIOR.pdf

ANNUAL PARENTAL NOTICE: FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271100/JRA-E_-_ANNUAL_NOTICE_OF_STUDENT_EDUCATION_RECORDS_AND_INFORMATION_RIGHTS.pdf

Statement of Non-Discrimination
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/223003/AC_-_NON-DISCRIMINATION-EQUAL_OPPTY.pdf

Annual Notification Concerning Asbestos

As required by 40 CFR Part 763, Asbestos Containing Materials in Schools, annual notification is required to be distributed to all occupants of school buildings which contain asbestos.

The Sanford schools have been inspected for the presence of asbestos containing materials. A written plan for the management of those materials has been developed and approved by the Sanford School Committee. These plans are available for inspection at the Office of the Superintendent, 917 Main Street, Suite 100, Sanford, Maine.

The inspections and plans identify the asbestos contained materials to be in a nonhazardous condition and present no health hazards to the students, parent/guardians or staff. This notification is not designed to alarm you, but to notify you of the presence of the material. The asbestos contained materials located throughout the buildings are either in floor tiles or pipe coverings throughout the building.

For further information, please contact the Business Administrator for the Sanford Schools at 324-2810.

Questioning and Searches of Students Policy JIH Sanford School Department
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271069/JIH_-_QUESTIONING_AND_SEARCHES_OF_STUDENTS.pdf

Detention of Students
See policy:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/271047/JGB_-_DETENTION_OF_STUDENTS.pdf

Home, School Compact

As a **School**, we will:
Provide high-quality curriculum and instruction in a caring and supportive environment to inspire students to meet the Maine's student academic achievement standards.

- Encourage good citizenship, respect and cooperation by example.
- Support strong connections between school and home by providing access to staff, sending home newsletters, and creating opportunities for parents to observe classroom activities and volunteer.
- Provide parents with frequent reports on their child's progress, including parent/teacher conferences at least one time per year, as scheduled on the district calendar.
- Ensure quality teaching and leadership.

- Demonstrate different teaching and leadership.
- Demonstrate different teaching strategies to address a variety of learning styles.
- Provide programs for the whole child that may include art, physical education, health, music and library.
- Inform parents about training resources for academic, behavioral, and social concerns.

As a **Family**, we will:

- Limit television and other screen time for my child.
- Provide time, materials, space, and support for homework. Encourage my child to follow school rules.
- Connect with teachers by attending school functions, communicating when a need arises, or volunteering if we can.
- Attend parent conferences or communicate by phone or note to monitor my child's progress.
- Spend time supporting and connecting with my child, including reading to him or her often.
- Send my child to school prepared to learn with a healthy diet, appropriate sleep and clothing to match the weather.

As a **Student**, I will:

- Follow school rules.
- Listen carefully to academic instruction. Try my best each day.
- Make good choices with my free time, including reading for pleasure and participating in cultural, recreational, or learning activities.
- Share school notices with my family.
- Ask teachers for extra help when I need it.
- Make good decisions concerning safety.
- Show respect for myself others, and school property.

Drafted by students, parents, and teachers January 2007
Sanford School Department NEPN/NSBA Code: KBF

District-Level Parent Involvement
See policies:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/280151/VII-A-1_KBF-District-Level_Parent_Involvement_Policy.pdf

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270953/KBF-E1_-_TITLE_I_PARENT_INVOLVEMENT_POLICY.pdf

Telecommunications and Internet Access
See policies:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270995/IJNDB_-_STUDENT_COMPUTER_AND_INTERNET_USE.pdf

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/270997/IJNDB-R__STUDENT_COMPUTER_AND_INTERNET_USE_RULES.pdf

To Parents and Guardians:

Please read and discuss with your student(s) the issues raised in these documents.
Signing below indicates that you have read and you agree that:

- The services are for educational use and may be monitored by supervising staff.
- Sanford Public Schools is not responsible for controversial online matter.
- Impossible for the school to restrict all controversial materials. You will hold the Sanford Public Schools harmless if your child does encounter offensive or objectionable material.

Parent Signature Date

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To Students:

Signing below indicates that you will abide by the Telecommunications. Use Guidelines. Further, it is clear that any violation of the agreement is unethical and should a user commits a violation, access privileges will be revoked and disciplinary action will be taken.

Student Signature Date

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Willard School students and parents are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the Sanford School Committee Policy Manual. In case of a conflict between School Committee policy and rules in this handbook, the School Committee Policy will prevail. You may review a copy of the policy manual in any school office. If you have any questions about this handbook, please call the principal.
I have received a copy of the Student/Parent Handbook and related information and have familiarized my child and I with the information contained within these documents.
I understand that the information in this handbook has been covered with my child by his/ her teacher.

Parent Signature Date

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