

JAMESON SCHOOL STUDENT HANDBOOK 2019 – 2020



**20 Jameson Hill Road
Old Orchard Beach, Maine 04064
(207) 934-2891
<https://jameson.rsu23.org>
facebook.com/jameson.school
Mike Flaherty, Principal**



RSU 23 SCHOOL DEPARTMENT 2019-2020 SCHOOL CALENDAR

August/September 2019				
M	Tu	W	Th	F
PD	PD	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
October 2019				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
November 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December 2019				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
January 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
March 2020				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	PD
23	24	25	26	27
30	31			
April 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
May 2020				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
June 2020				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

August/September 2019	
8/26 & 8/27	Professional Development, PreK-12
8/26	Open House: Jameson
8/28	First Day of School – Grades 1-9
8/29	First Day of School – Grades 10-12
8/30	No School- Students & Staff
9/2	Labor Day Observed
9/9	First Day of School: PreK & Kindergarten
9/11	Early Release: PreK-12; Open House- Loranger & OOBHS
October/November/December 2019	
10/2	Early Release PreK-12
10/14	Columbus Day
10/30	P/T Conferences PreK-12 (Evening)
11/5	Section Day (No School Grades 9-12)
11/6	Early Release PreK-12; P/T Conferences PreK-12 Aft./Eve.
11/11	Veteran's Day Observed
11/26	Early Release PreK-12
11/27	No School Students/ Teacher Compensation Day
11/28	Thanksgiving Day Observed
11/29	No School Students/Staff
12/4	Early Release PreK-12
12/23-31	Christmas and School Vacation
January/February/March 2020	
1/1	New Year's Day Observed
1/8	Early Release PreK-12
1/20	Martin Luther King, Jr. Day
2/5	Early Release PreK-12
2/17-21	President's Day and School Vacation
3/4	Early Release K-12
3/19	P/T Conferences PreK-8 (Evening)
3/20	District Wide PD Day (No Students)
3/25	P/T Conferences PreK-8 (evening)
April/May/June 2020	
4/1	Early Release PreK-12
4/17	No School Students/ Teacher Compensation Day
4/20-24	Patriot's Day and School Vacation
5/6	Early Release PreK-12
5/25	Memorial Day Observed
6/7	Tentative OOBHS Graduation
6/9*	Tentative Last Day of School (pending snow days)

PD	Professional Dev.
x/x	Early Release Day
Student Days: 176	

xxx	NO SCHOOL
Teacher Days: 181	

****Quarter End Dates (9-12)**
08/28/19-11/01/19
11/04/19-01/17/20
01/21/20-03/27/20
03/30/20-06/09/20

Trimester End Dates (K-8)
08/29/19-11/29/19
12/02/19-03/06/20
03/09/20-06/09/20

*** Snow Date.**
The closing date for the school year will be adjusted to reflect the actual number of snow days used.

Early Release Dismissal Time	Grades PreK-5 at 11:30 a.m.; Grades 6-12 at 12:00 p.m.
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GETTING READY FOR THE START OF THE SCHOOL YEAR

SCHOOL HOURS AND ARRIVAL AT SCHOOL

- Student Arrival: 7:30 to 8:00 AM
- Student Day: 8:00 to 2:15 PM

Please help us teach your child to develop a sense of independence and responsibility by encouraging your child to enter the building alone unless you have a specific reason to enter with him/her. If entering with your child, please do so through the Main Office doors, and say goodbye to your child there. **Staff and students only** are permitted into Jameson School each day. Parents and guardians are welcome to visit and/or volunteer by appointment.

Students should not arrive at school prior to 7:30 a.m. as doors are locked and we have no staff to supervise children prior to 7:30 a.m. It is important that your child attends his/her entire routine each day. **Please make every effort to ensure that your child arrives between 7:30 a.m. and 8:00 a.m. and remains at school until 2:15 pm each day.**

ENTRANCE REQUIREMENTS

Students must be five years old on or before October 15 to enter Kindergarten. Parents must present a birth certificate and immunization records at the time of registration. **In order for children to attend school at Jameson, we must have proof of immunizations for all grades, plus a physical form completed by your child's physician.** Notice of Kindergarten registration and screening dates are published in the local newspapers and notices are sent home with all children in nursery schools, The Head Start Program, Jameson School and Loranger School.

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

All people involved in a student's education will be included in placement decisions. Although the recommendations of both teachers and staff are strongly considered, the actual placement decision is made by the building principal. The principal will consider all appropriate educational factors in creating a positive learning environment for a student.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

All students must be **legal residents** to attend schools in Old Orchard Beach. If at any time during the school year a student moves to a different address, the change must be reported to the office. A change in telephone number must also be reported. Please provide the school with the most effective method of communicating with you (email, cell phone number, etc.) so that we can always contact you in an emergency.

TRANSFERS/MOVING OUT OF THE DISTRICT

If you will be moving to another town and/or school system, notify the school office or your child's teacher. We will forward all records and necessary information to the new school upon their request. Please return all textbooks and library books to the school, and please pay any outstanding breakfast/lunch money that is overdue before his/her last day of attendance at Jameson.

CHILD CUSTODY

It is necessary that a single parent provide a copy of legal documentation for our files in the event that a child is not permitted to have contact with a particular parent. Legal documentation is also necessary to clarify the rights of non-custodial parents in a child's educational records. All legal documentation must be submitted to the principal.

HEALTH INFORMATION

Jameson provides significant school nurse coverage. The school nurse may be reached at 934-2891 or 934-3703. In the case of an illness or emergency situation, the nurse should be able to reach at least one person from the contact information that parents have provided. **Children should be kept home if they've had a fever of 100.0° or greater or experienced vomiting during the previous 24 hours.** Please do not send your child with a note requesting that he/she stay in due to a cold, etc. If your child is too sick to go outside, they should be kept at home until they are better. If you need assistance with any of these decisions, please do contact our School Nurse, Sarah Burnham at 934-2891, x1503, or sburnham@rsu23.org.

If your child has a **communicable disease** such as chicken pox, impetigo, mumps, strep throat and/or a rash, **he/she must be seen by a physician.** Please let the school know if you find that your child has a communicable disease. The nurse will need to check the child after he/she receives the appropriate medical treatment before reentering school. The school nurse should be notified of head lice cases so that students in the child's classroom can also be checked on that same day. Vision and hearing tests are routinely given by the school nurse to all kindergarten, first and third grade students. Besides scheduled screenings, parents or teachers may request additional screenings any time there is a concern. Jameson School

provides a health program that includes dental health instruction and nutrition education. Fluoride rinses are given weekly with permission from the parent or guardian. Please also see the Welcome letter from the Nurse in the appendix at the end of this handbook.

MEDICATION AT SCHOOL

Non-prescription medication is not permitted at school, unless the following guidelines are followed:

1. Written authorization is received from a parent.
2. A nursing assessment may be needed even if authorization is received.
3. The school nurse will follow standing orders as authorized by our school physician.

If your child must take a prescription medication at school, it must be in the original prescription bottle and accompanied by a "medication administration" form, which is available in the nurse's office. This medication will be kept and administered by the school nurse or designee.

CLOTHING NEEDED FOR SCHOOL

Be sure that your child is dressed appropriately for the weather when he/she comes to school. With the exception of days when it is raining, snowing heavily, or extremely cold, students go out for all recesses. **All students must wear mittens/gloves, hats, and coats every day** during the winter months. During winter months, a change of shoes must be brought to school for your child to wear while indoors.

During the winter months, students may play on the playground equipment, when accessible, or in the field if they are wearing ski pants and boots. Students who are not wearing ski pants and boots must stay on the paved section of the playground.

Overly high heels increase the danger of accidents on the playground, and parents should monitor this closely. Socks need to be worn with shoes or sneakers. This is a hygiene and foot health issue. Summer sandals with back straps are acceptable. **Flip flops are NOT allowed.**

BREAKFAST AND LUNCH PROGRAM

The RSU 23 School Nutrition Program now uses a computerized food program called Nutrikids. Whenever students purchase lunch or milk, the cost is deducted from their account. Money must be paid in advance on student accounts in order for them to purchase meals. We cannot allow students to "charge" meals if they have no money in their account.

We encourage parents to sign up online so that you can see what your child is eating, monitor payments and receive emails when the account balance gets low. Go to www.rsu23.org then click on Nutrikids. To sign up, you will need your child's student ID number, which you may obtain by calling the kitchen manager. Once you register, you can also use a convenient, easy and secure online prepayment service to deposit money into your child's school meals account. A \$1.75 bank processing fee will be assessed, but if you pay \$50 or more on your child's account, then the account will be credited with a free "Bonus" lunch, which will cover the cost of the processing fee. **Meal Prices: Breakfast: \$1.30 Lunch: \$2.50/day Milk: \$.35**

When sending in money by check or cash, please include student's name or ID number on the check or envelope so it is deposited into the correct account, and make checks payable to RSU 23 Lunch Program. A \$20 fee will be deducted from your child's account for checks returned for insufficient funds. If you feel your family may qualify for free or reduced price school meals, please complete a Free & Reduced Meals Application and let this benefit help your family! If your child qualifies, the information will be kept confidential in the Nutrikids computer food program, and meals will be processed just as they are for all other students.

STUDENT TRANSPORTATION INFORMATION

The School Department has designated bus stops along an established bus route on main roads. Students will be transported using the following guidelines:

- Pre K and Kindergarten students: All Pre K and Kindergarten students are eligible for bus transportation, no matter how far they live from Jameson. **Pre K and Kindergarten students must be picked up at the bus stop by an adult.** Pre K and Kindergarten students who do not have a person waiting at the bus stop will be returned to school, and the parent will be contacted to pick up the child at school.
- Grades 1 and 2: All students who live farther than 0.5 miles from school are eligible for bus transportation.

Distance shall be measured by the shortest publicly traveled way. Any approved exceptions will be reviewed on a periodic basis by the Transportation Committee and Superintendent. The exception may continue if no adverse effect exists. **It shall be the responsibility of the parent/guardian to ensure the safe commute of his/her child within the guideline distances or to the nearest bus stop.**

Bus evacuation drills will be conducted each year by the school bus drivers and school personnel. These drills will include all students and school personnel.

Conduct on school buses is under the direct supervision of the driver. Any student causing a problem on a school bus may lose the privilege of having bus transportation. Students on a school bus are considered to be under school supervision and all school regulations apply.

WALKERS & PICK UPS

Students are welcomed to arrive at school **beginning at 7:30 a.m.** and should **enter the building by themselves.** The driveway closest to the building is for school bus use only, and should not be used for student drop off, regardless of the weather. Please obey the **STUDENT DROP-OFF** signs along Jameson Hill Road. It is necessary for this area to be clear so that buses can make the corner when leaving the driveway.

Parents who pick their children up should do so via the Main Office doors beginning at **2:15** each day. Parking will be available on Jameson Hill Road, in student drop off spaces and in the bus lane **after** busses have departed. **Please note: students will not be dismissed between 2:00 and 2:20 for pick up unless prior arrangements have been made for special circumstances, like medical appointments. Student learning takes place until the day ends at 2:15 and our main hallway is used for bus dismissal until 2:20.**

Once parked, parents will be required to wait in line outside of the building until staff members usher them in to sign their children out, a few at a time. Parking is challenging with limited space available so please vacate spots as quickly as possible after pick up in order to make room for more to follow.

PARKING

When visiting our school, please park on the street or in the visitors' driveway. Parking lots at the front and side of the building are reserved for staff members only. It is very important that these spaces be left available for staff. Additional parking at dismissal time is available on Jameson Hill Road. Please do not block the parking lot and driveway entrances during school hours or at drop-off/dismissal times. The inner driveway, closest to the school, is reserved for school buses only.

FIELD TRIPS

A signed permission slip is required for each field trip that your child takes throughout the year. Children who do not have a signed permission slip will remain at school and miss the field trip. We appreciate the assistance of parents in chaperoning class field trips. Parents who chaperone will be responsible for supervising an assigned group of students. Younger siblings should not accompany parents who chaperone. Children and adults should follow Jameson School rules during field trips.



HELPING YOUR CHILD BE SUCCESSFUL AT SCHOOL

ATTENDANCE/ABSENCES/TARDINESS

- Maine State law requires that every school-aged child attend school each day that school is in session unless unable to because of illness or some other legitimate reason. **Regular attendance is expected of all students.** It is the responsibility of the parent/guardian to see that their child attends school regularly and on time. Frequent absences and/or tardiness causes the child to miss the full benefits of planned educational activities and this in turn demonstrates to your child a lack of concern for his or her education.
- A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, and lab work. Paperwork can be made up, but the valuable learning opportunities cannot. Please make every attempt to have your child at school on time. Your child should be in his or her classroom before 8:30 a.m.--not just entering the building. Our day is scheduled and when a child is late, something is missed.
- Each absence and tardy is recorded. Parents will be notified in writing when it is necessary. If attendance does not improve our School Resource Officer may be asked to intervene and agencies including, but not limited to, the Department of Health and Human Services, may be contacted. Ultimately, retention may be considered if your student, due to poor attendance, is unable to meet academic expectations.
- Please call the office between 7:30 a.m. and 8:30 am if your child will be absent or tardy. If they are out for extended periods, please provide advance notice.

HOMEWORK

At-home reading activities, including reading to your child or listening to your child read to you, are expected on a daily basis and should be recorded on monthly Jameson School Reading Logs. Students who turn in completed Reading Logs each month will be eligible for our annual "Books for Bikes" drawing in June where 20 faithful readers will win new bikes! In addition, classroom teachers may assign at-home activities that are a meaningful extension of learning at school. Please contact your child's teacher if you have any questions or concerns about homework.

TOYS AT SCHOOL

There are times when it is appropriate for students to bring things from home to the classroom. Teachers may request materials or homework that can facilitate what is being taught at school. Toys are much better kept at home so they will not distract or become a problem for children at school.

- ❖ **Students are not permitted to bring the following items to Jameson:**
- ❖ ***Bicycles***
- ❖ ***Wear hats (including baseball caps) in school***
- ❖ ***Chew gum***
- ❖ ***Toys or objects such as:***
- ❖ ***Toy guns, swords, knives (toy weapons)***
- ❖ ***Knives or cutting tools***
- ❖ ***Roller skates/blades, Rollers shoes/Heelies***
- ❖ ***Skateboards***
- ❖ ***Radios, iPods, portable DVD/music players, mobile phones, or the like***
- ❖ ***Handheld electronic games/Gameboys***
- ❖ ***Wooden or metal bats or hockey sticks***
- ❖ ***Hard balls***
- ❖ ***Sharp objects or weapons***
- ❖ ***Laser pointers***

If a student does bring any of the above items to school, the item will be taken from the child and left at the office. The item will not be returned to the child, but may be picked up by a parent/guardian. The school cannot be responsible for toys or collectible cards that are traded or given away by your child or for toys or valuable items that are lost or broken during the school day. Please check your child's backpack daily to ensure that no inappropriate, treasured or valuable items are brought to school.

PARTY INVITATIONS

Please do not send party invitations to school to be distributed to students. Feelings of young children can be easily hurt if they do not receive an invitation. Thank you for your help in this.

BULLYING

Bullying behavior is not acceptable at any time. A bully's intent is to harm another student and it usually occurs when there is an imbalance of power. Bullying behavior can be displayed as a single occurrence or it can be repeated over time. Bullying can be physical, verbal, psychological or emotional. Bullying can also precede physical violence. Bullying will not be tolerated and the consequence(s) will be immediate. The level of consequence will be determined by the significance and frequency of the bullying.

LIBRARY MEDIA CENTER

The mission of the Jameson School Library Media Center is to provide a positive, child-centered, information-rich environment that encourages inquiry, discovery and helps to promote the vision of lifelong learning and reading. Parent support of this mission is vital. You can help us by:

- Reminding your child to return his/her books on time.
- Keeping loaned items in a special place at home, having clean hands while using the books, and providing bookmarks.
- Sending damaged books to school for repair. Do not mend library books at home. If a book is damaged beyond repair, please send a note with your child and a bill will be provided for replacement costs.
- Placing your child's books in a plastic bag inside his/her backpack to keep them protected.

All library books are on loan for one week and must be returned by the student's next scheduled library day. Overdue book notices will be sent to parents. Parents of students who have not returned an overdue book after one month will be billed for replacement costs. Your support is very much appreciated and will help keep our book collection complete and our young readers happy. **A complete copy of Jameson's library policy is available upon request from the librarian.**

ACCEPTABLE USE OF THE INTERNET

The Old Orchard Beach School Board believes that the use of the Internet is provided to students for educational purposes and research consistent with the school system's educational mission and goals. Parents and students will be asked to sign an agreement regarding *Acceptable Use of the Internet Policy and Procedures* in order for a student to gain Internet access. Both the Board policy IJNBD-R Student Computer and Internet Use Rules can be found in the appendix at the end of this handbook and at rsu23.org, School Board, Policies, IJNDB-R.

SCHOOL MEETINGS AND SCHOOL-SPONSORED EVENTS

It is appropriate for Jameson students and younger siblings to attend events such as Open House and other events sponsored by the school or our Jameson PTO. When families attend these events, following the Jameson School rules is the expectation. During these events, a parent or other visiting adult should supervise children at all times. The PTO provides free childcare for parents who attend their monthly PTO meetings.

STUDENT CODE OF CONDUCT

We use a consistent behavioral framework at Jameson which adheres to the PBIS model (Positive Behavioral Interventions and Supports). This model has means of rewarding students with frequent opportunities for incentives that recognize and encourage positive behavior, such as the earning of "STAR Tickets." We also employ restorative practices to address student

disciplinary infractions, the focus being on repairing the harm done to people and relationships. Consequences are logical and consistent throughout the school building, and vary on based on behavioral infractions.. **Please refer to the STAR Behavior Matrix below for school wide behavioral expectations.**

	Hallway	Cafeteria	Playground	Bus	Bathroom
Safe	<ul style="list-style-type: none"> ★Walk ★Look where you are going ★Carry items safely ★Report unsafe behavior ★Hands to self 	<ul style="list-style-type: none"> ★Eat your own food ★Use utensils properly ★Take appropriate bites ★Chew before swallowing ★Swallow before talking ★Have clean hands before eating ★Report unsafe behavior ★Hands to self 	<ul style="list-style-type: none"> ★Walk on the tar ★Follow playground equipment/game procedures ★Use safe & gentle touch with permission ★Stay away from the water & woods ★Dress for the weather ★Report unsafe behavior ★Keep nature on the ground 	<ul style="list-style-type: none"> ★Walk to & from the bus ★Cross the street at least 10 ft. from bus ★Stay in your seat ★Keep feet on the floor ★Hold backpack on your lap ★Use safe and gentle touch with permission ★Report unsafe behavior 	<ul style="list-style-type: none"> ★Use soap for hand washing ★Keep soap and water in the sink ★Use bathroom independently ★Report unsafe behavior
Taking Responsibility	<ul style="list-style-type: none"> ★Return items that are not yours ★Take ownership of your actions 	<ul style="list-style-type: none"> ★Take ownership of your actions ★Make healthy choices ★Clean up after yourself 	<ul style="list-style-type: none"> ★Take ownership of your actions ★Be a problem solver ★Line up when requested 	<ul style="list-style-type: none"> ★Take ownership of your actions ★Bring parent notification when taking a different bus or getting off at a different stop 	<ul style="list-style-type: none"> ★Take ownership of your actions ★Let appropriate staff know you need to use bathroom ★Inform teacher of low bathroom supplies
Accepting	<ul style="list-style-type: none"> ★Respond to staff request ★Communicate honestly ★Use kind words ★Lend a helping hand 	<ul style="list-style-type: none"> ★Respond to staff request ★Communicate honestly ★Use kind words ★Lend a helping hand 	<ul style="list-style-type: none"> ★Respond to staff request ★Communicate honestly ★Use kind words ★Lend a helping hand ★Invite/accept new friends 	<ul style="list-style-type: none"> ★Respond to staff request ★Communicate honestly ★Use kind words ★Lend a helping hand 	<ul style="list-style-type: none"> ★Respond to staff request ★Communicate honestly ★Use kind words ★Lend a helping hand
Respectful	<ul style="list-style-type: none"> ★Maintain personal space ★Offer quiet greetings to others ★Move into and stay in line safely ★Stop to let others pass in & out of classes ★Use voice level up to 1 ★Be considerate of others who are working ★View artwork & bulletin boards with eyes only ★Right is polite ★Respond to attention signal 	<ul style="list-style-type: none"> ★Use whole body listening ★Maintain personal space ★Use good manners ★Use kind language ★Raise your hand if you need help ★Use voice level up to 2 ★Make room at the table ★Respond to attention signal ★Wait quietly in line 	<ul style="list-style-type: none"> ★Maintain personal space ★Take turns ★Be a good sport ★Use kind language ★Use voice level up to 4 ★Ask permission before touching others' belongings ★Wait quietly in line ★Respond to attention signal 	<ul style="list-style-type: none"> ★Maintain personal space ★Use kind language ★Use voice level up to 2 ★Care for bus property ★Respond to the bus driver/staff request 	<ul style="list-style-type: none"> ★Always flush ★Knock before entering ★Keep waste in the toilet ★Use voice level up to 1



STAYING INFORMED AND INVOLVED

ACADEMIC INFORMATION

CONFERENCES & ASSESSMENTS

Opportunities are provided by teachers for parents to learn about their child's classroom and how their child is progressing towards our learning targets. Some of these opportunities include (but are not limited to) Open House in September and Parent/Teacher conferences in the fall and spring. Assessments are valuable tools that document student progress and inform classroom instruction. Students are assessed in a variety of ways during the year. Some of the assessments include (but are not limited to) MEA, NWEA, aimsweb and grade level common assessments.

REPORT CARDS/MID-TERM REPORTS

All students at Jameson will receive 3 report cards during the school year. Please note the dates as shown on the school calendar. Kindergarten report cards will offer specific information about your child's readiness skills. Reports for grades 1-3 will indicate your child's level of performance or mastery in important skill areas and provide a comprehensive picture of your child as a learner. Teachers have developed expectations and work habits, Guiding Principles and report card standards have been aligned with our curriculum and the Maine Learning Results/Common Core Standards. Mid-term reports may be sent home at the middle of the 2nd and 3rd trimesters.

RETENTION POLICY

Students progress annually from grade to grade, but exceptions can be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Retention will be considered only after other options have been vigorously pursued and the parents have been informed. A high-risk student may be retained if the student has not reached a standard of achievement necessary for satisfactory progress to the next grade. Retention may also be used occasionally for a child who is not socially or emotionally mature or who displays chronic attendance problems. The decision will be made with input from the school principal, parents, classroom teacher(s), and other involved professional staff. If total agreement is not achieved, the school principal will make the decision. Decisions pertaining to special education students will be made through the IEP (Individualized Education Program) process.

PARENT CONCERNS

We recognize that school-related situations may arise that are of concern to parents or the public. These concerns should generally be addressed in a timely manner:

- Concerns relating to an individual child or classroom should first be brought to the attention of the teacher involved, and then to the principal.
- Concerns relating to the general operation of the school should be brought to the attention of the principal.
- Concerns about individual school personnel should first be brought to the attention of that individual, and then to the principal.

The teacher or principal can handle most concerns satisfactorily. However, if your concern is not addressed in a timely manner, or if you are not satisfied with a decision at the school level, you may direct your concern to the Superintendent. The Superintendent is generally the final source of appeal. **Teachers are available before 7:50 AM and after 2:15 PM. Instructional time cannot be interrupted for a phone call or message, except in an emergency. Please leave a message with the office and your call will be returned as soon as possible.**

VISITORS TO THE SCHOOL

All visitors must enter the building only through the front door, after being admitted by office staff. Parents and citizens may proceed beyond the office only after receiving a visitor/volunteer badge. Exception is made only when a special program, play, open house, or other pre-planned school program is being held. Forgotten lunches, books, projects, etc. should be left with the office secretary, who will make sure your child receives them.

Parents are encouraged to meet with members of our staff, as good communication between home and school is paramount to student success. We ask that you schedule all visits in advance, so as to not interrupt learning.

VOLUNTEERS

Jameson School appreciates parents and community members who would like to work with and for our children as volunteers. Regardless of how small or large the amount of time you have available to volunteer, we are most appreciative of your participation. Volunteer information and sign-up sheets will be sent out during the first few weeks of school.

Volunteers are an invaluable part of our schools and we want to acknowledge how privileged we are to have so many wonderful people helping in our school. While we can't thank you enough, it is important to remind everyone of the students' right to confidentiality, (see below FERPA). A student and his/her parents have the right to expect that nothing that happens in school will be shared outside of the school. As a volunteer, it is important for you to remember that if you see or hear anything that you have questions about, the classroom teacher and/or the principal are the appropriate people to speak with. You will be required to sign a confidentiality agreement before joining our school community.

PARENT TEACHER ORGANIZATION

The Jameson School PTO is active throughout the school year. Meetings for the PTO will be held on the 1st Monday of each month at 5:30 p.m. in the Jameson School. Free childcare is provided for meetings. Reminders will be sent home with the children in advance of each meeting. If you are unable to attend a meeting, but would like to help with any PTO activity, please contact the school.

ACCESS TO STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians or any student over 18 years of age ("eligible student") certain rights with respect to a student's educational records. They are listed below:

- A. The right to inspect and review the student's educational records within 45 days from the day the School Department receives a written request for access.
- B. The right to request (in writing) to the School Department an amendment to the student's educational records that the parent/guardian or eligible student believes is inaccurate or misleading. If the School Department decides not to amend the record, the parent/guardian or eligible student will be notified of the decision and advised of his/her right to a hearing.
- C. The right to grant permission to disclose personally identifiable information contained in the student's educational record. FERPA does authorize specific disclosures without the parent/guardian of eligible student's consent.
- D. The School Department reserves the right to make public, at its discretion, personally identifiable information from the educational records of a student without parental consent, if that information has been designated as directory information by the school. The School Department has designated the following information as directory information: name, the student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of participants in extracurricular activities, dates of attendance at schools and any honors, accomplishments and awards received.

Such information will not be disclosed if the parent/guardian or the eligible student informs the school in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address: **RSU 23 School Department, 21 Jameson Hill Rd., OOB, ME 04064, 207-934-5751**

A parent/guardian or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-4605**

SECTION 504

ANTI-DISCRIMINATION STATEMENT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. Under Section 504, qualified students are defined as those having any physical or mental impairment that substantially limits one or more major life activity, including learning. If anyone suspects that a student may have a disability as defined by Section 504, the school must evaluate the student to determine if special accommodations or related services in the regular setting are necessary. *If a student is determined to have a disability under Section 504, the school will develop and implement an accommodation plan for the student.

Examples of potential disabilities that may be addressed by a Section 504 Accommodation Plan are as follows:

- Communicable diseases such as HIV and Tuberculosis
- Medical conditions such as asthma, allergies, diabetes and heart disease
- Temporary medical conditions due to illness or accident
- Other conditions.

The Old Orchard Beach School Department has a referral procedure to follow in the event that an individual believes a student may have a disability that might qualify him or her to receive services under Section 504. There is also a procedure in place to file a grievance or complaint about a 504 decision, and to request an impartial hearing on decisions regarding your child's identification, evaluation, educational program or placement. Please see your child's building principal for information about this procedure, or further information regarding Section 504.

SPECIAL EDUCATION SERVICES

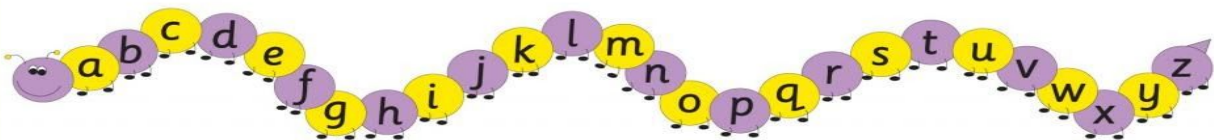
The Individuals with Disabilities Education Improvement Act of 2004 (P.L.108-446) is a federal law that mandates a free and appropriate public education for students with disabilities. Maine Special Education Regulations define a student with a disability as having one or more of the following disabilities: autism, deaf-blindness, deafness, emotional disability, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, visual impairment including blindness.

Students with disabilities are identified through a specific referral process. Parents or teachers, who have reason to believe that a student may have a disability that requires special education services, may make referrals. Students may also refer themselves. Parents are notified when a referral has been made, and parental consent is required before any special education evaluation or service is provided.

Regional School Unit 23 provides a continuum of special education placements in order to meet the needs of students with disabilities. Special education services (such as direct instructional services, consultation and monitoring services) are available in conjunction with regular class placements, self-contained placements, and tutorial services, including hospital and homebound services.

Supportive services, such as physical therapy and occupational therapy, are also available whenever such services are required to assist a student with a disability to benefit from special education services.

Any requests regarding special education can be directed to your child's principal (934-3703) or to the Director of Special Education, located at the Superintendent's office, 934-4461.



OTHER GENERAL INFORMATION

ACCIDENT INSURANCE

Accident insurance is not provided by the School Department. Accident insurance may be purchased through the school system at a reduced/group rate for your child. Information will be sent home at the beginning of the school year.

AFTER-SCHOOL PROGRAMS

Your child may wish to participate in one of several after-school programs that are offered at Jameson. After-school programs begin at 3:00 and end by 4:00. Some of the possible offerings are chorus, violin lessons, dance instruction, and other short-term PTO sponsored activities such as arts and crafts, drama club, sports and yoga.

ANIMALS IN THE SCHOOL

Animals that are brought into the school must have prior approval of the classroom teacher, nurse and principal to ensure that all students' health needs are being considered. **Due to allergies, no impromptu visits with animals will be permitted.**

GULL CARE PROGRAM

The OOB Recreation Department offers a "Gull Care" program for all students. The program is offered from 7:00 – 8:00 am and 2:15 – 6:00 pm each day and it provides a variety of daily activities, including outdoor play, snacks, crafts and organized games, in a safe, happy, and fun environment. A limited number of students may enroll for 3, 4 or 5 day slots for the school week. Please call 934-0860 for registration information. Parents are reminded that all Jameson building and parking rules apply to Gull Care as well.

LOST AND FOUND

Parents should **LABEL ALL** personal items brought to school whenever possible with the student's **FIRST AND LAST NAME**. This will help us to ensure that lost items are returned quickly to the rightful owners. If your child is missing something that has been worn or brought to school, please have him/her check the Lost and Found area periodically. Lost items will be held for a reasonable length of time. After an extended time period, all unclaimed items will be donated to a local charity.

NO SCHOOL

CANCELLATIONS

Announcement of “NO SCHOOL” days will be made as early as possible on the following radio and television stations: WCSH Channel 6, WGAN 56 AM/FM, WGME Channel 13, WHYR 95.9 FM, WIDE 1400 AM, WPOR 101.9 FM, and WYNZ-Y 101 FM.

SCHOOL DELAYS

In the event of a school delay:

- Breakfast will only be cancelled if the delay is longer than one hour.
- Dismissal time will remain the same as a regular day.
- Teachers and staff will arrive at their regularly scheduled times, if safely possible.

EARLY DISMISSAL

In the case of an early dismissal:

- High school will close first. Parents are urged to make arrangements to ensure that an adult or older sibling will be at home when school is dismissed.
- Please do not call the school, as this blocks the use of the telephone for the necessary administration of the closing process.
- All after-school activities are canceled on a no school or early dismissal day.

SAFETY DRILLS AND INFORMATION

- ***FIRE DRILLS*** - Fire drill procedures are marked clearly throughout the building and classroom teachers review fire drill procedures with students at the beginning of each year. Fire drills are conducted in conjunction with the Old Orchard Beach Fire Department during the school year. Students must leave the building quickly, quietly, and in an orderly fashion, and follow all directions from the classroom teacher.
- ***LOCK DOWN DRILLS*** - For severe emergencies, lock down drills have been developed in conjunction with the Old Orchard Beach Public Safety Department and are practiced each year. Classroom teachers review these procedures with students several times throughout the year.
- ***CRISIS ACTION PLAN*** - The School District has developed a *Crisis Action Plan* with the help of the administrators, staff, parents, mental health officials and local public safety personnel. These procedures are practiced and evaluated throughout the year. If you have any questions or concerns about our procedures, please contact the principal.
- ***SCHOOLWIDE THREAT*** - Any students found responsible for a threat to the school will be suspended or expelled and referred to the police department.

PEST MANAGEMENT NOTIFICATION

A copy of the school system’s IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used.

RSU 23 Mission Statement

All students in RSU 23 will have equitable access to high quality teaching and rigorous learning opportunities in a safe and nurturing setting.

RSU 23, through a partnership with our parents, students, educators, and community members, will ensure that all students are prepared for success in college, careers, and as responsible citizens in a global society.

RSU 23 – The Core Values we hold...

<i>Access to Quality Education</i>	<i>Every student is capable of success, and all students deserve an education that prepares them for success in work, college, careers, and citizenship.</i>
<i>Family and School</i>	<i>Effective communication among families and their schools is key to the support and encouragement that all students need to be successful.</i>

Equity	<i>High universal expectations, academic rigor, and innovation must characterize teaching and learning for all students.</i>
Diversity	<i>A diverse student body and staff are positive attributes for a school system. Such diversity reflects the face of America and supports the ideal of educational opportunity for all.</i>
Our Staff	<i>Effective education for all of our students requires a commitment to attract, retain, and develop high quality teachers, school administrators, and support staff.</i>
The Partnership	<i>A strong, active, and respectful partnership among students, educators, families, and members of the community is essential to an effective.</i>
Transparency and Accountability	<i>We believe in keeping the trust of the public in the oversight, management, and operations of our schools. To that end, we commit to the responsible use and stewardship of all resources and an unwavering transparency regarding finances, policies, and student performance.</i>
Sustainability	<i>Continuous improvement over time requires a commitment to change that is consistent with the times.</i>

March 24, 2011

Appendix

Board Policy IJNDB-R: Student Computer and Internet Use Rules

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers (including laptops issued to students), networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator. The full policy can be found at rsu23.org, School Board, Policies.

***Please be thorough in filling out, making any changes and prompt returning of the Medical Emergency form, which is sent home the first week of school. It is a valuable tool for the nurse in caring for the students. Please let me know if your child has changes in his/her health status or new/changed medications throughout the school year.*