

# EARL C. MCGRAW SCHOOL

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# PARENT/STUDENT HANDBOOK

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Principal

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## **INTRODUCTION**

### **Principal's Message**

The success of our school program is due largely to the partnership of parents, teachers, and the community working together for our children. This handbook was written for the Earl C. McGraw community and describes many important practices specific to McGraw's operation. Please read this handbook and keep for reference throughout the year.

### **RSU #22 is committed to the optimal learning for all students.**

To achieve our mission we are further committed to:

- ...fostering and modeling a love of learning
- ...developing self-reliant, creative, and responsible citizens
- ...providing the necessary resources
- ...creating a community of respect and caring

### **RSU #22 Belief Statement**

Education enables all students to learn the skills, acquire the knowledge and develop the attitudes necessary for them to reach their potential as citizens who can meet the challenges of a changing global society.

We believe that:

- all citizens in our community share the responsibility to educate our children and themselves;
- our schools are community support systems and should welcome and encourage all members of our communities to participate; and
- our schools will have a supportive and empowering atmosphere for all students and community members.

### **McGraw School Vision Statement:**

McGraw School, in partnership with our community, will empower every student to become globally responsible, accepting, caring, honest, and engaged citizens with a growth mindset for life-long learning.

## **PHILOSOPHY AND OBJECTIVES**

McGraw School strives to serve the child and his/her community. The basic goal of the school is to prepare each child socially, academically, and emotionally to live a full, useful, and satisfactory life. We focus on the core values of the community; respect, responsibility, honesty, and empathy.

Through activities, peer interactions, and all school events, children learn the importance of belonging in our school and working and playing safely. Each teacher differentiates instruction so that all children may have a sense of achievement and accomplishment. Each child is treated as an individual who needs love, understanding, concern, and patience while learning.

The school provides the opportunity for a growing understanding and appreciation of our American Heritage and the democratic process. Students are made aware of the unique privileges and responsibilities of citizens in a democracy so that they can become contributing members of our society.

### **INTELLECTUAL**

- To provide instruction in academic areas geared to the level of each child.
- To develop the ability to think critically, reason, solve problems through discovery, draw conclusions, and make sound judgements.
- To create a climate in the classroom which is conducive to learning and to stimulate the development of good work habits.
- To instill in the minds of students, a desire to seek and explore experience that will lead to meaningful learning.

### **SOCIAL AND EMOTIONAL**

- To guide each child in developing moral values, self-discipline, and respect for others.
- To help students develop tolerance for others and acceptance of human differences.
- To develop a sense of responsibility.

## **CULTURAL**

- To provide experiences in the fine arts.
- Develop an appreciation and enjoyment of the fine arts.
- To help students understand and respect the many customs and cultures in our country.

## **PHYSICAL**

- To provide a well-rounded program for physical fitness.
- To help each child become aware of the need for physical activity to maintain a healthy body.
- To provide a program in health which emphasizes hygiene, good nutrition and the developmental care of the body.
- To make students aware of constructive leisure time activities.
- To practice sportsmanship and appreciation of individual differences.

## **SAFETY AND SECURITY**

As we strive to create a warm and welcoming school environment, we are challenged with the mission of safety for children at all times when in school. We are constantly reviewing, revising, and adjusting procedures for the security and safety of all. We involve Hampden Public Safety in our planning and implementation. We are grateful for this opportunity and service. New security practices are further explained below.

- Safety drills are practiced periodically and in compliance with state regulations.
- Volunteers are requested to enter at the office entrance and sign the register, wear a badge, and sign out upon leaving. This lets us know who is with us at all times. Anyone without a badge will be asked to return to the office. Please check in each time you enter McGraw.
- Please do not visit children on the playground or ask for the teacher to dismiss from the playground. The office will assist in dismissing all children.
- Most doors are EXITS ONLY at McGraw and are kept locked. Please drop off your child at the office entrance to begin the day. When tardy (after 8:50

a.m.) or when returning your child from an appointment, an office slip will be issued to take to the teacher.

- All McGraw families picking up children are urged to send a note to the office that morning or as a standard procedure for the week.

**New protocol for dismissal - must have a written note or email to [mcgrawoffice@rsu22.us](mailto:mcgrawoffice@rsu22.us) before 2:00**

Children who are being picked up by their parents are dismissed at 2:55 p.m. Parents should pick up kindergarten children at the outside door of your child's classroom. Parents of first and second graders should pick them up at the playground exit door between wings. Bus students are dismissed to the gym/cafeteria at 3:00 p.m. Buses begin to move through the driveway at 3:05 p.m. so please be on time to pick up your child to avoid safety problems with moving buses.

We ask parents to support our efforts to provide a safe environment by reinforcing school expectations with their children regarding behavior at school and on buses. We ask parents to follow safe driving practices at drop off and pick up times. **Please avoid bus areas, do not park in front of the school and do not leave running vehicles unattended. Please always park in the gravel parking lot where the buses park.**

### **SCHOOL HOLIDAYS/CLOSINGS**

#### EARL C. MCGRAW SCHOOL

|           |  |
|-----------|--|
| September | Labor Day  |
| October   | Columbus Day   |
| November  | Veterans' Day<br>Day Before Thanksgiving<br>Thanksgiving Day<br>Day after Thanksgiving |
| December  | Christmas Vacation   |
| January   | Martin Luther King, Jr. Day  |
| February  | February Vacation  |
| April     | April Vacation   |

May

Memorial Day

### **DAILY SCHEDULE**

|               |   |
|---------------|---|
| 8:25          | Teachers on duty/Students may enter school          |
| 8:30-8:45     | Morning recess (Sept.-Oct. and March-June)          |
| 8:50          | School begins                                       |
| 11:15- 11:35  | Recess for K  |
| 11:40 - 12:05 | Lunch for K   |
| 11:15 - 11:35 | Lunch for Grade 1                                   |
| 11:40 - 12:00 | Recess for Grade 1                                  |
| 11:50 - 12:10 | Recess for Grade 2                                  |
| 12:15 - 12:35 | Lunch for Grade 2                                   |
| 2:55          | Announcements and call for children being picked up |
| 3:05          | Buses are called                                    |

### **MCGRAW SCHOOL PLAYGROUND RULES**

Here we play safely, have fun and include others.

### **We Believe in the Following Core Values**

Responsibility  
Respect  
Honesty  
Kindness  
Safety

### **SCHOOL RULES**

We respect and are kind to others and their belongings.  
We take responsibility for our own behavior.

We play and learn safely.  
We walk and talk softly while in school.

## **KINDERGARTEN INFORMATION**

### **AGE ENTRANCE LAW**

It is a State Law that only those children who will be five years of age on or before October 15 of the school year shall be admitted to kindergarten.

### **BIRTH CERTIFICATE**

The state law requires that a child's birth certificate be presented at the time he/she is enrolled in kindergarten. A copy will be made for each child's permanent record file.

### **KINDERGARTEN PROGRAM**

Emphasis is placed upon meeting individual developmental needs. The preschool screening initially assesses these needs. Your child will participate in the screening either before entering school, or early in the school year. Individual assessment is continued throughout the year.

## **SCHOOL POLICIES**

### **ATTENDANCE**

- I. Children form habits at an early age, so therefore, it is important that they attend school regularly. However, if a child has been sick during the night or before leaving for school, please keep him/her home. It is also important for your child to be on time so they have time to organize for the day and do not interrupt class instruction, which begins right after morning announcements.
- II. Procedure
  - A. Tardiness: If your child arrives after 8:50 a.m., they should report to the principal's office to receive a tardy slip before going to his or her classroom.
  - B. Excused Absences: If absent, we ask that the parent call the school as soon as possible to report the student's absence. If this is not possible, the student should bring a written excuse signed by his/her parents the following day. Listed below are acceptable absences:

1. Personal illness: If truancy is suspected, the student may be required to present a doctor's statement.
  2. Appointments with health professionals that cannot be made outside of the regular school day.
  3. Observance of recognized religious holidays when the observance is required during the regular school day.
  4. Emergency family situations: Emergency family situations which cannot be anticipated and which require the student's presence.
  5. Planned absences for personal or educational purposes that have been approved. A Planned Absence Approval Form must be completed and returned to school for any absence beyond four school days and within 48 hours of departure.
- C. Unexcused Absences: Absences for other reasons other than those listed above shall be considered unexcused.

Under Maine law, a student is habitually truant if the student has attained the equivalent of 10 full days of unexcused absences or seven consecutive days of unexcused absences during a **school year**.

(Policy JEA, JH)

### **wellness Regulation**

Parents are reminded:

- Add nutritious and appealing options whenever foods/beverages are sold otherwise offered at school, including vending machines, school stores, concession stands at sporting and academic events, parties, celebrations, social events, and other school functions as outlined in the MSAD #22 Food Services Policy EF, & Chapter 51 Department of Education Rule.
- Please do not bring in unsolicited food for children in our schools during the school day.
- Limit celebrations that involve food during the school day to no more than one celebration per class per month.

- Please remember teachers will set up and monitor celebrations/solicitation of food

## **LOST AND FOUND**

All lost and found materials will be next to the lift elevator. Student should first check with the bus driver about articles that are lost on the buses.

## **BUS STUDENTS**

If your child is to go to another student's home on the bus, he/she should always bring a note to the main office. The student will then be given a permission slip for the teacher and/or the bus driver.

(Policy JFCC)

## **STUDENT LEAVING SCHOOL GROUNDS**

No students are to leave the school grounds during school or leave the school with any other person other than their parents/legal guardians without written or verbal permission from their parents to the principal's office.

## **EARLY DISMISSAL/DISMISSAL**

In order to expedite dismissals during the school day, we ask that you send a note with your child in the morning. The note should state the reason for the early dismissal and the time that you wish to pick up your child. Your child will be called to the office upon your arrival.

If your child will be picked up at the end of the school day, please be sure to send a note to the office. If your child does not have a note, they will be sent home on their regular bus. When unavoidable, parents may call the school to put their child on the pick up list. Generally, however, we require written instructions regarding your child.

## **SAFETY PROCEDURE**

Some parents have expressed concern for the safety of their children while waiting for the school bus in the morning. The following Safety Procedure is available. If your child is absent from school, and you have not called him/her in as absent, the school secretary will call your home or place of work to find out where your child is.

(Policy BU)

## **PROMOTION, RETENTION**

Appropriate instruction will be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction, but rather a series of levels intended to meet the various needs of students assigned to that grade level.

Retention will be decided through conferences involving the principal, teachers, and parents. Other school personnel (e.g. counselor, speech therapist) will participate as appropriate. Parents will be notified as early as possible that retention is being considered. Any necessary retention should take place as early as possible in a student's educational career.

The following criteria shall be utilized in making decisions concerning promotion and retention:

- Student achievement
- Academic potential
- Attendance
- Health
- Maturity
- Physical size
- Age in relation to grade placement
- Student attitude
- Parent concerns
- Social development

## **REVIEWING SCHOOL RECORDS**

1. Parents shall have the right to inspect and review any and all official records, files, and data directly related to their children. This includes all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. This specifically includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or

counselor ratings and observations, and verified reports or serious or recurrent behavior pattern.

2 The parent should call the school for an appointment to review the records. The school principal or his/her designee will interpret the information within the folder to the parents.

Parents may be allowed to make a copy of materials contained in their child's records at their own expense.

### **STUDENTS TRANSFERRING**

The procedure for transfer is as follows:

1. Notify the principal's office of the last date your child will be attending school.
2. Return all library books and other school property to the school.

### **ARTICLES PROHIBITED IN SCHOOL**

There are to be no jackknives, guns (including toy guns), or shells (fired or not) brought to school. Depending on the severity of the item, students may be expelled according to Board policy. The Superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis.

(Policy JICIA)

### **VOLUNTEER HELPERS**

Many mothers, fathers, relatives and Hampden Academy students volunteer to assist teachers. This usually consists of listening to children read, spell, or to work on special projects for an hour at a time. All adult volunteers must complete a volunteer application and have a brief interview with the principal before volunteering. They must also submit a copy of their license for a background check to be completed. **This must be completed at least two days prior to the day you begin volunteering in order for the background check to be completed. This includes attendance on field trips.**

## **EMERGENCY FORMS**

It is very important that full information be given on the emergency forms that parents are asked to fill out and return to school each fall. Please do not leave any information unanswered.

Student Information Sheets are completed and/or revised annually. MEDMS requires data to monitor academic progress and or standards fulfillment. If telephone numbers, residence, or place of employment change, please notify the office so we will have current contact information in case of emergency.

## **NO SCHOOL ANNOUNCEMENTS**

When it is necessary to cancel school sessions, you will receive an automated call informing you of bad weather and or unavoidable happenings. Announcements will be made on local television/radio stations between 6:00 a.m. and 7:00 a.m.

If a bad storm develops during the forenoon and it seems advisable to cancel the afternoon classes, you will receive an automated call informing you of early dismissal. Announcements will also be made on the radio between 10:30 a.m. and 11:30 a.m.

## **STUDENT INSURANCE**

Student insurance is available at nominal cost and is optional. This insurance is offered only in the fall at the beginning of the school year. When a student under this plan is injured, he/she will be given a claim form from the principal's office. The student's parents and physician or hospital must complete this form. The school acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

## **VISITORS TO THE SCHOOL**

All visitors are required to enter the front main doors and report to the school office before proceeding to any other parts of the building. Visitors must sign in and out of the visitor's log and wear a badge when they are in the building.

## **STUDENT VISITORS**

Student visitors are not permitted to visit classes during the school day without permission from the school principal.

## **RECESS**

Students will have daily recesses. Please see Cold Weather Guidelines attached. This is part of promoting well-being for their physical health. Students should be appropriately dressed to go outside every day.

## **STUDENT DRESS POLICY**

The responsibility for dress, hygiene, and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health and safety of others.

Students should use sound judgement that reflects respect for themselves and others in dress and grooming. In keeping with the goals of the school district to provide a safe, healthy, and nondiscriminatory environment for education students for maximum academic and social development, the following restrictions shall be enforced:

Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds (when school is in session) or at school functions. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited. Clothing that is destructive to school property (e.g., cleats, pants with metal inserts that scratch furniture) is prohibited. Excessive perfume, after-shave, and other fragrances are prohibited.  
(Policy JICA)

## **DESTRUCTION OF SCHOOL PROPERTY POLICY**

Students are responsible for proper care of school owned property. Students who lose or damage any school property (e.g., desks, chairs, equipment, computers) will be required to pay for the repair or replacement of such property.  
(Policy JQ)

## **COMPLAINTS**

The School Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Directors

## **HARASSMENT**

In the event that an allegation of harassment, physical and/or sexual abuse is made against a student from any source, internal or external, the following steps will be taken:

Any student who is an alleged perpetrator may be removed from school. Any victim will be referred to the Affirmative Action Officer who will report immediately to the Superintendent of Schools. The victim will be protected.

The Superintendent is to immediately assess the situation and cause an investigation to be made;

If there is reasonable cause to believe the allegation, and the allegation would severely impair the unit's reputation or endanger the health and welfare of students and/or employees, the alleged perpetrator will be removed from the school setting.

The alleged perpetrator will not be returned to the school setting until the Superintendent of Schools is satisfied that the allegation is false or the charges are dismissed. Every effort will be made to conclude the investigation within a reasonable time from the initial notification to the Superintendent; and if the Superintendent finds the allegation is true, the appropriate disciplinary action will be initiated. This may include suspension and/or expulsion.

(Policy JBA)

## **LIBRARY/MEDIA CENTER**

The Earl C. McGraw School is fortunate to have its own school library with books chosen to meet the educational and recreational reading needs of its students. At present there are approximately 11,000 volumes that include picture books, fiction, nonfiction, and reference books. The library houses a collection of professional books for teachers.

Each teacher has a MacBook Air in the classroom as well as 4 iPads for student use. Students visit the media center for weekly library sessions. A technology instructor works with students in the classroom on a regular basis using computers on wheels and iPads.

The library houses the school's audio visual collection that includes CD's, DVD videos, and computer software. These materials are available to the classroom teacher to enhance and enrich the academic curriculum.

The library facility and collection receives extensive use, circulating 28,000 items yearly.

### **HOT LUNCH PROGRAM**

A school lunch program is provided for all children attending schools in RSU #22.

RSU #22 has the Nutrikids electronic lunch Point of Sale system. Your children will begin the year with the balance they had in their account at the end of the last school year. Money can be deposited into accounts electronically at [www.myschoolbucks.com](http://www.myschoolbucks.com) or you may have your child bring in the money on Monday for the entire week for hot lunch, snack milk or cold lunch milk.

Children should pay for milk and lunches at the beginning of school every Monday morning, for the entire week. If it is not possible to pay on Monday, the money for milk or lunch may be brought to the school lunch office in an envelope with the child's name, and his/her teacher's name at the beginning of school during the week.

If a parent chooses to pay by check, please make the check payable to RSU #22, School Lunch Program. We also ask that the check be made out for the exact amount. The price of milk is .55 daily and lunch is \$2.30 per day for hot lunches. Breakfast prices are \$1.45 per day.

Applications for free/reduced price meals are available to each student. If you feel your family is eligible, please contact the school office. The application process is entirely confidential, as is the payment status of each child.

### **ELEMENTARY SCHOOL COUNSELOR**

Guidance services at the McGraw School are available to all students and their parents. Referrals to guidance services come from parents, classroom teachers, the principal, other staff members, and the children themselves.

The school counselor works from the following premises:

1. That each child is special and has unique strengths and needs.
2. That at any given time, each child and family strives to do the best they can with the resources they have.
3. That parents know and understand their children more completely than anyone else and that they are their children's first and longest teachers.
4. That parents, teachers, and counselors working as a collaborative team with the child, can best meet the child's needs for support both academically and socially.

In order to contribute to the children's academic, physical, social and emotional growth, the school counselor provides the following services:

- Individual counseling for children
- Consultation and counseling with families
- Parent education and parenting groups
- Child and family development information
- Small group work with children called "Friendship Groups"
- Classroom guidance lessons
- Consultation with school staff
- Individualized Education Plan team involvement
- Student Response Team involvement
- 504 contact person at McGraw
- Liaison with the District Guidance Team
- Referrals to resources in the community

As a Licensed Professional Clinical Counselor and Certified School Guidance Counselor, we are bound by a professional code of ethics. Confidentiality of children and families is assured and protected.

If you have any questions or concerns about your child and you think the school counselor may be of some help or support, please call.

## **SPECIAL EDUCATION SERVICES**

RSU #22 Special Education Department provides identification and individualized programs for those children who demonstrate difficulty with learning due to identified factors under the categories visually impaired, hearing impaired, orthopedically impaired, speech and language impaired, other health impairment or autism. This is done through teacher referral, parent referral or an outside agency referral. Formal and informal testing is then completed along with classroom observations. Once the gathering of information is completed, an Individual Education Plan meeting is called which will include the parents, classroom teacher, an administrator, and a special educator. The testing results will be discussed and a determination will be made as to whether the child would benefit from special education services.

If it is determined that a child requires special education services, a program will then be developed based on the student's strengths and needs. It will also be determined where the program should be carried out, e.g., in the resource room in a small group, in the classroom with the resource teacher and classroom teacher who will then work closely together to provide the best program for the student. The program will be looked at by the Individualized Evaluation Plan team.

## **SPEECH THERAPY**

Speech Pathologists are employed in our school to serve those children who exhibit speech, language and/or hearing impairments. The main objectives of the speech and language therapy program are to provide early identification and instruction for those students exhibiting difficulties in communication.

Speech therapy services are an integral part of the school's educational programs and therefore, children with speech, language and/or hearing impairments are seen for therapy during the regular school hours. Depending on the severity and changing needs of the child, the frequency and length of the speech therapy session will vary, as will the number of students in the therapy group. Children receive therapy services sometimes in the classroom and at other times in the therapy room. Communication is a vital part of a child's growth and relationship with others within and outside of the classroom situation. In recognition of this fact, the speech therapy program attempts to inform parents and teachers of the nature of each child's communication difficulty and to demonstrate methods of helping the child in the home and classroom.

## **REFERRAL PROCEDURES**

The referral process implemented in RSU #22 is as follows:

**Referrals by School Personnel** - Teachers may make a referral to the Individualized Evaluation Program to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral, and shall document the teacher's efforts to accommodate the student's needs within the classroom by the provision of supplemental aids and interventions to the students. All such referrals shall be signed, dated, and submitted to the principal/case manager.

**Referrals by Parents** - Parents may make a referral to the Individualized Evaluation Program Team to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral and submitted to the principal/case manager. Oral requests shall be immediately put into writing by the teacher, principal, or Special Education Director and forwarded as appropriate. Parents shall not be required to complete any specific forms to initiate the referral process.

**Referrals by Others** - Representatives of state agencies that have students placed in their care or custody, may make a referral to the Individualized Evaluation Team to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral and be submitted to the principal/case manager.

**At Risk Students** - RSU #22 shall screen all "at risk" students and, as appropriate, refer such students to the Individual Evaluation Team to determine the need for special education services. An "at risk" student includes, but is not limited to: a student who has accumulated more than 45 absences or been suspended for more than 10 days within any school year, a student who has been hospitalized for emotional or behavioral issues, a student who has experienced an accident or illness that may result in a chronic or temporary impairment, etc.

(Policy IHBAA)

## **READING**

Your child's teacher will use a variety of approaches in teaching your child to read. Of all the things he or she will learn at McGraw School, reading is fundamentally important. It is the vehicle for all future learning. Research shows a strong correlation between a student's reading success and a parent's help and encouragement.

As a parent you can:

**Help your children acquire a wide range of knowledge.** Your child's ability to understand even simple stories can depend upon their having both common and not-so-common knowledge.

**Talk with your children about their experiences.** When you talk to children about new experiences, you widen their vocabulary.

**Read aloud to your children.** Reading is probably the single most important way your children can learn about letters and words. Write notes to each other.

**Monitor how much TV your children watch.** Watching quality television programs up to ten hours per week can have a slightly positive effect on your child's achievement in school. As the number of hours increases, however, TV watching becomes a negative influence on your child's school work.

**Monitor your child's school performance.** The amount of reading your child does outside of school influences how well they will read in school. Most American children don't read very much during their free time. One of your top priorities should be to encourage your children to spend more time reading. You can help them read more by having plenty of books in your home and visiting the library regularly.

**Continue your personal involvement in your children's growth as readers.** Set a good example for your children by reading newspapers, books and magazines. Suggest reading as a leisure time activity and make sure your children have time for reading. You may want, for example, to establish a bedtime hour after which reading is the only activity permitted other than going to sleep.

## **LITERACY SPECIALIST PROGRAMS**

The purpose of the tutorial reading program is to give more individualized instruction to those children who are at an earlier stage of reading than most of their classmates or who are experiencing difficulty in one or more of the components of the reading process.

The staff of the program also assists the classroom teacher in diagnosing reading levels of children, helps match appropriate reading materials to the children in the classroom, and is a resource to parents and teachers in the area of literacy.

### **LOCAL ASSESSMENT SYSTEM**

Students at all grade levels will participate in regular classroom assessments to keep teachers informed about their instruction and student learning. We also use a number of formal assessments throughout the year.  
(Policy ILA)

### **REPORT CARDS - PARENT/TEACHER CONFERENCES**

Report cards go home four times a year to keep you informed about your child's progress in a variety of areas. The report cards are based on state standards. Parent/teacher conferences are scheduled in November, but please don't hesitate to call the school if you have any questions or concerns at any time. Report cards will be sent to noncustodial parents as requested; however, noncustodial parents must provide the school with stamped self-addressed envelopes to receive any additional school handouts.

### **Field Trips**

Parents will be notified in advance of any field trips that students will be taking. Students will bring home a notice describing the field trip, as well as a permission form that needs to be signed indicating consent. Students are expected to ride the bus to and from each field trip, even when parents volunteer and may be taking their own vehicle.

### **MUSIC PROGRAM**

The RSU #22 Elementary Music curriculum consists of instruction in the following five areas; singing, playing, movement, listening and composing. Course content for each grade level varies in the difficulty of material covered. In all cases, this is done to increase the student's enjoyment of music that can only result from knowledge, understanding, appreciation and participation. Kindergarten, first and second graders receive a one-half hour formal lesson from a Music Specialist. Our goal at all levels is to have children enjoy music for life.

## **ART**

The main objective to the Art program at the primary level is to make the child more aware of the world around him and help him define his/her relationship to it.

This is an opportunity to encourage students to work with a variety of materials: ranges include cut paper to clay, and from cloth to paper-mache. Elements of design, color, and composition are considered and discussed as the children create. Skill in drawing is encouraged but not emphasized.

The program is based on the assumption that children in the primary grades can best gain an appreciation of art through their art activity. An excellent opportunity for art appreciation is provided through original art works brought in by the art teacher for student viewing. At McGraw School, second graders receive a forty-five minute lesson from the art teacher.

## **ELEMENTARY PHYSICAL EDUCATION**

Piaget (1952) was among the first to indicate the important role of human movement in the development of cognition. Children must explore their environment if they are to develop maximum cognitive abilities. During the early years, children spend much time interacting with their environment through movement activities. This period of time is critical if the child is to master gross motor skills.

The primary focus at the K-2 level is the development of sequential motor skills based upon individual abilities.

During the elementary years, a child's gross motor proficiency plays a significant role in self-concept and social skill development (Gallahue 1982, Williams 1983). Our elementary physical education curriculum has been designed to foster the development and enthusiasm of all the children in our classes.

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Principal and Superintendent of Schools authorize the use of school facilities by non-school organizations. The Board of Directors must approve those activities which result in personal or corporate gain. Charges shall be made according to the schedule of fees approved by the board. The Superintendent shall establish such rules and regulations as needed to implement this policy, as well as to assure the preservation of school district property.

(Policy KGD)

### **SCHOOL HEALTH PROGRAM**

1. Duties of "School Physician" are covered by Dr. David Rocker.
2. All children will have vision and hearing screened yearly. Report for all abnormal findings from the above tests will be sent to the parent/guardian, whose responsibility it will be to seek professional attention.

If under exceptional circumstances your child is required by his/her health care provider to take medications during school hours and you cannot be at school to administer the medication, please contact the office. They will need to talk with you and provide you with the proper form to fill out and have signed by you and your child's health care provider prior to administration of any medication.

3. Handwritten notes cannot be used. Parents are responsible for delivery of medication. Parents must pick up any unused medication. (Policy JLCD)
4. State of Maine statues require all students to have documentation from the student's healthcare provider of the following immunizations:

5 DPT (Diphtheria, Pertussis, Tetanus)

4 Polio

2 MMR (Measles, Mumps, Rubella)

Proof of varicella (chicken pox) immunization or disease

No Superintendent may permit any child to be enrolled in or attend a school without certificate of immunization, unless a yearly exemption is on file with the school nurse. Please contact the school nurse if you have any questions. (Policy JLCB)