

Beals Elementary School Student Handbook 2023-24

Chris Crowley, Principal ~ Crystal Blackwood, Administrative Assistant

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Mission Statement:

At Beals Elementary School, our goal is to create an environment that fosters a love of learning. Through collaboration, hard work, creativity, and fun, every student will achieve his or her full potential.

Philosophy:

Our Core Beliefs and Values:

- All children deserve a caring, nurturing learning experience in a safe, healthy environment.
- Children's lives are influenced by many factors; therefore, it is essential that a variety of people be a part of their education: families, communities, teacher, and most importantly, the students themselves.
- Each child has a different background and set of learning capabilities that schools need to keep in mind to ensure that every child has opportunity to learn to his/her potential.
- School is an important part of a life-long learning process.
- Education should be an interesting and stimulating experience for all children.
- Schools play an important part in the development and enhancement of student self-esteem.
- Respect and accountability should be among chief lessons we teach children.
- Schools should be places where teachers and students alike, have high expectations for themselves and each other.
- Open, honest communication is the lifeblood of any good school.
- All children should leave school prepared to be productive, responsible members of a global society.

“Educating the mind without educating the heart is no education at all.”

Aristotle 318 BC.

BES Staff:

Christopher Crowley---Principal, History/Social Studies Grades 5-8

Crystal Blackwood----Administrative Assistant / Physical Education Teacher

Belinda McDonald-----Cook

Kaitlynn Crowley-----Pre-K and Kindergarten Teacher

Susan Chandler-----1st and 2nd Grade Teacher

George Crawford-----3rd and 4th Grade Teacher

Taylor Roos-----Math, Health, and Science Teacher Grades 5-8

Laura Fish-----Art Teacher for All Grades, ELA Teacher for Grades 5-8, Title 1

Naomi Chandler-----Special Education Teacher

Kristin Alley - Special Education Educational Technician

Kathy Kelley-----Title 1 Teacher

LeaAnn Crowley----- Custodian

School Hours: 7:40-1:50

School begins at 7:40 and dismisses at 1:50. Students who travel by bus will be dismissed at 1:50, and walkers will leave immediately after. Parents need to pull up to the front curb and a staff member will have your child walk out.

No school announcement: All households will receive an automated call, email and text message as early as possible in the morning. It will also be on our Facebook page. If schools remains open and parents feel that this is not in the best interest of his/her child, the parent may elect to have the child remain at home. If school is delayed, the **Pre-K** students **will not** attend school that day.

Communication: FaceBook and School Web Site

Attendance:

An adult having a person of compulsory school age under that adult's control shall cause the person to attend school as provided in Title 20A – Section 5003.

A person's absence (or tardiness/dismissal) is excused when the absence is for the following reasons:

1. Personal Illness
2. Appointments with health professional that cannot be made outside the regular school day
3. Observances of recognized religious holidays when the observance is required during regular school day.
4. Emergency family situations including death in the family.
5. Planned absences for personal or educational purposes, which have been approved in advance.

There are four ways for a parent to excuse a student:

1. A note from the parent brought into the office by the student before or after the absence stating the reason.
2. A phone call is made by the parent to the office on the day of the absence.
3. Parent comes into the office with the student on his/her return to school.
4. Please call the school by 8:00 a.m. if your child will be tardy, so we can include him/her on the daily lunch count.

Medical Info/Medication:

If a student develops a fever of 100.4 degrees or more, they must either go home or stay at home until the fever is gone for at least 24 hours. If a student becomes sick at school, the parent or person on the emergency card will be notified.

If a student will be receiving medication at school, the medication must come to school by the parent in a prescription bottle, and a medication policy form filled out. All medications will be dispensed in the school office by someone who has been trained in medication management.

Maine State Law and School Department Policy gently reminds us that the administration of any medications (prescription or over-the-counter) to our students during school hours is **strongly discouraged**.

Just like prescription medications, over-the-counter meds such as cough drops, Tylenol, Advil, Benadryl, creams/ointments, etc. have been approved by the FDA (Food and Drug Association). These medicines have recommended age/weight dosages, time intervals for administering and possible side effects / warnings to consider when taking each drug. Please, familiarize yourselves with this information before using any of these medications.

Maine State Law and School Department Policy states that **all medication, including over-the-counter** medications that are required to be administered during school hours must:

1. Have a written physician's order.
2. Be delivered to school by the parent or guardian.
3. Be in its original container.
4. Have a signed "Parental Release Form" for permission to administer medications by non-medical personnel.
5. All medications will be sent home with the parents/guardians at the end of each school year.
6. ALL medications/prescriptions orders will be required to be renewed by the physician at the beginning of each new school year.
7. A detailed action plan, completed and signed by your physician, is required to accompany any prescriptions for Epipens and Asthma Inhalers.

As your school nurse, along with staff, it is my goal to assist students and their families, in preventing and managing disease, as well as acute and chronic illness. I encourage everyone to implement as many preventative measures as possible, such as: adequate rest, hydration, hygiene, physical activity and healthy eating. This can potentially decrease the need for some medications to be given at school.

The responsibilities of the school nurse are developed in and effort:

1. To keep our students/faculty school safe.
2. To encourage full student attendance.
3. To help provide and optimal environment for all our children to learn and grow.

Head Lice: I would like to encourage everyone to do their part in helping to prevent your families from getting lice and/or spreading it to others. Working together we all can make a difference and possibly eliminate this annoying and stigmatizing concern.

Facts to ease your anxiety about Head Lice

Head lice move by crawling; they **cannot fly or jump**.

Lice do affect people with good hygiene.

They will only hatch eggs (nits) close to the scalp.

Lice only feed on human blood.

They can only survive 6 -24 hrs **off** the scalp.

Lice are spread most commonly by **prolonged** head to head contact.

Lice can be spread by contact with clothing such as hats, scarves, combs, brushes or towels.

Only live lice (not eggs), spread the infection.

Head lice are **not dangerous** and **do not spread disease**.

Lice are contagious until killed.

How to help prevent family from getting Lice

Wear long hair up in a tight ponytail or braid.

Avoid head to head contact.

Do not share combs, brushes, towels, scarves or hats.

Watch for head contact with fabric items, i.e. daily vacuuming of carpet if people lie on it, keep personal pillows and blankets separate from others.

Clean headphones, seat backs and solid helmets for general hygiene.

Do not pile coats and hats on top of each other.

Tuck your hat into the coat sleeve before hanging it up.

Separate coats and backpacks on hooks or chair backs.

Check all family members (including yourselves) **weekly** for the presence of lice or nits/eggs and seek immediate treatment if suspected. Notify any others that may need to be checked.

Using conditioner and a long-metal toothed "Lice/Nit" comb **daily for 2-3 weeks** is an alternative, non-chemical treatment option.

Thank you for doing your part!

Transportation:

The morning bus route begins at 6:45. A bus route schedule is provided at the beginning of the year. After the first few days of school, parents will have a better idea of the time the bus will arrive for your child. Please follow all safety procedures when having your child get on and off the bus—be on time, walk to the bus, and stand back from the road. When on the bus, students will obey the driver who has full control of the bus. Riding the bus is a privilege so please make sure your child learns and practices all safety rules. If there are violations, disciplinary measures will be taken and your child may be suspended from using the bus for a period of time.

If your child has a change in transportation or will be going to another child's home, a note from the parent is needed.

Cafeteria:

Lunch menus are prepared in accordance with state and federal regulations, but also with the food preferences of all our students in mind. Families are encouraged to look over the menu and plan for days where the choice might not be to the child's preferences. Any questions regarding the menu or lunch policies should be brought to the main office, not the cafeteria staff.

An application for free/ reduced lunch, along with a lunch brochure, are sent home at the beginning of each school year. Please complete and send application back to determine what amount you will need to pay. Lunch money is to be paid to the office either in advance or weekly.

Breakfast is at a reduced price. Full: \$1.00 a day or \$5 week, reduced 0.00 a day

Price for lunch is as follows:

Full price: \$3.00 day, \$15.00 week

Reduced price: .40 day, \$2.00 week

Milk is included with breakfast or lunch, additional milks are \$.30.

Students who wish to have more than the one milk that is provided with their lunch must pay the additional cost. If this is something you wished not to pay for, please complete the form at the beginning of the year to let staff know.

Breakfast is served from approximately 7:15-7:40. If your child arrives at school later than this, an exception may be made for them to have breakfast.

Grading System:

Rank cards are issued three times a year. After the completion of trimester one and two, reports will be distributed at Parent-Teacher Conferences. If parents a conference isn't scheduled, reports will be sent home the following school day. Reports will be sent home with the students at the end of trimester three. Reports **do not** need to be signed and returned to the school.

Mid-trimester progress reports will be issued to students in grades 1-8. **Progress Reports have to be signed by the parent/guardian, and returned to the homeroom teacher.** Parents should help their youngsters make progress toward academic success by monitoring your child's performance.

If you have any concerns or questions, please contact your child's teacher or the Administration. We want students to be challenged and to succeed. Please let us know how we can work with you to help accomplish this.

All curriculums are taught using the Common Core of Learning. Students in PK& K will be graded using the standards based reporting described below. **Limited Understanding:** Student is beginning to grasp the essential knowledge or skill needed to master the standard.

1. **Meets the Standard with Support:** Student is approaching meeting the standard. He or she can meet the standard with cues or support.
2. **Meets the Standard Independently /Proficient:** Student consistently meets the standard without help.
3. **Exceeds Standard Consistently:** Student consistently extends, demonstrates, or models a deeper knowledge/understanding of the standard.

Students in grades 1-8 will be graded by the traditional percentage system. Over several of years of using a standards-based system didn't give the older students the incentive to work toward their full potential. We are hopeful that reinstating the numerical grading system, students will work harder to meet honor and high honor roll status.

PROMOTION AND RETENTION

In cases of potential non-advancement, teachers should notify the parent(s) as early as possible, preferably no later than the end of the second trimester that retention is being considered. By the time that report cards go home at the end of the second trimester, parents will be notified of the potential non-advancement in writing by the Principal. A copy of the letter(s) will be placed in the student's permanent record folder.

As far as possible, retention will be decided through conferences involving the Principal, teacher(s), and parent(s). Parents dissatisfied with this decision may appeal to the Superintendent and Board. Decisions on special education students will be made through the IEP process..

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

- A. Student achievement
- B. Academic potential
- C. Attendance
- D. Health
- E. Maturity
- F. Physical size
- G. Age in relation to grade placement
- H. Student attitude
- I. Parent concerns
- J. Program options.

Any necessary retention should take place as early in a student's educational career as possible. It is our belief that student retention only occur under special circumstances.

Student Conduct:

At B.E.S., we feel that the purpose of discipline is to teach rather than to punish. As in academic progress, positive growth in a student's self-discipline is best achieved through respect, communication, and cooperation among the significant adults in his/her life.

Students exhibiting actions that are deemed unproductive, distracting, or disruptive to the learning process or the safety and welfare of the B.E.S. community will have the behavior called to his/her attention in a courteous and respectful manner. Most behaviors will/can be handled in the classroom without outside assistance. For situations where classroom interventions are not effective, the following consequences may be implemented.

Time Out- If the student is unable to correct the issue addressed quickly, then a time out may be asked of him/her. A specific time will be set, and when the student returns, no further consequences will happen.

Office Time Out- If time out is not effective, then the student may spend time with the principal and complete any work that might be missed while away from the classroom.

Detention- If behavior is out of control and disrupts the classroom more than a few minutes, then detention will be required for after school. Things such as: disrespect to a staff member, stealing, defacing school property, or intentionally damaging or destroying school property. A call will be made to the parents, and they will be required to come get the student after detention is complete. The student may be responsible to pay for all repair, replacement, and labor costs.

Suspensions- Any student who physically assaults or attempts to assault another student by slapping, punching, or kicking is endangering the safety of both him/herself and others, and will receive a minimum of a three day in-school suspension or suspension from school. Suspension from school is a consequence of last resort for chronic, seriously inappropriate, dangerous, threatening, violent behaviors, or behaviors that undermine the health and well-being of others in the B.E.S community. The number of suspension days will be determined by the principal and is determined by the behavior(s) exhibited by the student, and the results of corrective interventions. A parent conference with the student and parents will be needed before the student returns to school.

Expulsion- Repeated suspension may result in expulsion. The student may be brought before the School Board to determine if expulsion is needed. Expulsion means the student may not attend school for as long as the Board determines and may return only under conditions set by the Board.

BULLYING:

Bullying, as defined in this policy, is not acceptable conduct at BES and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

It is the intent of the BES School Board and staff to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying Defined:

For the purpose of this policy, "bullying" means any physical act or gesture, or any verbally, written, or electronically communicated expression that:

1. Physical harm to a student or damaging a student's property
2. Placing a student in reasonable fear of physical harm or damage to his/her property
3. Substantially disrupting the instructional program or the orderly operations of the school
4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy:

The policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace
- C. Blackmail, extortion, demands for protection money, or involuntary loan or donations
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
- E. Stalking
- F. Blocking access to school property or facilities
- G. Stealing or hiding books, backpacks, or other possessions
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Bullying affects not only students who are targets but also those who participate and witness such behavior.

Extra- Curricular Activities:

We encourage students to become involved in extra-curricular activities. Whether its involvement in our sports program or being involved in our school play. These activities promote the physical, mental, moral, social, and well-being of the individual student.

Prior to the start of any practices for a particular sport, students are required to have a physical with a doctor's permission to participate. Students have the option to having a free physical provided by the school.

Cross- Country: Cross Country is open for any student in grades K-8. Students in K-2 are required to have a parent or responsible adult to attend practices with them.

Pee-Wee Teams: Players are normally taken from grades 4-6, but may be from grade 3 if sufficient numbers are not available. A player must be 12 years or younger as of October 15th.

Junior High Teams: Players are normally from grades 7 & 8, but may include grades 4-6 if sufficient numbers are not available.

- Students should always give his or her best at practice and games.
- Students arriving at school past 9:00 a.m. without a valid excuse will not participate in practice or a game that day.
- Please inform the school if a conflict arises and the student cannot participate in the night's practice or game.

PTO- The PTO at BES is very active and involved in helping BES continue to stay the wonderful school it is. Parents put on several money making events throughout the year where all proceeds benefit the school. They also help with holiday events such as Christmas and Halloween parties, Book Fairs, Field Day, and Teacher Appreciation Week. The PTO holds meetings to coordinate events.

ALL school policies are on-line at the Union 103 website. We also have copies available for review at the school.