

Hermon Elementary School

Student / Parent Handbook
2017 ~ 2018



**235 Billings Road
Hermon, Maine 04401**

Tel.: 207-848-4000

Fax: 207-848-2100

Superintendent of Schools

Gary Gonyar

Principal

Jenny Perry

Family of:

HERMON SCHOOL DEPARTMENT

VISION:

**THE HERMON SCHOOL DEPARTMENT
ENCOURAGES THE COMBINED
EFFORT OF TEACHERS, ADMINISTRATORS,
PARENTS, AND COMMUNITY
MEMBERS TO EMPOWER ALL STUDENTS TO
ACQUIRE KNOWLEDGE,
SKILLS, VALUES, AND ATTITUDES TO GUIDE
THEIR LIVES IN FULFILLING
WAYS AND REALIZE THEIR POTENTIAL IN AN
EVER-CHANGING WORLD.**

MISSION:

**In support of our vision, we believe the mission of the
Hermon School Department is to provide a safe and
supportive environment where students have an
opportunity to acquire the knowledge and develop the
skills necessary to realize their potential as productive
workers, responsible citizens, and lifelong learners.**

Approved by Hermon School Committee

June 9, 2008

How To Use This Handbook:

This handbook is a guide to acquaint students and parents with important procedures and rules of our school. It is not anticipated that every situation can be dealt with here, nor is this book intended to be an all-inclusive set of policies governing the school. However, becoming thoroughly familiar with the general expectations outlined in the following pages will contribute greatly to an atmosphere that is conducive to teaching and learning in a safe, happy, healthful environment, where the academic focus is both evident and successful.

Students and parents are urged to consult early and often with teachers regarding any questions or problems that may arise. The administration and faculty work actively to ensure that every student will experience success and enjoy being a student at Hermon Elementary School.

HANDBOOK TOPICS

Acceptable Use Policy
Attendance
Birthdays
Bomb Threats
Building Security
Calendar
Classroom Assignment
Code of Conduct
Conferences/Curriculum Nights/
 Open Houses
Daily Routine
Dismissal Procedure
Emergency Procedures
Food Services Program
Fundraising
FERPA
General Dress and Appearance
Grading and Assessment
Guidance and Social Work
HES Faculty and Staff
HES Philosophy

Head Lice
Homework
Illness or Injury
Items NOT to Bring
Library
Lists of Students Names
Lost and Found
Medication at School
Newsletter
Parent/Student Compact
Parent/Teacher Conferences
PBIS (Positive, Behavior, System)
Principal's Message
PTA
Referral Process
School Rules
Ski Program
Snack
Special Observances
Title 1A Program
Transportation to School/Bus Routes





Welcome to this year at HESI! Each school year brings the promise of fun and excitement with friends and new learning. Learning is a challenge that requires active and intentional cooperation among teachers, parents, and students on a daily basis. To be most successful, it is important that students attend full days of school, complete daily assignments on time, and make appropriate choices for behavior. HES teachers have planned carefully to provide a program of instruction that will ensure learning progress throughout the year, and we look forward to seeing everyone succeed!

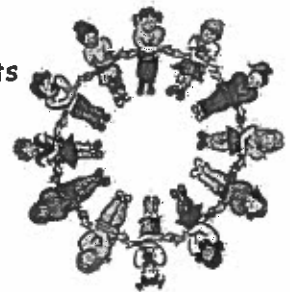
*Sincerely,
Mrs. Perry*

HERMON ELEMENTARY SCHOOL PHILOSOPHY

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

Objectives

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



Hermon Elementary School

School/Parent/Student Compact

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

THE SCHOOL WILL:

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

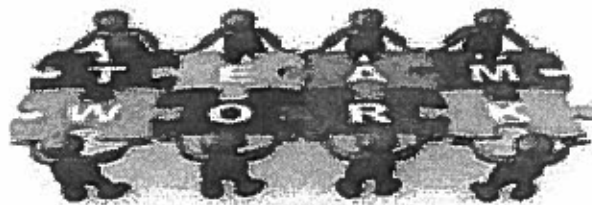
PARENTS WILL SUPPORT THEIR CHILD'S LEARNING BY:

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



STUDENTS WILL:

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



HES Faculty & Staff

PreK Teacher

Catherine Thompson
Sue McGown

Kindergarten

Heather Corbett
Diane Haggerty
Maria Rush
Crystal Thibodeau

Grade 1

Jennifer Johnson
Marisa Kelley
Nicole Lever
Kelly McCue

Grade 2

Carolyn Ayer
Heather Fidler
Ricala Hafford
Erica Hake

Grade 3

Deanna Leach
Holly Scott
Courtney Williams
Erin York

Grade 4

Sarah Collins
Kathryn Goodman
Katherine Helfen
Janet O'Clair

Principal:

Jenny Perry

Secretaries:

Lynn Allen
Michele Mahar

Head Custodian:

Craig King

Food Services:

Emily Nicholas

Specialists

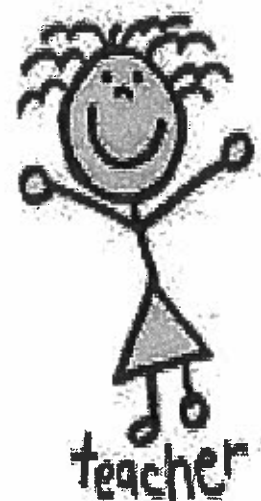
Debra Aucoin, Physical Education
Clare Caddell, Technology
Rachel Case, Art
Käline Goodrich, Library
John Kollman, Music 3-4
Kimberly Lyons, Music K-2

Support Services

Joanna Brigham, Title 1A Reading
Meredith Brookings, Guidance
Brandi Butterfield, Special Education
Lynette Gauthier, Speech
Nicole Griffin, Gifted & Talented
Kara Kitchin, Social Worker
Lindsey LaPointe, Title 1A Reading
Joella Michaud, Occupational Therapist
David Nason, Special Education
Angela Scripture, Nurse
Alicia Staffiere, Special Education
Joann Swales, Special Education
Dianna Werner, Title 1A Math
Denise Young Literacy Coach

Educational Technicians

Karen Clark
Jodi Curtis
Cindy Dauphinee
Nancy Doughty-Stitham
Heidi Fairbrother
Krista Higgins
Marilynne Littlefield
Gwen Lynn
Erin Mercier
Josh Monroe
David Oliver
Sarah Sorg
Irene Umble
Sarah Windsor





ATTENDANCE

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

Absence: Local policy and state law require schools to notify parents when students have exceeded attendance guidelines set by the state of Maine. Parents should provide an excuse following each absence.

Legally excused absences are: personal illness, health related appointments that cannot be made outside school hours, observances of recognized religious holidays when the observance is required during school hours, family emergency situations, educational absences that have been approved by the principal in advance, and absences caused by school activities held during the school day. Family vacations are not approved/excused absences.

In the interest of your child's safety, we request you to notify school (848-4000 ext. 3011) when your child is absent. Otherwise we will contact you to confirm your awareness that your child is not in school.

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

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

Vacations: Days and weeks when school is not in session are indicated on the Hermon School Department calendar. We ask parents to plan trips and outings accordingly so as not to interrupt the opportunity to attend school all day and every day. In the event that this is unavoidable, submit a written letter, no less than 2 weeks prior to the absence, to the principal for consideration for an excused absence.

ACCEPTABLE USE POLICY (AUP)

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

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



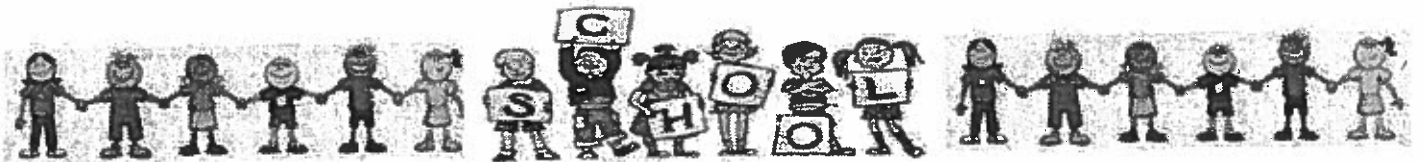
BOMB THREATS

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

BUILDING SECURITY

We take building security seriously at HES. All doors are locked throughout the day. Anyone arriving between 8:50 a.m. and 3:00 p.m. needs to buzz, be prepared to state your business, and be visible on camera before being admitted into the building. Volunteers and visitors are expected to sign in and wear a badge to their destination. Keeping students safe and secure depends on the full attention and supervision of teachers. Therefore, parent contact with teachers must be arranged in advance to take place before or after students are present in the classroom. When necessary, a student can be called to the office area to meet with a parent. We appreciate the cooperation and patience of parents during arrival and dismissal times.

To Parents: Related to security, we don't mean to be 'unfriendly', and ask you to remember that the children we keep safe each day include your own. It is imperative that you assist us in enforcing our front office and Lobby procedures—using the main entrance, signing in, wearing an ID tag, and waiting appropriately... these structures give us a sense of what belongs. In addition, your vigilance is appreciated! If you see something or someone that doesn't seem to belong, report it. If you become aware of any situation that could compromise the safety and security of our building or any individual at school, please notify the Principal's office.



Classroom Assignment

Classrooms are made up of a variety of learners, and HES faculty make every effort to create a healthy balance of gender and abilities for each class grouping. The process of classroom assignment begins in the spring when parents are encouraged to share in writing the identified needs or preferences of their child. A great deal of time and consideration goes into the placement process, and the placement as indicated on the June report card is final.



CODE OF CONDUCT

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

General Expectations of Each student:

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

Inappropriate Behaviors:

- Harassment or teasing of others
- Roughhousing (pushing, tripping, shoving, kicking, punching, etc.)
- Excessive noise or improper behavior in any part of the school
- Disobedience or rudeness to any supervisory adult
- Stealing or cheating
- Violence or threatening behavior
- Damage to school or others' property

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

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



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



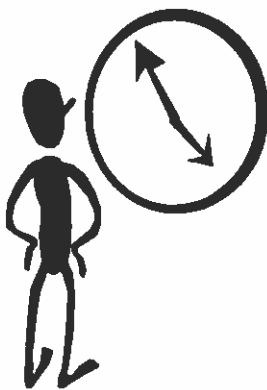
Respect
Responsibility
Reliability

CONFERENCES / CURRICULUM NIGHTS / OPEN HOUSES

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

Curriculum Nights: Grade level teams will present information about the curriculum, assessment, and grade level expectations in September, with dates to be announced.

Open Houses: We will hold several evening events this year related to academic themes and opportunities, with dates to be announced.



DAILY ROUTINE

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

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

Bathroom: Girls' and Boys' bathrooms are located in 3 areas of the school, and students are expected to use the nearest facility. Teachers are required to have sign-out sheets or checklists in order to monitor students who leave the room. In addition, teacher may include routine whole class trips to the bathrooms.

Recess: Students are scheduled for a 20 minute daily outside recess in conjunction with the lunch break and should dress appropriately to be out in all but the most inclement weather (such as rain or temperatures below 10°F). Due to scheduling demands and the limited availability of personnel to supervise, we do not allow students to stay in during recess unless they are retained by a teacher or have a doctor's signed medical order.

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

Dismissal: Dismissal begins promptly at 3:10 p.m. for approximately 375 children. **HELP US OUT HERE** by reading the following page closely and adhering to a consistent plan to keep your child secure.



DISMISSAL PROCEDURE

Dismissal time for all groups is at 3:10 p.m.

Parents, please do not arrive prior to 3:00 p.m. for pick-up.

1. **Lobby Dismissal:** Parents providing private transportation on a daily basis may fill out a form for Daily Lobby Dismissal. By signing this form, parents take responsibility for meeting their child in the Lobby or adjacent area on-time every day. These students are called as one group promptly at 3:10 p.m. each afternoon.
2. **Rec. Care:** Students going to the Hermon Recreation Department's Afterschool Care are called next as one group to go to the Cafeteria. This allows Rec. caretakers time to check lists and be sure that each child is accounted for before we call the buses.
3. **Sign-Out Sheet:** Parents picking up a child on an occasional basis must use the sign-out sheet at the lobby window. The parent must be present to do this (it cannot be done in advance or over the phone). These students are called individually after the Rec. Care group.
4. **Buses:** The buses are called by number in the order that they arrive at the bus door to pick up students. We do a "first call" and a "last call" to ensure students the full opportunity to board their bus on time.

Please note: Dismissal time is an intense and extremely busy time of day as over 375 students exit classrooms. We share the responsibility for their safe arrival at the proper destination with parents, and we must take this seriously. Be aware that there are many people involved in the transportation chain, and that *most errors in transportation relate to making a change.*

In the interest of every child's safety, avoid making changes whenever possible. Otherwise:

- 1) *Make advance changes to a student's destination in writing, and follow-up by calling to double-check on our awareness.*
- 2) *For a same-day change in transportation, always call before 2:00 p.m.*
- 3) *Understand that students are not allowed to make calls for permission to change their destination.*
- 4) *Students who are returned by a bus or who miss a bus and are not picked up promptly will be sent to the Rec. Care Program at the parent's expense.*



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





EMERGENCY PROCEDURES

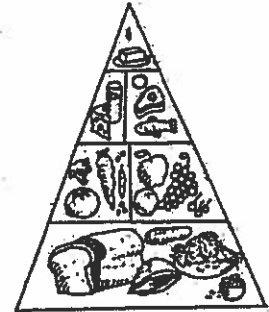
Closing of School: The Superintendent is authorized to close/delay/dismiss school when it is deemed necessary to safeguard the health or safety of students. Numerous local media stations will air these announcements and post them to internet. Be sure to watch or listen for HERMON Schools when checking announcements.

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

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

FOOD SERVICE PROGRAM

Payment: Hermon School Department uses a debit card process for meal purchasing. Parents may deposit any amount of funds and should indicate weekly the meals they want for their child. Student cards include name and picture and are used by them to purchase a meal or just milk. Those eligible for free or reduced cost meals must return the paperwork.



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

Lunch: The lunch schedule varies by grade-level with all students being served between 10:55 a.m. and 12:35 p.m. Menus are provided monthly for your planning.

From Home: Children with lunch from home eat in the cafeteria with classmates. They may purchase milk using their debit card account. We encourage parents to send healthy food items that students can manage independently to avoid wait time. Soda and energy drinks are not allowed. Please note we cannot microwave or otherwise prepare food brought from home.



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





FUNDRAISING

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



Hermon Elementary School also participates in activities to support charitable causes. JUMP ROPE FOR HEART in February raises money for the American Heart Association. Local food cupboards are another recipient of the generous efforts by both staff and students.



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

GENERAL DRESS AND APPEARANCE

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



GUIDANCE COUNSELOR and SOCIAL WORKER

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





GRADING AND ASSESSMENT

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

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

Standardized Testing: All K-4 students are screened periodically in reading, math, and for behavior, as required by Maine's RTI (Response to Intervention) law. Data is analyzed regularly by teachers to determine individual needs for instruction, and to determine the success of our programs. Students in Grades 3 and 4 will participate in SBAC (Smarter Balanced Assessment Consortium) testing activities throughout the year as required by Maine law. The first state-mandated summative SBAC in mathematics, reading, and language arts will take place in the spring.

Report Cards: Report cards are issued 3 times each year to provide information about learning achievement. Grades are based on summative assessments related to the standards from Maine's Learning Results and by The Core Curriculum State Standards. Report cards reflect grade level expectations for achieving the standards of learning.

Progress Reports: Progress reports are sent home 3 times each year at mid-trimester. Progress reports may include evidence from both formative and summative assessments. Teachers may also provide weekly reports related to behavior and completion of assignments.

HOMEWORK

Research confirms a strong relationship between doing homework and higher levels of student achievement. Homework assignments are used to provide practice with newly acquired skills, to prepare for future assessment activities, and to extend time for long-term projects. Teachers generally assign work which can be accomplished within the following time frame:

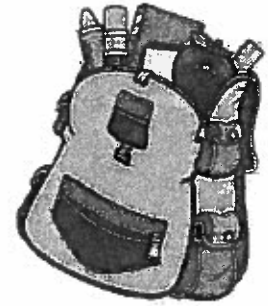
Kindergarten:	Up to 20 minutes daily
Grades 1-3:	Up to 30 minutes daily
Grade 4:	Up to 40 minutes daily

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



ITEMS NOT ALLOWED AT SCHOOL

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



Cash Money: Students should never carry large sums of money at school. Please write checks for most expenses related to school.

Electronic games, music, cell phones, kindles: Students are not allowed to use these items at any time during the school day. Due to their value and the potential for loss, keep them at home.

Pets: Pets and other animals may not be brought into the school. No exceptions.

Skateboards, sleds, snowboards, etc.: These items pose a hazard on playgrounds, and are not allowed to be used at school.

Toys: Small toys are an unwelcome distraction in the classroom and teachers may require they be kept in backpacks. Please help teachers by keeping them at home.

Trading Cards: The activity of trading cards at school or on the bus will result in disciplinary action for both parties. The school takes no responsibility for locating cards that are lost in the process of trading.

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

STUDENT INFORMATION IS CONFIDENTIAL



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

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



HEAD LICE

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



ILLNESS OR INJURY AT SCHOOL



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

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



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

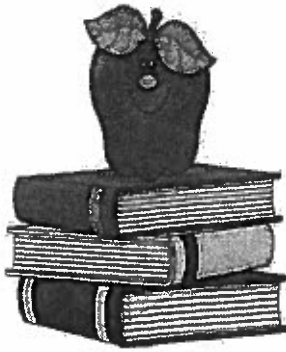


MEDICATION POLICY

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

PLEASE NOTE: Elementary students may not carry any medication between home and school as a matter of safety. All medication must be delivered by a parent.





LIBRARY PRIVILEGES

Students may sign out two books at a time for a period of two weeks. Lost or damaged books will be billed to parents to cover replacement costs. Students must return books in order to retain borrowing privileges. The library will sponsor two Scholastic Book Fairs this year. The first will take place in November with profits to benefit the Library, and the last will take place in May, the popular Buy-One-Get-One-Free!

LOST AND FOUND

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

Any found item of significant value will be kept in the office.



SCHOOL RULES

1. Be Safe
2. Be Respectful
3. Be Kind and Caring
4. Be Responsible

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

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



SKI/SNOWBOARD PROGRAM

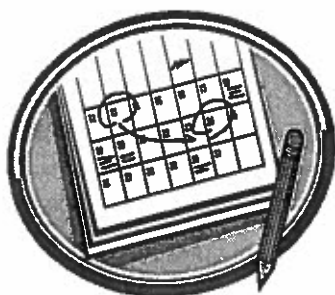
Elementary students are fortunate to be able to participate in a low cost after-school ski program on Friday afternoons during January and February. Transportation by bus to Hermon Mountain is provided, and parents pick their students up at 6:00 p.m. Parents of Kindergarten students must accompany their children at the mountain. Information will be sent home in November.



SPECIAL OBSERVANCES

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

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



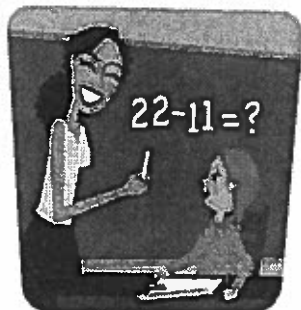
Others: By law, days and/or topics to be marked by special instruction or observance in school are as follows: Maine Week of Heroes (Sept.), Constitution Day (Sept.), Poetry Day (Oct.), John F. Kennedy Day (Nov.), Alcohol Awareness Day (Dec.), January 1st, Martin Luther King Day (Jan.), Statehood Day (Mar.), Washington and Lincoln's birthdays (Feb.), Arbor Day (Apr.)

REFERRAL PROCESS / CHILD FIND

Parents will be notified by a classroom teacher if their child has demonstrated academic difficulties that lead to pre-referral intervention strategies. Parents are notified in writing, consistent with special education regulations, if their child has been referred to the IEP team following an intervention period. Parents also have the right to refer their child directly. Eligibility of students for special education programming is determined by obtaining multiple measures of data from an appropriate evaluation process. The school is responsible for identifying and providing for the special education needs of school-age children (5–20). See Policy IHBAC.



TITLE 1A PROGRAM



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



TRANSPORTATION OF STUDENTS

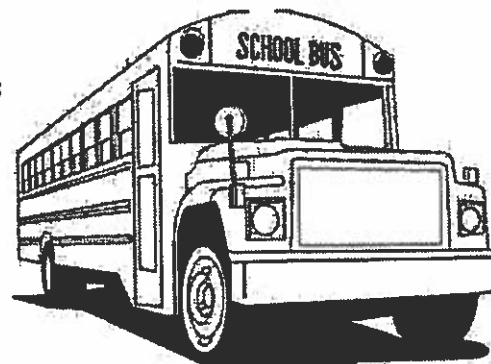
A bus driver has the serious responsibility for the safe delivery of children to their caretakers. The rights of students to ride on the school bus are conditional to following bus rules. Both bus drivers and classroom teachers will review safety rules with students and provide notification to parents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

A. Meeting the Bus

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

B. On the Bus

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



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

Private Transportation: The emergency lane is blocked to general traffic in order to ensure a safe pedestrian zone for children and adults entering and exiting the building. Please park appropriately and plan to accompany your child to and from your vehicle each morning and afternoon. Please time your arrival at school:

8:30 a.m. - 8:50 a.m. for delivery

3:00 p.m. - 3:10 p.m. for dismissal

We ask that visitors respect that Handicapped parking spaces are reserved for those with a documented need.



Newsletter

As a supplement to this Handbook, current and important information will be sent home monthly in the Hermon Elementary School News. And distributed through classroom newsletters. Please look for the Newsletter on the first Monday of each month.



PTA



The Hermon Parent-Teacher Association extends an open invitation to attend meetings which are held the second Tuesday of each month at 6:30 p.m. This is a great way for parents and teachers to work together with the common goal of supporting enriching educational opportunities for the students at Hermon Elementary School. Annual dues are \$5.00, and provide member access to the PTA website with numerous resources and beneficial information. Being a PTA member is not mandatory for attending and sharing your ideas. Please come!!

VOLUNTEERS / VISITORS

We appreciate and welcome the efforts of visitors and volunteers in our school. Arrangements to visit or volunteer in a classroom should be made in advance through the classroom teacher or the Principal's Office. Visitors and volunteers are required to complete a Volunteer agreement and approved background check. When visiting or volunteering you must sign in at the office and wear a visitor or volunteer badge during their stay. A reminder here that students may not bring guests (other children) to school, and that volunteers may not bring younger children with them during volunteer hours. For those who are looking for a way to help their child's classroom and cannot volunteer... please be aware of the "Teacher Needs" bulletin board just inside the HES entry. The scene is decorated with motifs that include the name of a teacher and a particular need for that classroom. Parents who wish to fill that need can just take the motif with them and return it with the item. HES teachers are grateful for everything you do!



Website

We encourage you to check us out at www.hermon.net where you will find links to PTA, monthly menus, weekly news letters, calendars, teacher and classroom pages, kid links, resources , programs and more!



**Hermon Elementary School
Behavior Expectations Matrix**

“Working together to create a safe, positive, caring environment
that promotes high expectations for learning, respect, and cooperation.”

Behavior	Bus	Hallway	Classroom	Restroom	Cafeteria	Playground	Assembly
<i>Be Safe</i>	<ul style="list-style-type: none"> - Walk to the bus - Remain seated - Keep aisle clear - Use quiet voice 	<ul style="list-style-type: none"> - Walk at all times - Stay to the right in a single file line - Look forward 	<ul style="list-style-type: none"> - Walk at all times - Push chairs in - Hang up clothing and backpacks - Keep chair legs and feet on floor 	<ul style="list-style-type: none"> - Open doors carefully - Wash hands after using restroom - Keep floor dry 	<ul style="list-style-type: none"> - Walk at all times - Maintain space in line for carrying trays; hold tray with both hands - Remain seated - Raise hand for assistance 	<ul style="list-style-type: none"> - Use equipment appropriately - Remain within play area boundaries - Be aware of others - Dress appropriately for weather 	<ul style="list-style-type: none"> - Walk at all times - Keep eyes on teacher during entry and exit
<i>Be Respectful</i>	<ul style="list-style-type: none"> - Wait your turn - Say hello/ goodbye to driver each day - Listen to the driver - Follow directions 	<ul style="list-style-type: none"> - Be quiet/silent - Keep a space between friends, with hands at side or back 	<ul style="list-style-type: none"> - Be a good listener - Follow directions the first time - Be on time each day - Take proper care of materials 	<ul style="list-style-type: none"> - Wait your turn - Be quiet - Allow privacy - Clean up after yourself 	<ul style="list-style-type: none"> - Use quiet voices - Use manners; thank cook and others for their help - Keep hands and feet in your own space 	<ul style="list-style-type: none"> - Take turns - Follow directions the first time - Display good sportsmanship 	<ul style="list-style-type: none"> - Keep eyes on presentation - Stay in your own space, sit straight, and remain seated - Be a good listener - Applaud appropriately
<i>Be Kind & Caring</i>	<ul style="list-style-type: none"> - Smile and greet others - Share seat willingly - Use kind words 	<ul style="list-style-type: none"> - Give a non-verbal greeting to others 	<ul style="list-style-type: none"> - Be friendly - Use kind words - Say please and thank-you - Invite others to join an activity - Encourage others 	<ul style="list-style-type: none"> - Be polite 	<ul style="list-style-type: none"> - Smile - Welcome others to table - Make friendly table talk; be polite 	<ul style="list-style-type: none"> - Share equipment - Include others in activity - Use kind words - Encourage others 	<ul style="list-style-type: none"> - Smile - Make room for others
<i>Be Responsible</i>	<ul style="list-style-type: none"> - Talk quietly to nearby friends - Keep all belongings inside backpacks - Return found items to the driver 	<ul style="list-style-type: none"> - Go directly to destination - Keep hands off bulletin boards 	<ul style="list-style-type: none"> - Put things away properly - Use time wisely - Bring required items to school 	<ul style="list-style-type: none"> - Flush the toilet after use - Use correct amount of paper, soap, towel - Place used towel in the trash - Return quickly to classroom - Report problems to classroom teacher 	<ul style="list-style-type: none"> - Eat in a timely manner - Clean/pick up after yourself - Take care of trays in an orderly manner 	<ul style="list-style-type: none"> - Report problems or injuries to the duty teacher - Line up quietly in a straight line - Collect and return equipment to the classroom 	<ul style="list-style-type: none"> - Line up in a quiet and orderly manner - Give 100% to your performance, or - Give 100% to being a member of the audience

NOTIFICATION OF ASBESTOS CONTAINING BUILDING MATERIALS.

All buildings at the Hermon Elementary School have been inspected for the presence of Asbestos-Containing Building Materials (ACBM's). A written plan (Asbestos Management Plan) for the management of ACBM's has been developed. The asbestos management plan identifies the type and location of ACBM's in the buildings and outlines operational procedures for proper building maintenance to minimize exposure to asbestos hazards. The school also maintains records of all asbestos re-inspections, surveillance activities, and response actions. These records are available for inspection at the Hermon Elementary School and the Superintendents office.



HERMON SCHOOL DEPARTMENT 2017 – 2018 SCHOOL CALENDAR

AUGUST 2017

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	IS	IS	IS	

3 In-service Days

SEPTEMBER 2017

M	T	W	T	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19 Student Days

OCTOBER 2017

M	T	W	T	F
2	3	4	5	IS
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

1 In-service Day
20 Student Days

NOVEMBER 2017

M	T	W	T	F
		1	2	3
6	7	8	9	H
13	14	15	16	17
IS	*	V	H	V
27	28	29	30	

2 In-service Days
16 Student Days

DECEMBER 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	V	V	V	V

16 Student Days

JANUARY 2018

M	T	W	T	F
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

21 Student Days

FEBRUARY 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
H	V	V	V	V
26	27	28		

15 Student Days

MARCH 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 Student Days

APRIL 2018

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
H	V	V	V	V
23	24	25	26	27
30				

16 Student Days

MAY 2018

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

22 Student Days

JUNE 2018

M	T	W	T	F
				1
4	5	6	7	8
11	12	SIS	S	S
S	S			

8 Student Days
5 Storm Days*
1 In-service Day

HERMON SCHOOL DEPARTMENT

848-4000, X 6000

IS = In-service:
August 29, 30, & 31, 2017
October 6, 2017
November 20 and 21(*), 2017
June 13, 2018

K-12 Parent/Teacher Conferences
November 16 & 20, 2017, 4 - 8 p.m.

H = Holiday
V = Vacation Day
S = Storm Day
***** = No School/Comp Day for P/T Conferences
ER = Early Release

*This calendar includes five (5) days to be lost due to inclement weather. The actual calendar may be adjusted if fewer or more days are lost due to weather conditions.

Graduation Date: June 9, 2018

Instruction Days = 175
In-service Days = 7

August 31: In-service with Orientation for Grades 5 & 9

September 5: First Student Day PreK-12

Rev. Approved by HSC: August 14, 2017