

CHEBEAGUE ISLAND SCHOOL

Welcome to the Chebeague Island School and the community of learners that makes this an exciting, safe and fun place to be. This handbook is designed to provide important information to parents and students. Please take a few minutes to read through and become acquainted with the information. Thank you, and again, welcome to our school and the new school year.

CHEBEAGUE ISLAND SCHOOL MISSION

The Chebeague Island School has a special commitment to nurturing and respecting each student's individual abilities, while also challenging students to accomplish things they never dreamed they were capable of doing. Through hands-on experiences emphasized by intergenerational relationships from the island community and island resources, the Chebeague Island School will strengthen students' abilities to contribute to a positive and productive attitude, with respect to others and our environment.

VISION STATEMENT

The Chebeague Island School values social learning, responsibility, pride, quality and mutual respect. The Chebeague Island School encompasses an active, independent, community of learners of all ages, providing resources for unlimited opportunities in a safe, comfortable and inclusive environment. All students are encouraged to develop their natural gifts and academic skills to the highest level possible in a supportive atmosphere that values and respects individuals.

To accomplish this mission, the Chebeague Island School community will collaborate to:

- Use effective instructional practices and provide professional development to assure that all students meet or exceed standards,
- Ensure a safe and respectful environment where all feel a sense of belonging,
- Promote parental participation as fundamental to each student's success.

EXPECTATIONS

Students

- We expect students to come to school ready to learn.
- We expect students to be responsible for their actions.
- We expect students to show respect for themselves and others.
- We expect students to show respect for our school building, materials and grounds.

Parents

- We expect all parents to play an active and supportive part in their child's learning.
- We expect all parents to be active members of our school community.

Teachers and Staff

- We expect teachers and staff to do their best to support the learning of all students.
- We expect teachers and staff to know and respect all members of the Chebeague Island School community.

CONFIDENTIALITY

Every member of the school staff understands that being part of our island community has many benefits. One of those is the ability to know and interact with many members of the community on a regular basis. Every member of the school staff recognizes that our students and their families have a right to privacy that is protected by federal law and will not share confidential information concerning students and their families during their interactions in the larger island community.

ACADEMIC PROGRAMS AT CIS

The school is organized into three classrooms: Pre-K/K-Transition, Kindergarten-grades 2, and grade 3 - grade 5. In both the K-2 and 3-5 classrooms, a full time Teacher and an Ed Tech provide support for our students. In Pre-K/K-Transition, there is one part time Teacher.

All students will be provided with the opportunity to meet School Department standards in reading, writing, mathematics, science and social studies as part of their regular school program. In addition, students participate in art, music, physical education and library weekly. Students in

grades 3, 4 & 5 also have the opportunity to learn to play the violin. Denise Sullivan provides a variety of programs for students and families that support the development of social skills.

Feedback on student progress is done through regular classroom newsletters, progress reports in January and June and parent teacher conferences in November and April. Please feel free to contact your child's teacher at any time if you have questions regarding his or her progress.

HEALTH AND SAFETY

1. No child should be sent to school if there are any symptoms of illness present such as a fever or rash. This is to assure the quick recovery of the sick child and to protect other children.
2. A child may be sent home if there is any suspicion of a contagious disease.
3. The school nurse maintains all health records and conducts routine screenings. In case of a child's illness or accident at school, the school will contact the parent. If a student needs to be sent home due to illness, an adult will stay with the student in a quiet room until the parent or guardian is able to come and pick the student up.
4. Please be sure to include emergency numbers to call when completing the Student Information Form; a work number, baby-sitter and a neighbor's number would be helpful. Please notify the school office of any changes during the school year. If your child is involved in an accident that, in the judgment of the school personnel, requires medical attention, you will be contacted using the information supplied by you on the Student Information Form.
5. If students are well enough to attend school, it is expected that they are well enough to go outside for recess. Please make sure that they come to school with appropriate attire for outdoor recess.
6. If your child is to be excused for medical reasons from any class activity, including P.E., the school requires a written statement from a doctor.
7. We encourage good nutrition in snacks and lunches.
8. Regular fire drills will be conducted.
9. Please do not bring valuables to school.

MEDICATION

It is desirable that parents should administer any medication to their child at school when necessary. However, in the event that this is not possible, it is the Policy of the Chebeague Island School that medication may be administered by school personnel with prior written permission by a parent/guardian.

CLOTHING GUIDELINES

The students have PE on Tuesdays and recess twice a day. We encourage them to wear clothing that allows them to participate in these opportunities to run and play freely, unencumbered by inappropriate clothing and/or shoes. In the colder months, they still go outside and should have warm outerwear, hats and mittens. We encourage students to wear clothing that covers their midriffs. When girls wear skirts, jumpers and dresses, it's appropriate to wear leggings, shorts or tights as well.

TRANSPORTATION

Bus

The drivers of our school bus, Virginia Calder and Doug Ross, are charged with a heavy responsibility for the safety of the children in their care. The right of students to ride on the school bus is dependent upon their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. The driver may assign seats on the bus.

Meeting the Bus:

1. All students must be on time.
2. Students walking on a roadway to a stop should always walk on the left shoulder facing traffic.
3. Students should walk when crossing the road.
4. Students shall not run along side of the bus when it is moving.
5. Students should stand well away from the shoulder of the road in an orderly group while waiting for their bus.

BUS RULES

The right of students to ride the bus is conditional on their behavior and observance of rules and regulations.

1. All students shall report on time to their designated "School Bus Stop". Due to set schedules, the bus will not be permitted to wait for tardy students.
2. The driver is in full charge of the bus and the students. Students will obey the directions of the driver.
3. If the driver wishes, he/she may assign seats.
4. All students shall be treated with respect and shall show respect for each other, the driver and others who may be on the bus.
5. When the bus is in motion, students will not stand, move about, or extend arms or heads out of the windows.
6. Nothing shall be thrown from or within the bus.
7. Any deliberate damage done to any part of the bus shall be paid for by the student and/or parent/guardian of the student(s) involved.
8. Students are allowed to talk on the bus provided the conversation is appropriate and the driver's instructions can be heard. If the conversation is not appropriate or the noise level becomes excessive, the driver may require silence.
9. Students may use music players with headphones. However, music should not be so loud that it's audible to fellow riders, and speakers are not permitted at all.

Students will not be permitted to get off at any stop other than their assigned stop unless the driver receives a permission slip signed by the proper school personnel. If the student does not have written permission and parental contact can not be made, the student will be brought back to the school.

FIELD/EXTRA CURRICULAR TRIPS

The Chebeague Island School provides properly supervised field trips for educational purposes. Private vehicles approved by the Superintendent generally provide transportation for off-island field trips.

Due to the unique nature of our island school, some field trips may require an earlier start or a later return. School personnel will arrange transportation with the CTC and will notify parents of any changes. All field trips are chaperoned by staff and parents.

The School Department feels a heavy responsibility for the safety and well-being of students involved in trips of this nature. For this reason students are expected to observe the following guidelines.

1. Students will respond to the direct supervision of the teacher and are expected to behave appropriately at all times.
2. Following an activity, everyone is expected to return to school on the bus unless a parent gives written permission to the teacher and obtains permission to take his/her son or daughter from the site of the activity.
3. Students are expected to stay with their group at all times as instructed by the teacher in charge.
4. All bus regulations outlined in the transportation section are in effect.

NO SCHOOL ANNOUNCEMENTS

In case of inclement weather conditions, please listen to local radio and/or TV stations for school cancellations.

ATTENDANCE/DISMISSAL

For your child's safety, it is required that he/she arrive at school no earlier than 8:15 a.m., because supervision is not available before then.

School is in session from 8:15 a.m. to 3:20 p.m. Early Release days end at 11:30 a.m. Students are considered tardy if they arrive at school later than 8:15 a.m. We expect that all students will arrive on time and be ready to learn.

If your child will be absent from school, please call the school on the morning of the absence. Please inform us of anticipated absences with a note or call to the office.

Students who are to be dismissed early are requested to notify the teacher. Please be aware that when students are tardy or are dismissed prior to the end of the school day, they are missing valuable instructional time from the classroom.

SCHOOL LUNCH

Students may bring lunch or purchase a hot meal. Hot lunches and milk are available through the School's Lunch Program. The CIS offers free, reduced and full cost meals each day that school is in session for a full day. Please call the Superintendent or check the school website for more

information on the Free and Reduced Lunch program. Menus are available for each month and are also posted on the website. It is most helpful for children to bring their money on Monday for the whole week, or for the number of meals they'll need for the month.

HOMEWORK

Chebeague Island School recognizes the value of homework in cultivating academic achievement and good study habits. **Reading at home by your child, to your child and with your child is encouraged at all grade levels!** Children in all grades may be given schoolwork to do at home.

Homework assignments provide opportunities for our students to:

- Develop good study habits,
- develop a sense of responsibility for task completion,
- Learn time management,
- Reinforce skills,
- Extend or enrich their classroom experiences.

VOLUNTEERS

Parent and community involvement is part of the school's mission. We welcome the time and resources that parents and community members bring to our school. The teachers find volunteer assistance in their classroom invaluable. If you have time, special talents, or interesting experiences to share, please contact the classroom teacher or the school office.

Volunteers at CIS help teachers and students in innumerable ways, including:

- Assisting with the math instruction,
- Reading with and to students,
- Accompanying students on field trips,
- Sharing expertise that supplements the curriculum,
- Assisting in projects.

Contact Information

The best way to contact the school is by calling 846-4162. The website, www.chebeague.org/cis is updated regularly and includes most of the information that goes home to parents such as menus, field trip information, the school calendar and teacher newsletters. It also posts school committee information and meeting dates.

School Office: 846-4162

Althea's schedule: Monday thru Friday, 7:45 – 12:30, later on Tuesdays and Thursdays.

Bump's schedule: Tuesdays & Fridays 7:15 – 3:45 , later on School Committee meeting Tuesdays.