

## **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, Kindergarten-grades 2, and grade 3 - grade 5. In both the K-2 and 3-5 classrooms, a full time teacher support for our students. In Pre-K, there is one part time teacher. There are two Educational Technicians who work as needed among the three rooms.

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 weekly in art, music, Spanish, P.E. and library. Denise Sullivan, who is a licensed Occupational

Therapist and Certified School Counselor as well as having a masters in Expressive Arts Therapy, 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 P.E. once a week 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 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 driver of our school bus, Virginia Tatakis, is charged with a heavy responsibility for the safety of the children in her care. The right of students to ride on the school bus is dependent upon their behavior and observance of rules pertaining to proper conduct. Virginia and any substitute 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 permission from a parent or guardian. 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 are 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 many 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](http://www.chebeague.org/cis) is updated regularly and includes most of the information that goes home to parents such as menus, field trip information, school calendar and teacher newsletters. It also posts school committee information and meeting dates.

**School Office:** 846-4162

**Althea's schedule:** Monday thru Friday, 7:30 - 12:30.

**Mike's schedule:** Tuesdays & Fridays 7:15 - 3:45, later on School Committee meeting Tuesdays.



## ANNUAL NOTIFICATIONS

### Title IX Provisions

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance, with certain exceptions. Title IX applies to discrimination based on sex, is limited to education programs and activities and includes employment."

In accordance with Title IX of the Education Amendments of 1972, Public Law 92-138, and amendments thereto Public Law 93-563 and of the codes of federal regulations, Title 45, Part 86, which implements those laws, it is hereby declared formally that it is the policy of the Chebeague Island School Department, and those of its employees, that there shall be no discrimination of any education program or activity at the Chebeague Island School Department. Inquiries, complaints and other communications relative to this policy and to Title IX of the Education Amendments of 1972 and other public laws and federal regulation concerned with non-discrimination on the basis of sex shall be addressed to:

Mary Holt  
Chebeague Island School  
14 School House Rd.  
Chebeague Island, ME 04017

The above named has been designated by the School Committee to coordinate the Department's efforts to comply with Title IX. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the following procedure:

#### **Complaint and Grievance Procedure:**

- Any complaint from, or on behalf of any person employed by or served by the school department shall be communicated to the designated person.
- The designated person shall investigate the complaint and attempt to resolve the issue.
- If the issue is not resolved, the complaint shall be reduced to writing and submitted to the Superintendent who will consider the evidence

- provided by the aggrieved and/or their designee and rule on any corrective action to be taken.
- Any appeal from the decision of the Superintendent may be taken to the School Committee within ten days and the School Committee will render a decision within sixty days of the appeal after hearing evidence in the case.
  - Appeal of the School Committee's decision may be brought within ten days to the Federal Office of Civil Rights, and appeal from its decision may be brought in Federal Courts, whose decision shall be final.

(This notification is published to achieve compliance with the requirements of Section 86.9 of Title 45, Code of Federal Regulation.)

## **Harassment and Sexual Harassment**

Harassment of students because of race, color, sex, religion, ancestry, national origin or disability is prohibited. Such conduct is a violation of School Committee policy and may constitute illegal discrimination under state and federal laws.

### **Harassment**

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry, national origin or disability.

### **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, students, volunteers and visitors to the school and any other person with whom students may interact, in order to pursue school activities, are required to refrain from such conduct.

Harassment or sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The school administration will investigate complaints of harassment in accordance with the Harassment Complaint Procedure.

### **F.E.R.P.A.**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. Those rights are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal or designated official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Chebeague Island School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the records that they want changed and specify why it is misleading or inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official

- is a person employed by the Department as an administrator, supervisor, or instructor or support staff member (including health and medical staff and law enforcement personnel); a person serving on the School Committee; a person or company with whom the Department has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, D.C. 20202-5920

*(This notification is published to achieve compliance with Regulations: 34 CFR Section 99.7)*

**Notification of Rights  
Under the Protection of Pupil Rights Amendment  
(PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams in the school. These include the right to:

**Consent:** before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent,
- Mental or psychological problems of the student or student's family,
- Sexual behavior or attitudes,
- Illegal, anti-social, self-incriminating or demeaning behavior,
- Critical appraisals of others with whom respondents have close family ties,
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers,
- Religious practices, affiliations or beliefs of the student or parents, or
- Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding,
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law, and,
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect:** upon request and before administration or use,

- Protected information surveys of students,
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and,
- Instructional material used as part of the educational curriculum.

The Chebeague Island School Department has developed and adopted policies regarding these rights, as well as the protection of student privacy in the administration of protected surveys and the collection, disclosure or use of personal information.

The Chebeague Island School Department will notify parents/guardians of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing or other distribution,
- Administration of any protected information survey not funded in whole or in part by ED,
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-5920

*(This notification is published to achieve compliance with 20 U.S.C. Sec. 1232h, Regulations: 34 CFR Part 98)*

### **Tobacco Free Schools**

Smoking and use of all tobacco products is prohibited within the Chebeague Island School or on any school property. Possession of any tobacco products by students is prohibited at all times within the Chebeague Island School and on all school property. Students found smoking, using tobacco products or in possession of any tobacco products on the school grounds, will be subject to disciplinary consequences up to and including the possibility of suspension.

### **Asbestos Notification**

The Chebeague Island School has been inspected for the presence of Asbestos Containing Building Materials (ACBMs). A written plan for the management of these materials has been developed. This plan notes the type and location of ACBMs within the school. The management plan is an outline of operational procedures designed for the proper maintenance and safety of all

people who work, study or are otherwise present in the building to minimize the exposure to asbestos hazards. A copy of this plan is available for inspection at the Chebeague Island School Office.

The condition of all Asbestos Containing Building Materials will be semi-annually subject to surveillance. All contractors working within the Chebeague Island School shall be informed of the location and condition of all ACBMs.

*(This notification is published to achieve compliance with 40 CFR, Part 763.)*

### **Teacher Qualifications**

The Chebeague Island School receives federal monies to support various educational programs and services to children. As such, we are required to notify the parent/guardians of each student that they may request, and the school will provide, information regarding the professional qualifications of classroom teachers.

Any parent/guardian wishing information concerning staff qualifications should contact the Principal at 846-4162.

*(This notification is published to achieve compliance with Section 6311 of NCLB Act.)*

### **Annual Pesticide Notification**

Because pesticides pose risks, the Chebeague Island School uses an alternative approach to merely applying pesticides. Control of insects and weeds at our school focuses on making the school and grounds an unfavorable environment for pests. Through routine maintenance, proper food storage and sanitation, we will reduce or eliminate available food and water sources for pests. We will routinely monitor the school and school grounds for the presence of pests. Sometimes, however, pesticides may be necessary to control a pest problem. If that becomes necessary, the school will use the lowest risk products available. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to students or staff. If higher risk pesticides must be used, notice will be given to

students, staff and parents/guardians at least two days before any planned pesticide application. Pesticide application notices will also be posted in or on school grounds.

The school keeps records of pesticide applications and information about any pesticides used. You may review these records, as well as obtain a complete copy of the Pesticide in Schools regulation (CMR 01-026, Chapter 27) by contacting the Principal at 846-4162.

For further information about pests, pesticides and your right to know, you may contact the Board of Pesticide Control at 207-287-2731.

*(This notification is published to achieve compliance with CMR 01-026, Chapter 27.)*