

# Andover Elementary School Student Handbook 2021-2022



85 Pine Street  
PO Box 70  
Andover, ME 04216  
Tel: 392-4381  
FAX: 392-1500

Susan Pratt  
Principal/Superintendent  
[spratt@andoverschoolmaine.org](mailto:spratt@andoverschoolmaine.org)

# TABLE OF CONTENTS

ASBESTOS NOTICE	20
ATTENDANCE/ABSENCES	11
BICYCLES	8
BOMB THREATS	9
COURT ORDERS	11
DIRECTORY INFORMATION	3
ELECTRONICS/SPORTS EQUIPMENT	8
EVENING EVENTS	8
FIRE/SAFETY DRILLS	14
FOOD SERVICE	13
GLASS	14
GUNS ON SCHOOL PROPERTY	9
HIGHLY QUALIFIED TEACHERS	5
INTEGRATED PEST MANAGEMENT	20
INVITATIONS/ANNOUNCEMENTS	10
LOST & FOUND	14
MISSION STATEMENT	4
NO SCHOOL/CANCELLATIONS	16
NOTIFICATION OF PARENTAL RIGHTS	4
OPENING EXERCISES	15
PROCESSING CONCERNS	6
RULES/EXPECTATIONS	6
SCHOOL BOARD POLICIES	17
SCHOOL EVACUATIONS	14
SCHOOL PARENT COMPACT	21
SCHOOL PROPERTY	13
SNACK/RECESS/LUNCH	13
SPECIAL SERVICES	14
STUDENT DISMISSALS	12
STUDENT DRESS EXPECTATIONS	9
SUSPENSIONS	10
TELEPHONE	10
TITLE 1	14
TRANSPORTATION	15
VISITORS	10
VOLUNTEERS	11

# ANDOVER SCHOOL DEPARTMENT PERSONNEL/DIRECTORY

## NAME

## EMAIL

Susan Pratt, Superintendent

[spratt@andoverschoolmaine.org](mailto:spratt@andoverschoolmaine.org)

Brenda Bouchard, Administrative Assistant

[bbouchard@andoverschoolmaine.org](mailto:bbouchard@andoverschoolmaine.org)

## Andover School Department School Board

Paula Lee, Chairperson

[plee@andoverschoolmaine.org](mailto:plee@andoverschoolmaine.org)

Betty Davis, Vice Chairperson

[bdavis@andoverschoolmaine.org](mailto:bdavis@andoverschoolmaine.org)

Tim Akers

[takers@andoverschoolmaine.org](mailto:takers@andoverschoolmaine.org)

Pete Coolidge

[pcoolidge@andoverschoolmaine.org](mailto:pcoolidge@andoverschoolmaine.org)

Lora Owings

[lowings@andoverschoolmaine.org](mailto:lowings@andoverschoolmaine.org)

## Staff

Brenda Bouchard, Secretary

[bbouchard@andoverschoolmaine.org](mailto:bbouchard@andoverschoolmaine.org)

Marcia Rajaniemi, Pre- K -1

[mrajaniemi@andoverschoolmaine.org](mailto:mrajaniemi@andoverschoolmaine.org)

Anita Cote-Chisholm, 2/3 Teacher

[acote@andoverschoolmaine.org](mailto:acote@andoverschoolmaine.org)

Amy Stetson, Ed Tech

[astetson@andoverschoolmaine.org](mailto:astetson@andoverschoolmaine.org)

TBD, Ed Tech

Karen Thurston, 4-5, Lead Teacher

[kthurston@andoverschoolmaine.org](mailto:kthurston@andoverschoolmaine.org)

Kathy Collins, Sp. Ed Director

[kcollins@andoverschoolmaine.org](mailto:kcollins@andoverschoolmaine.org)

TBD, Music

TBD, Art

TBD, Contracted Librarian

Phillip Olivieri, Spec. Ed/ PE

[polivieri@andoverschoolmaine.org](mailto:polivieri@andoverschoolmaine.org)

Sally Keeney, Library, Nurse

[skeeney@andoverschoolmaine.org](mailto:skeeney@andoverschoolmaine.org)

Duayne Jodrey, Bus Driver/Custodian

[djodrey@andoverschoolmaine.org](mailto:djodrey@andoverschoolmaine.org)

John Blouin, Bus Driver

[jblouin@andoverschoolmaine.org](mailto:jblouin@andoverschoolmaine.org)

Frances (JR) Yates, Bus Driver

[jr@sad44.org](mailto:jr@sad44.org)

Diana Field-Nadeau- Food Service Director

[dnadeau@andoverschoolmaine.org](mailto:dnadeau@andoverschoolmaine.org)

## **ANDOVER ELEMENTARY SCHOOL MISSION STATEMENT**

As a community at Andover Elementary School, we strive to support others and act responsibly. Setting positive community expectations involves the teachers/staff, students, parents, and the greater community. We teach, model, and reinforce safe, respectful, responsible behavior in order to promote a quality education for the whole child.

## **SHARED VISION: BUILDING CHARACTER & COMMUNITY COOPERATIVELY**

Goals & Expectations:

1. To create a learning community that supports students academically, emotionally, and socially.
2. To nurture and guide each student to become a self-directed, life-long learner, recognizing that each student learns differently.
3. To develop respectful and responsible citizens.

## **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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

1. The right to inspect and review the student's education records within 45 days of the day the Andover School Department receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Andover School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Andover School Department decides not to amend the record as requested by the parent or eligible student, the Andover School Department 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational 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

Andover School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Andover School Department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Andover School Department will disclose education records with consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Andover 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 Avenue, SW  
Washington, DC 20202**

## **DIRECTORY INFORMATION**

During the year, Andover Elementary School may release information related to students and their activities. Such information will be in the category of Directory Information as determined by the Andover School Department and permitted in the Family Education Rights and Privacy Act of 1974. Parents of students may refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Such refusal must be stated in writing to the Principal of the school within two weeks of the distribution of each handbook. The following categories are permitted as Directory Information: the student's name, address, telephone number, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous educational institution attended by the student, and other similar information, including pictures and photographs of news releases, sports programs, etc.

## **PROCESSING PARENTAL/GUARDIAN CONCERNS**

The staff continually strives to maintain positive communications with all parents/guardians. It is very important for both the school and the child's parents/guardians to work together providing successful educational experiences.

Concerns should be dealt with at the closest level to the issue. When a concern arises which will need to be worked out follow this chain of command:

1. Contact the child's teacher
2. If the concern is either not dealt with or not satisfactory to address the concern, contact the Principal/Superintendent
3. If the concern is again not dealt with or still exists, ask to be on the Board agenda to be heard by the School Board. All matters dealing with students or personnel must be done in executive session.

# SCHOOL RULES/EXPECTATIONS

Self-Control  
On Task  
Acting Responsibly  
Respectful

Here at AES we are always working to create a positive, nurturing environment for our students. Our goal is to encourage students to make safe, respectful, and responsible choices across all school settings. Over the past 6 years we have worked to create school-wide expectations with a common language to support students' academic and behavioral learning. Our school will use and promote four expectations with students in all settings, busses, classrooms, halls, playground, cafeteria, and bathrooms. These four expectations are:

- ~ Be Safe
- ~ Be Kind
- ~ Be Respectful
- ~ Be Responsible

Students will be acknowledged for following these expectations along with following the Student Code of Conduct.

## Acknowledgement

A school store will be accessible to our children when they are caught making good choices! Our store will include both tangible and non-tangible items for students to choose from with their earned tokens. Tokens are earned by exhibiting good character and being safe, kind, respectful, and responsible citizens. This is a positive acknowledgment system for our kids when they are SOARing.

## Consequence System

We will use discipline referral slips for significant and/or repetitive misbehaviors. These sheets will enable us to communicate and monitor student behavior with each other, students, and parents/guardians. When your child receives a discipline referral slip, it is most helpful and has a positive impact on future referrals if you also review the details of the misbehavior with them and support the schools effort to help student learn appropriate behaviors.

## STUDENT CODE OF CONDUCT

Promoting ethical and responsible student behavior is an essential component of the Andover School Department. The board is committed to maintaining a safe, respectful, and orderly school environment where students may education in which students may involved citizens. This Code of input from school administrators, community. (See Policy JIC)



receive, and staff may deliver quality develop as ethical, responsible, and Conduct has been developed with staff, students, parents and the

The code of conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

**Respect - Responsibility - Citizenship  
Honesty - Fairness - Caring**

All students are expected to comply with the code of conduct and all related Board policies and the school rules. The code applies to students:

- On school property
- While in attendance at school or any school-sponsored event, or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.



**S.O.A.R. (SELF CONTROL, ON TASK, ACTS RESPONSIBLE, RESPECTFUL)**

In the Classroom	<b>Safely:</b> ~ use walking feet ~ stay in your work space ~ use materials and equipment appropriately	<b>Respectfully:</b> ~ Be a good listener ~ Maintain personal space ~Be open & accepting of others	<b>Responsibly:</b> ~ come to class ready to learn ~ keep classroom neat & clean
In the Hallways	<b>Safely:</b> ~ use walking feet ~ look ahead	<b>Respectfully:</b> ~ keep to personal space ~ turn voices off	<b>Responsibly:</b> ~ stay in line ~ stop at intersections/doorways
In the Bathrooms	<b>Safely:</b> ~ be as quick as you can ~ tell an adult if there is an issue	<b>Respectfully:</b> ~ respect personal space & privacy ~ flush ~ be kind & polite	<b>Responsibly:</b> ~ use products appropriately ~ dispose of waste properly ~ wash your hands
On the playground	<b>Safely:</b> ~ use walking feet ~ look out for others ~ find an adult if you need help ~ use equipment appropriately	<b>Respectfully:</b> ~ keep to personal space ~ respect each other's personal space ~ respect each other's play space ~ take turns	<b>Responsibly:</b> ~ line up with your class ~ use equipment appropriately ~ return equipment ~ agree to rules before starting a game

	~ wear weather appropriate clothing and footwear		
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## PORTABLE PERSONAL DEVICES/SPORTS EQUIPMENT

Certain portable personal electronic devices are no permitted at school.

To insure safety of all children, skateboards, roller skates, A.T.V.s, snow machines, scooters, and roller blades are not allowed on the school property. Sports equipment brought to school cannot be used without permission from the principal or designee. For 21-22, AES is strongly discouraging bringing items from home unless absolutely necessary.

## EVENING EVENTS

- Students must be accompanied by a responsible adult at all times.
- Student behavior expectations are the same as during school day functions.
- Students misbehaving at evening events will be subject to school discipline.

## BICYCLES

- Students in grades **2-5** may ride their bicycles to and from school provided they have written permission from their parent/guardian, and the principal approves.
- Students are expected to wear bicycle helmets, as it is Maine law.
- Students must follow proper safety precautions and school rules.
- Students must not ride the bicycles on the school grounds, but walk them across the driveway to the bike parking area.
- Students are expected to lock the bicycles in the bike rack.
- The staff is not responsible for bicycles left on the school grounds.
- The privilege to bring a bicycle to school can be revoked by the principal at anytime if he/she feels it is a safety concern, students are not being responsible riders, and for other behavioral concerns.

## STUDENT DRESS EXPECTATIONS

Students should dress in a comfortable manner, which reflects well on both the student and the school. Students' apparel should always be appropriate. Clothing should be clean, safe, and conducive to the learning atmosphere of the school.

Examples of inappropriate dress are:

- midriff apparel
- short skirts or short shorts
- excessively ripped or torn clothing
- clothing that has questionable messages or disrupts the educational program
- pajamas are not appropriate
- hats, caps or other headgear inside school building unless it is personal protective gear.
- footwear which is noisy, distracting, or unsafe (ex: slippers, wheeled shoes, and flip flops)
- sunglasses worn inside the school
- any underwear items that show (ex: bra straps showing under shirt straps, or boxer shorts showing anywhere)

- Sleeveless attire will be permitted if the opening for the arm fits snugly. No spaghetti strap tops are permitted.

## **Winter Clothing Expectations**

Outdoor recess will always be held unless it is extremely cold or there is significant inclement weather. Children should wear clothing that is appropriate to the day's weather (hats, mittens/gloves, boots, and snow pants)

Winter boots should not be worn in the building. Please send a pair of sneakers for your child to wear in the building. If they have an old or extra pair that could be kept at school that may be helpful.

Shoes, boots, or sneakers with black soles may leave scuffmarks and will not be allowed in school. Should students have this type of footwear and intentionally make marks, they will be expected to help clean up the marks.

Extra hats, mittens/gloves, and sweatshirts are encouraged as we may have multiple outdoor activities and the temperatures in the building can fluctuate.

Students should not be wearing their jackets during the school day. Having an extra sweatshirt or sweater is encouraged. Our building temperature is known to fluctuate however, it should be more even with the new boiler.

**Students with inappropriate dress will be asked to call home for appropriate clothing.**

## **GUNS ON SCHOOL PROPERTY**

Federal law does not allow guns on school property. This includes guns in private vehicles during any hunting season. Parents and other adults picking students up at school should be aware of this law.

## **BOMB THREATS**

The Superintendent of Schools and/or designee has full flexibility to deal with a possible bomb threat. The Superintendent of Schools may elect not to evacuate, may evacuate to other sites, may institute a lock down of the facility in accordance with recommendations acquired by training received on how to deal with prospective threats.

Students or others involved in making bomb threats will be subject to legal action and school disciplinary action, up to and including expulsion from school in accordance to state law. All bomb treats are reported to the Department of Education within 24 hours.

## **SUSPENSIONS/EXPULSIONS**

The principal may suspend students from school up to 10 days for disciplinary infractions. Such infractions may include: possession, use, and/or furnishing of tobacco, tobacco products, alcohol, and drugs; possession and/or use of a weapon; destruction of school property; vandalism; fighting; inappropriate language or gestures; and/or other inappropriate behaviors not specifically defined by written policy.

The principal or designee may place a student on in-school suspension. Students on in-school suspension will be placed in an area of the school where they will be expected to work on their regular school assignments. They will forfeit all specials and recesses. Students will also eat their lunch in the assigned area isolated from the other students.

Students who commit serious infractions, or a series of repeated less serious infractions, expulsion could be a consideration. Students under consideration for expulsion must go through an expulsion

process called an expulsion hearing. This will require them to meet with their parents, Andover School Department administrators and the Andover School Board in executive session, and a determination following deliberation of the school board will occur.

## TELEPHONE

The school phones are for school business only. Students must request special permission to use the phones and **only emergency use will be allowed**. **Students may not use phones in the classroom. All calls to parents will be done through the office during the school day.** Phone messages will be taken and passed on when the circumstances allow without interrupting classes.

## INVITATIONS AND ANNOUNCEMENTS

In an effort to preserve instructional time, eliminate hurt feelings, and maintain school behavioral expectations for respect and kindness, invitations or announcements for out of school events, such as birthday parties, should be distributed outside of school.

## VISITORS

**Planned** visits to our school by parents, legal guardians, and members of the community are discouraged for 2021-22 but prior arrangements may warrant a permissible visit. Visitors who will be interacting with students and or visiting classrooms must be approved volunteers, however, during 21-22, there will be limited volunteers. Applications for volunteers can be obtained in the school office. In order to avoid interruption of ongoing educational activities and in an effort to promote student and employee safety, **all authorized visitors are required to report to the school office to sign the Visitor Log each time they visit.**

Anyone picking a child up at the end of the school day will meet them at the front entrance and stay in their car for the teacher to dismiss the student. Do not enter the building to pick up your child and make sure prior notice is communicated to the school office for pickup arrangements.

## UNAUTHORIZED VISITORS

Persons entering the school building without prior authorization from school officials and persons who fail to report to the main office upon entering the school are considered unauthorized persons. Unauthorized persons shall be reported to the building administrator. The unauthorized person(s) shall be asked to leave the premises.

Individuals having no school related purpose that remain on the school premises or at school sponsored events after being directed to leave shall be considered "trespassers." This shall apply to all students under suspension or expulsion unless otherwise authorized by the school administrator. Law enforcement personnel shall be contacted as necessary to deal with unauthorized persons.

## SCHOOL VOLUNTEERS, Policy IJOC

Normally we encourage people to become a part of the educational experiences by volunteering. However again this year, volunteers are discouraged.

## COURT ORDERS

Any parent or legal guardian who has court order papers that identify non-traditional custodial arrangements of Andover Elementary School students must provide copies of the court legal

documents to the school principal. Access to children and their educational programs will be restricted to the directions of the court documents. If custodial arrangement change during the school year, please provide a copy to the school.

## ATTENDANCE

It is as important for children to be in school as it is for adults to be in their place of work. When school is in session, children should be in school. Being in school is the child's responsibility and it is the parents' responsibility to help him/her be in attendance **and on time**. Maine law carries with it a need to report chronic absenteeism. Schools are expected to notify parents if their child reaches the level of non-attendance that classifies them as chronically absent. This absenteeism is for any reason, excused or unexcused. Parents will be sent a letter when your child misses seven days of school for any reason. A meeting may well occur to determine how the school and parents can improve attendance of the student. In some situations, excessive absences could result in grade retention. While at school, a child is expected to participate in all school activities (physical education classes, outdoor recesses, etc.) unless the school receives a doctor's note explaining the reason for non-participation and the duration of this permission. A note from the parent will not serve the same purpose. Of particular importance during the 2021-22 school year is that students **not** be sent to school if they exhibit any symptoms of illness in accordance to the checklist and parent screening.

## TARDINESS

It is very important that students be in school, settled, and ready to participate when the **8:00 a.m.** bell rings. Students who arrive at school after **8:30 a.m.** (by any means other than by bus) **will need a parent to call and let the school know they have arrived and school screening needs to occur.** The following guidelines will apply:

1. Students who are admitted with an acceptable reason by an adult will be considered *excused tardy*.
2. **Students who are admitted or have an unacceptable reason will have an *unexcused tardy*.**

## ABSENCES

Students and parents are responsible for the material that is taught and assigned in the student's absence. When a child will be absent for more than two days, home assignments may be appropriate. Please remember, however, that this will not always be possible, as many lessons require close teacher supervision. Some work, including the taking of grade level assessments, must be completed in school and may require that the student, upon returning to school, stay in at recess or after school in order to receive remedial instruction.

The only legitimate excuses for absences are:

- Personal illness
- Emergency family situations
- Professional health appointments that cannot be made outside of the regular school day

The following require **prior approval** for *excused* absences and must be submitted in writing to the principal in advance.

- Observance of recognized religious holidays when school is in session
- A personal - or educational absence, including family vacations

Public Law Chapter 304 states that the parent or guardian is responsible for making sure that their child age 6 to the age of 17 attends school. If a student is absent for 7 full days of unexcused absences or 5 consecutive days of school, the student is considered truant.

## **ABSENCE DUE TO ILLNESS**

Students well enough to attend school should expect to participate in all that is offered at school unless specifically excused from some activity by a doctor. Students who are sent home from school due to illness should not return to school until they are fully recovered and ready to participate in the full school program.

If the student was sent home with a fever or after vomiting, the student must be fever free or not have vomited for 24 hours without medication before returning to school. **Please also see the expectation in the Return to School Handbook on student illness.**

**IMPORTANT: PLEASE contact the office(not teacher) each morning that your child is ill/absent so we will know that your child is safe.**

## **STUDENT DISMISSALS**

Written parental permission must be given before a student can leave school in any unusual manner (i.e. bus student-walking or with an adult other than the student's parent/guardian.) Adults must call ahead to the school office to pickup a child who is being dismissed before the end of the school day. All other dismissals will follow Board policy.

## **RELEASE OF STUDENT TO PERSONS OTHER THAN PARENTS/GUARDIANS AND KNOWN CHILD CARE PROVIDER**

A student will be released only to parent, legal guardian or persons on the student Emergency Care Card **who have been authorized by the parent/legal guardians to pick up the student in writing.** When in doubt, the school personnel shall contact the parent to verify/confirm the authority of the person requesting the student.

The school personnel shall deny the release of any student to individuals who are not on the student's **Emergency Care Card.**

## **SNACK/RECESS/LUNCH**

Students will be given a 10-15-minute snack break each day, this will be determined by the classroom schedule for the day. Pre-K, Kindergarten and First grade students will usually have a morning recess along with their snack. Grades 2-5 will be given various "brain-breaks" throughout the day in order to promote a healthy, active, academic atmosphere. Students are expected to have weather appropriate and safe clothing/footwear for outdoor recess. During outside breaks students who maintain appropriate distancing will be allowed a mask break. Students should bring their own snacks if they wish to have one. The school will not be providing the snack.

## **FOOD SERVICE AT AES**

Andover School Department believes every student needs breakfast and lunch in order to derive maximum benefit from their educational day.

Andover Elementary School participates in the food program sponsored by the United States Department of Agriculture and the State of Maine Department of Education and Cultural Services. The federal assistance under these programs allows us to provide some meals free or at a reduced

rate, dependent on family income. Applications are sent home at the beginning of the school year but can be obtained at any point a families financial situation changes. These applications and qualified families allows us to have access to additional funding from grants, to apply for certain grants, and to provide additional resources to our school. If you qualify for the Federal Program, the school may be eligible for grants, and may receive additional Title Program funds. It is important that every family fill out the application if you feel you may qualify and to support additional resources for the school.

Andover Elementary is fortunate to have “The Hungry Kingdom” support the school in covering the cost of needed student breakfasts and lunches. During the 2021-22 school year, all meals are fee form a Federal Meal Support Grant. It is so very important that families still file the form so we can access many other additional resources for the school. However, if circumstances with meals change in the future, we may need to ask parents to support meal costs. Please apply for subsidized lunches.

AES provides healthy, cooked on site meals for students each school day. All meals served meet nutrition standards established by the U.S. Department of Agriculture. This year, we will serve all food on the tray as salad bars are not permitted.

Students will be eating lunch by classrooms and be sitting as socially distant as feasible from one another so they can remove their masks to eat.

### **Cafeteria Expectations:**

To help promote SOARing behavior and help instill manners we will use the acronym **SMILE** for behavioral expectations in the cafeteria.

- **S**tay seated until excused. Eat & drink at your seat
- **M**ake sure that you are kind to other at all times
- **I**nside voices must be used in the cafeteria
- **L**eave for lining up only when excused
- **E**veryday, clean up your own lunch space (table & floor). Take trays to assigned place

### **SCHOOL PROPERTY**

All materials and equipment are the property of Andover Elementary School. Students are responsible for the proper use of materials and equipment. Any person misusing or causing damage to school property will be expected to pay for any damaged materials and/or equipment plus face possible disciplinary measures. The value of the property and payment arrangements will be established by the Principal/ Superintendent of Schools.

### **LOST & FOUND**

Articles that are found are placed either in a designated area. Students and/or their parents are encouraged to contact the school for lost items and retrieve any article belonging to them. Any unclaimed articles will be sanitized and are given to charities at the end of the year.

### **FIRE DRILLS/INTERNAL SAFETY DRILLS**

Students will participate in several fire drills during the course of the school year. All classroom areas have fire escape directions posted which all staff and students will follow. Students must be quick, quiet and careful to insure safety for all. Likewise, internal safety drills ( lock down drills) will be

conducted regularly throughout the year, so that students are prepared in the event of other kinds of emergencies..

## **SCHOOL EVACUATIONS**

In case of emergency evacuations, students will be taken to a safe place away from the school. ANDOVER SCHOOL DEPARTMENT will continue to provide transportation and will get students who walk back to the school area, though not on school grounds. Please do not call the school or the emergency site, as phones will be used for emergency purposes only. When an off site evacuation occurs, parents will be notified at the emergency number given to the school. Please note that parents should avoid initial student pickup to allow personnel to determine the duration of the event. It is very important that parents give the school an email address to contact them as this mode of communication is efficient and non-public. The school will not share the email address of parents even with other parents.

## **GLASS**

Glass containers are not allowed on school grounds, in school buildings or on school buses. This includes soda and water bottles.

## **School-Wide Title 1**

A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. Schoolwide programs maximize the impact of Title I.

At AES we meet regularly to create, implement and analyze an ongoing comprehensive plan for school improvement. All staff is involved in the creation, implementation, and analysis of this plan and this plan is tailored to meet the unique needs of our school and students.

\*See appendix for school-wide Title I Parent Compact

## **SPECIAL SERVICES**

Special Education services range from full time classroom instruction to monitoring mainstreaming students within the regular classroom. The Individual Education Plan (IEP) Team recommends services for the remediation of learning, behavioral, and speech problems.

A staff of specifically trained and fully certified Special Education teachers renders educational services. Resource Rooms provide individualized instruction in academic skills or assistance with behavioral adjustments.

Students receive Resource Room instruction for less than one half of their school day, spending the remainder of their time in a regular classroom situation.

A Speech and Hearing Clinician provides individualized therapy programs for children who have demonstrated a need in this area. Physical and Occupational therapy are also provided for educational purposes as determined by the IEP.

The School provides a School Social Worker that works with many students on a variety of issues and provides classroom lessons to deal with social and emotional concerns.

## OPENING EXERCISES

Opening exercises shall include a classroom morning meeting which will include The Pledge of Allegiance to the Flag.

### Pledge of Allegiance

I pledge allegiance to the flag,  
Of the United States of America,  
And to the republic for which it stands,  
One Nation under God, indivisible  
With liberty and justice for all.

Parents may request alternative arrangements more suitable to their religion and/or beliefs.

## TRANSPORTATION

BUS rules follow the same SOAR format as the school wide rules.

### Bus Expectations

Students will be assigned seats by the bus driver, and changed only at his/her discretion throughout the year. All students will be expected to be safe, respectful, and responsible on the bus, and to follow boarding expectations.

1. All students shall be ready in the morning at the usual time for the bus to arrive at their homes.  
The bus cannot wait for those who are tardy
2. The driver is in full charge of the bus and students
3. Students will obey the driver promptly and cooperatively
4. The bus driver will assign seats, students are expected to take these seats. The bus will be loaded from back to front during school year 21-22 according to the plan.
5. When the bus is in motion, students should not stand, extend arms out of windows, move about, leave or enter the bus
6. NO food and/or drink are to be consumed on the bus without consent of the driver
7. During school year 21-22, additional requirements are in place according to the Return to School Handbook.



### S.O.A.R On the bus



<p><b>Safely:</b>            ~ follow bus safety rules            ~ stay seated until the bus stops            ~ keep the aisle clear            ~ keep yourself and your property inside the bus            ~ walk to and away from the bus</p>	<p><b>Respectfully:</b>            ~ listen to the bus driver            ~ use a quiet voice            ~ keep hands and feet to self            ~ welcome all seatmates</p>	<p><b>Responsibly:</b>            ~ be on time            ~ follow the bus procedure            ~ keep bus neat &amp; clean</p>
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## Boarding the bus

### Loading:

- arrive at the bus stop 5 minutes before bus time
- wait for the bus to come to a complete stop
- wait for the bus driver signal before crossing the street
- walk to the bus single file
- enter one student at a time
- wipe hands with hand sanitizer, dispose of wipe, make sure your mask is picked-up and in place or that your private mask is in place.
- go to assigned seat

### Riding:

- sit in the seat bottom to bottom
- back to back
- feet on the floor
- face forward
- backpack in your lap

### Unloading:

- wait until the bus stops & doors open
- Bus driver will dismiss students one at a time to exit the bus upon arrival at school.
- When unloading at your bus stop, exit one student at a time
- walk away from the bus
- wait for the bus driver signal before crossing the street

## Protocol for Inappropriate Student Behavior

- First Incident:** Bus driver gives student a verbal warning
- Second Incident:** Bus driver reports to the principal; principal sends a warning letter home to parents attached to a bus conduct report
- Third Incident:** Bus driver reports to the principal; principal suspends student from bus transportation for an appropriate time. A notification letter attached to a bus conduct report will be sent home to parents

## NO SCHOOL ANNOUNCEMENTS/CANCELLATIONS

**Please note Andover School Department does NOT follow either RSU 10 RSU44 cancellations. If feasible, Andover School Department will activate a REMOTE Learning Day if students are out for certain condition and weather situations.**

Occasionally, school has to be canceled due to unsafe traveling conditions or other hazardous situations. School cancellations are announced usually before 6:00 A.M. on the local radio (WOXO) and TV stations (, WABI 5, WCSH 6, WMTW 8, WGME 13). Cancellations and delays will also be posted on the Andover Website and Andover Facebook page. Provided parents have given us a reliable email, an individual email will be sent out.

Sometimes school has to be canceled after school is in session. FOR YOUR CHILD'S SAFETY PLEASE PREPARE FOR THIS SITUATION BEFORE IT HAPPENS. Establish a plan for your child to follow in case school is dismissed.

- Provide one place for him/her to go if you cannot be contacted. (Fill out the Emergency Plan on the Personal Data sheet and return it to school.) Please update the emergency information if the data changes after the start of the school year.
- Make your plans very clear to your child.
- Parents will be called if dismissal happens during the day. If you can't be reached, we will try an emergency contact that is provided to us.

**AGAIN!!! PLAN AHEAD AND BE SAFE.**

## **ANDOVER SCHOOL DEPARTMENT POLICIES FOR ELEMENTARY STUDENTS AND THEIR FAMILIES**

The following policies are presented in summary only. Complete copies of these policies are provided in the school office or in the office of the Superintendent of Schools:

### **HARASSMENT POLICY AC, ACAA, ACCAA-R**

These policies outline the Andover School Department position on harassment as well as procedures to be followed in the event of the occurrence of harassment.

### **HAZING POLICY ACAD**

Hazing is prohibited. Maine law defines injurious hazing as "any" action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school. This policy outlines Andover School Department safeguards against hazing.

### **TITLE I PARENT INVOLVEMENT POLICY KBF**

The Andover School Department recognizes the necessity and value of parent involvement to support student success and academic achievement. Several examples of how this happens are in the policy.

### **ADMISSION OF HOMELESS STUDENTS POLICY JFABD**

The Board recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. The Andover School Department will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, the school unit will provide homeless students with access to the instructional programming that supports achievement of the content standards of Maine's system of Learning Results and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

### **TOBACCO USE AND POSSESSION POLICY ADC, ADC-R**

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

### **COMPULSORY ATTENDANCE POLICY JEA**

Under state law, full-time attendance is required of all children from his/her 7th to 17th birthday. Attendance is very important in the attainment of a good education. **Parents/guardians should call the school each day that their child is absent.** The school secretary will contact parents/guardians who do not call during the day. Students who leave during the day must be signed out through the office by a parent/guardian. Someone in the office will call the student from class.

### **STUDENT ATTENDANCE, ABSENCES, AND TARDINESS, JEAA**

This policy provides the reasons for school absence and the procedures to follow in the event that your child is absent.

### **GRADE RETENTION POLICY IKE**

This policy outlines the importance of decisions made regarding the promotion and retention of students enrolled within the Andover School Department.

### **ADMINISTERING MEDICINES TO STUDENTS POLICY JLCD**

The administration of medicines in the Andover Elementary School is limited and controlled by law. Instructions on the procedure the school will follow to administer medication to your child can be obtained in the school office. (See policy JCLD for additional information).

### **DRUG AND ALCOHOL USE BY STUDENTS POLICY JICH**

The School Board and staff of Andover School Department support a safe and healthy environment for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents/guardians, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

### **WEAPONS, VIOLENCE AND SCHOOL SAFETY POLICY JICIA**

This policy outlines procedures to be employed in the event of the occurrences that impact on school safety.

### **BOMB/BOMB THREATS POLICY EBCC**

This policy outlines the school boards stance on bomb threats. Whether real and carried out or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of the students and staff and to the integrity of school property. Any bomb threat will be regarded as an extremely serious matter and will be treated accordingly. School officials will react promptly and appropriately to information concerning bomb threats and initiate suitable disciplinary action.

### **CHILD FIND POLICY IHBAC**

A policy that seeks to ensure that all children within its jurisdiction who are school-age, five through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

### **STUDENT COMPUTER AND INTERNET USE POLICY IJNDB, IJNDB-E**

This policy and the rules that go with it provide general guidelines and examples of prohibited use of computers in the schools but does not attempt to state all required or prohibited activities by users. This policy will be sent home as a separate communication, as well as a signature page. Please

review the policy with your child and return the signature sheet to the school office. We will cover student computer/device use during a parent meeting which will cover specifics should remote learning occur in the future.

### **AGREEMENT TO PUBLISH STUDENT INFORMATION ON THE SCHOOL WEBSITE POLICY IJNDC-E**

This policy outlines that the school needs written parent approval to publish personal information on the internet.

### **LIBRARY MEDIA POLICY IJJ**

The library is an important part of any school. No materials are to be taken from the library unless it has been properly checked out. Students will be billed for any unreturned items and will not be allowed to check any materials until the items are returned or a payment arrangement has been made.

### **QUESTIONING AND SEARCHES OF STUDENTS POLICY JIH**

Maine State Law grants police officials the right to meet with students at school. When police officials request to question or search Andover Elementary School students, the school administration will make every effort to be cooperative with them. The Board of Directors seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with policy and procedures.

### **EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS POLICY ILD**

This policy explains the students and parents' rights when it comes to surveys and research conducted by the U.S. Department of Education.

### **STUDENT CODE OF CONDUCT POLICY JIC**

Ethical and responsible behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this system-wide Code of Conduct with input from the school, staff, students, parents and community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

### **BULLYING POLICY JICK**

Bullying, including "cyberbullying," is not acceptable conduct in the Andover school system and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

**Bullying** includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- Has, or a reasonable person would expect to have, the effect of:
- Physically harming a student or damaging a student's property.
- Placing a student in reasonable fear of physical harm or damage to his/her property.

### **ANNUAL NOTICE OF STUDENT EDUCATIONAL RECORDS AND INFORMATION RIGHTS POLICY JRA**

Andover School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

## **ANDOVER SCHOOL DEPARTMENT ANDOVER HEALTH SERVICES**

In order for parents/guardians to assist the school nurse with the implementation of the health guidelines, the following information is listed for you:

NOTE: During school year 20-21, additional health and safety rules will be implemented. These are highlighted in the “Return to School, Parent Handbook” that was provided to each parent. If additional changes in health and safety should occur, the school will notify parents accordingly.

## **COMMUNICABLE DISEASE POLICY JLCC**

Reference to Policy JLCC

- Students with a diagnosed communicable disease or with symptoms of a communicable disease will be temporarily excused from school. The parent/guardian or emergency contact will be notified and asked to take the student from school whenever possible.
- Students who have a fever of 100 degrees or higher, are experiencing vomiting, or have diarrhea, will be sent home.
- Students returning to school after a diagnosed communicable disease should be symptom free for at least 24 hours unless the primary care provider provides written documentation approving school attendance before symptoms have abated.

## **MEDICATION**

Reference to Policy JLCD

- Dispensing of medication on school premises is discouraged. Whenever possible, the schedule of medication administration should be altered to allow a student to receive all prescribed doses at home and parents are encouraged to work with their doctor on timing of medication. The first dose of a newly prescribed medication must be given at home, not at school.
- Absolutely, no medication will be dispensed by school personnel unless written permission has been granted by the child’s parent/guardian.
- An annual written request for prescription medication to be administered throughout the school year is to be submitted by the parent/guardian AND health care provider.
- All medications must be delivered to and picked up from the school in its original container by the student’s parent/guardian. Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances i.e. students with asthma, diabetes, and severe allergic reactions. The physician and the school nurse will coordinate this.

## **ANDOVER SCHOOL DEPARTMENT INTEGRATED PEST MANAGEMENT POLICY ECB**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The school also keeps records of prior pesticide applications and information about the pesticides used.

## **Annual Notice Regarding School Integrated Pest Management (IPM) Policies**

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

### **Your Right To Know**

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting, Brenda Bailey, at 392-4381.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

### **ANDOVER SCHOOL DEPARTMENT ASBESTOS NOTICE**

As required by Federal law this Annual Notification of Asbestos-Containing Buildings Material (ACBM) is posted. Andover Elementary School has been inspected for the presence of ACBM. A written plan for the management of the ACBM's has been developed. The asbestos management plan identifies the type and location of ACBM's in school 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 Andover Elementary School.

### **Annual Notification of Asbestos-Containing Building Materials**

Andover Elementary School may have known or unknown suspect asbestos-containing building materials that are managed in accordance with the Asbestos Hazard Emergency Response Act (AHERA) EPA 40 CFR 763. A written plan for the management of these materials has been re-organized by Environmental Safety & Hygiene Associates Inc. Of Westbrook, Maine.

The AHERA Management Plan is available for inspection by the general public at Andover Elementary School. The plan may be inspected during normal office hours; an appointment should be made. Copies of the plan can be provided at a cost of \$0.15 per page.

The Management Plan is a guidance document outlining, operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present Andover Elementary School

**Note: If a policy subsequently implemented by the Andover School Department or its administrator conflicts with anything in this handbook, the Andover School Policies take precedent over the handbook.**

## *ANDOVER PARENT SCHOOL COMPACT-2018*

<b>Goals and Expectations</b>	<b>School</b>	<b>Parents</b>	<b>Students</b>	<b>Community</b>
<b>1. To create a learning community that supports students academically, emotionally, and socially.</b>	<ul style="list-style-type: none"> <li>• <i>Provide a rigorous, standards-based curriculum</i></li> <li>• <i>Keep parents informed about what skills their children are learning (through report cards, parent conferences, and personal contacts.)</i></li> <li>• <i>Provide parents and students with resources that reinforce learning at home.</i></li> <li>• <i>Engaged in professional development that supports and improves teaching and learning.</i></li> <li>• <i>Provide a safe and accepting environment</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Provide a safe quiet place to study/work</i></li> <li><input type="checkbox"/> <i>Complete activities at home that reinforce the classroom learning.</i></li> <li><input type="checkbox"/> <i>Encourage independent reading and learning.</i></li> <li><input type="checkbox"/> <i>Talk with your child about school.</i></li> <li><input type="checkbox"/> <i>Have your child at school on time prepared to learn.</i></li> <li><input type="checkbox"/> <i>Communicate your child' social and emotional needs</i></li> <li><input type="checkbox"/> <i>Model and encourage acceptance</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Complete school assigned work.</i></li> <li><input type="checkbox"/> <i>Talk with your family about school.</i></li> <li><input type="checkbox"/> <i>Be at school on time prepared to work.</i></li> <li><input type="checkbox"/> <i>Be willing to seek out a safe adult as needed</i></li> <li><input type="checkbox"/> <i>Model and encourage acceptance</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Attend school events</i></li> <li>• <i>Volunteer to share skills and knowledge with school and students</i></li> <li>• <i>Provide adequate financial support for the school budget</i></li> <li>• <i>Stay informed about the school and school events (newsletter, web-site, newspapers )</i></li> <li>• <i>Provide a safe and supporting community</i></li> <li>• <i>Model and encourage acceptance</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Model and encourage acceptance</b></li> </ul>			
<b>Goals and Expectations</b>	<b>School</b>	<b>Parents</b>	<b>Students</b>	<b>Community</b>
<p><b>2. To nurture and guide each student to become a self-directed, life-long learner, recognizing that each student learns differently.</b></p>	<ul style="list-style-type: none"> <li>• <b>Provide instruction and curriculum in a variety of ways to engage students in their own learning.</b></li> <li>• <b>Recognize and support the unique way each child learns.</b></li> <li>• <b>Know each student's interests, hobbies, and special skills</b></li> <li>• <b>Recognize we all learn differently and that's okay.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide a variety of learning opportunities appropriate to your child's interests</b></li> <li>• <b>Recognize and support the unique way each child learns.</b></li> <li>• <b>Recognize we all learn differently and that's okay</b></li> <li>• <b>Share your child's interests and skills with the teacher(s)</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Recognize and support the unique way in which classmates learn</b></li> <li><input type="checkbox"/> <b>Recognize we all learn differently and that's okay</b></li> <li><input type="checkbox"/> <b>Share your interests and skills with your teachers and classmates</b></li> <li><input type="checkbox"/> <b>Let your teacher know how you learn best</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Recognize and support the unique way each child learns.</b></li> <li><input type="checkbox"/> <b>Recognize we all learn differently and that's okay</b></li> <li><input type="checkbox"/> <b>Volunteer to mentor a student</b></li> <li><input type="checkbox"/> <b>Share your special skills/interests with the school and students</b></li> </ul>

<b>Goals and Expectations</b>	<b>School</b>	<b>Parents</b>	<b>Students</b>	<b>Community</b>
<p><b>3. To develop respectful and responsible citizens.</b></p>	<ul style="list-style-type: none"> <li>• <i>To promote and model school-wide expectations of being safe, respectful, and responsible through the SOAR program.</i></li> <li>• <i>Provide students, parents, and the community with an explanation of the SOAR program.</i></li> <li>• <i>Provide students with reminders of SOAR.</i></li> <li>• <i>Communicate positive behaviors with parents.</i></li> <li>• <i>Work with parents on solutions to behavior issues.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>To promote and model expectations of being safe, respectful, and responsible.</i></li> <li>• <i>Model civic duty (vote).</i></li> <li>• <i>Be active in the school community.</i> <ul style="list-style-type: none"> <li>• <i>Work with teachers on solutions to behavior issues.</i></li> </ul> </li> <li>• <i>Have an open dialogue with your child about their behaviors.</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Behave responsibly and respectfully.</i></li> <li><input type="checkbox"/> <i>Follow the SOAR program.</i></li> <li><input type="checkbox"/> <i>Help your classmates understand and support SOAR behavior.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Model respectful, responsible behavior.</i></li> <li>• <i>Be conversant in the SOAR program.</i></li> </ul>