China Primary School

Student Handbook
2018 – 2019



China Primary School
763 Lakeview Drive, China ME 04358
V- 445-1550 F- 445-3541

Engaging Learners-Strengthening Communities-
Creating Global Leaders

www.rsu18.org

This page is intentionally blank



SCHOOL VISION -
Engaging Learners – Strengthening Communities – Creating Global Leaders

RSU 18 is a community where…

- All learners are prepared to succeed in society by demonstrating proficiency of a common set of rigorous standards.
- Parents, educators, business leaders, and community members are cooperative partners to help guide learning.
- All learners are creative problem solvers, critical thinkers, self-directed, effective communicators, collaborative workers, environmental stewards, and productive, healthy citizens.
- Learners have a voice in their education and share in the development of individual learning plans guided by a dedicated and passionate staff.
- All learners engage in creative and innovative learning strategies. They use technology and other tools to connect to the world outside of the classroom.
- All learners pursue multiple pathways inside and outside of the classroom to achieve their goals. Learning takes place without boundaries of time and space.
- All learners are successful leaders and contributors to their community, nation, and world.

This page is intentionally blank

TABLE OF CONTENTS

	Page
1. Greetings	7
2. China Primary School Staff	8
3. Attendance & Dismissals	
● Attendance	9
● Absences	9
● Health	9
● Dismissals	9
● Early Dismissal	9
● No School	9
4. Transportation	
● Transportation	9
● Bus Notes	10
● Bus Rules	10
● Bus Warnings	10
● Bicycles	10
5. Cafeteria & Playground	
● Meals	10
● Cafeteria Behavior	11
● Playground Rules	11
● Cold Weather & Rainy Day Procedures	12
● After-School Activities	12
6. Computer & Internet Use	
● Computer Use	12
● iPads, Laptops and Personal Devices	13
7. Parental Rights	
● Annual Parent Notice	13
● Child Find	
8. Miscellaneous	
● Animals	14
● Cell Phones / Electronic Devices	15
● Homework	15
● Messages for Students	15
● Personal Belongings	15
● Questioning / Searches of Students	15
● Student Dress & Grooming	15
● Student Substance Abuse Policy	15
● Visitors	15
● Volunteers	15
CHINA SCHOOLS CALENDAR 2018-2019	16-17

This page is intentionally blank

China Primary School

Regional School Unit No. 18 - *www.rsu18.org*

Belgrade – China - Oakland - Rome – Sidney

Engaging Learners ~ Strengthening Communities ~ Creating Global Leaders

Carl Gartley
Superintendent of Schools

Keith Morin
Assistant Superintendent

Darlene Pietz
Principal

August 1, 2018

Dear Students/Parents/Guardians,

Welcome to a new year at China Primary School. The CPS staff and I are looking forward to greeting returning students and families and to welcoming new ones. Together, we will all work to make this a successful year for all of our learners.

The information presented in this handbook attempts to answer as many questions as possible about China Primary School. Look for the "Tuesday notice" that will be sent home and posted on rsu18.org each week. The notice will provide you with up to date information on events and notifications.

Please feel free at any time to contact the office for help in answering any questions you may have throughout the year.

Sincerely,

Darlene Pietz, Principal

CHINA PRIMARY SCHOOL STAFF
PRINCIPAL: Mrs. Darlene Pietz

TEACHERS:

PreKindergarten:	Grade 1:	Grade 3:
Miss Melissa Robie	Mrs. Brittany Dunn	Mrs. Jennifer Gledhill
	Ms. Leslie Hodgkins	Mrs. Lacey Studholme
	Ms. Kathy Jacobs	Miss Alyssa Whitlock
Kindergarten:	**Grade 2:**	**Grade 4:**
Mrs. Amy Naegely	Mrs. Melissa Gosselin	Mrs. Miranda Babson
Mrs. Stacy Stevens	Mrs. Victoria Imes	Miss Jamie Kriger
	Miss Elizabeth Preston	Mrs. Lori Maxim

SPECIALISTS

Art:	Mr. Nathan Tompkins
ELL:	Ms. Nancy Mitchell
Gifted & Talented:	Ms. Tamiko Paquette
Guidance:	Mrs. Lisa Jones
Instructional Coach:	Miss Jamie Kriger
Librarian:	Mrs. Sonja Boudreau
Music:	Mr. Joshua Bickford
Nurse:	Mrs. Amanda Saucier
Occupational Therapy:	Ms. Rene Callahan
Physical Education:	Mr. Jon Garrity
Physical Therapy:	Mrs. Regan Tyler
School Psychologist:	Mr. Kevin Makarowski
Speech/Language:	Mrs. Marjorie Childs
Special Education:	Ms. Meg Campbell Ms. Brenda MacDonald
Technology:	Mrs. Christine Kierstead
Title 1 Literacy:	Mrs. Catherine McCormac

SUPPORT STAFF

PreKindergarten Techs:	Mrs. Michelle Boudreau Mrs. Kristen Kimball
Kindergarten Techs:	Mrs. Jessica Gibbs Miss Catrina Kierstead Ms. Kelly Warren
Special Ed Techs:	Mrs. Joyce Brickett Mrs. Traci Britten Mrs. Kristen Kimball Mrs. Helen Magee Mrs. Dolores Neptune Mrs. Tina Sawlivich
Title 1 Tutors:	Mrs. Cindy Lyford Mrs. Nancy Pfeiffer
Playground Monitors:	Mrs. Alina Crommett Mrs. Holly StudholmePhillips Mrs. Tamara Sheaff
Nutrition Staff:	Mrs. Cindy French Mrs. Terry Shelton Ms. Linda Gay
Custodial Staff:	Mr. Emile LaBranche Mr. Boyd Plaisted
Administrative Assistants:	Mrs. Linda Bengtson Ms. Melissa Finley

ATTENDANCE & DISMISSALS

Attendance: Under Maine State Law, parents or guardians are legally responsible for seeing that their children attend school. School begins at 8:00 AM and students may arrive after 7:15 AM when supervision is available. Dismissal for all students is 2:30 pm.

Absences: In the case of a child who is at least seven years of age and has not completed grade six, Maine State Law defines a truant as the equivalent of **seven full days of unexcused absences** or **five consecutive school days of unexcused absences** during a school year. Therefore if your child is absent, please call the school by 9:00 AM on that day **OR** upon his/her return, send a written excuse note containing the following:

1. Date of absence
2. Reason for absence
3. Signature of parent or guardian.

The following circumstances are considered excusable absences under the law:

1. Medical appointment which could not be scheduled at any other time
2. Illness
3. Family emergency
4. Religious observances which must be celebrated on school days
5. Planned absences

If a parent/guardian calls or provides a written note with the reason for the absence, then the absence is considered excused. Excused absences do not cause a student to be considered truant. The school must report to the state incidences of truancy (7 unexcused or 5 consecutive unexcused absences).

In the event of requesting assignments for an absent student, requests should be made as early during the school day as possible. In the case of planned absences, please contact the office at least 3 days prior to the absence.

Health: Health is very important to the learning process. A child who does not feel well cannot do his/her best work. Please see the China Schools Health Handbook for specific health and medication information.

Dismissals: When arriving to pick up a student for dismissal, parents should check in at the office and sign your student out. Students will be called down to the office or will meet you in the lobby if it is the end of the school day.

Early Dismissal: Should it become necessary to close school early on any day, the announcement shall be made over radio stations and placed on our school website. School Messenger will also send a message to phone numbers that you have provided to the school. We are requesting that all parents establish with your children a procedure for house keys, sitters, and similar problems if early dismissal is necessary.

No School: "No School" announcements will be made over radio stations and placed on our school website. School Messenger will also send a message to the phone numbers that have been given to the school.

TRANSPORTATION

Transportation: The safety of all bus students is of prime concern. The right to ride the bus is contingent upon good behavior and observance of bus rules. The driver is in complete control of the bus and may assign students to specific seats.

Questions pertaining to bus routes, schedules and disciplinary matters may be directed to Lennie Goff, Director of Transportation at: (207) 465-2102.

Bus Notes: If your child is to get off at a different destination at the end of the school day, you must send in a note to the office/teacher with the necessary information on it: your child's name, the date/s you authorize this drop-off and the name and address of the person whose house your child will be getting off at. You may also call the office with this information. Please call before 2:00 pm as dismissal is a busy time in the office.

Please review the following guidelines with your children:

Bus Rules:

1. Pupils are expected to be at pickup points on time. The busses try to run on exact schedules and cannot wait for late comers. Weather, substitute drivers and other extenuating circumstances may alter pickup and drop off times.
2. Pupils are on school property from the time they get onto the school bus in the morning until they get off the school bus in the afternoon.
3. There is to be no food eating on school busses (without driver permission).
4. Students are to get on and off the bus only at their regular bus stops unless a written note from home is approved by the office.
5. Bus windows are opened and closed only with permission of the bus driver, and no one at any time may put any part of their bodies outside the bus window or throw any object out of the window or on the bus.
6. Loud talk, "horseplay", etc. will not be permitted on the school bus at any time.
7. At bus stops, pupils are to remain well to the side of the road until the bus comes to a complete stop.
8. There is no smoking or lighting of matches on the school bus at any time.
9. After leaving the bus (if students must cross the road), students will cross in front of the bus after the bus driver has signaled for them to do so.
10. Damage done to seats or other bus equipment will be paid for by those responsible.
11. All students must be appropriately seated when the bus is in motion and may not change seats without driver's permission.
12. Bus riding is a privilege. The right of students to ride on the school bus depends on their behavior.

Bus Warnings: In cases where a child does not conduct himself/herself properly on a bus, the bus driver will bring such instances to the attention of the transportation supervisor. The transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in monitoring their child's behavior. Children who continue to have behavior problems may have their privilege to ride the bus suspended.

Bicycles: Students must bring a parental permission note to ride their bike to and from school (good for the year). Bicycles, skateboards, roller blades and scooters are not allowed to be used on the school premises while school is in session. Bicycle riders are not expected to arrive before 7:30 A.M.

CAFETERIA & PLAYGROUND

Meals: The cost of lunch is $2.70 per day for students at China Primary School. Reduced price lunch is $0.40. Breakfast is served for $1.15 per day for grades Pre K-4. Individual milk cartons are being sold at $0.50 for skim and 1% milk, and $0.55 for flavored skim milk.

The lunchroom is a busy place with many children seated together to eat their breakfasts and lunches. Students are encouraged to use appropriate table manners, use their "inside voices and to respect each other.

Cafeteria Behavior

I will remain seated until I have permission to leave the table.
I will talk quietly to my neighbors.
I will use my fork and spoon appropriately.
I will eat my food and not "play" with it.
I will stay in my own space.
I will keep my hands in my space.
I will listen to the adults in the cafeteria.
I will take all of my trash to the trash can.

If I do not follow the rules in the cafeteria:

Mistake	**First**	**Second**	**Third**	**Fourth**
Hitting, kicking, pushing, fighting, play-fighting	Removed from table to another seating	Lose one recess and parent communication	Lose two recesses, office visit, and parent called	Parent called and out of classroom for half day
Leave the area without permission	Verbal warning	Loise 10 minutes of recess	Lose recess	Office visit and parent call
Loud voice, yelling, shouting	Verbal warning	Lose 10 minutes of recess	Lose recess	Office visit and parent call
Using utensils and food inappropriately	Verbal warning	Removed from table	Lose 10 minutes of recess	Lose recess

Playground Rules: Recess is a time for children to play and socialize out of doors in good weather. During the cold weather months students should be dressed appropriately to enjoy their time on the playground. Parents are asked not to send notes requesting that their child stay inside at recess unless there are very unusual circumstances or a doctor's note.

Safe Playground

I will use playground equipment safely.

I will slide **down** the slides.
I will swing without twisting or turning.
I will **sit** at the tables and benches.
I will only use balls in ball-playing areas.

If I am **unsafe** on playground equipment:

First mistake	Second mistake	Third Mistake	Fourth Mistake
Verbal Warning	Sit on bench for remainder of recess	Inside recess and parent communication	Office visit and parent call

I will treat others with kindness and respect.

I will only use my hands and feet to help others.
I will take turns.
I will use my words to problem solve.
I will use my words to let others know what I need.
I will ask an adult to help when I need it.
I will listen to the adult on duty.
I will stay inside of the fence and away from doors and windows.
I will ask an adult if I need to go into the school during recess.
When the bell rings, I will line up and come in to the school quietly walking.

If I **do not** treat others with kindness and respect:

Mistake	First	Second	Third	Fourth
Hitting, kicking, pushing, fighting, play fighting	Sit on bench for remainder of recess	Lose one recess and parent communication	Lose two recesses, office visit and parent called	Parent called and out of classroom for half day
Leave the area without permission or do not line up when the bell rings	Lose 10 minutes of recess the following day	Lose one recess	Office visit and parent called	

We encourage and expect KINDNESS at all times.

Cold Weather and Rainy Day Procedures: In the case of extreme cold (temps below 10 degrees, factoring in the windchill) students will remain in their classrooms during recess. The same is true for rainy days.

After-School Activities: Students are reminded that all activities at the school are considered part of the school day. All school rules are in effect at each after-school activity. Children must be supervised by an adult at all times.

COMPUTER & INTERNET USE

Computer Use: Internet access is available to students in the China Schools. In order to maximize the benefits of Internet use and to minimize the potential dangers, students and staff are required to adhere to rules and responsibilities for computer use. Responsible use is: using appropriate language, treating the computers and network with respect, no copying software or information that is copyrighted, using school computers

conscientiously. In addition, all users must be aware that there is no expectation of privacy when using computers on the school network. Failure to follow the school rules will result in loss of computer privileges in school and parents will be notified.

Student Rules for iPads, Laptops and Personal Devices:

All iPads:

All students in RSU 18 will have one to one iPads to use properly. These are tools to reinforce learning. Here is a list of behaviors that must be followed for the ipads:

- Only use the app or website the teacher asked you to use.
- While carrying the ipad, always use two hands.
- Always sit while using the ipad.
- No hitting, banging or slamming the ipad. (Do not swing headphones.)
- Uploading or downloading onto iPads will be done with permission only.
- Do not drink or eat when using the ipad.
- iPads will remain at school at all times. They can be brought to another classroom with teacher permission

All Laptops:

The laptops are also considered tools of learning. They are school property, to be treated with respect.

- If you download information, it must have an educational purpose and must be deleted when the assignment is completed
- Personal email or web accounts will be used only with permission from a teacher.
- Desktop icons must be left alone. Do not adjust the saved browsers.
- Laptops must be on tables/desks when being used.

Consequences:

First Offense: The student will lose iPad use for up to 1 week, and or computer privileges, depending on teacher's discretion. Parents will be notified via letter.

Second Offense: The student will lose iPad use and laptop use for up to 2 weeks. Meeting with teacher and principal. Parents and principal will be notified of 2nd offense via letter.

Third Offense: The student will lose all technology use for up to a month. Parents will be called and meeting with parents and principal to discuss the violations will be scheduled.

Fourth Offense: The student will not be able to use any technology for the rest of the current school year, exceptions can be made with supervision.

PARENTAL RIGHTS

Annual Parent Notice Student Records: Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate educational research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protections under the Family

Educational Rights and Privacy Act. A complete copy of the RSU 18 student record policy may be obtained by contacting the building Principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34 CUR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the RSU 18 student records policy by contacting the building Principal.

The three types of student records maintained by the school are:

* Academic information such as grades, progress reports, student work samples, achievement test data, etc.;
* Statistical information including aptitude scores, mental ability, permanent school health records, etc.; and
* Directory information on students, such as name, age, address, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

RSU 18 forwards educational records to other agencies or institutions in compliance with Section 99.31 of the Family Educational Rights and Privacy Act which allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

Special Services Child Find Notice for RSU 18: In compliance with Maine Special Education Regulation 7.9, RSU 18 would like to ensure that all students between the ages of 3 and 20 years (including state wards, state agency clients, students attending private schools, students attending home schools, and institutional residents who reside within our geographic jurisdiction) who may be in need of special education and/or supportive services are located, identified, and evaluated. If you believe your child is in need of an evaluation or services, please call Special Services Director Cheryl Mercier at 465-2435.

MISCELLANEOUS

Animals: Permission must be obtained from the Principal before animals are brought to school. If students need to bring a domesticated animal (pet) to school, they must first consult with their teacher who will then request permission from the Principal. Animals may not be transported in school vehicles.

- Pets will need proof of current rabies vaccination, if appropriate, to be allowed in school.
- Wild animals will be allowed in school under the control of a trained individual, properly licensed by the state (veterinarian, biologists, zoo keeper).
- All animals brought to school must be restrained by owner/handler. Teacher will be responsible for the supervision of their students whenever there is an exhibit or activity involving animals in school.

Cell Phones/Electronic Devices: All personal devices including iPods, radios, laptops, iPads, tablets, and phones are not to be used during school hours. Any personal devices brought to school must be stored in book bags.

Homework: Homework is an integral part of the instructional program which allows students an opportunity to reinforce concepts taught and practice useful skills. A reasonable amount of study and preparation is necessary for the scholastic growth of students, and the amount of time devoted to homework will vary depending upon the student's learning abilities, grade level, or special learning needs.

Messages for Students: It is requested that parents leave messages for students only in emergencies**.** Students will not be called out of class for phone calls except for emergencies.

Personal Belongings: There is to be no buying, swapping, trading, or giving away of personal belongings on the busses or while at school.

Questioning/ Searches of Students: The School Board seeks to maintain a safe and orderly environment in the schools. The Principal/designee is authorized to question and/or search students in accordance with board policy.

Student Dress and Grooming: No form of dress shall be permitted that presents a safety hazard or would be considered to be a distraction.

- Shoes must be worn at all times while on school property.
- The wearing of hats will not be permitted within the building.
- Clothing will be appropriate for elementary school students.
- Clothing and accessories must not promote sex, violence, sexism, racism, offensive slogans, substance abuse or illegal activity.
- During the cold weather months students should be dressed appropriately to enjoy their time on the playground.

Student Substance Abuse Policy: The district policy states that students who have in their possession (including backpacks, jackets, etc.) or are found using tobacco products, alcohol, inhalants, drug paraphernalia, or illegal drugs will have serious consequences. A copy of the policy may be obtained at the district office or on the RSU 18 website.

Visitors: All parents/guardians/visitors must enter the China Schools through the main lobby and sign- in at the office. If a parent wishes to observe a classroom, it must be approved by the Principal ahead of time.

Volunteers: Parents, family and community members are an important part of our school. We welcome anyone wishing to help out in our classrooms, library, cafeteria or office. Please stop by the office and sign in.

CHINA SCHOOLS CALENDAR
2018 - 2019

August

				24
27	28	29	30	31

August

8/24 – New Teacher Orientation
8/27 – 8/28 – Teacher In-Service Workshop for All Teachers
8/28 – Tuesday, 3:00-5:00 pm, Open House @ CPS & CMS
8/29 – Wednesday, Opening Day for K-5 Students
8/30 – Thursday, Opening Day for 6-8 Students

September

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September

9/3 – Monday, Labor Day – No School
9/4 -- Tuesday, Opening Day for PreK Students
9/25 – Tuesday, Early Release, 12:00 Dismissal, Teacher In-Service Workshop

October

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October

10/5 – Friday, Teacher Comp Day -- No School
10/8 – Monday, Columbus Day – No School

November

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

November

11/8 – End Quarter 1 @ CMS
11/9 – Friday, Teacher In-Service Workshop – No School
11/12 – Monday, Veterans' Day – No School
11/15 & 11/19 – Parent / Teacher Conferences @ CMS
11/21-11/23 – Thanksgiving Recess -- No School
11/30 – End of Trimester 1 @ CPS

December

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December

12/4 – Tuesday, Early Release, 12:00 Dismissal, Teacher In-Service Workshop
12/24 – 12/31 – Holiday Recess -- No School

January

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

1/1 – Tuesday, New Year's Day -- No School
1/21 – Monday, Martin Luther King, Jr. Day -- No School
1/22 – Tuesday, Teacher In-Service Workshop – No School
1/25 -- End of Quarter 2 @ CMS and Semester 1 @ CPS

February

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

February

2/18 – 2/22 - Winter Recess -- No School

March

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March

3/6 & 3/7 – Parent / Teacher Conferences @ CMS
3/8 – Friday, Teacher In-Service Workshop - No School
3/15 – End of Trimester 2 @ CPS
3/26 - Tuesday, Early Release, 12:00 Dismissal, Teacher In-Service Workshop

April

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April

4/5 -- End of Quarter 3 @ CMS
4/12 – Friday, Teacher Comp Day -- No School
4/15 – 4/19 - Spring Recess -- No School

May

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May

5/21 – Tuesday, Early Release, 12:00 Dismissal, Teacher In-Service Workshop
5/27 – Monday, Memorial Day – No School

June

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

June

6/16 – End of Quarter 4 @ CMS and Trimester 3 @ CPS
6/18 -- Tuesday, Final Day of Classes, Early Release, 12:00 Dismissal
6/19 – Wednesday, Teacher In-Service Workshop – No School

This school calendar is based on 180 seat days, plus four emergency days, plus 6 teacher workshop/ conference days, 2 teacher comp days.

Adopted: March 21, 2018