



Fourteenth Street School

Student Handbook
2011-2012



Academic Excellence for All



Welcome From the Principal

August, 2011

Dear Parents, Students and Friends,

It is such a privilege to be able to welcome you to the Fourteenth Street School. For some of you, like me, this is a new experience. We will learn together about our new school. For many, you are returning to a school you already know—you can help those of us who are new learn about the many special qualities of the Fourteenth Street School. For everyone, we will strive to create a community of learners who care and respect each other.

The Fourteenth Street School is fortunate to have an outstanding staff. They are ready to provide students with an exciting and challenging instructional program. Parents have an important role as well. By taking the time to review this handbook, you are already demonstrating your willingness to work as part of our team to provide the best possible education for your child. Please take a few moments to review this handbook with your child, so he/she will be familiar with the general rules and expectations of our school. The staff will be helping all children learn the rules outlined in this handbook, and your help in reinforcing them is essential. All of our rules are based on providing a safe environment that is conducive to learning.

This is a community school. As such, parents and friends are welcome to become involved in our school activities. There are opportunities to volunteer for a variety of activities. There is also an active Parent-Teacher Group. Please contact the school if you have any questions about how you can become more actively involved in the Fourteenth Street School learning community.

Please feel free to call me at school at 941-6350. You can also schedule an appointment through the school secretary or drop into the office to see me. I want to ensure that your child has a wonderful elementary school experience, so do not hesitate to call if you have a concern or question.

Again, welcome to the 2011-2012 school year. I am looking forward to a wonderful year of learning and growth.

Sincerely,

Lynn Silk

How to Use This Handbook

The purpose of this handbook is to give students and parents an opportunity to learn more about the Fourteenth Street School. We ask that parents and students take some time to review the procedures outlined in this booklet. This handbook is not designed to be an all-inclusive set of policies governing our school. If you would like more information, there is a comprehensive set of Bangor School Department policies and procedures in the principal's office and online at www.bangorschools.net. Communication is vitally important. Please encourage your child to talk to a teacher any time he/she has a question or problem. We also ask parents to communicate any concerns they have to the appropriate staff member. The staff wants all students to be successful and enjoy their educational journey at the Fourteenth Street School. The administration of the Fourteenth Street School reserves the unlimited right to change the terms of this handbook at any time, without notice



Mission

The Bangor School Department will offer high quality instruction and comprehensive programs to provide academic excellence for all students.

Vision

A high quality education is attainable by all of our students who will receive the encouragement and opportunities to develop the knowledge, skills and attitudes that prepare them for citizenship in a global society.



FOURTEENTH STREET SCHOOL GOALS

At the Fourteenth Street School, we believe that education is the responsibility of the staff, parents, students, and the community. In accordance with that belief we will:

1. Promote communication and cooperation amongst administrators, parents, teachers, students and the community.
2. Identify and monitor each student's strengths, weaknesses and learning styles on a continuing basis in order to meet individual needs.
3. Use a variety of approaches that will help learners develop to their fullest academic, physical and creative potential.
4. Provide each student with a caring, supportive environment that will foster trust, understanding, and acceptance of one's self as a truly unique, important individual.
5. Encourage the development of a positive self-image and respect for the individual differences of others.
6. Implement an integrated, developmental curriculum designed to teach, maintain and reinforce those basic skills which will enable the learner to grow.
7. Emphasize a team approach to learning through thematic units of study which reflect the recommended curriculum. Children's interests and experiences will be used to enrich and deepen the planned curriculum.
8. Support the development of habits and attitudes that promote a lifetime of physical and mental health and love of learning.
9. Reinforce the expectation that parents encourage respectful and civil behavior at home.

Rules of Respect at Fourteenth Street School

Respect ourselves

- We treat ourselves with kindness.
- We keep ourselves safe and happy.

Respect other people

- We treat others with kindness.
- We keep others safe and happy.

Respect the things around you.

- We show appreciation for the things around us.
- We treat things around us well and use them appropriately.

Inside Fourteenth Street School:

- Follow directions the first time.
- Walk calmly and quietly in our halls
- Use your hands only in a kind or helpful way.

Outside Playground Rules

- Notice others around you. Plan to play safely.
- Play in a cooperative, responsible way.
- Use field areas for soccer, tag or other running games.
- Walk on all playground equipment.
- Feet first down all slides.
- Sit on swings. Swing forward and back only.



GENERAL INFORMATION

1. The students and staff of the Fourteenth Street School Family are expected to follow the *Rules of Respect at Fourteenth Street School*:
 - Respect ourselves
 - Respect other people
 - Respect the things around you.
2. Upon arrival at school in the morning, all students go directly to the playground behind the school. In case of inclement weather, children will be admitted to the building at the front entrance and are expected to go straight to the gym.

3. After arriving at school, students will remain on the school grounds, within the boundaries defined by the Principal, at all times.
4. For the safety of all children, baseballs, bats, footballs, skateboards, sleds, hockey sticks, and similar sports equipment are not allowed at school.
5. Except for emergencies, children are expected to remain outside on the playground where there is supervision before school and during recesses.
6. Students will enter the school building in a quiet and orderly manner.
7. Children may distribute birthday party invitations at school **ONLY** if all children in the classroom are being invited. Family privacy laws prohibit distribution of home addresses without parental permission.
8. No iPods, CD players, radios, cell phones or pagers will be permitted at school unless requested by a teacher for a special project.



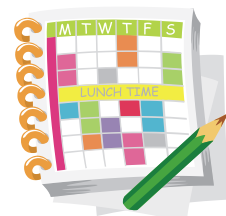
SCHOOL BUS SAFETY RULES

John T. Cyr and Sons, Inc.

1. The school bus driver is in complete charge of the bus, and his/her instructions will be obeyed promptly.
2. Students must be on time at their bus stops. Busses are on a tight schedule and cannot wait for students who are late.
3. Students must stay off the road when waiting for a school bus. Students who cross the road must do so ten feet in front of the bus.
4. School busses will be loaded in an orderly manner and unloaded the same way.
5. Students will remain seated until the bus comes to a complete stop. The bus will not move until all passengers are seated.
6. Students will keep their head and arms inside the bus at all times. Noise will be kept at a minimum. There will be no swearing, shouting, or fighting on any school bus.
7. Passengers will only use the emergency exits when instructed to do so or in cases of a real emergency.
8. Any students or group of students vandalizing a school bus will lose their riding privilege for no less than one week. They will also be held liable for all costs to repair the damage and will not ride the school bus until that bill has been paid in full.
9. All trash will be put in the containers provided on each bus.
10. There will be absolutely no smoking on any school bus.

DAILY SCHEDULE

Entrance bell rings:	8:55 a.m.
School Day begins:	9:00 a.m.
Lunch and noon recess:	12:00 p.m. – 12:30 p.m.
Dismissal	2:55 p.m.



Playground Supervision begins at 8:40 a.m. Students should NOT arrive at the school before that time. Upon arrival, students should proceed directly to the playground area behind the school. Students who walk to school should always use the sidewalks along the driveway and in front of the building.

Absences- On days when a child must be absent, parents are required to notify the school prior to 9:00 a.m. Please call 941-6350. Should a student be tardy for school, he or she must report to the office upon arrival. A written excuse for any absence or tardiness must be brought to the teacher upon return to school. A student is defined as an habitual truant if he/she is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during the school year. The Maine Education and School Statues states:

A person may be excused from attendance at a public day school pursuant to section §5001-A.

Excusable absence. A person's absence is excused when the absence is for the following reasons.

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose which has been approved.

Bus Students are dismissed to the appropriate bus from the front door of the school. Bus students must follow the bus safety rules provided by the John T. Cyr Company included in this handbook.

Walkers- are dismissed from both the front and rear doors when the buses have departed. Walkers should leave the school grounds immediately. Parents may enter the school through the main door and wait for children at dismissal at the front or rear door.

Bicycles-Students are permitted to bring their bikes to school. Bikes must be stored in the bike rack. For the safety of all students, bikes must be "walked" along the sidewalks on either side of the Fourteenth Street School driveway, both to and from school. This will be strictly enforced.

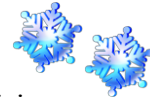
Dismissal-Written permission from the parent to the classroom teacher is required for any deviation from a child's established after school dismissal plans. Please be advised that students without written parental permission will be expected to follow their normal dismissal routine.

Lunch and Milk Money-All hot lunch money will be collected each Monday for that week. Menus are issued by the school on a monthly basis. Parents should go over the menu with their children and plan in advance. Hot lunches will not be sold on a day-to-day basis. For lunch accountability purposes, checks will not be accepted if written out for more than one week at a time. It is also important that checks be for the correct weekly amount and made out to the Fourteenth Street School. Students are responsible for paying for milk on their own.



Administration will send lunch and milk prices, as well as the application form for free and reduced lunch, home with students during the first week of school. Please complete these forms and return them to school as soon as possible.

No School Announcements-In the event that it should be necessary to cancel school because of snow, the decision will be made by the Superintendent of Schools and will be announced on local radio and television stations in the early morning. Historically speaking, the children, once in school, will remain in school for the entire day. Should an extreme emergency cause the Superintendent to dismiss schools early, announcements will be made on local radio and television stations. Parents should have a plan in place for their children to follow should such an event occur.



Medication-will NOT be administered unless parents have signed either our Permission to Administer Medications in School Form or our Permission to Self-Administer Medications in School form. Whenever possible, medications should be administered in the home, not at school. Parents are welcome to come to the school office and administer medication. However, upon specific order from a physician and parent, medication may be taken under the supervision of designated school personnel. A copy of the Medications policy is included in this handbook. Permission to Administer or Self-Administer Medications in School forms are available in the office.

Lost and Found-a box is maintained in the lobby outside the school office for clothing, lunch boxes, and non-valuables found on school property.

Appropriate Dress-Students should be dressed appropriately for the weather and outside play. All students are on the playground in the morning and at noon recess, with the exception of rainy days and extremely cold days. In winter, snow pants and boots are required for the children to be able to enjoy play in the snow. Appropriate footwear should be worn at all times for the safety of the children. Sneakers must be worn for Physical Education. Flip flops and Heelys (unless the wheels are covered) are not allowed at the Fourteenth St. School.

Fire Drills will occur at unannounced times throughout the school year. These drills should be taken seriously by all. The first one may be disconcerting for young children. Teachers will outline procedures with their students prior to the first drill occurring. Students are expected to exit the building in a quiet



and orderly manner and remain in line with their teacher awaiting instructions. There will be no talking. The Principal of Fire Department will give the instruction to reenter the building.

Lock-Down Drills-In an effort to improve the emergency safety procedures within our school, we will have lock-down drills scheduled throughout the year. A lock-down involves teachers and students gathering in a safe place in the classroom with the door locked.

Academics



Report Cards will be sent home with the children in Grades 1, 2, and 3 in November, January, and April to notify parents of student progress. PK and Kindergarten students take home report cards in January. End-of-the-year report cards will be mailed home for all students.

Parent-Teacher Conferences for all students will be scheduled for October 11th, 12th, and 13th. Parents may request a conference with any staff member at any time by calling the school office.

Homework—In keeping with the Homework Policy adopted by the Bangor School Committee, the teachers at Fourteenth Street School will be assigning homework. New concepts will be presented by the teachers in the classroom. Homework is used as follow-up to practice presented material. The Bangor School Department Policy on Homework is included in this handbook.

Extra Help should always be sought by students who feel they do not understand an assignment, if the work is difficult, or they have been absent and missed assignments or classroom instruction.