



Vine Street
PROUD
PUFFINS

VINE STREET SCHOOL
66 Vine Street
Bangor, Maine 04401
Phone: 941-6300 • Fax: 992-2448

Dear Families of Vine Street Students,

This handbook folder is for you and your student. It outlines some of our school's policies and procedures, and gives you some general information about our school. We hope it will be of use throughout the school year. If you have any questions please feel free to call the school.

PRINCIPAL'S WELCOME

The success of our school program is due largely to the partnership of parents, teachers, and community working together for our children. This handbook was written for the Vine Street School community and describes many important practices specific to Vine Street School. We hope you will read the information in this handbook and that you will encourage your child to become familiar with its contents. Your support of our school and of your child's educational program is needed and much appreciated.

GUIDANCE

Your school guidance counselor works with all the students at Vine Street to help them learn and succeed. The counselor offers a variety of services to students, i.e.

- Small groups where children learn and practice friendship skills
- Individual meetings with students to help solve problems
- Classroom guidance for students to develop positive attitudes

The guidance counselor is available to work with teachers, students, and parents to help each child reach his/her full potential. Our counselor works Monday, Tuesday, Thursday, and Friday at our school. Please feel free to contact our counselor to utilize any of our services.

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Daily Schedules: Students may arrive at school after 8:35 a.m. when supervision is provided and breakfast is served. The school is not responsible for students arriving

before supervision begins. **Students enter classrooms at 8:55 a.m. to prepare for the day. Attendance is taken promptly at 9:00 a.m.** Students must check in at the office after 9:00 a.m. for a pass and will be marked tardy for attendance purposes. Students are dismissed for the day at 3:00 p.m.

BREAKFAST/LUNCH

Breakfast is served from 8:40 a.m.-8:55 a.m. every morning. Lunch is served at the designated half-hour time slot for each grade level. A menu is provided monthly for your planning convenience. Prices and information about the lunch program are provided on the menu.

AT VINE STREET SCHOOL WE STRIVE TO BE:

- **RESPECTFUL**
- **RESPONSIBLE**
- **HONEST**
- **KIND**

So our behavioral expectations are that:

1. We speak kindly to everyone
2. We take care of all school and personal property
3. We cooperate when we work and play
4. We come to school every day and on time
5. We treat all adults and children with respect
6. We take responsibility for our own behaviors

When problems arise, we encourage children to be empowered by using the following:

Problem Solving Steps

1. Ask the offender to stop
2. Go away from the situation
3. Get help from an adult

MEDICATIONS

If for health reasons, your child is required by his/her doctor to take medications during school hours, you will need to speak with the secretary or the nurse about the care of your child. You are required to fill out the proper medical forms signed by you and your child's physician prior to administering any medications. Handwritten notes cannot be accepted. We do not administer over-the-counter medications, nor are students allowed to carry, or self-administer these drugs. Prescription medications must arrive in the original container, and we can only accept a one-week supply of medication. Medications are not to be transported by students and may be dropped off by an adult at school between 8:00 a.m. and 4:00 p.m. Monday-Friday. We truly appreciate your cooperation with this safety policy.

ATTENDANCE

Attendance and punctual arrival are seen as highly important components in the educational process. When children enter school late, they play "catch-up" all day. Their peers will have had a start to the day that organizes, plans, and processes all that will be happening throughout the day. Absences also have a negative impact on learning and "making up the work" does not include the processing and instructional component of learning. Absences are excused for the following reasons: student illness, a death in the family, religious obligations, medical appointments, and others as arranged between the parents and the principal. Your student's safety and whereabouts are very important to us. If he/she will be absent or tardy, please call the school office at 941-6300. (There is a message machine to receive calls 24 hours a day.) If we don't hear from you prior to the start of the

school day, we will call to inquire about your child. Chronic attendance issues will have a severe impact on your student's learning and will be addressed through the principal, the guidance counselor, or the superintendent's office. The school will work cooperatively to enforce truancy laws.

COMMUNITY SCHOOL

Vine Street School provides a variety of activities to extend and enrich the regular school program. Community school activities usually start near the end of the first month of school and end about mid-May. Program information for each session and schedules will be sent home with students for registration. If your student has academic needs beyond the regular school day, please contact the principal or guidance counselor.

PARENT/TEACHER CONFERENCES

Conferences with your child's teacher will be held the Tuesday and Wednesday following Columbus Day. These conferences are designed for you and the teacher to talk about your child's progress. Parents and guardians are encouraged to call the school at any time with questions or concerns you may have, or to set up an appointment with your child's teacher as needed.

VINE STREET PARENT-TEACHER ORGANIZATION

The Vine Street School PTO is committed to enriching the educational and social experience of Vine Street School students and their families. The PTO exists to provide volunteer services and to raise funds that support students' educational efforts and co-curricular activities. Examples of PTO support include: field trips, library materials, garden maintenance, and family activities (ice cream social, book fair, art show, movie and pizza nights). PTO meets each month at our school. Everyone is welcome to join their efforts in supporting our children.

LOST AND FOUND

There is a "lost and found" box in the lobby. The items seem to accumulate quickly and children often don't check there when they are missing clothing. Please remind them to check lost and found, or stop by the school office to check for missing items. We usually remove unclaimed items at each vacation during the school year and they are discarded and/or given to charity.

SUPPORT SERVICES

Special Education: Special Education services are available through the Pupil Evaluation Team (PET) process for any students needing support beyond the regular instructional program. If you or your child's teacher has any concerns about the academic, emotional, or behavioral development of your child, the school will work with you as a team to provide for your child's needs.

Section 504: Section 504 of the Rehabilitation Act of 1973 requires schools to identify, evaluate, and provide access, if necessary, to appropriate educational services for children found eligible under this act. Children who have mental or physical impairments which substantially impact one or more major life activities (such as walking, seeing, breathing, or learning) may be protected by this act.

Title I: Vine Street School offers Title I literacy and math support for students needing instruction that reinforces the regular classroom teaching.

HOMEWORK

The Bangor School Department believes that homework given by the school and supported by the home gives students the opportunity to learn good study habits, practice time management, reinforce skills, and extend their classroom learning.

Grades K-2: Homework for K-2 students is brief and occasional. It is practicing communication and math skills learned at school, collecting items for class sharing, and developing interest for class projects.

Grades 3: Third graders should be encouraged to get in the habit of studying at home. Written assignments can be expected two or three times a week, and students should be able to complete any assignment within 45 minutes.

REPORT CARDS

Report cards are sent home four times a year for students in grades 1-3. Kindergarten and Pre-K students get their progress reports two times a year: at the end of January and in June.

CONFIDENTIALITY

It is our responsibility to ensure confidential information about your child remains as such. We will not give out information about your child to anyone other than who we are allowed to legally. Please remember and respect the confidentiality of other students when visiting the Vine Street School.

SAFETY

To maintain safety and order please leave the following items at home:

1. Gum
2. Skateboards/scooters
3. All real or toy weapons
4. Hard balls (baseball or softball) and bats
5. Sleds
6. Rollerblades and shoes with rollerblades in soles
7. Trading cards
8. Cell phones
9. We encourage you to leave expensive portable video games and electronic devices at home. They are not allowed for use during the school day.
10. At the discretion of the classroom teacher, other items disruptive to the class may be asked to be left home.

This folder belongs to:

Name _____

Grade _____ Teacher _____

CHANGES

If you move, change your phone number, place of work, or emergency contacts, please call the school immediately at 941-6300 with the new information. Should your child have an emergency at school, we only have the information you provide to reach you or designated emergency contacts. If you plan to move, please notify the school at once so we may provide records and information in a timely manner to your student's next school.

VISITORS

Parents, visitors and volunteers are always welcome at Vine Street School. To ensure the safety of your child and our staff, we ask that you always start your visit at our school by upon entering the building you immediately stop in the office to sign in and wear a visitor's badge for the duration of your visit. Please make sure to sign out and return your visitor's badge at the end of your visit. If you need to pick your child up during school hours please report to the office and your child will be called down. Classroom interruptions must be kept to a minimum so instructional time will remain a priority.

