

Parent's Guide to Mabel I. Wilson and Drowne Road School



"A community committed to fostering a learning environment where everyone works toward achieving his or her personal best."

Welcome to the Mabel I. Wilson and Drowne Road Schools community of learners!

We know from our own experiences as parents that understanding and navigating the school system can, at times, be frustrating. How can I participate in my son/daughter's school? What forms do I need to fill out when? What is the bus schedule and how come it doesn't mention MY street in the paper? How do I pay for milk and/or hot lunch? What do I do if I have questions?

The purpose of this handbook is to help you navigate some of these questions---because we ALL have them (or have had them). The contents of this handbook include:

- **Guiding Principles**
- **What We Have and How It's Done: Academic Programs and Procedures**
- **Things to Know from the Beginning to the End (of School that is): MIW Policies and Procedures**
- **Services—How Do We Support the Diverse Needs of Our Students?**
- **Communication and Ways to Get Involved**
- **Sample Notes/Forms**

We hope this handbook is helpful to you and welcome your feedback.

Guiding Principles

The following characteristics define the knowledge, skills and attitudes of educated individuals, and guide the teaching and learning in MSAD #51:

A responsible community member

Works and plays well with others in the classroom
Shows respect for others outside the classroom
Takes responsibility for own actions.
Follows school rules.
Resolves conflicts respectfully.
Organizes and cares for materials.

A self-directed and life-long learner

Demonstrates confidence in abilities
Completes class work and homework within timelines.
Creates quality work reflecting own personal best.
Sets personal goals for learning.
Demonstrates responsibility for personal belongings and needs

A knowledgeable individual

Takes an active role in learning.
Remembers what has been learned.
Uses and shares information that has been learned..

A healthy individual

Reflects on personal strengths and challenges.
Understands ways to stay safe and healthy.
Makes positive choices.

A critical thinker

Asks questions to learn.
Relates thinking to other situations.
Reflects on own work.

A creative problem solver

Identifies important information for solving problems.
Solves problems in unique or different ways.
Brings creativity and flexible thinking to his or her learning.

An effective communicator

Gives messages verbally rather than physically.
Uses active listening.
Matches voice level to the learning situation.
Speaks and writes in an organized and detailed way.
Contributes to classroom discussions appropriately.

What We Have and How It's Done: Academic Programs and Procedures

In this section:

- **Academic Programs at MIW/DRS**
- **Technology**
- **Library**
- **Music and Art**
- **Physical Education**
- **Guidance**
- **How Do Students Get Placed?**
- **How Do I Know How My Child is Doing?**
- **Student Records—Maintenance and Confidentiality**
- **Homework**

Academic Programs at Mabel I. Wilson and Drowne Road School

Kindergarten—First Grade—Second Grade—Third Grade—Multiyear Programs

Grade level learning goals for grades K-3 are available and handed out at Fall Curriculum Night. In addition, they can be found on the district website. Additional copies of these are available in the main office.

Technology

Third graders at DRS receive instruction in keyboarding. All other students have access to classroom computers used in a variety of ways for instructional purposes.

MIW and DRS have web sites that post school related information and activities. Parental permission is requested as students enter Wilson School for students to have their names and photographs posted on this web site or in school newsletters. Only those students with permission given on the student information form sent home in September will appear in photographs related to classroom news or special school activities that may appear on the web site or in school publications.

The Acceptable Use of Technology Policy is included on the district web site or may be obtained from the School Office.

Library

Both the Wilson School and the Drowne Road School libraries provide students, staff, parents and volunteers with a variety of materials, print and non- print that will support and enhance all curricula areas and encourage individual and professional growth. The leisure and academic needs for different levels of ability and diversity of interests are considered in the selection of materials. Students visit the school library once a week based on their grade level, for instruction on how to become competent, independent library users. They are welcome to take their library books home, but must return them on their class' next library day in order to take out additional material.

Music and Art

Students have both music and art (K-3) instruction once a week. Grade level learning goals in these subjects are often addressed during interdisciplinary units of study where music and art enhance students' understanding of classroom studies.

Physical Education

Students have PE twice a week (grades 1-3; K has PE once a week). Grade level learning goals are addressed through a variety of games and skill development activities that are often related to an interdisciplinary unit of study.

Guidance

Students participate in Guidance classes every two weeks. These sessions address community building, conflict resolution and personal safety.

How Do Students Get Placed?

Options for classroom-based instruction at the Mabel I Wilson School include single grade, looping, and multiage offerings. The looping programs provide an opportunity for a teacher and a group of students to remain together for more than one year, exploring the curriculum and working together over a longer period of time. The multiage programs provide these same opportunities, with the addition of allowing for flexible grouping of children of different ages and abilities.

The placement of students in various groups is a thoughtful process, which involves input from parents, classroom teachers, specialists and the school administration. A wide range of criteria is used to assist in the placement of students, including achievement levels, learning styles, gender, special needs and interpersonal (social) dynamics. Parents/Guardians are provided the opportunity to discuss educational concerns related to their child's placement and can request, in writing, a certain type of program option. The final decision on teacher placement rests with the school administrators (per Policy IKEA).

As we work to prepare our students for the 21st century, these program offerings will continue to change and evolve. Through on-going assessment of the needs of our students and adaptation of our program offerings, we will continue to provide programming that reflects "best practice" and meets the needs of all the learners in our school.

How Do I Know How My Child is Doing?

There are many different ways that parents are kept informed about what their children are learning and how their children are progressing. These include: classroom newsletters, school wide newsletters/emails, student assessments, parent teacher conferences and progress reports. Parent-teacher conferences are held twice a year, usually in early November and in April. Parents may schedule additional conferences to discuss questions or concerns or may schedule time to come in for additional review of their child's work. Report Cards come out in January and June.

Student Records—Maintenance and Confidentiality

Formal student records are kept confidential with the exception that requests by parents to review their child's cumulative record will be granted. After parents notify the school's office of their request, a review will be scheduled at a time mutually agreeable to the parents and school officials.

Homework

MSAD#51 recognizes the value of meaningful homework in fostering academic achievement, good study habits and positive school-community relations. MSAD#51 defines homework broadly as those activities, which provide the opportunity for practice or extension of material, which has been previously taught in school, and are helpful in informing parents as to what areas of the curriculum are currently under study.

The MSAD #51 School Board Policy provides some guidance regarding homework amounts. That policy indicates that the amount of homework between school days reasonably may be expected to increase as the student advances through school, from a few minutes in grade 1 to a maximum of 60 minutes of concentrated effort in grade 5 for all subjects combined. It is important for parents to know that at times these amounts may fluctuate, particularly as new curricula are introduced.

Things to Know from the Beginning to the End (of School that is): MIW/DRS Policies & Procedures

In this section:

- **Attendance and Absences**
- **Arrival & Dismissal**
- **School Dismissal Procedures**
- **Changes in Dismissal**
- **Emergency School Dismissal**
- **Cancellation**
- **Clothing: What is appropriate student attire?**
- **Discipline: Fostering Respect & Responsibility**
- **Lunch and Lunchroom**
- **Recess**
- **School and Student Safety**

Attendance and Absences

Attendance is taken daily at the Wilson School and the Drowne Road School. If your child is going to be absent, please call the school office @ 829-4825 or 829-2250, respectively. Frequent absences disrupt the continuity of the educational process. Poor attendance can lead to poor school grades and to the development of poor work habits.

Legally acceptable excuses are defined as:

- Personal illness
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situation
- Planned absences for personal or educational purposes that have been approved. Parents should contact the school office and complete the Planned Absence Form before they plan to take their child out of school for this reason. (Note: teachers are not required to prepare assignments prior to a child leaving for a vacation).

Arrival & Dismissal

The School day at Mabel I. Wilson and Drowne Road School begins at 8:30 a.m., with students being allowed into their classrooms after 8:15 a.m. Students arriving before that time (between 8:00 and 8:15 a.m.) will be directed to the playground where they will be supervised by MIW/DRS staff until being released to their classrooms at 8:15 a.m. Students arriving after 8:30 a.m. will be considered tardy and must report to the office before going to their classrooms.

The School day ends at 3:00 p.m.--with the exception of Early Release Wednesdays when the school day ends at 12:15 p.m.

School Dismissal Procedures

The end of the school day is quite busy—and instruction continues until the bell rings at the end of the school day. In order to minimize disruption to the classroom, the following procedures for dismissal have been put into place:

- **Walkers** - Walkers are students who do not ride the bus and are released without supervision on a routine, regular basis. If your student will be released as a walker on a regular basis during the week (i.e., every day, MWF, TTh, etc.), please inform the classroom teacher.
- **Parent Pick-Up** - Parent Pick-Ups are students who are met by a parent or supervising person. If your student will be released as a parent pick-up on a regular basis during the week (i.e., every day, MWF, TTh, etc.), please obtain and complete a Routine Dismissal Form from the office and return it to the classroom teacher. "Parent Pick-Up" is the second group of students to be released at the end of the day. Parents/Supervising Persons need to go to the library, sign the child/children out and wait in the library until students are dismissed.
- **Buses** - after the release of Walkers and Parent Pick-Ups, students are released by bus numbers as called by the secretary.

Frequently asked questions about Dismissal

- ***Why can't I go directly to my son/daughter's classroom to wait for him/her?*** Because instructional time is so precious, we want to minimize disruption to the classroom. While it may seem harsh, our experience has been that allowing those picking up children to go to the classroom has been disruptive. Please know that we are not trying to keep you from your children; we are merely trying to protect the learning environment until the end of the school day.

Changes in Dismissal

As parents, you know all too well that your students lead very active lives. When their activity means that they will not be riding their usual bus or will be picked up by someone else, it is important that the classroom teacher be notified. The notification should be in the form of a note to the classroom teacher and include the following items:

Date **Classroom Teacher Name**

Student Name (first and last)

Nature of Permission - Bus change? Change in who will be picking up your child? Approximate time of dismissal

If a Bus change, please indicate the **Bus number** your child will be taking **AND where he/she will be going** (this is important information for the bus driver to know).

Each day a change occurs a note should be sent. (Indicate the day for which this permission is given.)

Sign and date the note.

Need an Example? We have put an example of a Permission note in this Handbook and on the MIW/DRS website. Please feel free to copy this format or, if you wish, you can download it from the website and use it. *Thank you for your attention to this important detail. Having the correct information about what your child is doing at the end of the day helps us to ensure his/her safety.*

Emergency School Dismissal

There may be the need for an unforeseen early school closing during the school year. It is important that you establish and discuss at length an emergency plan with your child in the event that s/he might arrive home from school earlier than anticipated and you are not home. A form will go home in September requesting this info from you.

Cancellation

Decisions to cancel school (usually for snow) will be made by 6:00 a.m. and announced over a number of radio and television stations, including:

Television: WCSH (Channel 6), WGME (Channel 13), WMTW (Channel 8)

Radio: WGAN, WMGX,

The MSAD#51 website will also carry this information.

Clothing: What is appropriate student attire?

Students are requested to dress appropriately while attending school. Appropriate attire is that which is safe, does not call undue attention to the wearer, does not cause a disturbance in school, does not promote or seem to promote the use of alcohol, tobacco, or illegal substances, and is not vulgar or profane. Hats and outdoor jackets are not to be worn in classrooms.

Discipline: Fostering Respect & Responsibility

A major task of childhood is learning how to get along with others. With regard to behavior, our goals are to help every child (1) feel safe, valued and connected, (2) take responsibility for their choices and (3) learn positive ways to respond. Each year we review our procedures and strategies for meeting these goals. At Mabel I. Wilson and Drowne Road Schools, we look at mistakes as opportunities for learning. Behavioral mistakes are treated as opportunities to understand our impact on others, take responsibility for our actions and get needs met in positive ways. Therefore, we use a "step" model in dealing with discipline issues. Uniform expectations of behavior are taught and practiced throughout the school and poor choices are met with predictable, escalating consequences.

For minor peer-to-peer conflicts, the students will be assisted to identify and practice conflict resolution strategies. Through modeling, recognition for positive behaviors, classroom instruction and individual support, students learn strategies for solving problems and relating to others. For more serious incidents, we believe students learn quickest through consistent, predictable consequences.

We are refining a rubric of consistent consequences for misbehavior, starting with the first incident and escalating with additional occurrences. A discipline book is kept at each school, recording the incidents, which helps to identify behavior patterns and determine proactive interventions if necessary. The rubric of consequences is based on the type of infraction (verbal, physical and severity) and the age of the students. The consequences will progress from recording in the discipline book, receiving a written warning to be signed by parent, having the student call home, missing recesses, completing a "think-about-it" reflection form to calling a full team meeting for the purpose of creating an individual action plan. In extreme cases, the Principal, and ultimately the Superintendent, has the responsibility for decisions regarding suspension or other serious punishment of students in accordance with Board policies.

Throughout this process, we are here to help students feel safe, learn from their choices and support them in all areas of their education. We appreciate your willingness to be part of the team!

Lunch and Lunchroom

- Drowne Road School has one lunch period, but does stagger lunch so as to reduce time in line.
- Wilson School has three lunch periods. These lunch periods are structured in 20-minute increments and are preceded by 20-minute recesses. And then have ten minutes in the classroom to wash their hands.

Recess

Recess Behavior

It just makes sense that there are acceptable and unacceptable behaviors at recess. The acceptable behaviors are:

- **Play Safely**
- **Respect Others**
- **Keep Hands and Feet to Oneself**

These expectations are conveyed to students during an assembly at the beginning of the year. Examples are provided to enhance understanding. *It is helpful if parents reinforce these playground rules at home.*

Outdoor Recess

- At the beginning of the year, students are given a tour of the playground area to ensure they understand the boundaries, i.e., know where they can and cannot play and go.
- Students go to recess by wing assignments at Wilson School.
- Each Wilson School recess has 4 adults supervising—each assigned a designated area. (Because adults also accompany special needs students, the number of adults monitoring recess is actually higher than 4). Green vests identify recess supervisors.
- Five minutes before recess ends, students line up in designated areas (this becomes a check point).
- No child leaves the playground without a buddy and without permission.
- When there is outdoor recess—all students go out.
- **Emergency Situations:** *When an adult cannot leave the playground area, a responsible child is sent into the school or to an Ed Tech who can leave the playground area. Ed Techs always try to have visual contact with each other during recesses. Wilson School and Drowne Road School also has a Crisis Team and Crisis Plan in place for emergencies.*

Indoor Recess

Indoor recess is organized in the classroom. There is one Ed Tech to two classrooms. Students usually engage in board games. As with outdoor recess, there are expectations regarding student behavior.

School and Student Safety

Transportation

Please help us with the safety of your child coming to and from school. A note must be written and signed by a parent if your child is changing his/her normal going-home plans. Bus passes will be

issued to students who have written permission to ride a different bus home from school, or to get off the bus at a different stop. A regular change in the student's transportation plans (e.g. weekly piano lesson) can be taken care of with a blanket permission note. If someone other than his/her parent will transport a student home, written permission must be provided.

Specific bus routes, bus numbers, drivers and estimated pickup times are printed in the Community Leader and Forecaster prior to the opening of school for the year. It is best if parents send their children on the bus the first day of school. Students relocating or new to the district should contact the Transportation Director in order to determine the correct bus to take.

The bus shall be considered an extension of the classroom and students are expected to conduct themselves, while on the bus, in the same appropriate way as in the classroom. The bus driver has the authority and responsibility to maintain orderly behavior of students on the bus. In case a student loses his/her riding privileges, it will be the responsibility of the parent/guardian of the student(s) involved to see that the student(s) gets to and from school safely and on time.

CONSEQUENCES OF BREAKING BUS RULES:

- First Bus Slip: Meeting with principal
- Second Bus Slip: Meeting with principal/loss of recess
- Third Bus Slip: Meeting between parents, student, principal, bus driver and transportation director. Two to five day suspension from bus.
- Fourth Bus Slip: May result in loss of privilege to ride the bus for remainder of the year.

Severe Clause

In the event a student severely disrupts the driver, displaying any behavior that jeopardizes the safety of the students, he/she will immediately lose the privilege of riding the bus. The student and his/her parent/guardian must meet with the Superintendent of Schools, Bus Driver, and Transportation Supervisor before the privilege will be restored. Using or possessing drugs or alcohol will result in an automatic suspension from school.

Entrances

During the school day, all outside doors are locked, except for the Parent Entrance near the library and the main entrance near the bus circle. All visitors must go to the office to sign-in upon entering.

Fire Drills

Periodically, fire drills are conducted at Wilson School and Drowne Road School. Regulations and procedures for fire drills are reviewed with all students and clearly posted in each classroom. Visitors to our schools during fire drills are requested to participate in the drill.

Services—How Do We Support the Diverse Needs of Our Students?

In this section:

- **Gifted and Talented**
- **Guidance**
- **Health**
 - General
 - Medication
- **Special Education and MSAD#51 Childfind**
- **Other District-Wide and School-Based Student Support Teams**
- **Literacy Support**
- **Content Leaders**
- **Transportation**

Gifted and Talented

Referrals for gifted and talented services may be made in the spring of the second grade year. Students being referred must be in at least second grade and may be referred by a parent or teacher.

Guidance

Guidance services are offered to all students and include classroom lessons, small group and individual counseling, and consultation for parents and staff.

A School Psychologist is available as needed to consult with the Pupil Evaluation Team, and implement specific portions of a student's comprehensive evaluation.

Health

Wilson School /Drowne Road School have a full-time nurse who provides a comprehensive school health program through health services and health counseling and education. The school nurse also conducts periodic screenings and is the first stop for a band-aid or other first aid services.

Medication

At Wilson School/Drowne Road School, the nurse also monitors the administration of medication required by students. While the general policy is to discourage the dispensing of medications on school premises, it is recognized that some students will need to have medication during school hours. Whenever possible, please alter the schedule of drug administration to allow a student to receive all prescribed doses at home. When medication during the day is necessary, it may be administered only when sufficient information and permission to administer it is provided. An example of a Medication Permission Slip is included in the examples of Forms in this Handbook. This Medication Permission Slip, or one similar to it should be completed and returned to school with the medication in the original prescription bottle. **All medications must be brought to the nurse's office.** Having your child keep the medication in his/her backpack is not allowed for safety reasons.

Special Education and MSAD#51 Childfind

The MSAD#51 Childfind program is designed to locate, evaluate and identify all exceptional children between the ages of 3 and 20 years old. Parents, relatives, physicians and other persons who are aware of a child who may require services are asked to contact Ann Nunery, Special Education Director.

Special Education services extend from supported placement in the regular classroom through monitoring, consultation, resource services, composite services, to support services in speech/language, occupational and physical therapy, psychological evaluation and counseling and adapted physical education.

MSAD#51 also has a Behavioral Specialist who works closely with the Special Education teacher to implement specific components of a child's educational program.

Other District-Wide and School-Based Student Support Teams

Pupil Evaluation Team: Any student may be referred to this team for evaluation for Special Education Services.

Literacy Support

Literacy Support services at Wilson and Drowne Road provide support in the area of reading in grades kindergarten through three to students identified as needing this support based on ongoing assessments.

Content Leaders- Literacy & Math

We are fortunate to have four full-time positions across grades K-5 to support us with our literacy and math work. Two of these positions are designated for math, and two are designated for literacy.

Transportation

Transportation is provided for all elementary school students. The schedule is developed during the summer months and made available prior to the beginning of the school year (usually printed in the local papers, such as *The Forecaster*, etc.).

Parents who drop their child/children off each day should use the entrance on the west side of the building, closest to the Superintendent's office. Please also be considerate of other parents who are also dropping off their children. While all of us would prefer to watch our child/children enter the building, it is important to remember that by doing so we are potentially causing other children to be late for school.

Communication and Ways to Get Involved

In this section:

- **How We Try to Keep You Informed and Involved**
- **What To Do and Who To Contact if You Have Questions or Concerns**
- **Ways to Get Involved**
 - **Building Leadership Team (BLT)**
 - **Parent - Teacher Organization (PTO)**
 - **Classroom Volunteers**
 - **Meetings of MSAD 51 Board of Directors**
 - **Attendance at School Functions**

How Wilson and Drowne Road Schools Try to Keep You Informed and Involved

Wilson School/Drowne Road School staff members believe in keeping families informed about and involved with your child's education. There are a variety of ways in which information is provided and parents can become involved.

What To Do and Who To Contact if You Have Questions or Concerns

Telephone (school office): 829-4825 between 7:30 AM and 4:00 PM

Website: www.MSAD51.org

- The website contains the MIW Roster with names and contact information for school administrators, teachers, PTO officers, MSAD 51 Board members, etc.

E-mails to administrators and teachers (format): [first name]_[last name].@MSAD51.org

- There is a directory of e-mail addresses by grade level on the website

Sickness: In case of sickness, call the school office as soon as possible to let it know that your child will be absent.

Emergencies: Parents are required to complete and submit to the school office a form listing in order of priority the persons to be contacted in case of an emergency. The form calls for a primary contact and a secondary contact. The contacts have authority to make decisions with regard to the student. No elementary school student is permitted to go home unless a responsible person is present. **YOU ARE RESPONSIBLE FOR UPDATING THE FORM IF THE INFORMATION ON IT IS NO LONGER ACCURATE AND COMPLETE.**

Classroom Teachers: Generally, the best time to contact teachers is before 8:15 AM and after 3:15 PM. More detailed information on how to contact your child's classroom teacher can be obtained from the teacher at the Fall Curriculum Night or from the classroom newsletter.

Ways to Get Involved

Building Leadership Team (BLT)

- The BLT includes two parent representatives who each serve a 2-year term. Any parent wishing to serve on the BLT should contact the Principal. Parent representatives are chosen randomly from the pool of interested parents.

Parent - Teacher Organization (PTO)

- All parents of MIW /DRS students are automatically members of the PTO and are invited to attend its meetings. Each spring, the PTO publishes a schedule of its meetings and planned events for the following school year. The schedule is distributed via the school's newsletter and is posted on the school's website. Parents who wish to take a more active role in PTO-sponsored activities should contact the Chairperson(s). See the MIW/DRS Roster on the website.

Classroom Volunteers

- The school invites parents to volunteer in their child's classroom. The process for this will be discussed at the Fall Curriculum Night. The volunteer form is on the website.

Meetings of MSAD 51 Board of Directors

- The Board of Directors normally meets on the first and third Mondays of each month at either Greely Middle School or the Cumberland Town Hall. Agendas are published on the website and are available at the town halls and some local stores.

Attendance at School Functions

- The school holds an annual cookout in the beginning of the school year. Curriculum nights for parents are held in September. Grade level and classroom sponsored activities are announced through the school and classroom newsletters.

Sample Notes/Forms

In this section:

Sample Notes Regarding Dismissal:

- **Planned Absence Report Form** (these can be obtained through the Administrative Office)
- **Change in Dismissal:** (not an "official" form---just a guide for your use)
 - **Pick-up - parent or otherwise**
 - **Changing Buses**
- **Medication**

**MABEL I. WILSON SCHOOL
MSAD #51 CUMBERLAND – NORTH YARMOUTH**

**PLANNED ABSENCE REPORT FORM
GRADE K-3**

Name of Student(s) _____
Grade(s) _____ Teacher (s) _____
Date/Dates Planned Absence Requested _____

Board of Director’s policy states that “Planned Absences” for family vacation or trips are strongly discouraged. Teachers will not provide work in advance for students missing school for this reason. Parents should realize that work missed would be difficult to make up. Teachers will assist students with make-up as time permits, however, the primary responsibility lies with the student.

My signature below indicates that I’ve read this form.

_____ Date: _____
Parent/Guardian Signature

_____ Date: _____
Teacher’s Signature

_____ Date: _____
Principal’s/Assistant Principal’s Signature

THE COMPLETED FORM SHOULD BE RETURNED TO SCHOOL’S OFFICE. THANK YOU.

Change in Dismissal Permission

Classroom Teacher: _____

Student Name: _____

(first)

(last)

Today, _____,

(month, day, year)

(Student Name)

has my permission to: _____ *Leave school at the end of the day on Bus* _____

_____ *Be released at the end of the day to:*

_____ *Be released at* _____ *a.m./p.m. to:*

Reason for Change [e.g., medical appointment, going to a friend's house (include name of friend), etc.]

Parent Name: _____

(first)

(last)

Parent Signature: _____ **Date Signed:** _____

Medication Request

Student Name: _____

Classroom Teacher: _____

Medication: _____

Dosage: _____

When to Be Given: _____

Time Period for Request: _____

Parent Name: _____

(last) (first)

Parent Signature: _____ **Date:** _____