

# Williams Elementary School

Parent Handbook

**2026 – 2027**



# **RSU #18 Mission Statement**

***“Engaging Students – Strengthening Communities – Creating Global Leaders”***

## **Shared Vision**

### **RSU #18 is a community where...**

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

## **Guiding Principles**

### **“Assumptions About Learning”**

Learners:

- ◆ learn in different ways and in different time frames.
- ◆ learn best in an environment that is welcoming, orderly, accepting, and safe.
- ◆ can learn, like to learn, and want to be successful in their learning.
- ◆ have unique interests that heighten motivation for learning.

Learning:

- ◆ and curiosity are basic human drives.
- ◆ styles differ and learners demonstrate their intelligence in many different ways.
- ◆ is enhanced when connected to real world contexts and challenges.
- ◆ is enhanced when learners are encouraged to take risks, understanding that mistakes are inherent in the learning process.
- ◆ rates vary and prior knowledge is significant to learning new knowledge.
- ◆ is enhanced with frequent feedback specific to a learning goal.
- ◆ successes encourage future successes and influence, esteem, attitude, and motivation.



# Williams Elementary School

## "Fly Like an E.A.G.L.E.!"

|          |                         | <b>Classroom</b>                                                                                                                                                                                                                                                           | <b>Cafeteria</b>                                                                                                                                                                                                              | <b>Playground</b>                                                                                                                                                                                                 | <b>Hallways</b>                                                                                                                                                           | <b>Bathrooms</b>                                                                                                                                                         |
|----------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>E</b> | <b>Engaged</b>          | <ul style="list-style-type: none"> <li>• Participation</li> <li>• cooperation</li> <li>• making connections (personal / real world)</li> <li>• focused on independent work</li> <li>• using time wisely</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Listening for verbal cues from monitors</li> <li>• following directions.</li> <li>• Cleaning up after themselves.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Playing fairly with others.</li> <li>• Focused on directions from monitors</li> <li>• responding appropriately</li> </ul>                                                | <ul style="list-style-type: none"> <li>• Respecting others' belonging</li> <li>• Respecting other classrooms in session,</li> <li>• respecting personal space.</li> </ul> | <ul style="list-style-type: none"> <li>• Respecting the space</li> <li>• Report graffiti, damage, or disturbances to staff</li> <li>• Clean up after yourself</li> </ul> |
| <b>A</b> | <b>Awesome Attitude</b> | <ul style="list-style-type: none"> <li>• Perseverance, being kind to others in the room</li> <li>• growth mindset</li> <li>• willing to compromise when working in groups</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>• Polite and Friendly</li> </ul>                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Including others</li> <li>• sharing</li> <li>• willing to compromise</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• Cheerful</li> <li>• smiling</li> <li>• greeting others</li> </ul>                                                                |                                                                                                                                                                          |
| <b>G</b> | <b>Growth Mindset</b>   | <ul style="list-style-type: none"> <li>• People treating others the way they should be treated</li> <li>• not rushing to be first in line</li> <li>• doing kind deeds without being told</li> <li>• trying new things</li> <li>• being open minded taking risks</li> </ul> | <ul style="list-style-type: none"> <li>• Saying nice things about other's food;</li> <li>• not yuck to someone that has something different/or to someone eating something you don't like</li> <li>• try new foods</li> </ul> | <ul style="list-style-type: none"> <li>• Helping monitor behaviors</li> <li>• asking a new friend to play that doesn't have other friends play with someone new</li> <li>• try something new at recess</li> </ul> | <ul style="list-style-type: none"> <li>• Picking up trash that doesn't belong to you</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• Picking up paper towels</li> <li>• not putting trash in sink</li> <li>• cleaning up</li> </ul>                                  |

|          |                  |                                                                                                                                                                                                                                        |                                                                                                                                  |                                                                                                                                                                                                                         |                                                                                                        |                                                                             |
|----------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>L</b> | <b>Listening</b> | <ul style="list-style-type: none"> <li>• Following teacher instructions the first time</li> <li>• looking at the speaker</li> <li>• speak when it is your turn</li> <li>• active listening</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Listening for verbal cues from monitors and following directions.</li> </ul>            | <ul style="list-style-type: none"> <li>• Following adult directions the first time / listening and hearing what peers are saying</li> <li>• Focused on directions from monitors and responding appropriately</li> </ul> | <ul style="list-style-type: none"> <li>• Listening for teacher/staff directions</li> </ul>             |                                                                             |
| <b>E</b> | <b>Effort</b>    | <ul style="list-style-type: none"> <li>• Do your best ask for help when you need it</li> <li>• Be proud to put your name on your work</li> <li>• Trying even when its difficult</li> <li>• Keep your nose to the grindstone</li> </ul> | <ul style="list-style-type: none"> <li>• Use your manners</li> <li>• eat your lunch</li> <li>• pick up after yourself</li> </ul> | <ul style="list-style-type: none"> <li>• Playing fairly with others.</li> <li>• Following the rules</li> <li>• play safely</li> <li>• include others</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Quiet voices and feed</li> <li>• stay on the right</li> </ul> | <ul style="list-style-type: none"> <li>• Clean up after yourself</li> </ul> |

**"A leader is one who knows the way, goes the way and shows the way."**

**- John C. Maxwell**

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## **I. WELCOME**

Welcome to the Williams Elementary School! We are looking forward to another exciting school year. This handbook has been developed to answer your questions and provide you with valuable information. Our handbook contains information about our school policies, guidelines and services. It is very important for staff and parents to work together to provide a successful school year for all the children.

## **II. IMPORTANT TELEPHONE NUMBERS**

|                                                          |       |          |
|----------------------------------------------------------|-------|----------|
| Atwood-Tapley, Oakland (Grades PK-2)                     | ***** | 465-3411 |
| Williams Elementary School, Oakland (Grades 3-5)         | ***** | 465-2965 |
| Messalonskee Middle School, Oakland (Grades 6-8)         | ***** | 465-2167 |
| Messalonskee High School, Oakland (Grades 9-12)          | ***** | 465-7381 |
| James H. Bean School, Sidney (Grades PK-5)               | ***** | 547-3395 |
| Belgrade Central School, Belgrade (Grades PK-5)          | ***** | 495-2322 |
| China Primary School, China (Grades K-4)                 | ***** | 445-1550 |
| China Middle School, China (Grades 5-8)                  | ***** | 445-1500 |
| R.S.U. 18 Superintendent's Office, Oakland               | ***** | 465-7384 |
| Bus Garage, Oakland                                      | ***** | 465-2102 |
| Special Education Office, Oakland                        | ***** | 465-2435 |
| Dan Casey, RSU 18 Integrated Pest Management Coordinator | ***** | 465-7384 |

### **III. PHILOSOPHY**

RSU #18 Promises to help each child entrusted to its care become a well-adjusted, informed, productive, and responsible citizen of the world community.

To this end, the district's educators, parents, and citizens are committed to offering a liberal education built on a flexible, integrated curriculum which not only stresses the basic tools of learning and respects the integrity of the traditional disciplines, but also emphasizes the application of these tools and the interrelations of subject areas.

We believe that each student must be assisted in acquiring a high level of literacy which reflects a strong foundation of knowledge, skills, and attitudes; promotes life-long learning; and facilitates adaptation to change. Rapidly evolving technologies and an increasingly complex society requires that students learn a sophisticated common body of knowledge and skills. This foundation of learning is the key to adaptability in the face of change. It should take precedence over early specialization.

We believe it is the responsibility of the district to challenge each student to achieve the fullest potential, to develop a positive self-image, to appreciate the uniqueness of self, and to recognize the value of other individuals. Furthermore, the district must help each student to stretch personal aspirations, while developing intellectual curiosity. Toward these ends, we are committed to promoting opportunities for success for all students.

As a graduate of our educational program, each person should be able to:

- Demonstrate an ability to solve problems;
- Communicate effectively in writing and orally;
- Research, analyze, and use information appropriately;
- Appreciate aesthetic aspects of world cultures through art and music;
- Recognize and practice healthful living;
- Understand the fragility of our environment; and
- Make responsible decisions that contribute to the common good, our democratic ideas, and global independence.

Upon graduation, Messalonskee students should leave fully capable of competing and interacting successfully in the community, while also pursuing a satisfying quality of life and contributing to the general betterment of others.

#### **IV. WILLIAMS ELEMENTARY SCHOOL STAFF**

##### **PRINCIPAL**

Mrs. Smith

##### **DEAN OF STUDENTS**

Mrs. Solis

##### **LEAD SECRETARY**

Mrs. Alley

##### **TEACHERS**

Grade 3 Miss Devine  
Grade 3 Ms Kinney  
Grade 3 Mrs. Lockhart  
Grade 3 Ms Sides  
Grade 4 Mrs. Deroche  
Grade 4 Mrs. Forney

Grade 4 Mrs. Mack  
Grade 5 Ms Allisot  
Grade 5 Ms Bourgoin  
Grade 5 Miss Desmarais  
Grade 5 Mrs. Mayo  
Grade 5 Mr. Polley  
Multi-Age Ms Richard

##### **SPECIALISTS**

Mrs. Bradford, Special Education  
Mrs. Charest, Special Education  
Mrs. Christopher, Computer  
Mr. Clark, Art  
Ms Cobban, Media Specialist  
Miss Gastia, Library

Mr. Parisi, Social Worker  
Mrs. Peterson, Music  
Mrs. Pullen, Gifted and Talented  
Ms Richard, Special Education  
Mrs. Stewart, Title I Specialist  
Speech and Language  
Mr. Wilcox, Physical Education

##### **SUPPORT STAFF**

Mrs. Cyr, Nutrition  
Mr. Depalma, Custodian  
Mrs. Jackson, Ed Tech/Monitor  
Miss Jolicoeur, Ed Tech/Monitor  
Ms Judd, Title I Tech  
Ms Lajoie, Ed Tech  
Mrs. McHale, Occupational Therapist  
Mrs. Meader, Kids Zone/Monitor  
Ms Miller, Nutrition  
Ms Morgan, Custodian  
Mrs. Mullen, Ed Tech

Miss Nickerson, Ed Tech  
Mrs. Nurick, C.O.T.A.  
Mrs. Sirois, Ed Tech  
Mr. Sheets, Custodian  
Mrs. Tardif, Nurse  
Mr. Wilkie, Ed Tech  
Mrs. Worster, Physical Therapist  
Mrs. Worcester, Title I Tech

#### **V. DAILY SCHOOL SCHEDULE**

7:15 First Bus Arrives  
7:15 - 7:55 Recess  
7:30 - 7:55 Breakfast  
8:00 Class in session  
10:45-11:30 Grade 3 Lunch/Recess  
11:25-12:10 Grade 4 Lunch/Recess  
11:30-12:15 Grade 5 Recess/Lunch  
2:20 Dismissal for Student Pick-Up  
2:25 Walkers dismissed  
2:30 First Bus Students  
3:00 All Second Bus Students Line-Up for Pick-Up

##### **Please Note:**

Students who walk and who do not ride the bus should arrive **after** 7:30 as adequate supervision is not available. For safety reasons, we will not allow students to be dismissed as a walker to be picked up on school property. Parents must come to sign their student out or meet off school grounds.

## **VI. DAY – TO – DAY PROCEDURES**

### **Attendance, Absences, Dismissals, and Tardiness:**

Maine law requires daily attendance of all students ages 7 – 17. Personal illness, health related appointments, religious holidays, family emergencies, and specific planned purposes are considered excusable absences provided that the parents write an excuse note to the school. (District Policy JHB) A written excuse is needed within (3) days of the student's return. The school must ascertain the reason for absences over a period of three (3) days and for chronic irregular absences. Letters for pre-planned absences should be sent to the principal's office prior to the absence dates. In turn, a letter will be sent to the parents documenting permission for the absence. When children return to school after an absence, they are expected to get make-up work from their teachers. It is the child's responsibility.

A child arriving after 8:00 a.m. will be considered tardy. Children who are tardy must have a parent sign them in. All children must stop by the office to be signed in before going to the classroom.

No student shall be dismissed before the end of the school day unless the child is ill or injured, or a written request from the parents was sent to the school. A telephone request for early dismissal shall be honored only if the caller can be identified as the student's parent (or guardian) (District Policy JED). **All students must be picked up at the office, not the classroom.** If your child is being released before the end of the day, office personnel will be happy to contact the classroom when you arrive. These measures are taken for the safety of students and staff.

### **Discipline/Detention:**

Learning in a positive, cooperative and safe environment is important to all students. Students are expected to be responsible school citizens by demonstrating respect for themselves, peers, adult staff, and school property. They must learn to make appropriate choices, maintain self-control and understand the effects of their decisions. Parents and teachers can contribute to student growth by serving as positive role models, establishing clear expectations and appropriate aspirations, maintaining the dignity of the individual, and recognizing success and achievement.

We have established a Discipline Guide where children are asked to fill out "Think it Over" sheets when they misbehave. These sheets must be signed by a parent and returned to the school the following day.

Minor discipline problems are handled by the teacher. More serious problems are referred to the principal. If misbehaving continues, the child will meet with the principal and parents. Misbehavior can result in loss of privileges or recess, after school time, or suspension in school or away from school.

#### **OUR BASIC BELIEFS ABOUT DISCIPLINE**

1. The goal of all discipline is the development of self-discipline.
2. All persons in the school are responsible for setting a positive school climate.
3. Students should accept responsibility for their own actions.
4. Every effort should be made to maintain dignity and self-esteem of the student.
5. Discipline should be individualized.
6. Credibility with students is gained when adults directly involved work with them.
7. Parents will be notified of suspensions and any other on-going problems

Chronic offenders should consider counseling to help them change their behavior, if school interventions are not successful or need further support.

### **Lost and Found:**

**Parents are urged to label children's clothes and personal belongings.** Lost items are kept in the cafeteria on a rack. Please encourage your child/children to check the lost and found on a regular basis. Unclaimed items will be donated mid-year and at the end of the year.

## School Lunch Program:

Williams Elementary School's Hot Lunch Program serves nutritional meals daily. Menus are printed monthly. Our district has a policy regarding health and wellness at school, please visit our web site to learn more. <http://www.rsu18.org/co/departments/health/default.htm>

We ask that each family fill out a free/reduced lunch application, even if you do not think you will qualify. All information is strictly confidential. If the family's financial status changes during the year, parents may ask for a new application form at any time. For inquiries regarding approval of applications or status of applications, please contact Shawn Forkey at 465-7384 ext 2661 or email: [sforkey@rsu18.org](mailto:sforkey@rsu18.org).

We encourage students to make healthy choices when bringing snacks and lunches to school. The kitchen will not provide snacks for students it is the responsibility of the student and their parents to arrange for snacks at school. All students must pay regular price for snack milk.

Please pay at the beginning of each week. Your child's breakfast/lunch/milk money must be sent to school in an envelope with the necessary information on the front: student's name, teacher's name, the date(s) when hot lunch and/or milk will be taken, what they will be having, whether it be breakfast, milk, and/or lunch, and the total amount of money in the envelope.

The prices for the 2026/2027 school year are as follows:

| Level | Regular Lunch | Reduced Lunch | Regular Breakfast | Reduced Breakfast | Milk        |
|-------|---------------|---------------|-------------------|-------------------|-------------|
| K-5   | \$0           | \$0           | \$0               | \$0.00            | \$.50-\$.55 |
| 6-12  | \$0           | \$0           | \$0               | \$0.00            | \$.50-\$.55 |

## School Parties:

Individual birthday parties held during the school day are discouraged, as instructional time is the priority. During the holidays, teachers will have classroom parties at the end of the day so as to not disrupt large chunks of instructional time. If your child is having a party and inviting the whole class, invitations may be brought into school. If only selected students are being invited, you must mail out the invitations so as not to hurt a child's feelings. We ask that you not have gifts, flowers, or balloons sent to school as we cannot give them to children until the end of the school day. Balloons and breakable containers cannot be brought on the bus for safety reasons.

## Student Property:

We do not recommend that students bring expensive items such as electronic games or musical items to school. The school is not responsible for damage or loss of student possessions. Students are not allowed to bring in any type of toy resembling a weapon or ammunition including bbs and pellets. No trading cards of any sort is allowed. They get traded, sold, lost, and cause distractions. No weapons, tobacco, vaping, e-cigarettes, drugs, or alcohol are allowed on school property. In some cases, items will be taken away and a parent will have to pick the items up from the principal.

Students in grades 3, 4 or 5, who wish to ride their bikes back and forth to school, need to obtain written permission from the parent. Students should dismount from their bike and walk their bike when they are on school property. Students who come to school on roller blades, skateboards, scooters, or any other type of individual transportation devices are not allowed to use them on the playground or within the school. Heelys and cleats are not allowed in the school.

## Visitors:

Parents, community members and other interested parties are welcome to visit our school. We are proud of the facilities and of the educational environment that we provide for our children. Parents may schedule appointments to visit with their child's teacher or other staff members. Scheduling an appointment eliminates the possibility of arriving during another meeting or during a class testing or instruction.

To ensure the safety to our children and staff all parents and visitors must enter by the front door, stop at the office to report and sign in, and receive a “Visitor” badge. School-age friends or relatives of students may not visit school unless given special permission by the principal and teachers involved.

### **Volunteers:**

Parent and family volunteers are an important part of our school. We welcome anyone wishing to help in our school. Please arrange with your student’s teacher for volunteer opportunities and available times.

All volunteers are required to read and sign a “Confidentiality Agreement” before they can begin volunteering in the school. Once this agreement has been signed you will sign-in at the office and be given a “Volunteer” badge to wear while you are in the school. When you leave the school, you will return the badge to the office and sign-out.

## **VII. RULES, GUIDELINES & POLICIES**

### **Bus Guidelines /Bus Notes:**

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

Questions pertaining to bus routes, schedules, and disciplinary matters may be directed to Mr. Goff, Director of Transportation, at 465-2102.



Please review the following guidelines with your child(ren):

#### **WAITING FOR THE BUS**

- 1.) Children shall be ready for the bus each school day. When children are repeatedly tardy, it affects the other riders and the timing of the entire bus run.
- 2.) Children shall remain back from the roadway while awaiting the arrival of the bus and should refrain from throwing things or playing at the bus stop.

#### **ENTERING THE BUS**

- 1.) Bus routes are arranged, if possible, so that children do not have to cross busy roads. However, if a child must cross a road, he/she should walk, not run, and should cross in front of the bus. Children should NEVER run beside the bus due to the danger of slipping beneath the wheels.
- 2.) There shall be no shouting, rough housing, use of foul language, or throwing of things on the bus.
- 3.) Children shall keep their hands, arms, and heads inside the bus.
- 4.) All articles such as books, musical instruments, etc. must be kept out of the aisles.
- 5.) There shall be no smoking or lighting of matches on the school bus.
- 6.) Transporting firearms or animals of any kind is prohibited by state law.
- 7.) Children should not talk with the driver during the operation of the bus.
- 8.) Emergency equipment shall not be tampered with at any time.
- 9.) Children shall not deface the bus in any manner. In addition to a child possibly losing the privilege to ride, his/her parents will be responsible for the damages.
- 10.) Children should consider the bus as a classroom and assist in keeping it neat and clean.

#### **ENTERING THE BUS AFTER SCHOOL**

- 1.) Children shall ride on their assigned bus and shall board that bus at the school they attend.
- 2.) Drivers have been instructed not to take on passengers at other places except with the approval of the principal, bus director, or superintendent.

## LEAVING THE BUS AFTER SCHOOL

- 1.) **IMPORTANT:** Children shall be dropped off at night at the place where they boarded the bus in the morning. Exceptions may be granted only when a parent has sent in a note with the necessary information.
- 2.) If it is necessary to cross the street or highway, children shall walk in front of the bus and carefully check traffic (even though lights are blinking). Drivers have been instructed to exercise great care, particularly with very young children, when it is necessary to cross a highway.

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 the child's behavior.

Children who continue to have behavior problems may have their riding privileges suspended by the transportation supervisor. In such instances, parents of the children involved become responsible for seeing that their children get to and from school safely.

Please be reminded that a bus driver has the very responsible job of transporting your children to and from school. An unnecessary distraction may cause an accident. Therefore, it is imperative that all children behave responsibly while on the bus and that they show respect for each other and for the driver at all times.

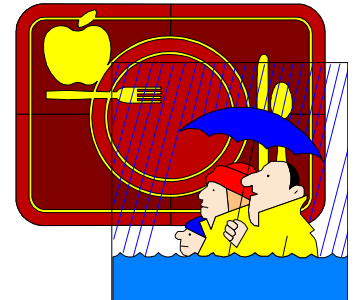
Thank you for your support and cooperation.

### 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 full name, the date/s you authorize this drop-off, the full name of the person whose house your child will be getting off at, the address the child will be getting off at, and the phone number of the location your child is being dropped off at. For your convenience blank bus notes are available at the office or you may print them from our web site, [www.rsul8.org/wes](http://www.rsul8.org/wes).

### Cafeteria Rules:

Breakfast and lunch times are a time for relaxed socialization. However, students still need to act in a responsible respectful manner. They shall wash their hands before eating and stand quietly in the lunch line in alphabetical order (to get checked off on the lunch lists). They must remove their coats and hats, stay in one seat, and use good table manners during meals. All food is to be eaten in the cafeteria.



### Cold Weather and Rainy-Day Procedures:

On extremely cold days (refer accuweather & wunderground indicate a feels like of temp 9 degrees or below) or rainy days, children report to the designated location during recess times.

### Daily Dress:

Students are encouraged to wear clothes that they can comfortably move in and are appropriate for school. Clothes should cover undergarments and private body parts. Clothing that may expose the midriff or buttocks are not permitted. All pictures and words on clothing should be appropriate for elementary school. Clothing advertising tobacco/alcohol, or other drugs in any manner (words or pictures) are not allowed. Clothing with degrading terms or lewd pictures are not allowed.

Sneakers are strongly encouraged for physical education class.  
Heelys and cleats are not allowed to be worn at school.

Open toe shoes and flip-flops are not always appropriate for activities that students choose to participate in at recess. Students may not be able to participate in certain games for their own safety and could be asked to find alternative activities if footwear is not appropriate.

Any student spoken to about their clothing will be given the opportunity to:

1. Cover it with something appropriate already at school.
2. Call a parent to bring in a change of clothes.

It is difficult at times to determine exactly the limits of a students' clothing choices. In general, if it makes you hesitate, please consider a change of outfit before sending your child to school.

## Winter Weather Dress

In cold weather conditions, students **MUST** have hats, mittens, gloves, and appropriate footwear. Snow pants, jackets and boots are required before a student can play in the snow. If you are having trouble obtaining any of these necessary winter clothing items please reach out to our school nurse, Dean of Students, or Principal.

## Homework Policy:

It is the belief of the District that learning is a lifelong process, which extends beyond the school. It is important that students recognize that learning occurs in the home and in the community. Homework is one means of practicing the necessary skills of independent study and learning outside the school. For the purpose of definition, homework should be an extension of activities begun in school, and a means of reinforcing the material learned during the school day. Homework may include written work, viewing or reading news reports, studying for tests, reading (academic and recreational), researching, and other activities, which are related to classroom work. Homework should be age-appropriate, should provide meaningful opportunity for learning, and should be returned in a timely manner. Homework may be varied where appropriate to provide support for learning differences.

A complete copy of RSU #18's Homework Policy (IHB), adopted January 2, 2002, is available at the school office, but a general rule of thumb is 10 minutes per grade. Hence, grade 3, 30 minutes; grade 4, 40 minutes; grade 5, 50 minutes.

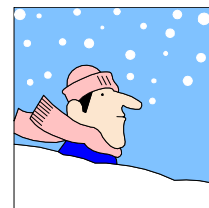
## Playground Rules:

All children need time to refresh themselves through play and socialization outdoors at recess time. The following playground rules have been established to ensure a safe play environment for all of our children.

- a) Students should walk to and from the playground in a safe responsible manner.
- b) Students should courteously obey the teacher/playground monitor on duty.
- c) Students should follow safety rules on the playground and the playground equipment.
- d) Students must obtain permission from the duty teacher/playground monitor to leave the playground to retrieve a ball off grounds or to enter the building.
- e) The following behaviors are never allowed:
  - ☐ Aggressive contact, such as fighting, wrestling, "piggyback", pushing, pulling, kicking, hitting, or spitting.
  - ☐ Throwing any object, which will cause injury.
  - ☐ Moving another student off a piece of equipment.
  - ☐ No hands-on.
  - ☐ Any activity that the teacher/playground monitor on duty considers unsafe at the time.
- f) First bus students line up immediately after school.
- g) Second bus students report to the playground to wait for their buses.
- h) Walkers are dismissed at 2:25 p.m.

During cold weather all children should have coats, hats, mittens, gloves, and footwear that are appropriate to our climate. Students with heavy winter boots should remove them when inside and have sneakers or shoes to wear in the classroom.

In warm weather, medium length shorts may be worn. Refer to the **Daily Dress** section for further information about appropriate dress.



## Student Substance Abuse Policy:

There is a substance abuse policy (Policy JFCI) in the district. The essence of this policy states that students who have in their possession (including backpacks, jackets, lockers, etc.) or are found using tobacco, alcohol, inhalants, drug paraphernalia, steroids, look-alike drugs, or illegal drugs will have serious consequences starting with the first offense. A copy of this policy may be obtained in the office or online at [www.rsu18.org/co/district-policies/jpolicy/pdf/jfai.pdf](http://www.rsu18.org/co/district-policies/jpolicy/pdf/jfai.pdf).

## Storm Days:

Occasionally inclement weather is severe enough for school to be canceled. “No School” bulletins will be aired on local radio stations and posted on our web site. Please check these resources for updates on the status of school.

### Web Sites:

[www.rsu18.org](http://www.rsu18.org)  
[www.cancellations.com](http://www.cancellations.com)

### TV Channels:

2, 5, 6, 7, 8, 13

### Radio Stations:

|      |       |         |
|------|-------|---------|
| 92.3 | 195   | Q106.5  |
| 92.9 | 99.1  | WDEA-AM |
| 93.5 | 103.9 | WFAU    |
| 94.5 | 104.7 | WKCG    |
| 97.1 | 107.9 | Z107.3  |
| 98.5 | AM910 |         |



In situations where students need to be dismissed early due to a storm or unforeseen emergency, the Superintendent’s office will make a mass “call all” to parents notifying you of an unexpected early release. Announcements will also be posted on local TV stations, announcements on local radio stations, and our web site will be updated with that information. Early school dismissals are confusing (sometimes upsetting) for children who are uncertain about where they should go after school. On the first day of school you will receive a form to fill out that lets us know where your child should go when there is an “unexpected” early school dismissal. We need to have your plan on file for these occasions. **Please fill out the Student Transportation Form/Early Release Form** and return it to the school so it can be put on file.

## Telephone Use:

Students may use the school telephone only for emergencies or for extremely unusual situations. Students are **not allowed to call home for permission to visit another student’s house**. Prior arrangements with parents must be made. Students are not usually called to the phone unless it is an emergency.



## Cell Phones/Electronic Devices:

All personal devices including iPods, radios, laptops, iPads, tablets, apple/smart watches and cell phones are not to be used during school hours or on the playground before/after school. Any personal devices brought to school must be stored in book bags. If cell phones or other electronic devices are used without prior approval, they will be confiscated, sent to the office and returned to the student’s parent/guardian.

## Library Books & Student Planners:

Students are allowed to borrow several books from the school library each week. When students have overdue books, they must return them before signing out additional materials. Students are required to pay for lost or damaged library books, textbooks, or other school property.

Students in these grades are required to record all assignments each day in their planner and take the planner home each night to share with their parents.

## **VII. HEALTH RELATED**

### **Accidents/Illness at School:**

A child who becomes ill or is injured must report to the school nurse. Students with minor cuts or bruises will be given first aid in the nurse's office. The nurse will notify parents immediately if children sustain serious injury or become ill. In the interest of being cautious, we may call the parent to determine whether to pursue professional medical treatment.

The information that parents write on the child's emergency card is very important. Please keep phone numbers and work information up to date. When parents cannot be reached by phone, the persons designated on the card will be notified. You should provide at least three additional emergency contacts on your child's emergency card.

### **Administration of Medications**

RSU #18 promotes the safety of all students by carefully evaluating and monitoring medications that are required to be taken during the school day. The following procedure outlines the steps that will be used by school personnel, parents and students in the administration of medication. This policy will be explained to parents and students annually.

#### **Medications for Allergies and Items Required for Long Term Illnesses:**

1. Parents are responsible for providing the school with food and drink needed for diabetic children, EPI pens, inhalers, or any other prescribed medication that is needed to avoid a potentially dangerous situation in the event your child is in need of any of these items. These items should be given to the school on the first day of classes.

#### **Prescription Medication:**

1. Parents will be encouraged to schedule medication administration, with their physician's advice, outside of school hours. Medications prescribed more than four times daily will not be administered at school.
2. In order for the school nurse to administer prescription medication at school:
  - a) Medication is necessary to the child's health and must be taken during school hours.
  - b) Neither parent is available during school hours to administer the medication.
  - c) A parent has authorized us to administer medication to their child by signing the special Medication Permission Form given to them by the Nurse.
  - d) Medication has been prepared in the original container or a suitable container with a copy of the prescription label.
3. Medication shall be kept in a locked protected area.
4. Medication shall be administered under the supervision of the school nurse or a designee.
5. A log of administrations shall be maintained and completed by the adult supervising or administering medication.

#### **Over-the-Counter Medications:**

Due to the potential dangers to children from careless handling of medications and miscommunication of instructions, over-the-counter medication is discouraged. Students may self-administer over-the-counter medication while at school with parental approval, provided the following conditions are met:

1. Medication is necessary to the child's health and must be taken during school hours.
2. Neither parent is available during school hours to administer the medication.
3. A signed parental request has been submitted to the school.
4. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.

5. Medication is in the original container.
6. Medication shall be kept in a locked protected area.
7. Medication shall be administered under the supervision of the school nurse or a designee.
8. A log of administrations shall be maintained and completed by the adult supervising or administering medication.

The following are some guidelines for when to keep your child home:

- a) **Colds** - If your child is sneezing and coughing excessively, he/she should stay home from school. Often times children will feel well when they get up, but they will become exhausted and not feel well by mid-morning due to excessive coughing or stress of their illness.
- b) **Vomiting** – If your child vomits during the night, **do not send him/her to school the next day.** He/she should stay home and rest for at least 24 hours.
- c) **Diarrhea** – Loose stool has many causes. Children should not come to school until bowel movements have normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your physician.
- d) **Strep Throat** – A child with strep throat who has been on antibiotics for 24 hours may return to school.
- e) **Chicken Pox** – Chicken Pox is contagious one or two days before the rash breaks out to the time when all the “blisters” have crusted over (approximately 7 days). Children may not return to school until the contagious period has passed and blisters are no longer draining.
- f) **Conditions** – Conditions such as lice, scabies, impetigo, ringworm, and conjunctivitis (pink eye) must be properly treated before the child returns to school. In case of lice, **all nits** (eggs) must be removed from the hair. After being treated, the child must be checked by the school nurse before returning to school.
- g) **Earaches** – The sense of hearing is important for learning. Earaches should never be ignored. If your child has ear pain, or any ear drainage, please notify your child’s doctor.
- h) **Toothaches** – Toothaches are painful and should be addressed by a dentist. There are many dental conditions that cause pain in the mouth and should not be ignored. If your child complains of severe pain or throbbing, see a dentist as soon as you can.

## **VIII. PROGRAMS & SERVICES**

### **School Success:**

The primary responsibility for your child’s education rests with you as a parent and with the classroom teacher. If your child needs additional services our school has various resources which can be used. We have social work services, special education, reading tutors, math tutors, gifted and talented services, enrichment programs, social work, and English Language learners program.

The school provides resource services for students who are determined eligible in accordance with Federal and State Regulations. If you feel that your child may have a disability that adversely affects his/her educational performance, please contact your child’s classroom teacher. After speaking with the parent, the teacher will fill out a referral form and a special educator will schedule an Individual Education Program meeting (I.E.P.) to review the referral and determine if an evaluation is needed. Your child’s teacher or principal will help you with this process. Please don’t hesitate to ask if you have any questions.

If you feel that your child may need any form of additional help, please contact either the classroom teacher or principal.

### **Parent Teacher Association:**

Williams Elementary School is fortunate to have a very active Parent-Teacher Association (PTA). This group has made many contributions to our school. This includes not only monetary support through fundraisers, but also active volunteer service by its members.

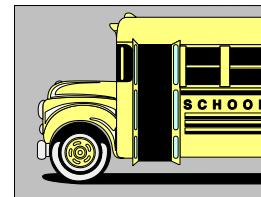
PTA volunteers help our school in many ways. Some of the ways they serve are individual tutors, chaperones, library assistants, nursing assistants, office helpers, book fair helpers, fundraising workers, homeroom parents, bulletin board makers, copy assistants, and career orientation speakers, mother and father day sales, movie night, etc.

If you are interested in becoming active in our PTA please contact the PTA President, Lucy Pelsma. She would be happy to answer any questions you may have and help you get started. [pta.atwoodwilliams@gmail.com](mailto:pta.atwoodwilliams@gmail.com)

## **IX. MISCELLANEOUS**

### **Field Trips:**

Most classes take one or more field trips each year. We hope you will be able to join your child's class as a volunteer chaperon for one of the trips. Everyone enjoys them, and it is an excellent educational opportunity. Unfortunately, due to space, liability, and supervision constraints, siblings are not able to go on field trips.



If you would like your child to participate in a class field trip, we MUST have a signed field trip permission slip on file prior to the date of the field trip. No child will be allowed to attend a field trip without this signed authorization. Any child who does not have the proper authorization will have to remain at school with another class.

Any person requesting to chaperon or volunteer on a field trip will be required to complete a Volunteer Application prior to the date of the field trip. Volunteer applications are valid during the school years your child attends Williams Elementary School.

### **Parents Helping Their Children:**

Parents are ultimately responsible in making certain that their child receives the best possible education. Parents are encouraged to get involved with their child's school. Come visit and see what the school is doing. Here are some helpful suggestions to help your children have a good school year.

**Keep Your Children Healthy:** Good nutrition, proper immunization, hygiene, and good health habits are essential to good health.

**Have a Consistent Bedtime:** Children have more energy for schoolwork if they are rested.

**Encourage Good Attendance:** Children cannot learn if they are not in school. It is hard to make up lost information.

**Spend Time With Your Children:** Talk and listen to your children. Do activities together, even if it is simple such as taking a walk or making a puzzle.

**Praise Your Children:** Praise and recognition reinforce learning. Learning is hard work. Children need support and encouragement. Help them when they are having problems.

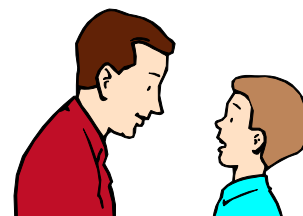
**Help Your Children Develop Good Study Habits:** Give them a quiet, well-lighted place to study, with room for books and study materials. Decide on a regular time to study daily and check their work and assignments. Supervise television viewing & electronic usage. **Keep toys, radios, dolls, and games at home.**

**Know What Your Children Are Doing in School:** Come in and meet their teachers and share information that may be helpful. Don't let problems wait; contact the school early.

**Read With Your Children:** Read to them and have them read to you. Go to the library or bookstore and enjoy reading together.

Parents make a difference:

- P – Praise
- A – Ask (questions to them, to the teacher)
- R – Reward
- E – Encourage
- N – Notice (work and school information)
- T – Take time



## **Student Records**

Several types of student records are maintained by the school district. These include identifying data, academic work, level of achievement, attendance dates, standardized test scores, health data, intelligence or aptitude tests, behavior observations, and other reports. Under the Family Educational Rights and Privacy Act of 1974, certain rights and privileges apply to all parents.

Certain student information is designated as directory information and not part of the student record. Directory information may be made available to parties, at our discretion, without parental consent and may include the following:

- student names, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received.

Parents who prefer that directory information not be released, MUST either inform the Superintendent in writing by September 15<sup>th</sup> or within 30 days of enrollment, whichever is later or indicate your choice on your child's Emergency Data and Permissions Sheet provided to you in the "first day" packet.

Parents may request to inspect and review the child's records by appointment during regular school hours when school offices are open. The school will provide a school employee to interpret the information in the folder to the parents. Parents may request a copy of the folder materials, at their own expense.

Parents are encouraged to make appointments with teachers to discuss their children's progress. Parent/Teacher Conferences are regularly scheduled near the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimesters.

## **X. ANNUAL NOTIFICATIONS**

### **Parents Right-To-Know:**

At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Parent Involvement Policy:**

Each school district that receives Title I funds shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy that describes how the district will:

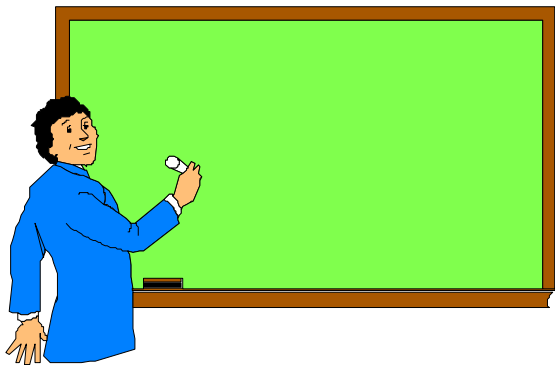
1. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents and Teachers program, Home Instruction Program for Preschool Youngsters, and State-run preschool programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I.
6. Involve parents in the activities of the schools served under Title I.

### **School-Parent Compact:**

As a component of the parental involvement policy, at least annually, each school served under Title I shall jointly develop with parents for all children served under Title I a school-parent-student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students served under Title I to meet the state's student academic standards, and the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
2. Describe specific activities in which the student will be engaged to enable him/her to make satisfactory progress toward attaining academic achievement standards.
3. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.
  - b. Frequent reports to parents on their children's progress.
  - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.



Have a great year  
at  
Williams  
Elementary School

2026 – 2027