

GEORGETOWN CENTRAL SCHOOL



SCHOOL HANDBOOK – PART I
STUDENT CODE OF CONDUCT - PART II

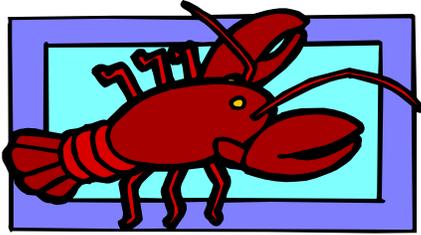
SCHOOL YEAR 2016-2017

SCHOOL HANDBOOK - PART I
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NOTES:

- * In the unforeseen event that a school policy conflicts with a school rule or procedure, school board policy will take precedent and be the governing policy.
- * The school reserves the unlimited right to change the terms of this handbook at any time, without notice.
- * Use of the term "parent" in this handbook also means a student's guardian; the term "principal" also includes his designee; the term "school facilities" includes buildings, grounds, buses, and other school property; and the term "school sponsored activity" includes all school sponsored or approved activities whether they are held on or off school grounds.
- * School rules apply at all after-school events and activities.



Georgetown Central School

“Where Kids Are #1”

Eileen King, Superintendent

Matthew Carlson, Principal

<http://georgetown.aos98.net>

PO Box 469 52 Bay Point Road Georgetown, Maine 04548 Telephone 371-2160 Fax 371-2595

September 2016

Dear Students and Families,

Welcome to the Georgetown Central School family! We are looking forward to working with you this school year.

This handbook explains our policies and procedures, which have been developed so that everyone can have the best possible chance for success. Please take time to read through this book together.

Our policies and procedures have been written to support the Georgetown Central School Guiding Principals:

- Children come first.
- We encourage development of the whole child.
- Students are challenged to reach their highest potential.
- Children are unique individuals with unique needs.
- Learning takes place in a safe environment.
- Our physical environment is important to our children’s learning.
- The resources of our parents and community are important.
- School is fun!

We welcome you as partners as we start a new year. Together we make Georgetown Central School a place where “Kids are #1”.

Sincerely,

Matthew Carlson

Principal

Try hard

Play Safe

Be Fair

AOS #98 Rocky Channels School System
Georgetown Central School
P.O. Box 469/52 Bay Point Road
Georgetown, Maine 04548
 Telephone: 371-2160 Fax: 371-2595
 Web Site: <http://georgetown.aos98.net>

School Committee Colleen Hudson
 Kristin Malin
 Nina Roth-Wells

Superintendent Eileen King - 633-2874
Assistant Superintendent of
Curriculum Instruction & Technology Shawn Carlson - 633-2874
Special Education Director Lisa Smith - 633-6699

Superintendent's Office
 51 Emery Lane
 Boothbay Harbor, ME 04538
 Telephone: 633-2874
 Fax: 633-5458

STAFF DIRECTORY

Principal	Matthew Carlson
Pre-Kindergarten	Mindy Kebles
Kindergarten	Laurie Martin
Grade 1	Beth Saufler
Grade 2	Susie Morissette
Grade 3	Marcie Look
Grade 4	Susan Ayers
Grade 5	Cynthia Irving
Grade 6	Sarah Guethle
Special Education	Pamela Farnsworth
Library Media Specialist	Megan Fuller
Guidance Counselor	Debra Thibodeau
Gifted and Talented/Title 1A	Mindy Kebles
Physical Education	Peter McDaniel
Art	Karen Wolfe
Music	Jill Palmer
Speech Therapist	Jennifer Hyson
Occupational Therapist	Danielle Prout
School Nurse	Stephanie Pruzansky
Secretary	Leslie McMahan
Food Service	Nancy Cressey
Ed Tech	Kathryn Cecero
Ed Tech	Karen Hasnefus-Barabe
Custodians	Mark Donovan
	David Knauber

VISION STATEMENT

In collaboration with students, staff, and community, we expand and diversify the learning of our children through a variety of opportunities and the teachings of many.

Guiding Principles

- * Children come first.
- * We encourage development of the whole child.
- * Students are challenged to reach their highest potential.
- * Children are unique individuals with unique needs.
- * Learning takes place in a safe environment.
- * Our physical environment is important to our children's learning.
- * Staff use a Collaborative Problem Solving approach to assist students who are having behavior difficulty
- * The resources of our parents and community are important.
- * School is fun.

ACADEMICS

Academic programs, supports, and instruction at Georgetown Central School are all developed to help students meet the Common Core Standards.

Grading and Report Cards

Report cards are issued four times a year for grades PK through 6 (November, January, April, and June). Parent-teacher conferences are scheduled in November and April. Conferences may also be scheduled by staff or parents any time during the school year as needed. Honor Roll will be listed for grades four through six. High Honors will consist of straight A's. Honors will be for A's and B's. All academic and special subject grades are considered.

Homework

Homework supplements, complements, or reinforces teaching and learning. It is generally based on one or more of the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom
2. Review of previously learned skills
3. Completion of unfinished classroom assignments
4. Participation in research activities
5. Extended reading for pleasure and enjoyment
6. Opportunity for parents and children to work together on assignments relating to a child's school experience
7. Development and promotion of self-discipline and a sense of responsibility to do independent work outside the school setting

Retention

Whenever teachers or parents have concerns regarding the progress of a student, a meeting will be held to assess achievement and program. In accordance with the Georgetown Central School policy on retention, parents will be notified no later than March 15 if their child is being considered for retention and an appropriate review of the student's needs will be conducted. A decision will be made as to grade placement for the following school year by June 1.

SERVICES

Special Education

Qualified personnel are available to provide services to students in the areas of speech therapy, direct instructional services, psychological testing, physical therapy, and occupational therapy. Referrals for these services may be requested by parents, as well as school staff, by contacting the principal. The determination of services is made by an Individual Education Plan (IEP) Team composed of teachers, administrators, specialists, and parents. Services for Pre-Kindergarten students are provided through Child Development Services.

Section 504

The focus of Section 504 is on non-discrimination. The Individuals With Disabilities Education Act (IDEA) prohibits the denial of public education participation, or enjoyment of the benefits offered by public school programs because of a child's disability. Referral for services may be requested by parents, as well as school staff, by contacting the principal. The determination of services is made by a team composed of teachers, administrators, specialists, and parents.

Title 1A

Title 1A is a federally funded program that provides extra help in reading and/or math for eligible students. This is a supplement for the student's regular language arts or math program, not a substitute. Students are screened individually in September and the lowest 20% are considered for services. Parents are notified if their child qualifies. Parents must give written permission for their child to participate in this program.

Child Study Team

Our school maintains a team of educators that meets monthly to address academic and emotional needs of students. Parents, as well as staff members, may refer children for that assistance.

Gifted and Talented Program

Georgetown School is deeply committed to providing educational opportunities that meet the needs of each individual student, including those who excel or have the potential to excel beyond their age peers. As required by Maine law, we identify this gifted and talented population as 3-5% of the overall enrollment. Georgetown School provides gifted and talented services to ensure that we nurture these students with an education appropriate to their individual capabilities, interests, and needs, and deliver learning opportunities that help develop their abilities to the highest level.

SCHOOL DAY

Grades K-6: Monday-Friday 8:30 a.m.-3:00 p.m., except on late start Wednesdays **9:30a.m.**-3:00p.m. Pre-kindergarten is offered Monday-Friday 8:30a.m. to noon, except on Wednesday **9:30a.m.**-noon. The Bath YMCA provides an on-site, afternoon childcare program for parents who are interested in that service. Non-bus students should not arrive at school prior to 8:25 a.m. (9:25 a.m. on Late Start Wednesdays), as teachers are not available for supervision until that time. Students arriving after 8:30 a.m. (9:30 a.m. on Late Start Wednesdays) will be considered tardy.

Students arriving after 9:00 a.m. (10:00 a.m. on Late Start Wednesdays) will not be eligible for participation in after-school activities. Exceptions will be granted if the tardiness is due to appointments that could not be scheduled outside of school hours. When your child is absent from school, please call the school office to let us know by 9:00 A.M. We will attempt to reach parents/ guardians by telephone after 9:00 A.M. if we have not received a call or note by then.

***The school doors will be locked during the school day. All visitors will need to be buzzed into the building by the main office.

DISMISSAL PROCEDURES

Please be sure to sign your child in or out at the office in the event that he/she arrives late or is dismissed early. The office staff will notify the teacher in the event that you are picking your child up early and your child will come down to the office to meet you. **In the event that you need to make special dismissal arrangements for your child we ask that you send in a written note or call the school office in the morning, or as soon as possible. Please avoid calling the school office during bus dismissal when office personnel are busy helping students onto buses.** We also ask that parents do not go to the classroom during dismissal, as it is important for teachers to be focused on getting students ready to leave.

REGISTRATION

Parents of new students or students transferring to Georgetown Central School must register in the office. All pupils entering Maine schools for the first time must present a birth certificate. This must be done within 60 days after the entrance date. Proof of current immunizations is also required.

SCHOOL CLOSING INFORMATION

In the event that school is closed due to inclement weather, we will announce as early as possible through our Instant Alert Emergency Notification System. We will also announce closing and delays on television stations 6, 8, & 13 and on radio station 107.5 Frank FM. If school is already in session, we will contact parents via our Instant Alert notification system. **Please be sure to update your contact information in the Instant Alert System anytime that information changes.** We will implement the following protocol for any delays that occur on a Wednesday. If school is delayed 2 hours students will report to school at 10:30 and there will be no Pre-K. If school is delayed one-hour students should report at 9:30 and we will have Pre-K.

FAMILY VACATIONS

Family vacations are a time-honored tradition and a great way to strengthen your relationship with your children. Vacations and trips provide children with opportunities to see and do things that they can't get here at school. There can be a tremendous amount of learning for them, particularly when they are visiting historical places, museums, aquariums, etc.

We respect the right of parents to make choices for their children. Choosing to give your child a once-in-a-lifetime experience might mean choosing to take them out of school for a day, a week, maybe even longer. There are many examples of trips and activities that could not be replicated in a classroom and may never present itself as an opportunity for that child again in their lifetime.

When you make the choice to take your child out of school, you need to do so knowing that what they miss cannot really be made up. Much of what we do cannot be replicated: whole group discussions, collaborative projects, and online interactive dialogue

When you know that your child is going to miss school, we can provide some reading for them to do, maybe some math journal pages, and a writing journal. But we can't duplicate what your child is missing. And when they return, it is going to take time for them to catch up with their peers, not just academically but socially as well. We will do our best to support them in the transition back to school and will ask for your cooperation in that process as well. If your child will be out of school for 5 days or more, please request an extended absence leave form from the school office.

HEALTH

Georgetown Central School has employed a school nurse on a part-time basis to conduct selected health services. Anyone wishing to discuss any health matter may call the school. In the event that a student has an accident or becomes ill he/she should report to the teacher in charge. The teacher may then send the student to the office where we will telephone parents, if necessary, using the emergency information form.

In order to help prevent the spread of illness, please keep your child home from school if they have a fever, have been vomiting, or experiencing diarrhea. They should be free of a fever, vomiting and/or diarrhea for at least 24 hours before returning to school. If a physician has prescribed antibiotics for your child due to a contagious condition, your child may not return to school until he/she has been on the antibiotic for a full 24 hours.

Please notify the school if your child has signs of head lice, scabies, impetigo, chicken pox, or suspicious rashes.

Inhalers: Although your child has the right to keep inhalers in a backpack, it is the school policy that the proper protocol be followed for each child.

1. A doctor's order and Maine Asthma Plan arrive at the school.
2. The inhaler is brought to the nurse.
3. A demonstration from the student showing the nurse that the child knows how to properly use the medication.
4. A medication record is completed.
5. Each time the child uses the medication, the nurse is notified. (If the nurse is not in the building, the person who is standing in for the nurse is acceptable for notification of medication use.)

Sunscreen and insect repellent: It is preferred that you apply sunscreen and insect repellent to your child in the morning before they come to school. If, however, you would like them to apply these items during the school day you must send written permission along with the sunscreen or repellent in its original container, labeled with your child's name. The sunscreen or repellent will be kept in the office and students will be supervised during application.

IMMUNIZATION POLICY

State of Maine Requirements for School Children:

The Department of Human Services and the Department of Education regulations, which govern the immunization of school children state:

*No superintendent of schools may permit any child to be enrolled in or to attend a school without a certificate of immunization against each disease listed below.

*To demonstrate adequate immunization against each of the diseases listed below, a child shall present the school with a Certificate of Immunization from a physician, nurse, or health official who has administered the immunizing agent (s) to the child. The certificate shall specify the immunizing agent, the dosage administered, and the date (s) on which it was administered.

*The following schedule is the schedule of minimum requirements for immunizing agents administered to children entering school:

Diphtheria/Pertussis/Tetanus: Five doses of any DPT containing vaccine or DT (pediatric).

Poliomyelitis: Four doses of OPV or IPV.

Measles/Mumps/Rubella: Two doses of MMR.

Varicella (chicken pox): One dose.

The certificate of immunization must be presented to the school before the child can enter.

H1N1 INFLUENZA AND SEASONAL FLU

Every flu season has the potential to cause a lot of illness, doctor's visits, hospitalizations and deaths.

Vaccines continue to be the best tool we have to prevent influenza. The H1N1 vaccine is not intended to replace the seasonal flu vaccine. It is intended to be used along side or as a part of the seasonal flu vaccine. The CDC recommends children from 6 months through 18 years of age receive both the H1N1 influenza vaccine and the seasonal flu vaccine, when they are available, because many cases of H1N1 have been in children and they are in close contact with each other in school and day care settings, which increases the likelihood of disease spread.

Signs and symptoms of flu include cough, fever, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, and occasionally vomiting and diarrhea.

The best way to help prevent the spread of H1N1 is to stay at home when experiencing flu like symptoms, cover cough and sneezes with a tissue, frequently wash hands with soap and water or hand sanitizer, avoid touching eyes, nose and mouth, and avoid contact with sick people.

People experiencing flu like symptoms MUST NOT return to school until free from flu like symptoms for 24 hours WITHOUT the use of fever reducing medications, such as Tylenol, Motrin, and Advil. This will be strictly enforced to help decrease the spread of flu throughout the community.

MEDICATION PROCEDURES

To prevent legal problems and adverse side effects pertaining to medications taken at school, the school nurse, and other school personnel will not provide aspirin or Tylenol or any other "over the counter" non-prescription medications to students without parent consent. If any "over the counter" non-prescription medication is part of the student's daily medical care plan, and is to be given to the student during school hours, the medication must be accompanied by a written request from the parent or legal guardian and the student's personal physician or dentist stating that the medication is necessary to the student's health and must be taken during school hours.

The request must include:

1. Student's Name
2. Name of the Medication
3. Dosage, Amount, and Time to be given
4. Reason for the Medication
5. Possible Side Effects, if known, and The Action to be taken
6. A Phone Number where the Parent or Legal Guardian can be reached.
7. Signature of the Parent or Legal Guardian
8. Signature of the Physician or Dentist

The parent or legal guardian may choose to come to the school office and administer the medication to their child themselves. All prescription medications that must be given to a student during school hours are to be in the original prescription bottle, properly labeled, and accompanied by a written request from the child's physician and the parent or legal guardian. The above also applies to asthma inhalers, diabetic testing kits, diabetic insulin, glucagon, glucose tablets, bee sting kits, epi-pen or epi-pen jr. kits, which are to be kept in a designated area in the school.

Forms for administration of medication at school are available by contacting the school office. Medication brought to school in envelopes or plastic bags cannot be accepted. Extra labeled medication containers can be requested from your pharmacist. Medications sent to school improperly packaged and/or without information as listed above will not be administered and the parent or legal guardian will be notified.

Students are not allowed to carry their own medication in their pockets, purses, or book bags. All medications are to be brought to the school office by a parent or guardian where they will be kept in an area inaccessible to other students and administered to the student at the appropriate time.

FOOD SERVICE

A nutritious breakfast and lunch are served daily at the school. Monthly menus and breakfast/lunch sign up slips are sent home and are available on the school website. Students who bring a bagged lunch from home may buy milk. Students may be eligible for free or reduced price meals. Applications for free or reduced lunch are sent home during the first week of school but are available and accepted at any time during the school year. Once approved, they remain in effect the rest of the school year and until October 1st of the following school year. Applications must be reviewed if your financial situation changes. Students who qualify for free or reduced lunch also qualify for free or reduced price breakfast. They do however need to pay for snack milks and lunch milks if they bring a lunch from home. These are not part of the free and reduced program.

Breakfast is free for all students, full priced lunch costs \$2.75, reduced lunch costs \$.40, and lunch or snack milk costs \$.40. Parents are welcome to join us for lunch anytime. Please call by 9:00 a.m. to reserve a spot and to check on the cost of adult lunches.

Meals and lunch/snack milk are served on a prepaid basis. Please send money on the first school day of the week. Payment may be made weekly, biweekly, or monthly. Make checks payable to: Georgetown School Lunch Program. One check may be written for a family. Change is not sent home but is kept as a credit on a student's account. A bill will be sent home on Friday for charged lunches and milk. Payment is expected the following Monday. The school reserves the right to charge parents for bounced check fees.

BUSING

Bus services are provided through a contract with Bath Bus Service, which is a private carrier. Bus schedules will appear in the newspaper prior to the beginning of the school year. All students will be dropped off at their regular bus stop unless we receive a note from home stating a change. Please be sure that your child has a note to give to her/his teacher. In the event that your child does not have a note, please call the office. Please be advised that sending an email bus note is NOT a reliable way to contact school staff, especially if that staff member is not in school that day. We cannot make any changes in transportation without parental permission.

STUDENT RECORDS

Student records are kept confidential except that requests by parents to review their child's cumulative record will be granted. In this case, parents need to notify the school to set up an appointment. The school is always interested in keeping an open dialogue with parents about instructional materials. Any parent interested in reviewing these materials is encouraged to contact the school to make arrangements. Report cards are held until lost or damaged books and other school materials are either returned or paid for. Student directory information, which includes the student's address and telephone number, is given out to parents involved in helping with our emergency calling trees, classroom parties, and upon request to parents wishing to send birthday invitations to their child's classmates. If you do not wish to have your child's directory information given out for these purposes, please notify the school office and we will give you a form to fill out.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Georgetown Central receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Georgetown Central School to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Georgetown Central School decides not to amend the record as requested by the parent or eligible student, Georgetown Central School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Georgetown Central School discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

4. AOS #98 is required by the Maine Commissioner of Education to collect and report social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through college and the work force. AOS #98 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgetown Central School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

6. Georgetown Central School may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. The school unit has designated the following as directory information: student name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at Georgetown Central School, and honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notices should be sent to the Superintendent of Schools at the following address:

Superintendent of Schools
51 Emery Lane
Boothbay Harbor, ME 04538
Telephone: 633-2874 or Fax: 633-5458

Under Maine Law, Georgetown Central School shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies an individual student, including but not limited to that student's full name, photograph, personal biography, e-mail address, date of birth, social security number, and parents' name. Legal Reference: 34 C.F.R. Part 99; 20-A MRSA § 6001 Federal Register, Vol. 61, No. 226, at 59297 (November 21, 1996)

NO CHILD LEFT BEHIND AND INCIDENTS OF PROHIBITED BEHAVIOR

Georgetown School is required by law to submit the names of students who commit "incidents of prohibited behavior" during the school year to the State Department of Education through the MEDMS Safe and Drug Free Schools Module. Students who demonstrate what is deemed severe behaviors will, in addition to receiving disciplinary consequences outlined by school polices, be reported by name to the State Department of Education. Maine's Commissioner of Education has required all schools to report this information, including names, because this data is needed to create the aggregated demographic and program data reports requested by the Federal Office of Substance Abuse. The Family Rights and Privacy Act allows local educational agencies to disclose personally identifiable information to the State educational agency in connection with an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs. The MDOE has assured schools that all names remain confidential with the DOE system and are not passed along to the federal government. A list of "prohibited behaviors" are available upon request.

CHILD FIND FOR STUDENTS WITH DISABILITIES

AOS #98 has the responsibility to identify, locate, and evaluate all children of school age (5-20 years), residing within the town of Georgetown that may be in need of special education services due to a disability. This includes students attending public or private schools, or those who are home-schooled. In addition, children 0-5 years of age have the same rights through the Child Development Services System. If you have a child or know of a child residing within AOS #98 who may have a disability, please contact the Special Services Administrator at AOS #98 (371-2160) for children age 5-20 years, or Child Development Services Search (888-760-8114) for children age 0-5 years.

EMERGENCY PROCEDURES

Georgetown Central School staff and students practice fire drills several times throughout the school year. When the fire alarm is sounded, students leave their classrooms by the nearest unblocked exit and proceed to a designated "safe" area outside the building. Students are given instruction and practice regarding emergency procedures in the event that an actual emergency occurs. Students and staff will also practice "lock down drills" and bus evacuation procedures each year.

In the case of student illness at school, the student is generally sent to the office to rest. If the student is too ill to stay at school, the parent/guardian is contacted via the information on the student emergency form. If a student is injured during the school day, he/she is sent to the office for treatment (such as ice packs, Band Aids, etc.) if necessary. Please be aware that Georgetown Central School does not have a full time nurse on staff. Office staff will try to make the best decision possible when a student is sick or injured. At times we will call a parent to help us make that decision. If a student's injury is serious, the parent/guardian is always contacted and in some instances, we will contact 911 as well.

COUNSELING SERVICES

Classroom Instruction:

Regular classroom instruction is provided to students by the school Guidance Counselor. These lessons are reinforced by the classroom teacher. Lessons are based on the following themes and integrate the Guidance and Health standards:

- September - Setting Sail - Getting to know your school community
- October - Charting Your Course - Making choices
- November - Ahoy Mate - Getting to know yourself and others
- December - Ship to Shore - Participating in your community
- January - Flags of Many Colors - Learning about differences
- February - S.O.S. - Communicating with others
- March - All Aboard - Teamwork and conflict resolution
- April - Staying Afloat - Personal safety and staying safe
- May - Jobs on Our Journey - Career exploration and the world of work
- June - Bon Voyage - Making Transitions

Individual and Group Counseling:

Students who need or desire more work in developmental guidance, or on other issues, may participate in individual or group counseling sessions with the Guidance Counselor with written parent permission. Some of the more common issues include:

- * Building self-esteem
- * Improving peer relations
- * Improving communication skills
- * Coping with crisis (loss, separation, divorce)
- * Coping with change/stress
- * Making better choices

Parent Consultation:

The Guidance Counselor is also available to parents of our students. Some of the areas in which we may work together are:

- * New student orientation
- * Home/school relations
- * Helping children achieve success
- * Self-esteem building
- * Parenting issues
- * Dealing with crisis
- * Referrals to community agencies

HELP A KID FUND

The Help-A-Kid Program, created in Georgetown in Spring 2008, was created to insure that all students in our school have an opportunity to attend enrichment activities, either at the school or in the community. We wanted to eliminate transportation, tuition or entry fees as reasons that prevented kids from being involved in quality programs. Some of the monies donated to this fund are designated to assist families with specific needs that are necessary to ensure the well being of a student.

Generous private donors, as well as the Georgetown Working League, have contributed to this fund to ensure that opportunities exist for all of our students. This fund is available to students Pre-K – Grade 6. At times, we may help you utilize other funding sources before using Help-A-Kid funds. Applicants are limited to applying for assistance in two programs at a time, so that assistance may be given to as many students as possible. If you, or someone that you know, would like to apply for funds for an activity, please contact the school Guidance Counselor for information and application instructions.

PTF: PARENTS, TEACHERS, AND FRIENDS

The PTF is an organization of parents, teachers, and friends of Georgetown School who work together to enhance and support the school through special events, activities, scholarships, and fundraising. All are welcome to join. Meetings are held throughout the school year and are advertised in the weekly school newsletter.

VOLUNTEERS

We have great respect and appreciation for the many community members who give their time and effort to our school. Volunteers are always welcomed in our school. However, to ensure student safety the school will do a background check on volunteers on a yearly basis. Forms are available in the school office. All volunteers will be required to complete a background check form at the beginning of every school year. All volunteers should sign in at the school office when they arrive at school.

RULES OF SPECIAL NOTE

Behavior: Students, staff, and visitors are expected to follow the school rules of the Student Handbook and the Code of Conduct. Students whose behavior during the school day is substantially disruptive or who are required to serve either an in-school or out-of-school suspension will be prohibited from participating in after school activities, special school events, field trips, or other school-sponsored activities until a future date determined by the principal.

Birthdays: We celebrate every child's birthday both in the classroom and in the lunchroom if singing is requested by the student. Our goal is to celebrate all children equally so we ask that if invitations are sent to school that all the students in the classroom must be invited.

Dress Code: Hats, bandannas, hoods and other head coverings should be removed upon entering the building. Sunglasses will not be worn in the school building. Students should not wear make up or hair dye to school.

Dressing for the Weather/Recess: Each class has a 20 minute morning recess and a 20 minute afternoon recess. All children are expected to go outside for school recess except in rainy or very cold weather, when inside recess will be offered.

During the winter months, students must wear a coat outside. Hats, mittens/gloves, snow pants and boots are required daily in snowy, cold weather. In the fall and spring months when temperatures fluctuate, daily decisions will be made about outerwear. It is recommended that students come prepared at those times with a sweatshirt, fleece, or other long-sleeved coat. Please label all outerwear with your child's name.

It is helpful if parents send in an extra set of clothing for your child to keep at school in case he/she gets wet at recess. When your child wears boots to school they should bring an extra pair of shoes or slippers.

Electronic Mail (E-Mail): Students are not allowed to access personal home e-mail accounts during the school day.

Electronics and Toys: Students are asked to leave electronic items and toys at home. Radios, iPods, tape/CD players, computers, Game Boys, and other hand-held games, laser pens/pointers, electronic pets, remote-controlled items, personal electronic organizers, and other electronic items are considered to be non-educational and should not be brought to school. If a student brings a toy or electronic item to school, it must be kept (turned off) in the student's backpack during the school day. An exception will be made if the student is "sharing" the item at a morning meeting, but the toy will be returned to the backpack after it has been shared with the class. Trading cards such as Pokemon, Yu-Gi-Oh, and baseball cards

will not be traded during the school day. The school assumes no responsibility or liability if items are brought to school and are damaged.

Pagers and cell phones must be kept in a student's backpack, turned off, during the school day. Students needing to make a call to parents/guardians during the school day may do so in the school office. Cell phones will be confiscated if they are used for any reason including but not limited to texting, taking photographs, accessing the Internet, or using an e-mail system. If any of these actions result in harm to another person, more severe disciplinary action will be taken.

Electronics on Field Trips: Prior to a field trip, each teacher will clearly communicate to parents their guidelines for the use of electronics while riding the bus to and from the field trip location. The school assumes no responsibility or liability if items are brought to school and damaged.

Field Trips: All chaperones have to be approved, 18 years of age, and have undergone a security check prior to the field trip. Students cannot be dropped off or picked up at another location going to or returning from a school field trip. If a parent wants to pick up a child at a field trip location he/she must arrange this with the school staff in advance.

Internet Use: During the school day, students will be supervised while using the internet for educational purposes. Downloading of music or other media is not allowed. Students are not permitted to access e-mail accounts, social networking sites, or other non-educational sites. Please refer to the school's internet use policy in the Student Code of Conduct.

Invitations to Parties: Invitations to non-school events, activities, parties, etc. may not be given out at school unless all children in the classroom are invited.

Student Behavior

When student behavior outside of school has a demonstrable, substantial, disruptive impact on our school or the education and rights of other students, the school may choose to discipline the misconduct. Students who harass school staff or students, who use school pictures without authorization, and who use obscene, vulgar, and profane language in doing so may be subject to discipline. Content that constitutes a serious expression of intent to harm or assault a staff member or student will be brought to the attention of authorities. This policy includes any behavior that is technology-based including harassing text messages, compromising pictures, or the creation of websites that contain harassing messages or pictures.

Wellness

We believe that student wellness and good nutrition are related to a student's physical and psychological well-being and their readiness to learn. We are committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity.

In keeping with school board policy on wellness (available upon request), parents are encouraged to provide nutritionally sound snacks from home and food for classroom parties or events. Soda should not be brought to school.

PLAYGROUND RULES

Dress: Students must be dressed appropriately for the weather when they go out to recess. During spring and fall, we request that fleece jackets or sweatshirts be worn to school, even if students end up taking them off if the conditions permit. When there is snow on the ground, students must wear boots in order to walk/play in it. If students are wearing shoes, they must stay on the pavement. Students in grades PK-2 must be wearing snow pants in order to walk/play in the snow. Students in grades 3-6 may walk in the snow (with boots) but must be wearing snow pants if they slide, build, or roll around, etc. All students will wear coats during the winter months.

Use of Playground Equipment: All equipment will be used appropriately and safely, in the way it is intended to be used. Teachers will review rules with students throughout the school year. Pre-Kindergartners and Kindergartners are restricted from some equipment due to safety concerns.

Other Playground Rules: Older students must look out for younger students, act like positive role models and keep them safe. Keep your hands and feet to yourself. Be safe! Only soft baseballs and preferably tennis balls may be used to play baseball. Games such as football and soccer will be allowed as long as students are not playing roughly. Privileges will be suspended if students are not playing safely. Tag is touch only.

Winter rules: Sleds, snowshoes, and other snow toys are provided in the winter months when the snow depth and conditions permit. Students will use these items safely and according to teacher directions. Students will not throw ice and snow.

Annual Use of Pesticide Notification – September 1, 2016

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in schools: pests, pesticides, and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and, as a last resort, pesticides. This holistic approach is often called integrated pest management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notice will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, David Benner, located at the Boothbay Region Elementary School, in Boothbay Harbor.

If you have questions, please contact David Benner at 207-633-9870 or by email at dbenner@csd3-bres.org. For further information about pests, pesticides and your right to know call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely, David Benner, Director of Buildings and Grounds, AOS 98

Annual Notification of Asbestos-containing Building Material in AOS #98 Facilities
September 1, 2016

TO: All AOS #98 Employees, Parents and Guardians, and Georgetown Residents

All schools/buildings in the AOS #98 have been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management has been developed. This plan, noting the type and location of ACBM's is available for inspection at the Office of the Superintendent and at the Georgetown Central School.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually subject to surveillance.

The following inspections and maintenance activities occurred during the past year:

- Semi-Annual Inspections
- Cleaning and Maintenance

The following activities are planned for the upcoming year:

- Semi-Annual Inspections
- Cleaning and Maintenance

Sincerely,
David Benner, AHERA Designated Person
Matthew Carlson, Georgetown Central School Principal

Georgetown Central School does not discriminate in the operation of its educational and employment policies and will comply with all appropriate laws relative to discrimination. Please report all complaints concerning discrimination, harassment, or grievances to any teacher or administrator at:

Georgetown Central School
P.O. Box 469
52 Bay Point Road
Georgetown, Maine 04548
Telephone: 371-2160