

Doing What's Best For Kids



Poland Community School Student and Family Handbook 2022-2023

**1250 Maine Street
Poland, Maine 04274**

Phone: 998 – 4915

Fax: 998 – 4998

www.rsu16.org

Poland Community School

Information for Students and Families

School Office Hours

8:00 – 4:30

School Hours

K-6 Mon, Tues, Thurs, and Fri: 8:30 – 3:15

Early Release Wednesdays: 8:30 - 2:15

Pre-K AM: 8:30 - 11:15 PM: 12:30 - 3:15

Classes begin daily at 8:45

Early Release Wednesdays: **No Pre-K**

Principal: Brandi Comeau
Assistant Principal: Denelle Gendron

Important Phone Numbers

School Office

998-4915 Ext. 0	To call in an absence 998-4915 ext. 140 Nurse
998-4915 ext. 129	School Lunch Program
998-4915 ext.153	School Counselor
998-4915 ext. 148	Special Ed Team Leader

RSU16 Central Office

998-2727 ext. 103	Superintendent's Office
998-2727 ext. 107	Transportation Office
998-2727 ext. 110	Special Education Office

**For more information about RSU 16 Health Services, please see our school website at <http://www.rsu16.org/PCS/PCS.html>

RSU #16 VISION, MISSION and FRAMEWORK

Mission and Educational Philosophy

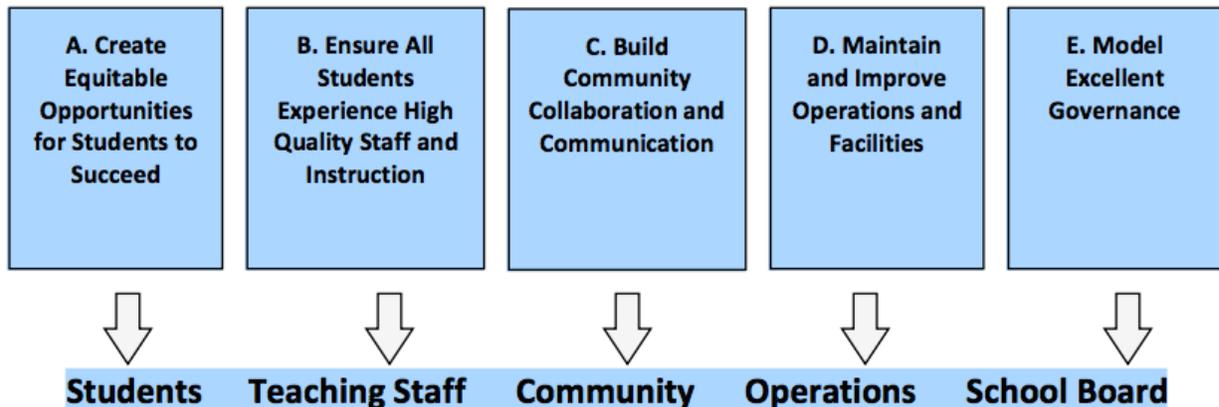
The mission of RSU 16 is to serve the community by providing its citizens with educational services in a safe and welcoming environment through our public schools and adult education programs. At RSU 16 we believe in providing each student with the opportunity to learn how they learn best, reach their full potential, become life-long learners, and contributors to their community.

Vision

We envision a truly regional school district that generates pride and garners full support from the governments and citizens of Mechanic Falls, Minot, and Poland. While students and families associate with particular schools, there is a strong sense that all schools are part of a unified district and that no school is more important or privileged than any others. All schools are our schools.

We envision students graduating from our schools who are well equipped for success in the 21st Century. All students have received a well-rounded education and have also been encouraged to excel in pursuit of their particular talents and aspirations. All students have skills and enthusiasm for life-long learning.

Framework



Annual Parent Notice Right to Request Teacher Qualifications

School: **Poland Community School** Date: **August 30, 2020**

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements.

These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Title:

Email: Phone:

Thank you for your interest and involvement in your child's education.

Sincerely,

Name Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Title:

Address:

Telephone: Email:

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

PCS Procedures and Practices

Absences/Tardiness

If your child will be absent or arriving late, please notify the office by 9 a.m. You can do this by calling 998-4915 extension 0 or sending an email to avallee@rsu16.org & sbarron@rsu16.org

Admissions/Withdrawals

Parents/guardians wishing to enroll their child at PCS are required to provide immunization records, birth certificate and verification of residency in Poland. Please contact the office for appropriate registration forms. If a student transfers to another school, the new school will contact us to send the child's records. It is helpful for parents/guardians to let us know in advance that their child will be transferring to another school. This will allow us to send records in a timely manner and plan appropriate closure for your child.

Attendance

Student attendance is an important factor in promoting academic achievement. We encourage your cooperation in making sure that your child is at school every day unless they are not well. Additionally, Maine State Law governs school attendance (Title 20-A, § 5001-A):

“A student is habitually truant if the student ...is 7 years old and has not yet completed grade 6 and has the equivalent of 5 consecutive unexcused absences or a total of 7 unexcused absences during a school year.”

By state law the definition of Excused Absence is for one of the following reasons:

1. Personal Illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. Family emergency;
5. Planned absence for a personal or educational purpose, which has been pre-approved by the school administration.

Please make every effort to see that your child arrives on time (between 8:25 and 8:45a.m.). There is no supervision before 8:25 therefore; we ask that students **do not** arrive before this time. We appreciate your help with this. For attendance purposes, any student arriving late is to report to the office before reporting to their classroom. It is our policy that after 10 absences, excused or unexcused, parents are contacted to schedule an attendance meeting with school personnel to develop a plan to improve attendance. Once a plan has been developed, attendance will be monitored carefully. Follow-up meetings may be necessary if improvement is not made.

Allergy Aware Zones

We have students at Poland Community School that have life-threatening allergies to peanuts and nut products. We are an allergy aware school and will designate an allergy-free spot. Peanuts and peanut products are some of the most common foods to cause allergic reactions in both children and adults. They are the most common cause of fatal food

allergic reactions. For individuals who are allergic to peanuts and peanut products, accidental eating or contact with peanut products will produce swelling of the mouth and throat, loss of consciousness and, without timely treatment, death.

For the safety of students with allergies, we have set aside peanut-free zones at PCS that must be peanut and nut-based product free. No type of nuts or nut products can be in these areas, as they pose a threat to the safety of members of our student body. Compliance with the peanut free zone conditions must be followed at all times.

Books and School Materials

Students are assigned specific textbooks and learning materials for their educational programming. It is expected that each student will care for these materials and return them in good condition. If a textbook or library book is lost or damaged, parents/guardians and the student are responsible to pay the replacement cost.

Behavior

Establishing a **Respectful, Responsible, Safe** learning environment is a priority at PCS. The staff at Poland Community School has developed a Behavior Matrix, which identifies expected behaviors in common areas of the school. A copy is located in the appendix of this handbook. Parents are encouraged to review expectations with their children at home as well.

Bus Behavior

Transportation on the school bus is considered part of the school day; the rules and expectations for student bus behavior are taken seriously. The staff at Poland Community School works collaboratively with the transportation department, understanding that our student's day begins and ends with transportation to and from school and the experience can significantly impact their social/emotional and academic growth. We ask for parent support in reinforcing high expectations for excellent behavior on the bus.

Parents/guardians will be notified in writing if their child does not follow the behaviors identified on the matrix below. Please contact the Director of Transportation at 998-2727 x 107 if you have questions or concerns about bus riding privileges.

PBIS for School Transportation

SAFE	RESPECTFUL	RESPONSIBLE	CONSTANT <i>The school bus is an extension of classroom expectations</i>
<ol style="list-style-type: none"> 1. Wait for the bus 15 feet from pickup location. 2. Wait for bus to stop completely before starting to get on or off. 3. Board and exit single file with calm body. 4. Stay seated at all times. Drivers may assign seats. Face the front of the bus at all times. 5. Keep aisle clear and everything inside the bus. 6. Wait for driver's signal before crossing at least 15 feet in front of the bus. 	<ol style="list-style-type: none"> 1. Give the respect of full authority to the bus driver. 2. Maintain and respect personal space of yourself and others. 3. Use polite language. 4. Voice level 0-1. 5. Show care for school bus and personal property. 6. Leave no trace. 	<ol style="list-style-type: none"> 1. Be on time for pickup before and after school. 2. Be willing to share your seat; maximum 3 to a seat. 3. Eat and drink when off the bus. 4. PreK-6, no technology on the bus. Grades 7-12, follow appropriate use of technology (found in your Student Handbook). 5. Exit promptly and quietly with all belongings. 6. Board and leave the bus only at your assigned bus stop location. 7. Carry backpacks and other belongings on your lap. 	<ol style="list-style-type: none"> 1. Always follow all Student Handbook guidelines. 2. Always follow directions of all adults promptly. 3. Always follow bus protocols. 4. Serious and/or repeated conduct issues may result in a student having their riding privileges suspended by the Principal in consultation with the Director of Transportation. In such cases, the parent/guardian is responsible for providing transportation to and from school or other activities.

The expectations in school are the same for the bus. If you can't or don't do something in school, same for the bus. Thanks!
For further clarification, contact Fred Barlow at 998-2727 ext. 107.

Cancellation of School

We will be using our automated messaging system (Student Information Software) to notify parents of school cancellations and other important school information. It is very important that we always have updated contact information. Please notify the school as soon as possible if you have changes to your contact information.

In addition to Infinite Campus, local television stations will announce school cancellations. The following television stations will be notified: WGME Channel 14 TV, WMTW Channel 8 TV, WABI Channel 5 TV, and WCSH Channel 6 TV.

In the event of dismissal during the school day, families will be notified through the automated messaging system. Local television stations are also notified. Students will be reminded to go to the places designated on their emergency forms. K-2 Bus students will be dropped off at home only if an adult or older sibling is present. Please make sure the school office has current emergency information to help the school plan for unforeseen events.

Concerns

In a building with nearly 480 students and 70 staff, misunderstandings and miscommunications can easily arise and sometimes mistakes are made. We strive to keep the lines of communication working well at all times and do our best to do the right thing in each of our interactions with children and families. If there is cause for concern or a complaint, our practice is first to discuss it with the person most directly associated with the issue. If there is a concern or question in the classroom, first talk to the classroom teacher.

Communication between parents/guardians and teacher(s) is essential. At any time throughout the year, if you have questions or concerns do not hesitate to contact your child's teacher to schedule a meeting or phone conference. Teachers may be contacted by phone, written notes, and by email. If the problem cannot be resolved and/or continues to be an issue, please do not hesitate to contact administration for assistance.

Emergency Contact Information

It is extremely important that parents review the emergency form, make necessary changes and return it to the school as soon as possible. If your contact information changes during the year, please contact the office to update it. Be sure your mailing address and phone numbers are correct. Please provide names and numbers of people who live locally and can be responsible for your child in case the school cannot reach you. The emergency contacts may include friends, relatives, or neighbors who can take care of your child if he/she is ill and cannot remain in school. In an emergency requiring immediate medical attention, the school will call rescue and contact parents.

GaTE (Gifted and Talented Education): RSU 16 defines gifted and talented students as those who need differentiated instruction or services beyond those provided in the regular school program. They show evidence of a realized or potential exceptional ability or aptitude, skill, or creativity that is beyond that of their same aged peers.

According to the State mandate, up to five percent of each school's population may be identified for GaTE services in two areas: academic and the arts. Once nominated for the academic program, an identification team will consider standardized test scores, cognitive test results, school records, teacher and parent referrals and samples of student work. Artistic candidates (visual art and music) will be required to submit samples of work and an art panel will determine eligibility.

A variety of instructional strategies and enrichment opportunities are designed to support the unique academic, artistic, social and emotional needs of each student in the program. For more information, contact Eil Fanus, GaTE Teacher: efanus@rsu16.org

Head Lice

Occasionally students contract head lice. If a problem is detected, the school nurse will notify parents and a treatment will be suggested. To help reduce the possibility of lice, students should not swap hats or other clothing, and never borrow combs or brushes.

Homework

If a teacher assigns homework, it is to practice a specific skill or subject. Homework frequently involves math practice and reading a book independently or with a parent/guardian, sibling, or other adult. If your child has made a good effort by being actively engaged in completing his/her homework for a reasonable length of time, you might choose to discontinue the work and send the homework back with a quick note at the top identifying the challenges. Please let the teacher know as soon as possible.

There are clear recommendations for the amount of time students in grades 1-6 should be spending on homework. A student's grade level multiplied by ten minutes per day is the maximum amount of time the student should be spending on all subjects combined per school night. See chart below for reference:

Kindergarten: Occasionally Assigned

Grade 1: ten minutes

Grade 2: twenty minutes

Grade 3: thirty minutes

Grade 4: forty minutes

Grade 5: fifty minutes

Grade 6: sixty minutes

Illness or Injury

If a student becomes ill during the school day, the nurse will evaluate the child and contact the parents/guardians or emergency contact person if the child is too ill to remain at school. The school is not equipped to care for students who are ill, but will provide a place for students who are waiting to be picked up. Accident reports are completed for all injuries sustained at school. Parents/guardians or emergency contact people are notified by phone and in writing if a student is injured and what treatment was provided. Students who have a fever and/or a sore throat or cough should stay home until they are fever-free for 24 hours (without the use of anti-fever medicine). Students with diarrhea or vomiting should also stay home for 24 hours after diarrhea or vomiting has stopped, before returning to school.

Library Books

Students visit the school library each week, where they receive instruction in library and research skills and have the opportunity to borrow books from our children's book collection. If a library book is lost or damaged, parents/guardians and the student are responsible to pay the replacement cost.

Lost and Found

It is helpful if parents/guardians mark their child's clothing and belongings so that misplaced articles can be returned to the owners. Our school's Lost and Found is located at the entrance to the gym. Please encourage your child to check the Lost and Found regularly to retrieve missing clothing or possessions. There are an enormous number of articles that end up in the Lost and Found each year. Items are displayed on tables in the school lobby or gym before vacations, with the hope they will be claimed. Even so, a large number of items remain at the school at the end of each school year. All remaining items are given to a charitable organization at the end of the school year.

Medication at School

It is the policy of PCS that only essential medications are administered to students at school. Whenever possible, medications should be scheduled to allow a student to receive all prescribed doses at home. If your child must take medication while at school a parent/guardian or other responsible adult must bring the medication to school where it will be kept in the Nurse's Office. All medication must be in the original container. If you request a second container from your pharmacy, they will provide one at no cost to you. Parents/guardians are required to complete a medication permission form. This procedure applies to both prescription and over the counter medications. As part of our beginning of the year paperwork, we will ask parents/guardians to sign a standing order permission form for meds that might be needed at school. Due to possible adverse reactions, the first dose of any medication should be given at home for at least 12 hours prior to the child coming to school.

Nutrition Program (Breakfast and Lunch)

Breakfast and lunch are complementary and available to students each day. Breakfast will be served between 8:30 and 8:45. Monthly menus are sent home.

** If adults are going to visit the school to have lunch with a student please call the school by 10:00 to order lunch. The adult lunch price is \$3.75.*

A lunch will be provided for any child who does not bring one from home. It is important that all students eat breakfast and lunch so they have the energy to be the best learners they can be. If a student frequently skips lunch, parents/guardians will be contacted. Students are encouraged to eat most of their meals and drink their milk or water. It is helpful for parents/guardians to check the menu with their child to decide which lunches they like and will eat. A salad bar with fresh fruits and vegetables is also available every day. Most days there is also a choice of an entree. However, if your child does not like both options, please send in a lunch from home so that you are confident your child has eaten a healthy meal.

Please Note: We ask all families to complete the free/reduced lunch application, even if you don't believe you will qualify, as it provides important information that could potentially increase the state subsidy we receive. An increase in funding would result in improved educational programming. We appreciate your help with this. Please return your application in a sealed envelope.

Parent/Teacher Association (PTA)

PCS is fortunate to have an active and enthusiastic Parent/Teacher Association. The Poland PTA generously supports enrichment opportunities for our students. Each year the PTA funds performances for the whole school, as well as special events for individual grades or classrooms. All parents/guardians are welcome to join and get involved in the PTA. Watch for notices of PTA meetings in students' totes.

Contact: PolandPTA@gmail.com.

Personal Items at School

Students are discouraged from bringing cell phones, electronic games, music devices, and trading cards to school. Under special circumstances, students may use music devices or electronic games while they are on the bus. These items must be kept in backpacks and may not be used during the regular school day. Students are prohibited from using electronic devices, including "smart" devices and cell phones, without express permission from staff while at school, per school board policy.

Under no circumstances may students bring weapons or items that may be used as weapons to school. This includes chains of any kind and replicas of weapons. Items of value or personal importance should not be brought to school.

Physical Education

All students have Physical Education once a week. For student safety and to preserve the gym floor, students are required to wear sneakers for Physical Education class. The sneakers should tie or fasten and fit in such a way that they don't come off during activities. Students must also wear pants or shorts during class.

If a student needs to be excused from the activity they must present the teacher with a note from a parent or doctor. If a student has an extended injury or illness, they must have a doctor's note before returning to physical activities.

Title IA Services

Title I Literacy Teacher: Amy Kohtala-Langevin

Title I Math Teacher: Amy LaPrell

Title 1A is a federally funded program under the No Child Left Behind Act. Its purpose is to provide supplemental instruction in reading, writing and math for eligible students on a short or long-term basis. This assistance is in addition to classroom instruction and supports the regular language arts and math programs. Teacher recommendations, as well as various assessments are used to determine eligibility. A Math Teacher, a Literacy Teacher and three Title 1A Educational Technicians provide support services. Parental input is a valuable part of the Title 1A program and therefore, parents are encouraged to become involved in their child's learning. Persons interested in obtaining more information about Title 1A are encouraged to contact their child's classroom teacher or our Title 1A Math and/or Literacy Teacher(s).

Recess

All children go outside for at least 20-30 minute recess each day, weather permitting. Children should come to school prepared with appropriate clothing to play outside each day. During winter months, students should have boots with them every day. In order to play in the snow, younger children must wear snow pants or waterproof pants. Hats, mittens or gloves, and a warm coat are essential for winter recess. Students will remain inside if the actual or “feels like” temperature is 15 degrees F, or below. We use weather.com to base our decision.

Report Cards/Progress Reports

Report cards are completed 2 times each year, in January and on the last day of school in June. Progress Reports are issued in October, December, March and May. Our grading system is a 4-point scale. The points on this scale indicate the child’s progress compared to expectations for students at that grade level at that time in the school year.

Visitors

While we welcome visitors to our school, to maintain a productive learning environment, it is important that visits to our classrooms are scheduled, approved and designed to support the educational process. Visits to observe a classroom or teacher are not encouraged or generally approved. This practice is enforced to maintain the integrity of our learning environment, the ability of our teachers to focus their full attention on our students and their instruction, and confidentiality of our students. All visitors should stop by the office to be issued a badge.

Volunteers

Volunteers are parents, guardians, and community members who assist in the classroom or provide other support in school. These roles may range from performing clerical tasks, to sharing personal travel or vocational experiences, supporting instruction, working with small groups and/or individual students. Volunteers are always needed! There are many ways volunteers can help our school community. There are also things that can be done in your home if you are not available to come into the school during the day. Volunteers are sometimes needed to help supervise field trips. If you are interested in becoming a Poland Community School Volunteer, please contact Amy Vallee. She will schedule you for a one-time mandatory volunteer training (approximately 45 min), complete the necessary paperwork, and take your picture so she can have a badge made for you!

PCS Behavior Expectations Matrix

	Hallway/ Stairway	Cafeteria/ Lunch	Bathroom/ Water Fountain	Recess/ Playground	Assembly	Dismissal
Be Respectful	<ul style="list-style-type: none"> -Give quiet waves to greet others -Respect all hallway displays -Use a level 0 or 1 voice 	<ul style="list-style-type: none"> -Use 0 voice level in line -Use quiet voice while seated (1-2 voice level) -Use appropriate, polite language -Use table manners 	<ul style="list-style-type: none"> -Respect the privacy of others -Leave area clean and neat -Wait patiently and quietly in line (0-1 Voice level) -Treat equipment appropriately 	<ul style="list-style-type: none"> -Practice sportsmanship -Show kindness with words and actions -Be inclusive -Take turns and share 	<ul style="list-style-type: none"> -Enter and Exit the assembly quietly (0 voice) -Raise hand to answer a question -Follow staff directions -Applaud appropriately to show appreciation 	<ul style="list-style-type: none"> -Use 1-2 voice level -Follow directions of staff
Be Responsible	<ul style="list-style-type: none"> -Go directly to where you need to be -Keep eyes forward -Walk single file -Follow arrows to show which stairs to use 	<ul style="list-style-type: none"> -Wash your hands for 20 seconds before and after eating -Sit at assigned seat -Raise your hand for help and permission to leave your seat -Clean up your space -Place your mask in a safe and clean space 	<ul style="list-style-type: none"> -Wash hands for 20 seconds before and after using the bathroom -Go, flush, wash, leave -Return to class promptly -Use an appropriate amount of bathroom supplies 	<ul style="list-style-type: none"> -Wash your hands for 20 seconds before and after recess -Return equipment to appropriate place -First whistle - freeze, second whistle - line up -Be an effective problem solver -Follow directions -Be prepared for the conditions -Stay with your cohort 	<ul style="list-style-type: none"> -Be an active listener -Look, listen, and learn 	<ul style="list-style-type: none"> -Wear weather appropriate clothes -Wait with staff until released to parent -Confirm with staff who the adult is who is picking you up -Do not step out in-front vehicles -Be prepared when your name is called for dismissal -Leave your classroom as soon as you are called
Be Safe	<ul style="list-style-type: none"> -Walk on the right hand side -Maintain social distancing using paw prints on the floor -Carry personal belongings properly -Walk up and down stairs one step at a time -Keep body to yourself -Wear your mask 	<ul style="list-style-type: none"> -Eat only your own food -Keep body and objects to yourself -Walk at all times -Wear your mask -Leave social distancing space between yourself and others 	<ul style="list-style-type: none"> -Use bathroom/fountain with permission -Report inappropriate unsafe behavior -Leave social distancing space between yourself and others -Wear your mask 	<ul style="list-style-type: none"> -Stay within your zone -Use equipment appropriately and safely -Keep body and objects to self -Report unresolved conflicts, accidents, or injuries to staff -Wear your mask when you can not use socially distancing space 	<ul style="list-style-type: none"> -Keep the aisles clear -Stay with your teacher -Keep hands and feet still and to yourself -Leave social distancing space between yourself and others -Wear your mask 	<ul style="list-style-type: none"> -Use walking feet to the gym -Only leave with the person who is supposed to pick you up -Provide social distancing space between yourself and others -Wear your mask -Meet your parent outside of the building

Staff and Faculty Contact information

Brandi Comeau	Principal	Ext. 114
Denelle Gendron	Asst. Principal	Ext. 113
Sioux Barron	Admin. Asst.	Ext. 118
Amy Vallee	Secretary	Ext. 117
Jessica Bosse	School Nurse, LPN	Ext. 140
Abby Rines	School Counselor	Ext. 153
Danielle Higgenbotham	School Counselor	Ext. 108
Pook	School Social Worker	Ext. 138
Nicole Patenaude	Pre-K Teacher	Ext. 112
Darci Goslin	Pre-K Teacher	Ext. 159
Karen Beaudoin	Kindergarten	Ext. 110
Emma Martineau	Kindergarten	Ext. 158
Darcy Hilton	Kindergarten	Ext. 111
Debbi Conley	Grade 1	Ext. 183
Amy Eastman	Grade 1	Ext. 180
Amy Orlando	Grade 1	Ext. 182
Chris Gurney	Grade 2	Ext. 177
Phillip Hodgkins	Grade 2	Ext. 174
Shelley Jackson	Grade 2	Ext. 176
Deb Daigneault	Grade 3	Ext. 175
Leah Galipeau-Eldridge	Grade 3	Ext. 172
Katie Shaw	Grade 3	Ext. 168
Rose Walker	Grade 4	Ext. 219
Sheryl Scribner-Rocha	Grade 4	Ext. 220
Kimberly Simpson	Grade 4	Ext. 218
Drew Robbin	Grade 5	Ext. 217
Kristie Ferland	Grade 5	Ext. 207
Emily Flanigan	Grade 5	Ext. 202
Gabby Smith	Grade 5	Ext. 214
Margaret Hansen	Grade 6	Ext. 204
Josie Guarino	Grade 6	Ext. 206
Sharon Plante	Grade 6	Ext. 205
Jodi Barber	SPED K-2	Ext. 197
Donald Drake	FLS/SPED	Ext. 137
Jean Oligny-Warrow	SPED 5-6	Ext. 209
Christina Bichrest	FLS/SPED	Ext. 154
Holly Toothaker	SPED 3-4	Ext. 121
El Fanus	GATE	Ext. 107
Caiti Black	OT	Ext. 155
Tiffany Witherell	Speech	Ext. 106
Jennifer Bartlett	Library	Ext. 103
Kellie Whitten	Art	Ext. 161
Aaron Gagnon	Music	Ext. 104
Kelly Michaud	PE	Ext. 122
Ash Szostak	Technology	Ext. 161
Kitchen Staff	CAFE	Ext. 129
Jenna Pursely	Learning Lab	Ext. 156
Title 1 Staff		Ext. 164

Handbook Acknowledgement Form

The 2021-2022 handbook can be reviewed electronically



Student and Family Handbook

Acknowledgement Form 2021-2022 _____

Student Name (please print) _____

Teacher

Grade

My signature indicates that I have read and reviewed the 2022-2022 Poland Community School Student and Family Handbook with my child (*electronic or hardcopy*).

An electronic version can be found on the Poland Community School web page.

If you would like a hard copy, please notify the school office and we will send one to you.

998-4915 x118 or sbarron@rsu16.org

Signature

Date