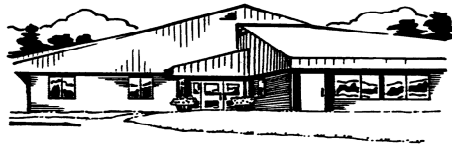


# Surry Elementary School

*"Where No Child Goes Unknown"*



## Student/Parent Handbook 2010 –2011

Surry Elementary School  
754 North Bend Road  
Surry, ME 04684  
(207) 667-9358

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**Principal’s Message:**

Dear Parents/Guardians and Students:

On behalf of all staff and administration, we would like to welcome you to Surry Elementary School. We will strive to provide each student with a physically and emotionally safe environment where individuals know that we care about them while also maintaining high expectations for excellence. We hope that by working together, our students will find school an enjoyable, meaningful, and enriching experience. It is important to the staff that every child succeeds.

By becoming familiar with the policies and procedures in this handbook you will help us better meet the needs of your child. Students are much more successful when education is a joint effort between school and home. There are a number of opportunities for you to be involved in your child’s education, be it through volunteer work; chaperoning field trips; or, most importantly communicating with your child and his/her teacher. One common way teachers communicate with home is through the use of notes sent home with the student. Please develop a routine of spending time discussing what has happened during the day. Together we can help your child build a strong foundation for a lifetime of learning.

Thank you for all you do to support your child reach his/her potential. We suggest that parents and students review this handbook together. If any questions remain unanswered, please call the school at 667-9358 or email [mderaps@surryschool.org](mailto:mderaps@surryschool.org).

Respectfully,

Marianne DeRaps  
Principal

**Mission** (Adopted February 1998): The Surry School community believes that learning is a cooperative effort among students, parents, educators, and community members; and that all students have the ability to learn and demonstrate their learning in individual ways.

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The Surry School community seeks to:

- set high standards of excellence.
- provide a safe, positive, and nurturing learning environment.
- offer educational methods and programs adapted to each student's needs.
- create a foundation for lifelong learning and good citizenship by educating the whole person academically, socially, emotionally, and physically.

**Philosophy:** The Surry Elementary School considers the intellectual, physical, social, and emotional needs of the learner. Our goal is to educate the whole child through methods, programs, and materials that nurture and encourage the readiness and development of each individual.

Our ambition is to provide an educationally challenging environment that makes learning exciting. We are committed to giving the best possible educational opportunity to our students. The worth of the learner is respected and enhanced in a climate which is positive, cooperative, orderly and consistent. Surry staff members are recognized for skill in utilizing professional judgment, for creative energy, and for specific competencies that set the positive tone for the learning experience.

The school promotes an understanding that with growth comes additional independence, responsibility, and respect. All students need the ability to learn and cope with the changing world. Our intent is to foster the learner's development of creativity, awareness of roles in society, and appreciation of a citizen's participation in a democracy.

As educational professionals, we provide a service to our learners, parents, and community. The education of our students is a responsibility shared by the school, parents, and community through communication and collaborative efforts that support a flexible learning environment in which students become self-directed life-long learners with the skill of inquiry and the value of education as its own reward.

**Home and School Team Agreement** (Adopted by School Committee 6/97): The education of Surry students is a responsibility shared by the school and their parents through communication and a collaborative effort. The school and families of Surry Elementary School recognize that while both parties agree that the expectations listed here are necessary in order to strengthen the communication and commitment between the home and school, rare occasions may arise where one or both parties will have difficulty fulfilling all or part of this compact. In an effort to provide the highest quality instructional program to our students and show how the school and family are working together to educate the children at Surry Elementary School, the staff and parents/guardians agree to implement the following programs and activities:

**The School:**

- provides a program which educates the whole person through methods, programs, and materials that nurture and encourage the readiness and development of each individual.

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- creates a positive, cooperative, and orderly atmosphere in which the worth of the learner is respected and enhanced.
- fosters the learner's development of creativity, awareness of roles in society, and appreciation of a citizen's participation in a democracy.
- communicates regularly with parents regarding the students' academic progress.
- implements a homework program that emphasizes meaningful practice of instructional content.

**The Home:**

- sends children to school on time, appropriately dressed, rested and nourished, and prepared to learn.
- shares or supports a daily, family reading time.
- attends at least one parent/teacher conference per year.
- provides a daily time, a specific place, and an appropriate atmosphere in which to do homework.
- reviews homework with children to assure directions were followed and assignments were completed.
- supports school policies and procedures.

**Objectives:** To expect all to try their hardest, do their best, help others, be kind and respectful, and take care of property.

To foster positive behavior from all and to help all to accept responsibility for their performance and actions.

To provide students with the understanding and acceptance of their potential and their limitations and that of others.

To implement an ongoing system of evaluation of the effectiveness of the total program, recognizing its evolutionary nature.

To work toward an organization that allows for flexibility in staff teaming and planning, and the opportunity for research and innovation.

To foster the staff's pursuit of professional and self-development goals.

To expect the principal to be an educational leader, facilitator, and resource person who is familiar with a variety of research supported learning models.

**Positive Behavior Management:** As a community, we are responsible for maintaining a climate that allows students the greatest possible benefit from our school's programs. In all areas of life, expectations which are clearly set forth and consistently and uniformly adhered to help build a positive climate. Clear rules and procedures help maintain a school environment in which distractions that interfere with effective learning and teaching are minimal. Creating a productive climate depends upon everyone knowing and following the accepted rules. Students must know that all staff uniformly enforce the rules in a fair, firm,

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respectful, and consistent manner. Making mistakes is a part of learning and growing. School staff provide guidance and structure to help students learn from such mistakes and develop appropriate patterns of behavior.

Courtesy and mutual respect are the focus of Surry Elementary School's behavior management plan. It is expected that all students strive to do their best to cooperate with and show respect for others. Teachers at Surry Elementary respect the integrity of individual students, have high expectations for all students, administer rules and consequences consistently and fairly, provide supervision of students at all times, and maintain high professional standards.

It is the responsibility of the teachers to create a positive learning environment, establish behavioral expectations, and maintain discipline in the classrooms. Expectations and rules are positive in nature and focus upon the growth and development of the child. They are clearly defined at the beginning of the school year and are reviewed with the students as needed.

Consequences of inappropriate behavior may include, but are not limited to:

- Conference between teacher and student.
- Time-out in the classroom for a specified amount of time.
- Assignment to seat during all or part of recess.
- Referral of student to guidance counselor.
- Referral of student to principal.
- Conference with the student, parents, and teacher.

All of the consequences listed above include discussion with the student where the inappropriate behavior and more appropriate choices are discussed. The student is encouraged to select a more appropriate choice in the future.

**Detention:** All detentions will be served with the school principal unless it is for the purpose of making up work owed to a particular teacher. Detentions will take place Monday, Tuesday, and Thursday from 3:00 - 4:00 P.M. Parents may be notified of the detention by telephone on the day it is assigned, and students may serve the detention on that same day. Generally, parents are informed via a written notice that is to be signed and returned the following day. Detention is served the next school day. Transportation home for the detained student is the responsibility of the parent.

Students receiving two detentions during the same day may additionally be required to spend the next day isolated from peers in "In-School Suspension."

More serious consequences may occur in extreme disciplinary situations or as the result of blatant violations. Blatant violations include but are not limited to: willfully causing serious harm or acting in a manner that could potentially harm another, leaving school or school grounds without permission, blatant disrespect or disobedience toward the staff, and

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numerous or repeated cases of lesser offenses. The consequences which are within the purview of the principal are described below.

**Suspension:** A student placed on “In-School Suspension” remains in an assigned specified area removed from the regular classroom and under the direct supervision of a staff member for a required amount of time. Teachers provide schoolwork for the student who does not leave the designated area except for an emergency. The student eats lunch in the assigned area. Parents may be requested to consult with the principal before the student returns to his/her classroom.

A Student placed on “Out of School Suspension” will be utilized in the circumstance a student's inappropriate behavior may require s/he remain at home for a specified number of days. The student is responsible for making up schoolwork s/he missed. Parents consult with the principal. Additionally, the student and parents may be required to meet with the superintendent and/or the school board before the student may return to his/her regular program. It is the responsibility of the Superintendent to develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies, or other activities suitable to the school unit.

**Expulsion:** Maine’s expulsion statute provides that a school board shall expel a student for one of a variety of listed offenses, “if necessary for the peace and usefulness of the school.”

**Citizenship:** Each trimester, teachers in grades three through eight select a student whose behavior has contributed to the classroom and school environment in a positive way. Criteria for the award include:

- A cooperative and helpful attitude
- The ability to resolve conflicts productively
- Dependability
- Honesty
- The ability to get along with peers and staff
- A positive school spirit

**Surry "S"** (Academic and Athletic Awards System) Starting in the fifth grade, students can accumulate points towards their school letter and gold bars. They receive 2 1/3 points each time they achieve highest honors (all A's) 2 points for high honors, and 1 1/3 point for honors, academic effort, each sport they participate in, band, and chorus. Students receive 1/3 point for perfect attendance each trimester, as does each intramural activity, and service in the student service organization, “Eye of the Tiger.” After reaching 30 points, students earn their school letter and at 45 points they receive a gold bar. When students reach 55 points, they receive a gift certificate for use at Mr. Paperback.

**School Rules:** The rules set forth herein apply throughout the school building, on the school grounds, on the buses, and at all school sponsored events during and after the school day. They reflect common courtesy and awareness of safety considerations. Students are under the supervision of all school personnel and are requested to follow the *Surry Student Handbook – The contents of this handbook are subject to change at any time without notice. In the event that there is a conflict between the handbook and Board policy, policy will govern.*

instructions of any teacher or staff member as they would their own classroom teacher. The rules are subject to amendment as needs warrant.

- Treat fellow students and all staff members with courtesy and respect.
- Avoid inappropriate physical contact with others. Use appropriate language.
- Walk in the halls and travel on the right side of the hallways.
- Respect school property and the property of others.
- Be responsible for using school materials appropriately and keeping them in good condition.

**Recess:** Students spend recesses on the playground. During cold weather, decisions to have recess outside depend upon the temperature and wind chill factor. Frequently, on the coldest days, outside recess is shortened rather than canceled. Students are to dress appropriately for outside recess. Supervised free time is provided inside when bad weather prevents or shortens outside recess.

Students remaining inside for medical reasons must have an excuse from a doctor.

**Playground:** Students are expected to use the playground and its equipment with safety and concern for others in mind. The playground is not supervised before or after school; therefore, students should not be on the playground during these hours. Students are to leave for home immediately following dismissal.

- Students leave the building quietly and in an orderly manner at recess time. Once outside, a student may not enter the building again without the permission of the staff on duty.
- Students remain within the designated boundaries of the playground.
- Pushing or fighting is not allowed. This also includes make-believe fighting, boxing, wrestling, etc. that could get out of hand.
- Contact sports are not to be played during recess.
- Students are to remain outside of all dug-outs during recess time.
- Students share and use the playground equipment in an appropriate manner.
- Students are to use playground equipment that is age and developmentally appropriate and in the manner intended for use.
- Playground equipment is returned to its proper place by the student who took it out to the playground.
- When the bell rings to signal the end of recess all students promptly enter the building in a quiet orderly manner.
- During school hours and at scheduled after school activities including baseball / softball games, these items may not be used on the playground: hard balls, skates, skate and/or snowboards, bicycles, and skis. Other items which may constitute a safety hazard are prohibited at the discretion of the duty staff.
- Students are to report any concerns to the playground supervisor immediately.

### **Bus Safety Rules:**

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- Follow the directions of the driver.
- Remain seated while the bus is in motion.
- Keep hands, feet, and objects out of the aisles, and to yourself.
- Respect the rights of others.
- No eating or drinking on the bus.

All students transported by First Student are subject to these rules and all drivers are responsible for the implementation of them. Students may lose their riding privilege or may be otherwise disciplined under the school's behavior plan for offenses. Disciplinary consequences will be coordinated with the school. If a student is going somewhere different than from their normal bus drop-off routine, the school must be notified in advance by a parent via a note or phone call.

First Student Attn: Scott Ames  
 99 Front Ridge Road  
 Orland ME 04472  
 1-800-427-3397 or 469-7673

**Lunch:** Students eat their lunches in a quiet, orderly manner and leave tables and floor litter free.

- Students are required to clean up messes.
- Students do not "play with" or throw food.
- When excused, students return to their classes to prepare for recess in a quiet and respectful manner.

**Lunch and Milk:** The hot lunch program starts the first day of school. Because the school lunch program is run in compliance with state and federal regulations, it is necessary for the parents of all students to complete the necessary paperwork regarding free or reduced price lunches that is sent home at the beginning of the school year. Lunch and milk money are to be brought to school on Monday of each week to pay for that week's lunches and snack milks.

**Attire:** To obtain the objectives of maintaining good health, community standards of decency, appropriate behavior, and equal educational opportunity, student attire conforms to the following expectations:

- Appropriate dress for outdoors. Outerwear, such as coats and hats and other headgear (bandanas, sunglasses), are not worn indoors except during transitions to or from in or out. Certain prearranged exceptions may be made (such as "hat day") at the discretion of the principal.
- Students may not wear clothing stating, depicting, or implying the use of drugs, alcohol or tobacco, vulgar, obscene, lewd messages, or illegal harassment (such as violent messages or connection with gang activity).

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- Immodest or revealing clothing that distracts from the educational process (examples include exposed midriffs or shoulders; low, revealing necklines; short shorts and skirts which should be no more than four inches above the knee).
- Clothing with tears, rips, or holes
- Exposed undergarments
- Pajama tops and bottoms

**Harassment:** Surry Elementary School has policies in place to protect against harassment, sexual harassment and hazing. Copies of these policies are available at the principal's and the superintendent's offices.

**Non-discrimination:** Surry Elementary School, in accordance with Federal and State laws and regulations, does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran's status, or disability in access to, treatment of, or employment in its programs or activities.

**Complaint Procedure:** Complaints regarding harassment, sexual harassment or discrimination should be forwarded to:

Marianne DeRaps or Mark Hurvitt, Affirmative Action Officers  
 Surry School Department - School Union #93  
 20 Hinckley Ridge Road, Blue Hill, ME 04614  
 Phone 374-9927 – Fax 374-2951

Inquires concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491. Tel (617) 289-0111

**Attendance, Tardiness, and Dismissal:** Surry Elementary School Staff believes that consistent school attendance contributes to better student performance. The school day officially begins at 7:55 A.M. and ends at 2:50 P.M. Arrival after 7:55 A.M. is regarded as tardiness and is entered in the school record as such. Students who are late more than three times in any trimester may be required to make up the instruction time after school.

**Excusable Absences and Tardiness:** State law allows excusable absences (or tardiness) only for the following: personal illness, religious holidays, appointments with health professionals, emergency family situations, and planned absences for personal or educational purposes which have been prior approved by the Superintendent of Schools.

**Procedure after an Absence:** Please call school on the day your child is absent and provide a reason for the absence. If you are unable to contact the school on the day of absence, you must bring a note stating the date and reason for the absence; and bring this note when you return to school. Failure to submit a note or contact teacher for missed assignments may result in after school make up time.

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**Waiver of Attendance Request:** Absences for personal or educational purposes require that the parent/guardian fill out a Request for Waiver of Attendance Form and obtain approval from the Principal and Superintendent prior to the absence. These absences are marked as “excused”. Students should gather assignments and take care of other details with their teacher (s) before leaving.

**Dismissal:** Early dismissal will be permitted for the same reasons allowable for legal, excusable absences. If it is necessary to schedule dentist or doctor appointments, you are encouraged to do this other than school hours if possible.

**School Cancellation:** Should school need to be cancelled due to inclement weather, please check local TV and radio stations or school website.

**Walking and Biking:** Students who come to school in private vehicles, walk or ride their bicycles arrive no earlier than 7:40 a. m. Bicycles are parked in the bike racks immediately upon entering the school grounds and remain there for the entire school day. Bicycle locks are recommended.

Walkers and bikers should observe basic traffic rules:

- Pedestrians walk only on the left side of the road.
- Bikers obey the same rules as motor vehicles.
- They ride in the same direction as cars and signal turns in advance.
- Maine law provides that “A person under 16 years of age who is an operator or passenger on a bicycle on a public roadway or a public bikeway shall wear a helmet of good fit, positioned properly, and fastened securely on the head by helmet straps.”

Students will be dismissed at the end of the day when the bell rings signaling that the buses have left the school yard. The playground is not supervised before or after school. If a student is leaving school by a method different from their normal routine, the school must be notified in advance by a parent via note or phone.

**Parking:** At the urging of the Surry Fire Department for every one's safety, a Fire Lane has been established in front of the school. The area is marked by signs at each end. This area is still a loading zone for buses. Cars may also unload as long as the driver remains in the vehicle, moves on quickly, and does not interfere with the buses. If drivers need to leave their cars or come into the building, they are to pull ahead to an area outside of the signs and away from the entrance/exit to the school driveway, or park in one of the marked spaces.

**Reporting of Grades:** Report cards are issued following the completion of each trimester grading period. Parents are urged to carefully review their child's progress and contact the school if they have questions regarding grades. Warning notices are sent out midway through the trimester grading period to inform parents of a failing grade, student's poor attitude or incomplete work. Additionally, warning notices may be sent at any time deemed necessary by the teacher. The grade of "inc." indicates that no grade can be assigned due to incomplete work because of absences. Incomplete work is to be made up within two

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weeks of the closing of the quarter, or the grade will be averaged in as a zero and the appropriate average is assigned to the report card.

**Assessment:** The 2010-11 NECAP test administration window is October 1-22, 2010. The test will include reading and mathematics sessions for students in grades 3 through 8. There will also be writing sessions for students in grades 5 and 8. The test questions are designed to assess the NECAP Grade Level Expectations.

In 2009, Maine joined the states of New Hampshire, Vermont, and Rhode Island as a member of the New England Common Assessment Program (NECAP) to assess reading, writing, and mathematics in grades 3-8. Consequently, the NECAP content standards, known as Grade Level Expectations (GLEs) were adopted as part of MDOE Regulation 131: The Maine Federal, State, and Local Accountability Standards. NECAP results in reading and mathematics are used to certify achievement of these standards and are used as Maine's federal accountability reporting required under the No Child Left Behind Act of 2001.

**NWEA:** The Surry Elementary Students also are assessed by the Northwest Evaluation Association (NWEA). It is a web-based test administered in the fall and spring.

**Response to Intervention(RTI):** Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

**Honor Roll:** The Honor Roll is a trimester-based recognition of students who set positive examples in academic achievement and social behavior. The honor roll consists of three academic levels:

Highest Honors	All A's on Report Card
High Honors	All A's and B's on Report Card (more A's than B's)
Honors	All A's and B's on Report Card (more B's than A's)

To earn one of the three levels, students must earn the necessary grades and also earn "satisfactory" or better in all "effort" grades. Students may earn Academic Effort by exhibiting positive attitudes towards their class work and consistently doing their best in all subjects.

**Promotion and Retention:** Promotion and retention are based on the individual student's social, emotional, and academic needs. Promotion decisions, in large part, are based on the successful accomplishments of academic requirements by the student. Retention decisions require prior input from the parents, teacher, and other appropriate staff. The final decision regarding retention is the responsibility of the principal. Retention is used only when it is believed to be in the student's best interest.

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**Conferences:** Parent-Teacher conferences are scheduled in October and February. Additionally, a parent or teacher may arrange a conference at any time during the school year as needed. Please call the school if a conference is desired.

**Student Educational Records:** It shall be the policy of Surry School Department to provide for the confidentiality of all student education records that are maintained by Surry School Department, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

The Surry School Department shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by Surry School Department.

The Surry School Department designates the following information about students as directory information: name, mailing address (8th graders only), 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, dates of attendance at Surry Elementary School, and honors and awards received.

The Surry School Department may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, the Surry School Department shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

The Superintendent, in consultation with other school administrators of Surry School Department, may develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

**Transfer of Educational Records:** Section 99.31 of the Family Educational Rights and Privacy Act (FERPA) allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

**Annual Notice of Student Education Records and Information:** Surry Elementary School – School Year 2010 - 2011 The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

**Inspection of Records:** Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be  
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inspected. The Superintendent or building administrator will notify parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.

**Amendment of Records:** Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

**Disclosure of Records:** The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information – The School Department designates the following student information as directory information that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in school unit, and honors and awards received. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15, or within thirty (30) days of enrollment, whichever is later.

Any such notice should be sent to the Superintendent of Schools at the following address:  
Mark E. Hurvitt, Superintendent of Schools - School Union #93  
20 Hinckley Ridge Road, Blue Hill ME 04614

2. Military Recruiters/Institutions of Higher Education - Military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15, or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests – Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if s/he needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official

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committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units - Under Maine law, the School Department is required to send a student's education records, including disciplinary records, to a school unit to which a student applies for transfer.
5. Other Entities/Individuals – Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.
6. Information on the Internet – As required by Maine Law, the Surry School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.
7. Administrative Procedures and Notices – The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of the policy will be kept in each school.

**Complaints:** Regarding School Department Compliance with FERPA, parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

The Surry School Department maintains a more extensive policy on education records. That policy can be obtained by contacting the school principal.

**Physical Education:** Physical Education is an integral part of the curriculum and contributes to the total growth and development of the student. The program strives to achieve the following objectives:

- To develop and maintain a desirable level of physical fitness.
- To develop proper attitudes relative to competition, fair play, and sportsmanship.
- To develop skills with emphasis on creative movement, team concepts, and games.
- To challenge and actively engage all students in vigorous activities.

For safety and quality participation, all students are expected to observe the following guidelines:

- Wear supportive athletic shoes during class.

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- Wear appropriate clothing (loose fitting clothing, dresses or skirts are not appropriate).
- Participate, cooperate, behave appropriately, and give your best effort.

**Band and Chorus:** As students progress through the grades, they have the opportunity to expand upon the classroom music program by becoming involved in the school's band and chorus programs as electives. During their fourth grade year, students participate in a mandatory "beginner band" program. In succeeding years, students are allowed a trial period of three weeks to determine if they want to continue in the band/chorus program. If a student chooses to continue, the student is committed to the program for the duration of the trimester. Students in the bands and/or chorus are graded as in any other academic subject, and their grades in these programs are taken into account for their honor roll standing and their extra-curricular eligibility status. Participation also earns students points toward the Surry "S" Award.

**Special Education:** Maine Special Education Regulations mandate Child Find responsibilities to each school unit. This requires local school districts to identify, locate, and evaluate all students residing within the geographical jurisdiction who may be in need of special education services. Child find/screening services are held at the Surry Elementary School annually. If you feel that your child may have a learning problem which might require special education services, call the school at 667-9358. Once contact has been made, a meeting will be arranged at your convenience to discuss your concerns, the procedures for screening, evaluating, and/or providing the necessary special education services. For those students residing in Surry participating in an approved home schooling program, or attending a private school, the local school unit offers a "free appropriate public education." Special education services, provided by qualified staff, are available at public school sites at no expense to parents.

**Gifted and Talented:** The Gifted and Talented Program at Surry Elementary School is designed to identify (according to the state definition of giftedness) and serve the needs of students in grades K-8 who excel, and /or are highly motivated to excel beyond their age peers in the areas of general intellectual ability, specific academic aptitude, and artistic ability. The gifted and talented teacher will collaborate with the administrator, classroom teachers, staff, and community to identify and provide a continuum of services that are differentiated and relevant to the students' needs. S/he will strive to ensure that the identification process and procedures are fair and provide for the nomination and selection of students from all populations of students. The program will ensure that each participating student is provided with diverse and appropriately challenging learning experiences as needed to modify or replace the regular curriculum.

**Extra Curricular:** Participation in extra curricular activities is an important part of a student's educational experience. The focus for all extra curricular activities at the Surry Elementary School is participation, sportsmanship, and teamwork. Each student participating in a school sponsored activity is a representative of the Surry Elementary School. As such, they should conduct themselves in a polite, mature, and appropriate manner at all times. Participation in

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extra curricular activities is a privilege, not a right. A student will not be allowed to participate in a school event if he/she:

- is absent the day of the event unless prior notice is given regarding a medical appointment;
- for disciplinary reasons, has been "removed from school" or is on "assignment" status;
- is ineligible due to poor academic and/or conduct status; or
- receives a detention on the day of the event.

**Extra Curricular Eligibility:** To participate in an extra curricular activity (athletic/non-athletic) a student must:

- return a signed, parental permission slip to the coach;
- be academically and behaviorally eligible;
- submit written proof from an approved health professional, at least once every two years, of a physical examination or medical screening that permits athletic participation (A co-pay not to exceed \$15.00 may be charged for physicals offered through the school); and
- show proof of insurance coverage (athletics) (Information regarding a school activity group insurance plan is offered through the school each September).

If a student has one failing grade or two D's or an unsatisfactory conduct comment on a mid-trimester progress report or an end of trimester grade report, s/he is on academic probation for the next two weeks. A student on academic probation may still participate. If the grade(s) is (are) not improved in two weeks, the student is suspended from the activity and cannot participate for two weeks. If the grade is not improved after the suspension, the student is dropped from the activity. Each student is responsible for the proper care of his / her own equipment. It is the student's responsibility to bring all necessary equipment for the activity. Students with late practices must go home and return at the appropriate time. Students waiting at the school for a practice or other afternoon activity, may not leave school for any reason. They report to a designated classroom where they are supervised by an adult.

**Expectation of Parents and Fans at Events:** Athletes and fans behave in an orderly and sportsman-like manner at all times.

- Spectators in grades K-4 are accompanied by an adult at all times.
- Spectators are expected to remain in their seats while the game is in progress.
- Spectators do not walk across the court. Spectators are to enter the gym by walking around the end lines to their seats.
- Spectators may cheer for their team in a positive manner. Rude remarks, gestures or jeering at the referees or opposing team members are not acceptable, sportsman-like behavior.

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**Eye of the Tiger:** "Eye of the Tiger" is Surry School's student service organization. Members volunteer their time to help make school-sponsored events run smoothly and to supplement the school's extra curricular activities fund. "Eye of the Tiger" volunteers pass out programs at plays and concerts, sell refreshments, man admission desks, run time clocks, help keep score at ball games, help clean up after many events, and sponsor fund-raisers. They are always ready to lend a hand wherever and whenever need be. All students in grades 4 through 8 are eligible to participate in "Eye of the Tiger."

**Performance Etiquette:** Concerts, plays, etc. are opportunities for Surry students to showcase their talents to the public. The audience shows its appreciation by modeling appropriate etiquette at these events by:

- Refraining from talking during the performance, using the time between acts for quiet conversation.
- Remaining seated during entire event, avoiding trips to restroom and water fountain by using facilities before performance begins.
- Exiting auditorium only if absolutely necessary between, and not during acts and waiting until conclusion of act before re-entering.
- Turning off all electronic devices that could potentially interrupt performance before entering auditorium.
- Expecting young children and non-participating students to respect these performance etiquette behaviors also.

Please note: Non-participating students who exit auditorium without due cause will not be allowed re-entry.

**Communication:** We encourage parents to be active in the education of their children. Being a part of your child's education involves regular communication with your child and the school. The school provides a number of official and formal channels through which communication can occur. However, communication between home and school is not limited to the means outlined in this handbook. We encourage and welcome questions and concerns through telephone calls, visits to school, and e-mail. We request that any visits be scheduled in advance. Please contact the main office or your classroom teacher to schedule an appointment. When you come to school, please stop in the main office before going to a classroom. The school telephone number is 667-9358. Feel free to email [mderaps@surryschool.org](mailto:mderaps@surryschool.org) as well.

**Care of Books and Equipment:** Students respect all school property and take responsibility for all textbooks and library books. Textbooks are covered at the direction of the teacher. Students do not write in textbooks, let papers build up in them, or place pencils and rulers in them as this breaks the bindings. If a book is lost or damaged, the pupil / parents are billed for replacement or repair.

**Lockers:** Students in grades 5-8 may be assigned lockers in their homeroom. Lockers are the property of the school and are offered for student convenience. The lockers are used to store all books, school supplies, jackets and other appropriate student possessions. Lockers are to be used quietly and kept clean and especially free of aging food, wet footwear and

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clothing in need of laundering. Students will be given a locker combination that they are advised not to share with other students. Locker contents may be inspected or cleaned out by appropriate staff at any time. Students will be permitted access to their lockers during several specified times during the school day as determined by their homeroom teacher. Locker access will be restricted at certain times to minimize class disruptions. Abuse of these locker provisions may result in the loss of the student's locker privileges for a time.

**Lost and Found:** Found items of clothing are placed in the wooden box in the hallway. After one week, clothing items are transferred to a storage box in the custodian's office. Jewelry and items of value are turned into and may be claimed in the school office. Unclaimed items will be disposed of in a timely fashion and at the discretion of the administration.

**Valuables:** Students are encouraged to leave all valuables at home. If it is necessary for a student to bring money or other important possessions to school, these items are given to the student's homeroom teacher for safekeeping. The school is not responsible for lost, damaged, or stolen articles.

**Visitors:** All visitors to the Surry Elementary School are asked to report to the main office immediately upon entering the school.

**Telephone:** The school telephone is for school business and student emergencies. Please arrange after-school plans in advance and remember to be prepared with all supplies and needs for the day. Students are required to present a permission note from their teacher before they may use the phone. The outer office phone is the only one available to students unless they are with a staff member. Students who bring cell phones to school must leave them turned off in their lockers throughout the school day.

**The Surry Spotlight:** The "Surry Spotlight" is our school's weekly newsletter. It contains items of interest to students and parents and is sent home with students on the last day of each week. The last issue of each month contains the next month's lunch menu. Community organizations interested in placing items in the letter are asked to submit entries by no later than Thursday noon. Community items may be sent electronically to [mderaps@surryschool.org](mailto:mderaps@surryschool.org)

**Facility Usage:** The Surry School welcomes and encourages the use of the Surry Elementary School facilities by Surry residents and community groups for non-profit purposes. Any adult resident may request the use of the facilities by meeting with the principal and filling out the required form. The resident must agree to accept responsibility for any damages and to clean the facility after use. Smoking is not allowed on the campus and alcoholic beverages, likewise, are banned from the campus. Permission to use the school facility is at the discretion of the principal, subject to availability, the above conditions, and the suitability of the activity.

**Volunteer Procedure:** School volunteers are a very special resource and an important part of our educational program. Volunteers work in classrooms and the library, tutor individual

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students, type, teach enrichment classes and workshops, chaperone activities, help coach our athletic teams, etc. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. To volunteer at Surry elementary School, one must fill out an application, be interviewed by the building principal, and participate in our training.

**High School:** Residents of Surry who are in high school may attend the high school of their choice. The Surry School Department makes no endorsement for or against any high school or their programs. The Town of Surry will pay the State of Maine approved tuition rate to any high school that is state approved for tuition purposes. Transportation to high school is ultimately the responsibility of the parent/guardian. The Surry School Department provides bus transportation through the transportation contractor to Ellsworth High School and George Stevens Academy.

**Nursing:** The school nurse's office is located in the Health Clinic in the small building outside the main building. The nurse is at the school five days per week. Parents are asked to keep the school informed of student's health needs.

**Medication:** Whenever possible, the schedule of drug administration should be arranged to allow a student to receive all prescribed medicine at home. Medication may be administered during school hours only under the following conditions:

- The medication is necessary for the child's health and must be taken during school hours for proper dosage.
- The parents/guardian sign an informed consent acknowledging that non-medical school personnel may be administering the medication.
- Medication will be brought to school by parent or guardian in the original prescription bottle which is clearly labeled with the name of the child, name of the medication and dosage on it.
- Written instructions signed by the parent/physician will be required and will include:
  - a) name of the child
  - b) name of the medication
  - c) reason for the medication
  - d) dosage
  - e) specific area of application if external (ex: topical-area of skin; otic ear involved)
  - f) time to be administered
  - g) possible side effects and action to be taken
  - h) termination date for administering the medicine - must be updated every year
  - i) certification by the physician that the medication is necessary to the child's health and must be taken during school hours
- Students are not allowed to transport medicine on the school bus. Parents who are unable to bring the medication to school must contact the principal and discuss the situation prior to their child's return.

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- The parents assume full responsibility for informing the school in writing of any change in the child's health or change in medication.
- For long-term medication, the request expires with the end of the school year.
- The Surry Elementary School retains the discretion to reject any or all requests for administration of medications in school. (Statement recommended by the State).
- A copy of the policy and any request forms will be provided to parents who request administration of medication in school.
- Self medication programs, if ordered by a physician, will be individually reviewed and approved by the school nurse and building principal.
- At the end of the school year, medications will be disposed of on the last school day. Arrangements to obtain any remaining medication must be made prior to that day.
- To have your child receive medicines at school please read the section on medicines and contact us for a copy of the form below to be completed by a parent and doctor.

**Immunization:** State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, mumps rubella and, starting with the 2003/04 school year, kindergarten and grade one students must additionally have a varicella (chickenpox) vaccination. Those students whose parents have not provided proof of immunization or have not signed an exemption will be excluded from school. The law allows exemptions if: “The parent states in writing a sincere religious belief that is contrary to the immunization requirement...or an opposition to the immunization for philosophical reasons.” Additionally, a medical exemption may be requested in writing by the student’s physician,

**Head Lice:** The Surry School Board recognizes that the number of cases of head lice can be prevented and reduced by enforcing a "no nit" policy and adhering to the following:

- The school nurse is to be notified when any cases of head lice are reported or found in the school.
- When a student is found to have head lice or nits (eggs), they will not be allowed to attend school, school related activities or ride the bus until treatment is completed and the student has been examined by the school nurse or by a staff member designated by the school nurse or principal.
- It will be the parent’s responsibility to remove all nits.

No medication currently available kills 100% of the nits (eggs), thus nit removal is necessary.

**Vision, Hearing, and Spinal Health Screenings:** Vision and hearing screenings are performed in grades K, 1, 3, 5, and 7 and on all other students if requested by parents or teachers. Spinal screening is performed on 6th grade females and all 8th graders. Forms offering parents the opportunity to decline a spinal screening of their child are sent home prior to the screening. If a student fails a screening, a referral form will be sent home. The form should be returned to the school after it is completed by the health care provider.

**Illness/Injury:** We all share the responsibility for prevention and control of illness in the school. Students should be kept home or may be sent home if any of the following signs and symptoms are present.

fever	diarrhea	intestinal worms
headache	sore throat	rash or unexplained skin sores
muscle or joint aches and pain	persistent cough	lice, nits, scabies
nausea / vomiting	runny or congested nose	discharge from eyes

**Universal Precautions:** Teachers and staff are instructed in the use of universal precautions. Proper precautions are taken by treating all bodily fluids as if they are infectious.

**Abuse and Neglect:** The School Board of the Surry Elementary School, recognizing the right of children to be protected from abuse and neglect and recognizing under Title 22 M.R.S.A. 40001 et seq, has adopted this policy for all school personnel. Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal who shall process the report as provided in Section III of Surry School Policy JLF. In addition to notifying the principal, the employee may also make a report directly to the Department of Human Services (DHS) or the District Attorney when the employee believes a direct report will better protect the child in question.

**Drugs, Tobacco, and Alcohol:** Students suspected of being under the influence of drugs, tobacco and/or alcohol are reported immediately to the principal. If in the opinion of the principal or other appropriate staff, a student is under the influence of drugs, tobacco and/or alcohol, parents are notified. The school nurse and/or counselor will work with the student to identify the problem and to review the consequences of his/her behavior. The student is encouraged to talk to his/her parents about the substance abuse. Disciplinary action and notification or law enforcement authorities are at the discretion of the principal. For all offenses, the principal will notify the parents, and the student may be removed from school. The duration of the removal is determined by the principal. The student is referred to such counseling services as may be available through the school. Additionally, the principal may determine it necessary to make referral to appropriate outside agencies.

**Counseling:** Students may be referred for group or individual counseling by parents, the principal, teachers or other staff members, or by themselves. Parents who have questions about guidance and counseling programs or who wish to have their child meet with a counselor should call the school to make an appointment.

**Crisis Response Plan:** The Surry School has a crisis plan in place. It is reviewed and updated annually, or as needed.

**Emergency Drills:** Fire and evacuation drills are conducted regularly throughout the school year. Fire and evacuation drills are to be taken seriously. When the alarm sounds:

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- Students and staff are to leave their classrooms and exit the building immediately.
- No talking or horseplay.
- Students and staff are to assemble in the appropriate predetermined assigned location.
- Students and staff are to remain in the "safe area" until signaled by the principal to return to the building.

**Bomb Threats and Building Evacuation:** A building evacuation plan for emergency situations has been adopted. If, in the rare event that it becomes necessary to remove students from the campus and transport them to an alternative location, it will not be the intent of the school to immediately notify parents of the student relocation. However, as soon as reasonable, a written explanation of the evacuation will be sent home with students. If you would like specific information regarding the Building Evacuation Plan, please contact the principal.

**Weapons, Violence, and School Safety:** The Surry School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Prohibited conducts include:

- Possession and/or use of articles commonly used or designed to inflict bodily harm;
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm, and/or to intimidate, threaten, coerce or harass another person;
- Violent or threatening behavior;
- Verbal or written statements which threaten, intimidate or harass others;
- Willful and malicious damage to school or personal property;
- Stealing or attempting to steal school or personal property;
- Lewd, indecent, or obscene acts or expressions of any kind; or
- Any other conduct that may be harmful to persons or property.

A complete copy of the Surry School Department policy on weapons, violence, and school safety is available in the principal's office.

NEPN/NSBA CODE: ECB-E1

**Pest Management Notification:** The Surry School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal biological control and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

**Pesticides:** Non-chemical pest management methods will be implemented whenever possible. However sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

**Notification:** When required by law, parents/guardians and school staff will be notified at least five (5) days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator/Principal at 667-9358.

For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731 or go to [www.state.me.us/agriculture/pesticides/schoolipm](http://www.state.me.us/agriculture/pesticides/schoolipm).

Adopted: 11/4/03

**Schedules:**

- Students may arrive at school after 7:40 a. m. as there is no adult on official duty before that time. Students enter the building upon arrival and may not stay on the playground or in the parking lot.
- At 7:55 A.M., assigned students lead the student body in the Pledge of Allegiance and announcements
- 11:45 - 12:45 Lunches and recesses
- 2:50 Buses arrive and begin loading
- 3:00 Walkers dismissed after buses leave

**Surry Elementary School - 2010 - 2011 Calendar:**

August 30 - Teacher Inservice Day

August 31 - Teacher Inservice Day

September 1 - Teacher Inservice Day

September 2 - First Day of School for Students

September 6 - Labor Day - No School

October 8 - Teacher Inservice Day

October 11 - Columbus Day – No School

November 11 - Veterans' Day – No School

November 24 - 26 – Thanksgiving Break – No School

December 23 through January 1, 2011 – Holiday / New Year Vacation

January 17 Martin Luther King Jr. Day – No School

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February 21 - 25 – February Vacation  
March 25 - Teacher Inservice Day  
April 18 – 22 - April Vacation  
May 30 - Memorial Day – No School  
June 14 – Last Day of School barring no Snow Days  
June 15 - 16 - Teacher Inservice Days

**Ranking Periods:**

1<sup>st</sup> Trimester Progress Reports Issued October 15, 2010  
1<sup>st</sup> Trimester Ends Nov. 19, 2010 – Report Cards Issued December 3, 2010  
2<sup>nd</sup> Trimester Progress Reports Issued January 21, 2011  
2<sup>nd</sup> Trimester Ends March 4, 2011 – Report Cards Issued March 11, 2011  
3<sup>rd</sup> Trimester Progress Reports Issued May 5, 2011  
3<sup>rd</sup> Trimester Ends June 13, 2011 – Report Cards Issued June 14, 2011  
Middle School Cards sent in mail

**Surry Elementary School Committee Members:**

Harold Casey, Chairperson  
Don Driscoll  
Laura Pellerano  
Marlene Tallent  
Jonathan Walden

**Surry Elementary School Staff – 2010 - 2011:**

Teri Ames	ASL Interpreter
Glen Baez	Head Custodian
Abi Bartlett	Reading/Title 1-A Coordinator
Cheryl Benjamin	Grade Two
Lynn Bonsey	Middle Level Language Arts/Social Studies
Doug Carey	Middle Level Science/Social Studies
Dwayne Carter	Physical Education
Donna Coleman	School Nurse
Linda Conley	Education Technician
Larry Deans	Special Education/Athletic Director
Marianne DeRaps	Principal
Joan Dwyer	Grades Three and Four
Miranda Engstrom	Kindergarten
Marleina Ford	Gifted & Talented
Petra Lewis	Kitchen Assistant
Beverly Locke	Technology Integrator
Peter Loiselle	Middle Level Math/Social Studies
Paula Mrozicki	Grade One
Jana Raspante	Physical Education
Cathie Rossignol	School Secretary
Laurri Rundell	Art

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Jillian Tripp  
Naomi Watson  
Nancy Weed  
Penelope Wheeler

Speech/Language/Special Ed  
Head Cook  
MSLSW/ Home to School Coordinator  
Music

Acknowledgement of Receipt of 2010 -2011 Surry Elementary School Student / Parent Handbook

Please cut out, complete, sign, and return this statement of acknowledgement to the school.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_

My signature below indicates acknowledgement that I have received the 2010 - 2011 Surry Elementary School Student/Parent Handbook, reviewed its contents, and agree to abide by the expectations, rules, and guidelines expressed herein.

Failure to return or refusal to sign this form does not exempt one from the rules, expectations, and guidelines expressed herein.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

Please review this handbook, cut out this form, complete, and return to the school.