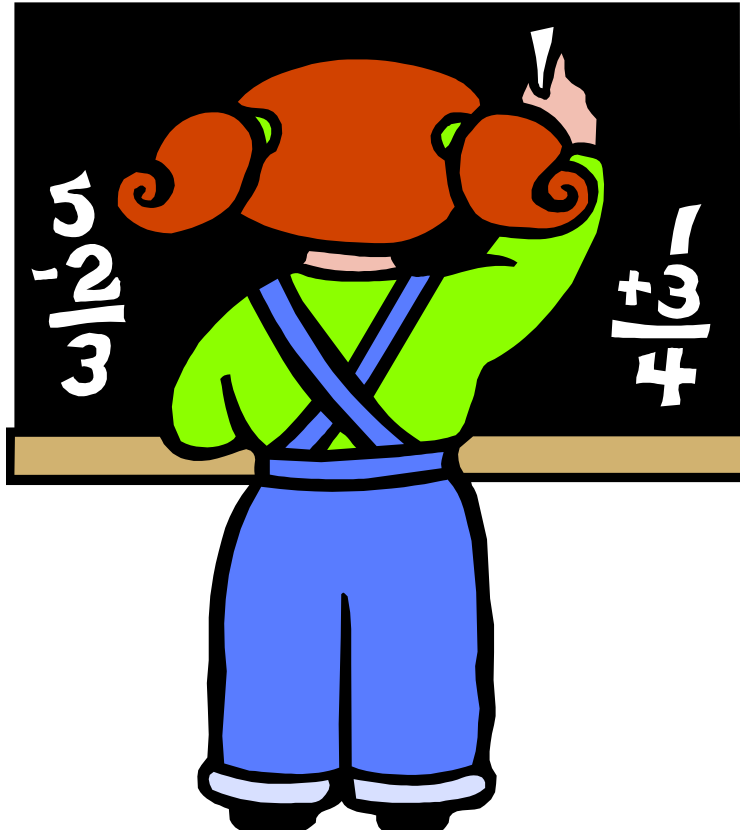


CASWELL SCHOOL DEPARTMENT

2016 / 2017 HANDBOOK



Dawn F. Barnes Elementary School
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2016 – 2017

Superintendent of Schools – Mr. William Dobbins

Staff

Krystina Davenport	Teacher / Principal	Grades 6 &7& 8
Jesse Sandstrom	Classroom Teacher	Grades 3 & 4
Brandy Brissette	Classroom Teacher	Grades PK & K & 2
Roberta Fitzgerald-Hathaway	Classroom Teacher	Special Ed
Mark Damboise	Bus Driver / Custodian	
Nancy Martin	Secretary	
Rebecca Fuller	Cook	
Lacey Guerrette	Ed Tech	
Jessica Paradis	Ed Tech	
Danielle Paradis	Ed Tech	
Mallory Patten	Ed Tech	
School Committee Members Sharon St.Pierre – Chairperson Margaret Peers – Vice-Chair Jessica Goodwin		

WELCOME TO OUR SCHOOL

This handout has been developed by our staff to help students and parents become familiar with the Caswell School Department. We have attempted to answer many of your questions and describe many procedures to assist you with the operations of our school. If you have any questions not answered here, please feel free to contact the school office at 325-4611.

We welcome all parents and citizens to visit our school.

CASWELL SCHOOL DEPARTMENT SCHOOL PHILOSOPHY

It is the purpose of the Caswell School Department to provide a positive, success-oriented atmosphere where every child can, with the understanding, motivation, and guidance of the teacher, develop a positive self-image and grow to his/her potential physically, socially, emotionally, and intellectually. Students will be provided with a basic education that will allow them to adapt to the ever-changing technologies in our modern society.

DAILY SCHEDULE

**7:30 The earliest walkers or students being dropped off by their parents
 may arrive at school**

7:35 – 8:00 Breakfast
8:00 – 10:45 Classes
10:45 – 11:05 Recess
11:05 – 11:30 Lunch
11:30 – 2:15 Classes

VISITORS

Visitors to our school are always welcome. We are especially anxious to invite the parents to visit the school when classes are in session, and to have them become active supporters of our activity and athletic programs. **Please report to the office upon entering the building and sign in and you will be guided to the appropriate place or classroom.**

Students who have a personal visitor should always clear permission through the office at least one day in advance.

VOLUNTEERS

Volunteers are welcome and appreciated. If interested in becoming a volunteer at school, please contact the school office at 325-4611.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are methods of letting parents know more about what and how their children are doing in school. At these times, it is possible for both parents and teachers to get to know each other and make the educational process of the child more meaningful.

It is our aim to provide the best education possible for each child. This can best be achieved if parents are informed and in agreement with the program.

Individual conferences may be arranged with your child's teacher. Please contact the teacher in advance to set a date and time convenient for both parties.

SCHOOL CANCELLATIONS

School cancellations are announced on local radio and Alert Now Telephone Program. In the case of early dismissal, parents will be notified so they may adjust their schedules. Please write on the school emergency sheet where your child is to go if we dismiss early and you can't be reached.

TELEPHONE

Students are to use the telephone **ONLY IN EMERGENCIES**. They should bring all necessary equipment to school in the morning. **If they are to go to another place besides their designated stop, students must bring a note.**

FIELD TRIPS

Occasionally, students are taken to a place from the school building to experience and learn from observation at a special site. Parents will be informed of field trips and may contact the school if they do not want their child to go on individual trips. However, the staff strongly recommends that all children participate in the field trips because they are a part of the total education experience. Permission slips will be sent home at the beginning of the year and will need to be signed and returned before any student will be allowed to participate.

LUNCH PROGRAM

A Breakfast and Lunch Program is available to all students. The program stresses proper nutrition and a balanced diet. Menus are sent home on a monthly basis, and whenever a child does not care for the main course on a particular day, a substitute lunch should be sent from home. Snack milk is available to all students at a cost of .25 per milk.

DRUGS / ALCOHOL

Proof of possession, use, sale, or transfer of drugs (including marijuana and/or alcohol) by students within the school, on school property, or in conjunction with a school-sponsored activity shall result in suspension from school by the Principal. Severe and/or repeated violation of this policy may result in a recommendation for expulsion from school to the Superintendent of Schools and the School Committee.

In addition, any situation that may have a basis for possible legal action will also be referred to the local law enforcement agency.

FIRE DRILLS

The school will comply with Maine State law regarding fire drills.

Evacuation procedures are posted in each room. If the alarm is sounded, students will immediately leave the building according to plans.

For the safety and protection of all, a quiet, orderly procedure is necessary during fire drills. When leaving and re-entering the school.....**WALK, DO NOT RUN.**

SCHOOL GROUNDS

The school grounds are to be regarded as part of the physical plant and should be used accordingly. The use of any kind of unauthorized vehicles, i.e., snowmobiles, mini-bikes, scooters, ATV, etc., on the school ground is strictly prohibited.

ATHLETIC POLICY

Students who participate in school athletics must receive a sports physical each year. Parents may opt to choose their own physician for these physicals.

Parents and guardians are responsible for arranging student transportation after practices and home games. Students walking or biking home need written permission from parents. Written permission is also required if student transportation sources is not the parent or guardian.

IMMUNIZATIONS

Maine State Law requires children to be completely immunized to attend school. For school attendance, a child must have **5 doses of DPTs, 4 doses of OPVs (Polio), 2 MMRs, and 1-2 Varicella (chickenpox).**

Immunization records are required when registering.

ADMINISTRATION OF MEDICATION

Medications may be given at school during school hours providing the following points are observed:

1. Prescribed medication must be in a personal prescription-labeled bottle with the name of the student, date medication prescribed, name of medication, amount and time to be given, and the doctor's name. Ask your pharmacist for an extra-labeled container for school use. Please send only the dose to be given during school hours. If the medication is to be given long term, special arrangements may be made. No medication will be given unless it's labeled in the above manner and accompanied by a parental permission form and a completed physician's form. Please refer to the medication form sent home with your child at the beginning of the year for more instructions.

2. Over-the-counter medications may be given **ONLY** by written permission of parents. The permission slip must contain the date, name of the medication, dosage, and time to be given.

3. Students may not keep any medication on their person at any time. All medications are to be given to the classroom teacher upon arrival at school.

PROPER CLOTHING

There is a dress code at the Caswell Elementary School. A copy of this was sent home soon after school started. We also have general procedures all students must follow. They are:

1. Appropriate and clean clothing should be worn to school.
2. Clothing appearing to be distracting (too short) or inappropriate for school attire will not be permitted.
3. Presentable shorts may be worn as long as they are at least mid-finger-tip length to the thighs.
4. Clothing advertising alcohol or cigarettes is not permitted in school.
5. Hats are to be removed upon entering the building.
6. In cold weather, students should have a warm jacket, snow pants, gloves or mittens, hat, and boots to wear outside.
7. Students need sneakers to wear for gym classes.
8. Please label each piece of your child's clothing. This will help reduce lost and found articles.
9. No open toed shoes.

RULES AND REGULATIONS FOR STUDENTS TRANSPORTED IN THE SCHOOL BUS

1. All students shall be ready in the morning at the usual time for the bus to arrive at their homes. **The bus cannot wait for those who are tardy.**
2. The driver is in full charge of the bus and students. Student will obey the driver promptly and courteously.
3. Do not stand in the roadway while waiting for the bus.
4. If the driver wishes, he may assign seats in the bus and students will take the seats assigned.
5. When the bus is in motion, do not stand, extend your arms or head out of the windows, or move about.
6. Damage done to seats or other equipment must be paid for by the student.

7. See that your conversation is clean and never loud or boisterous.
8. Always treat your fellow students with courtesy.
9. In leaving the bus, remain seated until it stops. If you cross the road, do so in front of the bus after making sure the highway is clear and checking with the bus driver.
10. All students will be picked up and dropped off at their usual point of pick-up unless the parent has written a note or called the school giving the date and change in drop-off destination.
11. Throwing or grabbing other student's possessions will not be permitted.
12. Students shall help keep the bus clean. Do not throw paper or other garbage on the floor.
13. The right of student to ride on the bus is conditioned on their behavior and observance of these rules. Drivers are authorized to enforce these rules.
14. For all extra-curricular activities, students will board the bus at the school at the designated times. Parents should not leave their child unsupervised prior to boarding the bus. Transportation will not be provided after practices and home games unless otherwise notified. This includes soccer, basketball, and softball.

WALKERS / BIKE RIDERS

Students may walk or ride their bike to school when providing the following:

1. Walkers/bike riders need a permission slip from their parents.
2. The students who ride bicycles to school are expected to place the bike in an appropriate place upon arrival. The bike must remain there until the student leaves the school grounds at dismissal.
3. Walkers/bike riders should arrive at school between 7:35 and 7:55, and will be dismissed after the departure of the bus.

SCHOOL CONDUCT POLICY

Introduction

All students must assume responsibility for their own conduct, and will be held accountable for his/her behavior. The faculty expects every student to conduct him or herself in a satisfactory manner and in such a way that their behavior will bring credit upon themselves, their parents, school, and community.

From time to time, it will be necessary to take strong disciplinary action for situations that arise out of unsatisfactory student conduct. This action may take many forms and can range from a simple conference to a suspension from school. Most cases of this nature can be resolved through the conference process. However, when continuous and serious situations occur, stronger action may be in order.

For serious disciplinary infractions, suspension from school may be necessary. If, in the judgment of the Principal, a suspension is warranted, a suspension will be imposed. In all cases, a notification to parents giving the particulars of the situation will be made.

General Conduct Rules

The following rules will apply at all school sponsored activities including in the classroom, cafeteria, library, general building, on the playground, all sports events, on the bus, at dances, etc.

1. Students will respect each other by not calling names, kicking, hitting, pushing, etc.
2. Students will respect adults by doing as they are asked without argument.
3. Students will respect and care for school property, the property of others, and their own property. If books or school property is damaged by the student, they will be expected to pay the replacement cost of the item damaged.
4. Students will not throw objects in or out of the school building or on the bus.
5. Students will use appropriate language at all times.
6. Students will walk in the building at all times except in gym class.

Classroom Rules

1. Students will complete all their assigned work.
2. Students will come to class prepared with all needed materials: books, class work and writing utensils.
3. Each classroom will have, in addition to the rules listed, individual classroom rules that should be followed.

Playground Rules

1. Students will stay within playground limits at all times.
2. Students will use the playground equipment properly and safely.
3. Students will stay outside unless they have permission from the duty teacher to go in.
4. Students will line up appropriately as soon as the bell rings.

Cafeteria Rules

1. Students will select one seat and keep that seat for the entire lunch period.
2. Students will ask the duty teacher to leave their seat.
3. Students will keep their voices lowered at all times.
4. Student will use the bathroom with permission.
5. Students will be expected to use proper table manners at all times.

BOMB THREAT – CODE EBCC

No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been or will be placed on school premises. Because of the potential for evacuation of the school and other disruption of school operations, placement of a bomb or a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy. See policy EBCC for specific definitions.

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, School Resource Officer, or other employee in a position of authority.

Disciplinary Consequences:

Making a bomb threat is a crime under Maine Law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

A student who knowingly encourages, causes, aides, or assists another student in making or communicating a bomb threat shall be subject to disciplinary consequences. A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property shall be subject to disciplinary consequences.

The principal will suspend for 10 days any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-MRSA 1001(9), and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

A student who is found, after a hearing by the School Committee, to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-MRSA (9-A) and Policy JICIA.

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent in consultation with the School Committee Members.

ACADEMIC INFORMATION

Grading System

97 – 100 = A+
93 – 96 = A
90 – 92 = A-

77 – 79 = C+
73 – 76 = C
70 – 72 = C-

87 – 89 = B+
83 – 86 = B
80 – 82 = B-

65 – 69 = D
Below 65 = F (Failing)

HONOR ROLL

The High Honor Roll is for students who have achieved a grade of A for all their subjects for the quarter. The Honor Roll is for students who have achieved a grade of B or higher for all their subjects.

To qualify for year-end high honors, students must receive at least A grades in all subjects for the entire year. To qualify for year-end honors, student must receive at least B grades in all subjects for the entire year. Receiving an A one quarter and a C in another may average out to a B but would disqualify that student for year-end honors.

HOMEWORK

The Caswell School Department believes that homework assignments made by the school and supported by the home provides opportunities for our students to learn good study habits, to develop a sense of responsibility for task completion, learn time management, reinforce skills, and extend or enrich their classroom learning experiences.

It is expected that parents will accept their responsibility to provide an environment at home that is conducive to learning, will take an active interest in their children's assignments, and will encourage and monitor the development of good "homework" study skills.

It is expected that both home and school must assume their responsibilities if success is to be achieved.

GUIDELINES FOR HOMEWORK ASSIGNMENTS

Homework should be expected to some extent in all the grades from 1st thru 8th. The amount of time to be spent on this work should be left to the discretion of the individual teacher.

The habit of home study formed early and gradually increased each year should prepare children for an increased workload after leaving elementary school.

Guidelines for homework assignments continued.

Suggested practices broken down by grades:

1. Kindergarten and 1st grade
 - a. Papers for extra practice
 - b. Make up work missed by absence
2. 2nd and 3rd grade
 - a. Complete work not finished in school
 - b. Make up work missed by absence
3. 4th grade
 - a. $\frac{1}{2}$ to $\frac{3}{4}$ hour per night
 - b. Unfinished assignments
 - c. Make up work missed by absence
4. 5th grade
 - a. One hour or more per night
 - b. Unfinished assignments
 - c. Special projects
 - d. Make up work missed by absence
5. 6th thru 8th
 - a. One hour or more per night
 - b. Unfinished assignments
 - c. Long term assignments, i.e., book reports, compositions, special projects, etc.
 - d. Make up work missed by absence.

PET (Pupil Evaluation Team)

The PET is set up to help students. You will be notified by letter if your child is to be discussed by this team. You have the right to attend these meetings. At this time, you can actively participate with the PET to formulate and appraise your child's individual education plan.

GUIDELINES FOR PROMOTION AND RETENTION OF STUDENTS

State of Purpose: It is the intent of the Caswell School Department to offer appropriate instruction to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis. It is understood that the level of instruction at each grade level is not a single level of instruction, but a series of levels intending to meet the various needs of students assigned to that grade level.

Process: Insofar as possible, retention will be decided through conferences involving the principal, teachers, and parents. Decisions on special education students will be made through the PET process.

PET continued.

The following factors shall be utilized in making decisions concerning promotion and retention:

- a. Student Achievement
- b. Academic Potential
- c. Attendance
- d. Health
- e. Maturity
- f. Physical size
- g. Age in relation to grade placement
- h. Student attitude
- i. Parent attitude
- j. Out-of-school influence
- k. Program options

General Guidelines for Retention: Retention should take place as early in a student's career as possible. Only in unusual circumstances should a child be retained more than one in his/her school career.

ATTENDANCE POLICY

Introduction

Attendance and punctuality are responsibilities that each student must take seriously. Frequent absence is the single most important cause of academic difficulty. Prompt and regular attendance is an excellent habit to establish now in preparation for adult job responsibility. Any student who is absent must present a written note by his/her parents to the teacher upon readmission to the school. The note should state reason for absence.

Students are expected to be in school except in case of an emergency or an excused absence. Students may not participate in extra-curricular activities on day which they are absent.

- a. Excused absences: Personal illness, illness in the family, death of a relative or friend, observance of a religious holiday, and medical or dental appointments that cannot be scheduled outside the school day.
- b. Steps to follow when absent:
 1. Have parent write an excuse giving your name, date, days absent, and signature.
 2. Present your excuse to the homeroom teacher upon returning.
 3. Ask all teachers for make-up assignments.
- c. Make-up procedures:
 1. Following an absence, each student will have two days in which to get make-up work from teachers.
 2. The length of time and specific arrangement for work will be at the discretion of teachers based on merits.
 3. If the work is not made up satisfactorily as agreed, a zero will be recorded on the student's rank with no further chance to make arrangements for completion of work.

DISMISSALS

Students may be dismissed from school in case of family emergencies, medical appointments, or illness. The parents must pick up the child at school. Only parents or persons authorized by parents are allowed to pick up children from school.

ILLNESS AT SCHOOL

If it is necessary to leave school, the student must telephone home and receive permission. No student may be excused unless school officials have confirmed with a parent or other responsible adult acting on their behalf, that the student has permission to leave the building.

CASWELL SCHOOL DEPARTMENT POLICY ON THE FAMILY RIGHTS AND PRIVACY ACT OF 1974

THIS NOTICE IS SIMPLY FOR YOUR INFORMATION AND DOES NOT REFLECT ANY CHANGES IN THE POLICIES OF THE CASWELL SCHOOL DEPARTMENT REGARDING CONFIDENTIALITY AND EDUCATIONAL RECORDS.

The following statements pertain to rules and regulations regarding the privacy act of parents and students under the Family Educational Rights and Privacy Act (FERPA) of 1974. The purpose of the law and these regulations is to protect the privacy of parents and students. The law and regulations also cover all educational records which contain personally identifiable information directly related to a student and maintained by the Caswell School Department.

1. You have the right to inspect and review the educational records of the student. The school district shall comply with your request within a reasonable period of time but in no case more than 45 days after you request has been made.
2. You have the right to a response from the school district to reasonable requests for explanations and interpretations of the student's records.
3. You have the right to request that the school district provide copies of the records at a reasonable cost. If the fee would effectively prevent you from exercising your right to inspect and review records, the copies shall be provided without cost to you.
4. You have the right to have your representative inspect and review the records.
5. You have the right to request from the school district information about where an independent educational evaluation may be obtained.
6. You have the right to refuse consent for pre-placement evaluation. You also have the right to refuse consent for initial placement of the handicapped student in a program providing special education and related services.

Family Rights and Privacy Act of 1974 continued.

7. You have the right to be informed of any free or low-cost legal and other relevant services available in the area.
8. You have the right to request a list of the types and locations of educational records collected, maintained, or used by the school district.
9. You have the right to request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. All other official records will not be amended or omitted unless directed by court order. If the school district refuses your request for amendment, it shall notify you within a reasonable time and advise you of your right to a hearing.

POLICY STATEMENT

It is the policy of the Dawn F. Barnes Elementary School to ensure equal employment/educational opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with all federal and state legislation relative to discrimination.

Inquiries and grievances can be made to Charles Hartman, Superintendent's Office, 325-4611, the Affirmative Action/Title IX/Section 504 Coordinator, or to the Superintendent of Schools – William Dobbins, 448-2882, or to the Department of Education, Office of Civil Rights, 33 Arch St, Ste 900, Boston, MA 02110-1491