

Brian O'Donoghue
Principal

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
BUKER ELEMENTARY SCHOOL

1 School Street, Wenham, MA 01984
(978) 468-5324 • FAX (978) 468-5329

August 27, 2008

Dear Buker School Families,

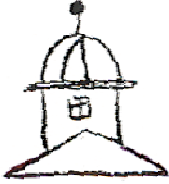
Welcome to Buker Elementary School for the 2008-2009 school year. We look forward to working with you in the coming year.

This handbook has been prepared by members of the elementary teaching staff and the building principal. In it you will find school policies and procedures. The purpose of this handbook is to provide you with a resource of information that will strengthen your connection to Buker School. Please review the handbook and keep it hand for future reference.

Please feel free to contact me if you have any questions about the contents of our handbook. Once again, we look forward to working with you to provide a challenging and meaningful educational experience for your children.

Sincerely,

Brian O'Donoghue



DAILY SCHEDULES

MONDAY, TUESDAY, THURSDAY & FRIDAY

- 8:15am AM supervision on front yard
- 8:25am Entering bell for students
- 11:15am-12:00pm First lunch/recess: *Grade 2 and 4*
- 12:00pm-12:45pm Second lunch/recess: *Kindergarten & Grade 1*
- 12:45pm-1:30pm Third lunch/recess: *Grade 3 & Grade 5*
- 2:57pm Dismissal for students

WEDNESDAY SCHEDULE

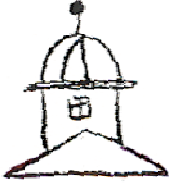
- 11:00am-11:40am First lunch/recess: *Grade 2 & Grade 4*
- 11:25am-12:05pm Second lunch/recess: *Kindergarten & Grade 1*
- 11:50am-12:30pm Third lunch/recess: *Grade 3 & Grade 5*
- 12:45pm Dismissal for students

APPROVED 12/706
Revised Same Last Day for Teachers & Students 7/07

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT 2008-2009 SCHOOL CALENDAR

2008

AUGUST	25	Monday	Opening Day for Teachers
	26	Tuesday	Teacher Workshop & Orientation for Gr. 6 & 9 Students ONLY
	27	Wednesday	Opening Day All Students
	28	Thursday	School in Session
	29	Friday	No School
SEPTEMBER	1	Monday	NO SCHOOL - Labor Day
	2	Tuesday	Schools Reopen - for All Students
OCTOBER	13	Monday	NO SCHOOL - Columbus Day
NOVEMBER	4	Tuesday	NO SCHOOL - Teacher Workshop Day
	11	Tuesday	NO SCHOOL – Veterans’ Day Observance
	26	Wednesday	Thanksgiving Recess – Early Release 11:30 Elem. & 12:05 MS & HS Dismissal
DECEMBER	1	Monday	School Reopens
	19	Friday	Winter Holiday Recess - School Closes at regular time
<u>2009</u>			
JANUARY	5	Monday	Schools Reopen - For All Students
	19	Monday	NO SCHOOL - Martin Luther King Day
FEBRUARY	16-20		NO SCHOOL Presidents’ Day & Mid-winter Vacation
	23	Monday	School Reopens
MARCH	20	Friday	NO SCHOOL - Teacher Workshop Day
APRIL	20-24		NO SCHOOL – Patriots’ Day & Spring Vacation
	27	Monday	School Reopens
MAY	25	Monday	NO SCHOOL - Memorial Day
JUNE	23	Tuesday	LAST DAY FOR STUDENTS & TEACHERS – If 5 Snow Days Are Used



DAILY SCHEDULES

MONDAY, TUESDAY, THURSDAY & FRIDAY

- 8:15am AM supervision on front yard
- 8:25am Entering bell for students
- 11:15am-12:00pm First lunch/recess: *Grade 2 and 4*
- 12:00pm-12:45pm Second lunch/recess: *Kindergarten & Grade 1*
- 12:45pm-1:30pm Third lunch/recess: *Grade 3 & Grade 5*
- 2:57pm Dismissal for students

WEDNESDAY SCHEDULE

- 11:00am-11:40am First lunch/recess: *Grade 2 & Grade 4*
- 11:25am-12:05pm Second lunch/recess: *Kindergarten & Grade 1*
- 11:50am-12:30pm Third lunch/recess: *Grade 3 & Grade 5*
- 12:45pm Dismissal for students



Buker School Telephone Directory

Main Office	468-5324
Buker Fax	468-5329
Nurse	468-5337
Safe Arrival Line	468-8400
Psychologist/ Adjustment Counselor	468-5348
Special Education	468-8339
Speech/OT/PT	468-8450
Kindergarten	468-8449
Grade 1	468-8441
Grade 2	468-8442
Grade 3	468-8443
Grade 4	468-8446
Grade 5	468-8448
Library/Technology	468-8447
Language Arts	468-5338
Art / Music	468-5349
Physical Education	468-4635
Custodians	468-8444
Kitchen	468-8470

In the event of an emergency, please contact the office at the main number: 978-468-5324.

District Website: <http://www.hw-regional.k12.ma.us>
Buker Website: <http://www.buk.hw-regional.k12.ma.us>

BUKER SCHOOL STAFF 2008-2009		8/20/08
POSITION	NAME	
Principal	O'Donoghue; Brian	
Kindergarten Classroom Teacher	Dupuis-Miller; Nichole	
Kindergarten Classroom Teacher	Page; Anne	
Grade 1 Classroom Teacher	Oliveira; Rebecca	
Grade 1 Classroom Teacher	Penniman; Linda	
Grade 2 Classroom Teacher	O'Shea; Kathy	
Grade 2 Classroom Teacher	Blanchard; Beth	
Grade 3 Classroom Teacher	Reed; Vanessa	
Grade 3 Classroom Teacher	Miller; Patti	
Grade 4 Classroom Teacher	Clemenzi; Chris	
Grade 4 Classroom Teacher	Mastrianni; Linda	
Grade 5 Classroom Teacher	Gambino; Carol	
Grade 5 Classroom Teacher	Mohan; Laurie	
Adjustment Counselor	Hughes; Kathy	
Psychologist	Goldberg; Leslie	
Art Teacher	Bailey; Jean	
Art Teacher	Johnson; Jacqueline	
Music Teacher	Chiott; Stefanie	
Phys. Ed. Teacher	Gomes; Alicia	
Integrated Media Specialist	Putnam; Gina	
Technology Teaching Assistant	Kerrigan; Kathy	
Reading Teacher	Lamothe; Gail	
Reading Teacher	Fleet; Melissa	
Language Arts Teaching Assistant	Marshall; Katie	
Language Arts Teaching Assistant	Doucette; Adrienne	
SPED Teacher	Birner; Karen	
SPED Teacher	Gilmore; Erinn	
SPED Teacher	Reynolds; Kali	
SPED Teacher	Kelley; Geraldine	
SPED Teaching Assistant	Crowther; Ashley	
SPED Teaching Assistant	O'Leary; Mary Jo	
SPED Teaching Assistant	Dupray; Sandy	
SPED Teaching Assistant	Haladyna; Denise	
SPED Teaching Assistant	Foley; Martha	
SPED Teaching Assistant	Young; Eileen	
SPED Teaching Assistant	Noviello; Christine	
SPED Teaching Assistant	Mitchell, Leah	
Speech	George; Holly	
Occupational Therapist	Clyse; Sally	
Nurse	Smith; Tammi	
Secretary	Petrou; Chris	
Cafeteria	Flint; Donna	
Cafeteria Manager	Blanchette; Lesley	
Head Custodian	Bourgeois; Joe	
Custodian	Norbaka; Bruce	
Crossing Guard	Preston, Alyson	
Noon Monitor	Painchaud, Sandy	
Noon Monitor	Crowley, Marcia	

EXPECTATIONS OF CONDUCT

Our school is an extension of the Hamilton-Wenham community. Students as well as adults are expected to conduct themselves in an appropriate manner at all times.

One of the primary goals of the Buker School Community is to create a positive interdependence of students through sensitivity, respect, open communication and consistent standards of behavior. It is our expectation that students will be able to conduct themselves in a safe, orderly, considerate manner throughout our school community. Please read and talk about our school code of conduct published inside the front cover of this booklet.

In the beginning of every school year each classroom, on the first day of the year, your child's teacher spends a considerable amount of time discussing and drawing up classroom rules and reviewing school-wide expectations of conduct. These rules and expectations are posted in each classroom. The faculty works with students to help them develop problem solving, negotiation, and conflict resolution skills. We continually reinforce the strategy of seeking adult assistance when students cannot reconcile differences.

Serious incidents of misbehavior shall be termed "Unacceptable". These include: stealing, obscene language or gestures, dangerous fighting, vandalism, destruction of property, and physical or verbal assault on another child or adult. These incidents will be brought to the immediate attention of the principal. The student will be brought or sent to the office.

Consequence: These may include in-school suspension, detention, conference with the child, parent, principal and/or teacher. In some cases, the child may be suspended from school for the following day and/or a specific behavior management plan will be developed with the child, teacher, parent and principal to assist the child in gaining control of his/her behavior. These cases will include repeated offenses of the above incidents.

STATE POLICY CONCERNING DISCIPLINE

a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall

state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the student's expulsion.

In addition, any school department personnel must report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act." Section 37, School Reform Bill.

SPECIAL EDUCATION DISCIPLINE POLICY

The IEP of every special needs student indicates why the student is or is not expected to meet the regular discipline code and if not, what modification of the code is required. If a modified discipline code is necessary, it is described in the Individualized Education Program (IEP). In the event that a special needs student is suspended for more than ten (10) days in a school year, the IEP is reviewed to determine the appropriateness of the student's placement in the program. Suspension is defined as any action which results in the removal of a student from the program prescribed in his/her IEP. The term includes in-house suspension as well as any exclusion from transportation services, which prohibits the student's participation in his/her prescribed program.

The suspension policy is:

If the TEAM determines that the student's misconduct is related to a disability, an inappropriate Special Education Placement, or an IEP not fully implemented; the student is not suspended and the Plan is modified with the help of parents or special education personnel and school officials. Following parental approval, the student is placed immediately in the new program.

If the TEAM concludes that the student's misconduct is not a result of a disability or the result of an inappropriate special education placement and that the original IEP was fully implemented:

a. An amendment to the IEP is developed and implemented to assure the student's access to special education services during the suspension.

b. The original IEP is modified to meet long-term plans (including discipline code expectations) designed to assure the student's continued participation in an educational program.

If suspension results in absence for more than ten (10) days in the school year, immediate written notification of the suspension and a request for approval of an alternative plan must be submitted to the Division of Special Education with a copy sent to the student's parents. Parents have the right to accept or reject this component of the IEP.

BUILDING SAFETY

General rules of safe conduct are established in our school and reviewed often by teachers. Parents are urged to remind their children of the importance of safe practices when traveling to and from school. In addition, parents can help promote the safety of their children by:

- teaching their children to be able to give their name, address and telephone number
- teaching them to use discretion in accepting rides
- calling for children at the main office whenever picking them up
- keeping dogs away from school grounds and bus stops

The Friends of Buker and the District fund a web-based communication system, **ConnectEd**, that includes simultaneous phone calls to designated phone numbers. We use ConnectEd for emergency snow days, delayed openings and important reminders. It is critical that you provide accurate and up-to-date phone numbers to the office.

BULLYING

- * Being a bully is not permitted in school.
- * Sometimes bullies say mean things like teasing too much or calling kids or their friends and family nasty names.
- * Sometimes bullies do mean things like hitting kids, pushing them, making rude gestures or touch kids in a way that they don't want.
- * If you think someone is being a bully to you or to one of your friends, tell them to stop and then walk away.
- * If the bully won't stop, tell one of the adults in school.
- * You can tell any adult in school you like.
- * When the adult hears about your concern, the adult will try to solve the problem.
- * If the adult cannot solve the problem right away the adult will talk with the Principal.
- * Many concerns can be resolved by an adult or the Principal pretty easily.
- * Sometimes, however, concerns are more serious. There may be some discipline for the bully and parents may be called.

- * The bully is not allowed, however, to try to get back at you for telling your concerns to an adult; if that happens, tell an adult again right away.
- * It is important to us that our elementary schools are safe and caring places for all our students and that both students and the adults behave in a courteous and respectful way with each other.

PLAYGROUND RULES

- ♥ Be kind and considerate of others when on the playground.
- ♥ Share space with others.
- ♥ Respect Recess Supervisors and follow their directions.
- ♥ No kicking, pushing or shoving.
- ♥ No fighting -- anywhere at school!!!
- ♥ Touch football only -- no tackles.
- ♥ No slide tackles in soccer.
- ♥ Return all playground equipment to the classroom's recess bag.
- ♥ Share equipment with as many students as possible.
- ♥ Only one person on the slide at a time; sliding down in seated position.
- ♥ Balls cannot be kicked or thrown against the building.
- ♥ Climbing structures used at recess only, not before school.

ABSENCES, TARDINESS AND DISMISSAL

The Buker School maintains a **Safe Arrival Program**. We ask parents to call **978-468-8400**, if you know your child is going to be absent or tardy. This phone number is connected to an answering machine with a message asking that you leave your child's name and teacher name. If your child is absent and we have not heard from you, we will call you to check on the safety of your child. If there is no answer at the home phone, the child's emergency card will be used to contact a working parent. Please keep the office updated with cellular telephone numbers and the like.

A student arriving at school after the start of the day (8:25 a.m.) reports to the office upon arrival. Students who do not arrive at school until after 11:15 a.m. will be considered absent for the day. Students who are absent for 5 consecutive days due to illness will require a doctor's note before returning to school.

For your child's safety, anytime a child's dismissal plans change from the regular routine, parents must send in a note to the classroom teacher informing them of the student's dismissal, whether it be a bus or walking plan change.

All visitors, including parents, should use the front door entrance and report to the office upon entering the school building to sign in and wear a badge for identification purposes. This will allow us to locate you if an emergency arises.

Early Dismissal

Any student dismissed during school hours must be picked up by their parents or parent designee at the school's office. Parents picking up students during school hours may park in the designated areas. Please do not park in the fire lanes. Please send a note to your child's teacher indicating early dismissal. Students will be considered absent for the day if they are dismissed before 11:15 a.m.

Picking Up Students At Dismissal

Parents picking up students at the end of the day should use the School Street exit. To alleviate any congestion, there is a moving pick-up line for parents who wish to remain in their cars. Your child will be placed in your car as the line moves up School Street. If you wish to park and pick up your child, please use the School Street parking lot and walk to the duty teachers to meet your child. Children will not be allowed to cross School Street without a parent meeting them on the Buker side of School Street.

We appreciate your cooperation by respecting these guidelines and helping us maintain safe and orderly pickup at all times.

EMERGENCY DISMISSAL

If it is necessary to dismiss school earlier than scheduled due to unusual weather conditions or other unforeseen emergencies, students will be sent home. As a precaution, parents are encouraged to work out an emergency plan with their children. No child will be allowed to go home to an empty house. **The principal will contact parents with a ConnectEd phone call.**

ConnectEd is an effective procedure to inform parents of an emergency dismissal. Please do your part and follow through so that all children will be safe. If there is ever a change in a home, work or cell phone number, be sure to contact the school office so the appropriate changes can be made.

CRISIS PLAN

As adults in a school and community setting, we help young people cope with painful losses and events that are a part of life. We help students heal and guide them through difficult times. We also must be prepared to deal with emergency situations.

When a crisis occurs, it can have devastating consequences for individuals, families, neighborhoods, schools and the community at large. The best response to a crisis is to be prepared before the crisis strikes with a well thought out plan of action and in integrated response. As schools are often the "hub" of communities, the school's response to a crisis may set the tone for the community's response as a whole. If handled calmly, responsively, and thoroughly, the crisis may even serve as a unifying force. Each school in the Hamilton-Wenham Regional School District has a "Crisis Action Plan" in place in the case of an emergency or other crisis.

DELAYED OPENING PROCEDURES

Based on weather and road conditions in both communities of Hamilton and Wenham, the Superintendent of Schools will determine by 6:00am whether to declare a delayed opening for that school day. The Superintendent will use ConnectEd to make phone calls to staff and parents regarding a delayed opening of school. A delayed opening means that school will start 2 hours later than usual. Students should arrive at school no earlier than 10:15am, they will follow the schedule of the day and be dismissed at the regular time.

NO SCHOOL ANNOUNCEMENTS

It is the policy of the Hamilton-Wenham schools to cancel classes only in case of extreme weather conditions or emergencies. Parents are urged to use their own judgment concerning their child's attendance at school on storm days.

Cancellation of the school day will be announced as follows:

<u>ConnectEd</u>	The Superintendent will use ConnectEd to make phone calls to staff and parents regarding school cancellation.
<u>Radio</u>	Announcements of school cancellation will be broadcast on radio stations WESX (1230), and WBZ (1030) between 7:15am and 7:30am.
<u>Fire Whistle</u>	The No-School Signal is given in Hamilton at 7:00am with a 2-2-2 signal and in Wenham at 7:00am with a 2-2-2- signal.
<u>Cable</u>	Hamilton-Wenham local Channel 10 is notified of any cancellations or delays.
<u>TV</u>	Boston Channel 4, Channel 5 and Channel 7

EMERGENCY DRILLS

In keeping with state regulations, fire drills are conducted regularly in each school under the supervision of the building principal. Procedures are posted in each classroom or teaching area. A program on fire safety is provided in the schools by the local fire departments.

To provide fire engine access to our school in case of an emergency, we are asking parents/visitors not to park in the bus lanes located in front of the building.

We also practice lockdown drills and evacuation procedures periodically with the children to safeguard them in the unlikely event of a crisis situation.

TRANSPORTATION

With a very high percentage of the school's students being bussed, transportation becomes an important and time-consuming facet of the school. Student safety is the number one priority in the transportation of your child.

Behavior on the bus must be acceptable at all times. This is important to assure the safety of ALL bus passengers. Disruptive behavior can lead to the suspension of bus-riding privileges. We encourage you to help your child exhibit good bus-riding practices at all times, including a regard for all other riders.

If your child is to be transported on a bus other than his regular bus, we must have a note to that effect. We will then issue a bus pass. Bus passes are only given out if the bus in question is not overcrowded and if we have a note from a parent stating the change.

BUS RULES

- Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver, if such assignments have been made.
- Once seated, students should remain in their seats until the bus has reached its destination.
- Loud and/or profane language, or inappropriate conduct shall not be tolerated.
- No windows or doors will be opened or closed except by permission of the driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- Students are to obey the directions of the bus driver and will identify themselves correctly when requested.
- There is to be no lighting of matches or smoking on the bus.
- Eating on the bus is not allowed.
- Students are not to throw objects on the bus or out of the windows.
- Students are not allowed to bring walkmen, iPods, or hand-held electronic games.
- Students shall not put their hands or their heads out of the windows.
- Students are responsible to arrive at the bus stop on time.
- Littering the bus is unacceptable. Any damage to the bus caused by a student will result in reimbursement to the bus company.
- Students are not to stand in the stairwell of the bus.
- Any incident of disruptive behavior will be reported to the principal. Parents will be notified.
- A second instance would result in at least a two-week suspension of bus privileges and requires that the parents and student appear before a subcommittee on busing policy.

BICYCLE PERMISSION

Children in grades four and five only are allowed to ride their bicycles to Buker School. All children under 12 years of age must wear a helmet according to Massachusetts State Law. Students should ride bikes with the flow of traffic. A bike rack is provided for student use. The school cannot be responsible for lost or stolen bicycles. Children should not ride bicycles in rainy, icy or snowy weather. Parents are responsible for the safe operating condition of their children's bicycles. Youngsters who ride to school should be reminded that riding bicycles on the playground is not allowed. Improper use of this privilege will result in its suspension.

Hamilton-Wenham Regional School District
Recommendations for Bicycle Safety
Approved 4/27/00

The Hamilton-Wenham Regional School District, its administrators and staff wish to recommend that students, within the Hamilton-Wenham Regional School District and their parents/guardians, consider the following suggestions for Bicycle Safety should the student and his/her parents/guardians opt to have the student ride a bicycle to and/or from school:

- * **BIKE PLAN** – It is recommended that parents/guardians and students prepare a bike plan outlining the route that the child may take to and from school. It is recommended that the student and parent/guardian write out a bike plan that may minimally include the streets to be traveled to and from school. The bike plan, if the student and parent/guardian decide to follow this recommendation, could be kept by the parent/guardian and periodically reviewed for safety.
- * **SAFETY TIPS** – Helpful general safety and bicycle safety tips and suggestions are circulated by the Hamilton and Wenham Police Departments and the School District. It is recommended that students and their parents/guardians consider reviewing these safety tips. These safety tips often address issues involving the proper use of a bicycle helmet, where one can safely (and legally) ride a bicycle, how to properly cross a street, and proper bicycle maintenance.

It must be remembered that riding a bicycle can be very dangerous, and that the best way to avoid any accidents is for the student to plan out a bicycle route to and from school with a responsible parent/guardian, adhere to all traffic laws, and to follow any general recommended safety tips for a safe and enjoyable ride.

The Hamilton-Wenham Regional School Committee, the administrators and the staff hope that the above suggestions and recommendations are helpful and remind each student and parent/guardian that bicycle safety is up to you.

WALKERS

The crossing guard on Perkins Street is provided for the safety of your children walking to and from school. Children are encouraged to walk in small groups whenever possible. If your child is walking home with another student, to the library or playing field, a note must be sent in to the teacher, so a walker's pass may be issued. Please remember students may not ride Razors, motorized scooters or use Rollerblades as transportation to or from Buker School.

HEALTH SERVICES

The Hamilton-Wenham Public Schools share with the parents of our community a deep concern for the health and well-being of its children. How well our children will be able to meet their new opportunities and responsibilities which they face in the years ahead will depend on a large measure of their physical vitality as well as intellectual capabilities. Your child's health status is determined through the modalities of observation, screening tests, (vision, hearing and postural), measurements (height and weight) as well as medical, dental, and psychological evaluations.

All children in grades K-5 are screened for visual and auditory problems during each school year and any problems are reported to parents. In addition, parents may request that the school nurse do further screening during the school year if they feel that their children may have impairment in vision or hearing.

Physical examinations are required for all children prior to entering school and in grade 4.

The school nurse is your child's advocate. There are many opportunities for individual and informal health guidance offered in the course of a school day. Her role is to work in collaboration with you, the parents, and with others in the school system and in the community to foster good and wholesome health practices.

You may call the health office at any time to check on the well being of your child or to voice concerns that may arise. If your child has a fever or symptoms which would interfere with normal classroom functioning, please make arrangements to keep him/her out until the child is able to perform in the classroom. We are here as a team to provide a safe, healthful, and wholesome environment in which your child can experience growth and vitality each and every day.

MEDICATION

In accordance with the Massachusetts State Law governing the administration of medications in schools, all medicines must be accompanied by a written doctor's order, including all over-the-counter drugs (e.g. cough syrup). **All requests for the dispensing of medications must be directed to the school nurse.** In those situations where it is necessary for medication to be given on a regular basis at school, the medicine should be brought to school in a prescription bottle by a parent. The container should be labeled with the name of medication, the amount to be given, the time to be given, the expiration date, if any, and the physician's name. The parent will also be asked to sign a permission form authorizing the school nurse to administer the medication.

It would be helpful for us to know of any serious accidents or operations or of any medicine administered at home which might affect a student's performance at school. In addition, **it is important that the school be informed about children with allergic reactions so that proper action can be taken if the need arises.**

NON-SMOKING POLICY

State law prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel.

LUNCH PROGRAM

Lunches, milk and/or juice, or milk and juice separately, can be purchased in the cafeteria at lunchtime. Payment is due daily. Cost of School Lunch is \$2.50. Lunch tickets are sold every Friday morning in the cafeteria, in sets of 20. **Checks for \$50, made payable to HWRSD Food Service**, should be sent in with your child to receive the tickets. No child will ever go without lunch.

Children may also bring a lunch and or drink if they wish. No glass containers or carbonated beverages are allowed.

Menus are also posted in the office and classrooms as well as being published in the Hamilton-Wenham Chronicle and on our website. Lunch prices are set by the District Cafeteria Manager at the beginning of each school year, or at other times when necessary.

Two items are available on the menu. For this school year, full lunch is \$2.50, milk or juice separately is .50 cents. **Free and reduced-rate meals** are available to any students who qualify under United States Department of Agriculture guidelines. We strongly encourage any parent who feels his or her income falls within the U.S.D.A. guidelines to apply for this program for his or her children. Applications are available at the principal's office at any time during the school year

and online. If you have any questions regarding the Free and Reduced-Price Lunch Program, please contact the Food Service Director, Catherine Donovan at 468-5327.

NUTRITIOUS SNACKS should be sent in daily with your child, for consumption in the morning, at a time convenient to the teacher, coupled with a brief recess.

DRESS RECOMMENDATIONS

It is expected that students will take pride in their personal appearance. Fads in dress, hair and makeup sometimes tempt students to persuade their parents that "all the kids are doing it." Student dress should be within reasonable limits and should not be extreme. Personal appearance, dress or grooming must not disrupt the education process or threaten the health or safety of any individual. Specifically:

- ◆ Sneakers must be worn on days when Physical Education is scheduled.
- ◆ No clothing or jewelry may be worn that causes disruption or disorder within the school.
- ◆ It is not appropriate to wear clothing to school that is designed for beach wear (belly shirts, spaghetti strap tank tops, halter tops, flip flops).
- ◆ No hats, bandanas or caps will be allowed within school buildings.
- ◆ Winter clothing and footwear should be appropriate to weather conditions since children play outdoors during morning and lunch recesses.
- ◆ Please label clothing such as jackets, sweater, raincoats, and hats, and other belongings; i.e. lunch boxes, boots, sneakers, etc. Labeled items are more easily returned if lost.
- ◆ Apparel with "double meanings", are inappropriate for school wear such as concert T-shirts depicting illegal or anti-social behavior and buttons or pins with profane or vulgar words.
- ◆ Parents will be notified by the principal if student's clothing does not meet school expectations.

LOST AND FOUND

A "Lost and Found" area is maintained outside our school gymnasium where articles are kept for a reasonable period of time before being donated to charity. Students are responsible for their belongings and can check the lost and found at lunchtime. We suggest that you label all of your children's clothing and items being brought to school. Unclaimed items will be donated to shelters at each school vacation. Items left on buses will be returned to Winthrop School.

CHILDREN AFTER SCHOOL

At times, children are kept after school for conferences, extra help, or to complete work not finished during the school day. These sessions are arranged in advance, so that parents can plan accordingly.

CLASSROOM AND LIBRARY BOOKS AND PROPERTY

Books are loaned to students with the understanding that if they are lost or damaged it is their responsibility to replace or pay for them. Persons who mark or destroy school property must pay for the cost of any repairs.

THE FRIENDS OF BUKER

The Friends of Buker is our parent volunteer service organization. The purpose of the Friends is to supplement the educational process with additional resources such as sponsorship of volunteer programs, materials and direct financial support. Activities of the organization are intended to facilitate more and closer communication between the home and school. The Friends, through hard work and interest, provide our school with funds and added programs. Friends of Buker has a strong volunteer program. A survey is distributed at the beginning of each school year asking for volunteers. Please contact Lindsey Strong, President, at lindsey.strong@comcast.net, if you are interested in helping with the wonderful work this group does for Buker School. The meetings are held monthly.

THE BIRTHDAY BOOK CLUB

The Friends of Buker School has a Birthday Book Program to improve the quality and quantity of the books in the school library. Parents, grandparents, aunts, uncles, etc. can celebrate their child's birthday by donating a book to the Buker School Library. Each book will have a bookplate with your child's name and

birthdate. If you would like to donate a book, simply bring it to the Buker Library. For those with summer birthdays, please note a Birthday Book is welcome anytime during the school year, and as an on-going reminder of the program, Birthday Books will be gratefully acknowledged in the weekly parent's newsletter.

The new book can be hardcover or paperback [we prefer hardback books for durability], your child's current or past favorite, a recently published title, or even a reference book. The following books are especially welcome:

- Biographies of American patriots, women, artists, musicians, scientists or sports figures
- History books
- Books that teach students to draw
- Books about animals: especially individual animals and endangered species
- Books about the fine arts
- Plants
- Space, the planets, the stars, and the universe
- Social studies books about regions of our country or other countries and cultures

Besides the obvious benefit of increasing the literature available to our children, this program provides an opportunity to heighten our children's interest in their Library, in books and in the life-enriching skill of reading.

We hope that many of you will support and participate in this educational program.

HOMEWORK GUIDELINES

We believe that homework is an important way for students to reinforce skills, develop proper study habits and support our efforts to create life-long learners.

How much time and what kinds of assignments can be expected?

Kindergarten: minimal, based on teacher and parent judgment of student needs; may include bringing items to school and/or sharing projects

Grade One: 15 minutes, four nights a week; may include Foundations paper and books, collecting items, or sharing projects

Grade Two: 20-30 minutes, four nights a week

Grade Three: 30-40 minutes, four nights a week

Grade Four: 30-60 minutes, four nights a week

Grade Five: 40-60 minutes, four nights a week

Grades Two, Three, Four and Five: Assignments may include language arts, (writing, word study, journal), math drill, problem solving and practice, studying for tests/quizzes, and long-range projects/reports.

Elementary teachers believe that reading is essential for life-long learning. It is recommended that elementary students read 30 minutes each night on their own, and/or with parents, as part of reading expectations planned by teachers.

MCAS TESTING

The Massachusetts Comprehensive Assessment System (MCAS) was designed to meet the requirements of the MA Education Reform Law of 1993. The law specified that the testing program must test all public school students in Massachusetts, including student with disabilities and/or students with limited English proficiency and be administered annually in at least grades 3, 4, 5, 8, 10 in various content areas. The performance of individual students, schools, and districts is reported. MCAS testing provides a measure of accountability for students, schools, and districts (for example, as of 2001, grade 10 students must pass the grade 10 tests as one condition of eligibility for a high school diploma)

MCAS Test Schedule for 2008-2009

Grade 3 Reading Test

March 30-April 14, 2009

Grade 4 English Language Arts Composition Test

March 31, 2009 (Make-up date: April 7, 2009)

Grade 4 / 5 English Language Arts

March 30-April 14, 2009

Grade 3 / 4 / 5 Mathematics

May 11-May 28, 2009

Grade 5 Science and Technology/Engineering

May 12-May 28, 2009

Grade 5 History and Social Science

May 13-May 28, 2009

SPECIAL EDUCATION

Special Education Laws, Massachusetts Chapter 766 and Federal P.L. 99-142, provide for all children ages 3-21 the right to an appropriate education through their local public school system.

The Hamilton-Wenham Regional School District offers a variety of programs and services to students ages 3-21 who have disabilities. Our special education programs provide for the maximum possible development of students in the least restrictive environment. Special education services and support are provided in the regular classroom through the collaborative efforts of a special education teacher and the classroom teacher whenever possible. Most children with disabilities progress faster academically and are less socially isolated when they remain with their peers in the regular classroom setting. Special classes, separate schooling, or the removal of the child from the regular education environment occurs only when the nature of severity of the disability is such that the educational needs of the child cannot be met in the regular classroom.

Emphasis is placed on early recognition and correction of student problems. The school system is required to screen all kindergarten entry level children to assess weaknesses in skill areas, and in addition, has the responsibility to notify the parents of three or four year olds that their children are eligible for the screening program.

Request for an evaluation may be made by parents, teachers, or other staff at any time to determine the presence and nature of special needs.

Subsequent individual programs, if needed, are then planned in collaboration with specialists, parents, the pupil's teacher, and other persons whom the parents and/or specialists wish to involve.

Title VI/Section 504 of the Rehabilitation Act*

The Hamilton-Wenham Regional School District recognizes its responsibilities under the federal statutes of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to prohibit discrimination against handicapped individuals on the basis of their handicap.

The definition of a handicapped person is the following: any individual who has a mental or physical impairment which substantially limits one or more of major life activities; has a record of such an impairment; or is regarded as having such an impairment. A major life activity for students is participation in activities and learning opportunities at school.

The policies of the Regional District are non-discriminatory in their employment practices for staff and reasonable accommodations are made to provide access to school meetings and functions for handicapped parents. No discrimination against any person with a handicap is knowingly permitted in any of the programs and practices of the school system.

*As cited in the Hamilton-Wenham Regional School District Civil Rights Booklet (revised 4/3/01).

A complete Section 504 policy statement is available upon request from each principal (Buker School Principal/ Brian O'Donoghue) and/or the Student Services Chairperson/Leslie Goldberg).

Section 504 Coordinators

Section 504 District Coordinator:
Dr. Marinel McGrath/Superintendent 468-5310

Section 504 Building Coordinators:

Buker Elementary School: Brian O'Donoghue 468-5324

Non-Custodial Parents

According to state regulations pertaining to student records, a "parent" is defined as a student's father, mother, or a person or agency legally authorized to act on behalf of a student in place of or in conjunction with the student's father, mother, or guardian. The regulations further indicate that a "non-custodial parent" is any parent who by court order does not have physical custody of the student.

As a general rule, and excluding certain explicit regulatory exceptions, no third party shall have access to information in or from the student's record without the specific, informed written consent of the student or parent.

However, a "non-custodial parent" may have access to a student's record, provided that the non-custodial parent submits a written request to the school principal, including accompanying documentation for such access on an annual basis, and that such access is not legally prohibited.

In relevant part, the regulations indicate that a non-custodial parent is eligible to obtain access to the student record unless any one of the following events have occurred:

The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

The parent has been denied visitation or has been ordered to supervised visitation, or

The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or subsequent modification) specifically allows access to the information contained in the student record.

In the event that the non-custodial parent is not prohibited from accessing a student's record due to any of the circumstances enumerated above, the regulations further require the non-custodial parent to submit a written request for such access to the school principal on an annual basis. Said request must indicate that the non-custodial parent continues to be entitled to unsupervised visitation with the student, and is eligible to obtain access to the student's record.

A non-custodial parent's initial request must include the following documentation:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth ordering that the student records be made available to the non-custodial parent, and
2. An affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

Upon receipt of the non-custodial parent's request for access (Both initially and annually) the school district must notify the custodial parent "immediately" by certified, first class mail in the primary language of the custodial parent. The notice must state that the non-custodial parent will be granted access to the student's records within twenty-one (21) days, unless the custodial parent provides the district with documentation barring such access for any reason as set forth by state law.

Additionally, in the event that records are provided to a non-custodial parent, the address and telephone number of the student and the custodial parent must be deleted from the copy provided to the non-custodial parent, but must not be removed from the original, as this would constitute an unauthorized amendment of the student's official record. Furthermore, the records provided to the non-custodial parent must indicate that said records shall not be used to enroll the student in another school.

In the event that a principal, who has begun to provide information from a student's record to a non-custodial parent, is subsequently provided with documentation prohibiting a non-custodial parent's access to a student's record, the principal shall "immediately cease" providing the information, and shall notify the requesting parent accordingly.

Records Request

Only authorized personnel have access to information in a student's record. Written consent of the parent, or legal guardian, is required for school records to be released for any purpose. At any time, a parent, or legal guardian, may add relevant information to the student record or make a request to the principal to amend or delete information. If a parent or legal guardian wishes to review a student's records, contact the building principal. A "Request to Transfer Students Records" to another school must be done in writing. Please contact the principal if you have any questions.