

**BECKET WASHINGTON
SCHOOL
STUDENT AND FAMILY
HANDBOOK
2006-2007**

September 5, 2006

Dear Parents and Guardians:

This is your ***Becket Washington School Handbook***. It tells you almost everything you need to know about our rules and procedures. Please read it with your child and sign below. Your signature does not indicate that you agree with everything. It only tells us that you have received the handbook and have read it. Thank you for returning the portion below on or before **September 15, 2006**.

By removing this outer cover, you will be able to cut off the reply slip to return to your child's teacher and save the back cover for easy reference.

Sincerely,

Laura J. Dumouchel

Laura Dumouchel, Principal

I have received and read the 2006-2007 Becket Washington School Handbook.

Parent signature: _____

Student signature: _____

Print student name and grade: _____

Becket Washington School Student and Family Handbook

Where We Celebrate Childhood Through
Education

2006-2007

12 Maple Street
Becket, MA 01223
413-623-8757

www.cbrsd.org/becketwashington/

Mission Statement

Education is the release of each child's potential. Becket Washington School is committed to providing a supportive environment that will encourage the academic, social, emotional, creative and physical development of each student. Our goal is to define and develop interpersonal skills and encourage the individual talents of children to provide them with tools necessary to become contributing members of society.

September 5, 2006

Dear Parents and Guardians:

This handbook has been prepared for your convenience and information. We urge you to read each item and cooperate with us in carrying out the various policies and regulations stated in it. Please read it now, and put it in a place that is easy to find. Refer to it often. Thank you for your support. We look forward to an educationally rewarding and safe year.

Sincerely,

Laura J. Dumouchel

Laura Dumouchel, Principal

Contents and Index

| | |
|--|-----------|
| Administration and Frequently Called Phone Numbers | 3 |
| Appropriate Dress – General | 5 |
| Appropriate Dress – Physical Education | 5 |
| Attendance | 5 |
| Band | 6 |
| Behavior – Four Steps to Conflict Resolution | 7 |
| Behavior/ Discipline | 6 |
| Bus Rules | 6 |
| Becket Washington School Staff | 3 |
| Cafeteria Rules | 7 |
| Calendar | 12 |
| Child Abuse | 7 |
| Classroom Visitation | 7 |
| Communication with Teachers | 7 |
| Gum | 7 |
| Health | 8 |
| Homework Policy and Procedures | 8 |
| Library | 8 |
| Lost and Found | 8 |
| Lunch and Breakfast | 9 |
| Parent Teacher Organization | 4 |
| Party Invitations | 9 |
| Picking Your Child up After School | 9 |
| Picking Your Child up Early | 9 |
| Placement | 9 |
| Playground Rules | 9 |
| PUBLIC NOTICE REGARDING DIRECTORY INFORMATION – PLEASE READ | 11 |
| Radio and TV Stations for School Closings and Delays | 11 |
| Reading | 10 |
| Report Card Schedule | 4 |
| Retention | 9 |
| School Committee Representatives | 3 |
| School Council | 4 |
| School Hours | 4 |
| School Improvement Plan | 5 |
| Sex Education | 10 |
| Smoke Free | 10 |
| Snow Day Information | 3 |
| Snow Days | 10 |
| Student Health Insurance | 10 |
| Student Records | 10 |
| Toys/ Valuables at School | 10 |
| Volunteers | 11 |
| Ways You Can Help our School | 10 |

All children, regardless of race, color, religion, national origin, sex or handicap have the right to attend schools in Central Berkshire Regional School District. For children identified as having special needs, services will be provided within the regular classroom unless the nature and severity of the disability warrant otherwise.

The Central Berkshire Regional School District does not discriminate on the basis of race, color, religion, national origin, sex or handicap. We are an equal opportunity employer.

Information follows on staff, important phone numbers and organizations within the school. After that there is an alphabetical listing of subject matter regarding rules, procedures and policies.

Becket Washington School Staff 2006- 2007

| | |
|-----------------------|-------------------------|
| Principal: | Mrs. Laura Dumouchel |
| Nurse: | Mrs. Laurie Blore |
| Preschool: | Mrs. Luanne Mears |
| Kindergarten: | Mrs. Shelly Grogan |
| Grade 1: | Mrs. Colleen McCasland |
| Grade 2: | Miss Charlene Steele |
| Grade 3: | Mrs. Mary Kay McCloskey |
| Grade 4: | Mrs. Patricia Robie |
| Grade 5: | Mrs. Shannon Griffin |
| Resource: | Miss Judith Ross |
| Physical Education: | Mrs. Mary Johansmeyer |
| Art: | Miss Diane Mariano |
| Music - General: | Mrs. Mary Gray |
| Music - Instrumental: | Mrs. Melissa Campbell |

Resource Providers

| | |
|--------------------------------|----------------------|
| Reading Teacher: | Mrs. Laura Dumouchel |
| Physical Therapist: | Mrs. Carol Link |
| Occupational Therapist: | Mrs. Jeanene Testa |
| Speech and Language Therapist: | Ms. Wendy Nickerson |
| Guidance Counselor: | Mrs. Valerie Welts |

Support Staff

| | |
|------------------------------------|--------------------------|
| Secretary | Mrs. Lisa Grogan |
| Head Custodian | Mr. Devin Galeucia |
| Night Custodian | Mr. Robert Sacchetti |
| Head Cook | Mrs. Joyce Andrews |
| Cook | TBD |
| Preschool Paraprofessionals: | Mrs. Brenda Kostyun |
| | Mrs. Tina Massaro |
| EPSP Kindergarten Paraprofessional | Mrs. Raylene Spencer |
| Special Needs Paraprofessionals | Mrs. Antoinette Benham |
| | Mrs. Connie Southard |
| | Mrs. Catherine Marszalek |
| | Mrs. Edith Jones |
| | Mrs. Melissa Tarjick |
| Resource Paraprofessional | Mrs. Susan Pease |
| Library Paraprofessional | Mrs. Marieanne Clark |
| Title I Paraprofessional | Mrs. Dolores Farrell |

Administration and Frequently Called Phone Numbers

| | |
|-----------------------------|--------------------------------|
| Becket Washington School | 623-8757, 684-6161 |
| FAX | 684-0292 |
| Superintendent, CBRSD | Dr. Donna Harlan 684-0320 |
| Associate Superintendent: | Mr. James Stankiewicz 684-0320 |
| Pupil Personnel Services: | Ms. Pam Kenyon 684-2266 |
| Business Manager: | Mr. Robert Tensel 684-0320 |
| Food Services: | Mrs. Rose Goddard 684-1307 |
| Central Office | 684-0320 684-0325 |
| 254 Hinsdale Road | |
| P.O. Box 299 | |
| Dalton, MA 01227-0299 | |
| DSS (Dept. Social Services) | 236-1800 |
| Dufour, Inc. (Bus Company) | 655-8122 |

Snow Day Information will be available at 623-8757 after 6:30 a.m. If it is after that time and there is no recording of a snow day, please assume that school is in session.

School Committee Representatives

| | |
|-------------|-------------------------------|
| Becket: | Mr. Philip Connor – 623-5899 |
| | Open position |
| Washington: | Mrs. Joann Shugrue – 623-2361 |

Parent-Teacher Organization

Parents and guardians are encouraged to attend the PTO monthly meetings to have an active say in what goes on in the school and with your children's education. The PTO funds classroom supplies, field trips and special events in the school. It sponsors a Book Fair, Spaghetti Dinners, Ice Cream Socials and many other community- building programs. Meetings are scheduled for 10/11, 11/8, 12/13, 1/10, 2/7, 3/14, 4/11, 5/16, and 6/13. You may contact PTO Officers by leaving a message at school, 623-8757, or contacting them directly.

| | | |
|---------------------------|-------------------|---|
| Co-chairs: | Lisa Guthrie | 623-5088 |
| | Cynthia Grippaldi | email: cynthiag@cetonline.org |
| Treasurer: | Cathy DeFoe | 623-5642 |
| Secretary: | Joan Torchia | 623-6163 |
| Holiday Store Coordinator | Toni Garland | 623-6187 |

School Council

The School Council is an advisory body composed of teachers, parents and community members to advise the principal in identifying the educational needs of the students attending the school, review the annual school budget, and prepare a school improvement plan. You can nominate yourself or someone you know for election to the School Council.

Meetings will be held at 3:00 on the following Thursdays: 10/19; 12/21; 2/15; 4/26.

School Hours

| | |
|-----------------------------|-------|
| Bell rings. Students enter. | 8:25 |
| A.M. Session begins | 8:30 |
| AM Session ends | 11:30 |
| Lunch grades K - 2 | 11:35 |
| Lunch grades 3-5 | 12:05 |
| Recess grades K - 2 | 12:05 |
| Recess grades 3 - 5 | 11:35 |
| PM Session begins | 12:40 |
| PM Sessions ends | 2:45 |
| Dismissal | 2:50 |

When the 8:25 bell rings, children should be at school, ready to start the day. Do not drop your children off at school before 8:15, as there is no supervision and we cannot be responsible for unsupervised children.

Calendar: school year 2006-2007 Please see back cover.

Report Card Schedule

In order to ensure uniformity for registers and report cards, the following quarter schedule will be used for the 2005 - 2006 school year. Deviations from this report card schedule for special reasons (computer processing) are possible.

Quarters and Report Cards for 2006-2007

| | |
|----------------|-------------------------|
| First Quarter: | September 5- November 9 |
| Report Cards: | November 15 |
| Days: | 46 |

| | |
|-----------------|--------------------------|
| Second Quarter: | November 13 - January 26 |
| Report Cards: | January 31 |
| Days: | 46 |

| | |
|----------------|-----------------------|
| Third Quarter: | January 29 - April 13 |
| Report Cards: | April 25 |
| Days: | 49 |

| | |
|-----------------|--------------------|
| Fourth Quarter: | April 23 - June 22 |
| Report Cards: | June 22 |
| Days: | 44 |

School Improvement Plan - School Year 2006-2007

Goal #1 Results of the 2005 MCAS indicated we had no failures, a 12% Advanced and 65% Proficient rate in the 4th grade ELA and an 89% Proficient rate in the third grade reading test. We will continue to aggressively address language arts proficiency consistent with the Massachusetts Curriculum Frameworks to keep as many students in the Proficient and Advanced categories as possible. We will strive to keep a 0% failure rate.

Goal # 2-Results of the 2005 MCAS indicated we had no failures, a 29% Advanced rate and a 65% Proficient rate in 4th grade mathematics. We will continue to aggressively address math proficiency consistent with the Massachusetts Curriculum Frameworks to keep as many students in the Proficient and Advanced categories as possible. We will strive to keep a 0% failure rate.

Goal 3- We will provide opportunities for interaction between the school and parents and between the school and the Becket and Washington communities.

Goal #4 – We will concentrate and direct our energies toward enhancing science skills and knowledge.

If you wish a more complete School Improvement Plan including Methods of Attainment and Assessment, please call the school and it will be sent home to you.

Appropriate Dress - General

- Children should dress in consideration for weather conditions. Each child should dress in a manner that is appropriate for a school setting, remembering that school is a child's place of business.
- It should be assumed that we will have outdoor recess and the children should be prepared. In colder or snowy weather, children should come to school with warm jackets, boots, mittens, and a hat, all labeled
- Special attention should be paid to footwear. We ask that children wear shoes that are securely fastened to the feet with straps, ties or buckles so that we don't have accidents. **Flip-flops, backless sandals, and high heels are inappropriate for school, and sometimes disqualify a child from participating in an educational activity. Socks should always be worn.** We ask special consideration, when buying new shoes, that you try not to get the kind with black soles that scuff our floors.
- We do not wear hats or other headgear in school.
- Clothing which exposes undergarments or personal body parts, the midriff or the very top of the thigh, is not considered appropriate dress for school.

Appropriate Dress - Physical Education

Grades K - 5 have Physical Education twice a week, on Wednesdays and Fridays. Mark your calendars so that you know on which days your child will have to dress for physical education. There is no time or place to change before going to the gym. Children should wear loose fitting trousers or shorts on physical education days. The only kind of footwear allowed is sneakers, which either tie or have Velcro fasteners. Soft-soled shoes are not allowed for physical education instruction.

- Children will come properly dressed for participation in all physical education activities on the days it is scheduled for their classes.
- Only written excuses issued by a doctor will be considered viable for exclusion from physical education instruction.
- Physical education instruction is an important school subject, addressing the total health and well being of your child. Please do not ask for your child to be excluded from any areas of the curriculum. It would be like asking to be excluded from grammar lessons.
- Children are tested in fitness twice a year, once in the beginning and again at the end. They set standards upon which to improve for themselves. All children are encouraged to do their personal best.
- Any questions about our physical education program should be addressed to Mrs. Mary Johansmeyer, 623-8757.

Attendance

Your child's education is important. Attendance each and every day school is in session allows your child to receive the benefit of the full curriculum of his/ her instruction. When he is absent or tardy, he misses valuable time spent in learning, some of which cannot be made up, such as class discussions, hands-on learning, and explanations by a trained professional, his teacher. **Please make every effort to schedule appointments and vacations that do not conflict with school hours.**

If absence is unavoidable, please call the school at 623-5362 to leave a message.

Excessive absence is a situation which can be taken to court, according to Massachusetts General Law, Chapter 76, Section 2: "Every person in control of a child ...shall cause him to attend school as therein required, and, if he fails to do so for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars...."

Absences exceeding seven full days or fourteen half days or any combination of the above during any six month period will be reported to the Assistant Superintendent, and the parent will be subject to a fine. **In addition, if the child does not satisfactorily make up the work missed on the days of the absences, or 20% or more of the school year has been missed, it may be determined that the student be retained for the following school year.**

Band

Students in the fourth and fifth grades may participate in band, pending successful completion of and participation in classroom work.

Students may learn to play an instrument of their own or rent an instrument on which to learn to play. Some instruments, provided by the *Paul Pharmer Music Fund*, are available to students not able to afford rental fees. All students taking music lessons will be in the band. For further information, contact Mrs. Melissa Campbell at school.

Band students, once selected, must remain with the program for at least one semester (September through December; January through June), as it is a performance group. Once committed, students have a responsibility to the performance and may not drop out.

Students who are in band and who are not making adequate progress in their core subjects may be asked to leave the band until their grades improve.

Behavior/ Discipline

Students are expected to treat all people with respect and kindness. We practice cooperation with one another and deal with any conflicts using approved conflict resolution techniques in which all staff and students have been trained. If a student or students misbehave, conflict resolution techniques will be used immediately. If the conflict cannot be resolved either by the students involved or by the nearest adult, offending parties will either be brought to their classroom teachers or the principal. Consequences will depend on the severity and frequency of the infraction, ranging from letters of apology, missed recesses, phone calls to the parent, and extending to suspension from one to nine days, either in or out of school. All consequences cannot be listed here. Part of the conflict resolution process is to determine a fitting consequence. However, repeated offenses will not be tolerated.

Parents/ Guardians will be sent a misconduct report when the misconduct requires serious consequences. **The staff requests parental support in helping maintain appropriate conduct in the school.**

Misbehaviors that will be dealt with on a zero tolerance basis include, but are not limited to, the following:

1. Physical harm
2. Carrying a weapon or something used as, or resembling, a weapon (immediate suspension)
3. Stealing
4. Lying
5. Doing damage to school or someone else's property (fine to replace damaged property or to repair)
6. Using inappropriate language

Behavior - 4 Steps to Conflict Resolution

- 1. Chill (calm down)**
- 2. Listen (each side gets to tell his story uninterrupted)**
- 3. Brainstorm (look for solutions)**
- 4. Choose Win/ Win (pick a solution that works for everyone involved)**

Bus Rules

The district provides bus transportation to transport children between school and home, or school and a permanent childcare provider. The bus cannot be used for other purposes such as parties, visiting, or meetings. Parents must arrange their own transportation for these. **Changes in the daily bus routine, or even changing the stop, cannot be honored.**

We take the safety of our children very seriously. When riding to and from school on a bus, children's noise level and behavior can affect the driver's attention, and therefore, their own safety. We cannot compromise the driver's main task of safely driving by asking him/her to control children's behavior. There are no second chances where safety is concerned. Bus behavior follows:

1. Students must sit and stay in their assigned seats.
2. Students may talk quietly to the people beside them.
3. Students should always walk in front of the bus when getting on or off, never behind.
4. Students should always walk, never run, near the bus.
5. Parents must never chase the bus to catch it.
6. Parents must wait with the child until the bus picks him/ her up at the bus stop.

7. Students must obey the bus driver. If a child has to be asked to control any kind of behavior for a second time, he may be denied bus privileges for an amount of time deemed reasonable by the bus personnel and the principal.
8. Inappropriate behaviors include, but are not limited to:
9. Hitting, fighting, throwing objects, yelling, leaving the seat, kneeling on the seat, using inappropriate language, and teasing.
10. **If a student is suspended from riding the bus, it is the parent's responsibility to get the child to school.** Absence from school because of a bus suspension is not an excusable absence.
11. **Kindergartners and first graders will not be dropped off unless an adult is waiting at the bus stop for them.** If no one is there, they will be brought back to school or to the police station.
12. It is illegal to pass a stopped school bus in any direction or to impede its progress in any way. This means that you may not enter or exit the school grounds while the busses are loading or unloading. At the end of the day, we strive for an orderly departure. With busses and cars in our traffic circle, sometimes things get confusing. Please be aware that you **must not pass any bus that has its flashing lights on** – regardless of the conditions of traffic or your proximity to the road. Please be patient while students load the busses – and feel free to depart by car after they have gone.

To address bus issues, call Dufour, Inc. at 413-655-8122. If you are unable to resolve your concerns, please call Assistant Superintendent James Stankiewicz at 684-0320.

Cafeteria Rules

1. Talk in a quiet voice.
2. Keep hands and food to yourself.
3. Do not trade lunches or items from your own lunch.
4. If seconds are available, wait until your table is called.
5. Avoid bringing glass containers to school.
6. Seek permission from the adult in charge prior to leaving cafeteria.
7. If requested by the adult in charge to move to another table, do so in an orderly manner.
8. Use appropriate language and be respectful of one another and adult supervisors.

Child Abuse

It is a felony for school officials to fail to report suspected child abuse or neglect to the proper authorities. The phone number for DSS (Department of Social Services) is 236-1800. Persons suspecting child neglect or abuse must call DSS within 24 hours of the knowledge of the suspicion or allegation.

Classroom Visitation

Parents are encouraged to make an appointment to observe in their children's classrooms. Visitation to the classroom for any reason requires the permission of the principal. This is done for purposes of security and continuity of instruction time. Visitors may not go directly to the classroom. All visitors to the building must enter by the front door and sign in at the office first.

With regard to classroom visitation, CBRSD policy #6422.1 states:

"...Permission shall be obtained from an administrator before visitation. All visitors shall be required to sign in and out and show identification at the principal's office. The time and reason shall be indicated."

If you come to school to pick up your child, please follow the above procedure.

Communication with Teachers

Communication between parents and teachers is extremely important. If you wish to contact your child's teacher, please feel free to send a note with your child, or call the school to leave a message or voice mail. The teacher will call you at her/ his earliest convenience. **Please do not assume that your child's teacher is available for you when you walk in to school.** Time before school is spent in preparation for the day. Time during school hours is spent in instruction. When you enter a classroom unannounced, you stop the flow of instruction for the entire class.

Field Trips

Classes are often taken on field trips as an educational enhancement to the curriculum. Going on a field trip is a privilege that must be earned by completing all prior work and behaving in a manner consistent with the school rules. Students who don't meet these criteria may be denied going on a field trip.

Gum

Chewing gum is not allowed anywhere in the school, the school grounds, or on the busses.

Health

Ideally, each child would have perfect attendance and health. However, it is unfair to your child to expect him to do work in school when he does not feel well or to endanger the health of other children by sending him to school with a communicable disease.

- If your child has done any of the following things within the last 24 hours, you should keep him home from school: had a fever, thrown up, or begun taking antibiotics.
- Children on whom head lice or nits are discovered will be sent home and allowed to reenter only when all signs of nits and lice are gone, as determined by the school nurse.
- No child will be allowed to attend school until proof of current immunizations has been furnished to the school, or if that child is exempted because of religious beliefs or health risks as determined and written by a physician.
- If your child has had a virus or other infectious disease, please notify the school so that we can protect our other students. In some cases, we must notify the Public Health Nurse, as in the case of chicken pox.
- Each September, you will receive an EMERGENCY CARD. Please keep this information up to date. We need an emergency number to call if your child is ill or hurt at school. If this information changes during the year, please call the office to update it.
- Over the counter medications that we have permission to administer are listed on the EMERGENCY CARD. Check the ones you will allow and sign the card.
- Prescription medications can only be given to children with a written doctor's order and with the medication in its original prescription bottle. Only the nurse can administer this medication. Nothing will be given to a child from an unlabeled container. Children may not take their own medicine sent from home.
- To have your child take medication on a field trip, you must get a form from the nurse to be signed by your doctor to allow the teacher to administer this medication.
- A weekly fluoride swish program will be available to students in grades 1- 5. This program has proven to be effective in preventing tooth decay. This is not a substitute for daily oral fluoride tablets. Parental permission is required for your child to participate.
- Please call the school nurse if you have questions. 623-8757

Homework Policy and Procedures (Also see Reading)

Homework, when properly administered and supported by the parents, fosters independent study skills and encourages responsibility. Children are expected to complete their homework in a tidy and timely fashion, making every effort to do the work correctly.

1. Class work not completed will automatically become homework.
2. If a homework assignment is turned in late, the following points will be deducted:
 - a. Grades 2 and 3 - 10 points
 - b. Grades 4 and 5 - 20 points
3. If a homework assignment is not turned in on the date due, one extra day will be given. The above-mentioned points will be taken off. If the homework is not turned in the following school day, the student will receive ZERO on that assignment.
4. Students who are absent will be given one day for each day absent in order to make up the work. **It is the student's responsibility to find out what work or homework was missed during an absence.**
5. **Assignments will not be given for vacations taken while school is in session or for bus suspensions.** Students will be given one day for each day missed in order to make up work. **It should be noted that vacations taken when school is in session are not considered excused absences.** With regard to bus suspensions, students are not excluded from school and are expected to attend each day of the suspension.

Library

Children visit the school library once a week to choose books to borrow. Children in kindergarten through second grades may take home one book a week. Children in third through fifth grades may borrow two books a week. All books must be returned before any more may be borrowed. If a child has not completed a book and wants to renew it, he must bring it to the library on library day to renew it. If a child loses a book, it must be paid for before he can take any others out. Fines will be assessed for serious damage to books. At the end of the year, all books must be returned or paid for.

Lost and Found

A Lost and Found box is located near the entrance to the school. Each year, hundred of articles are left unclaimed at school. Many children cannot identify what they have lost. Please label coats, mittens, caps, boots, sweaters, sweatshirts, etc. All unclaimed items will be donated to charity at the end of each term.

Lunch and Breakfast

A healthful and nutritious hot lunch is served in school every day. Sandwiches are also available. The cost is \$1.55, or \$.40 for a reduced price lunch. Milk only may be purchased separately for \$.35, but cannot be taken separately by free or reduced lunch students. Breakfast is also served daily for \$.85, or \$.30 for reduced price breakfast. Menus are distributed at the beginning of each month to allow you to plan for lunches.

We have no facilities for refrigeration or reheating.

Free and reduced lunch prices are available for eligible families. Please contact the office for details.

Students who forget breakfast or lunch money will be allowed to eat a school meal **on that day**. Full payment is expected on the following day. If two consecutive lunches are unpaid, students will be given an alternate meal, consisting of a sandwich and milk only.

All checks should be made out to **Central Berkshire Regional School District**.
Students may not charge lunches.

Party Invitations

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations. Each child will receive a class list with phone numbers. *If you do not wish your phone number to be made public, please inform the school immediately.*

Picking Your Child Up After School

If you are going to pick your child up, rather than have him take the bus, we must have a note. Otherwise, he will be put on the bus. We cannot rely on a young child's spoken message.

If someone else is going to pick your child up, please name the person, and have him or her be ready to show us identification if he/she is unknown to us. We do this for your child's safety.

Busses arrive before 2:40 and leave by 2:55. You may park either across the street on Main Street or down past the driveway for the busses on Maple Street. However, it would help the flow of traffic not to park in the front parking lot when you pick up your child at the end of the day. Please refer to Bus Rules.

Students who are being picked up will be dismissed with the walkers and may be picked up outside of school at the walkers' door.

Picking Your Child Up Early

We request that you do not make appointments for your child during the day that require him to miss valuable school time. If you must pick your child up before the end of the day, you must send a note indicating that you will do so. Dismissal is at 2:55. Be sure to ask the office personnel to call for your child. Do not go to get him yourself.

Placement

The composition of a class is a carefully planned ratio of boys and girls, children with abilities and strengths ranging the entire continuum, and a delicate balance of personalities. Because we know your children, we feel confident that we can make the best choice for the following year's placement. However, if you feel that you have information that would help us make that placement, please make sure you put it in writing and send it to the principal, not the teacher, before June 1. According to Central Berkshire Regional School District Policy, final decisions lie with us to be made in the best interest of your child's education.

Playground Rules

1. Students will be respectful of the adults on duty.
2. The playground area to be used by students does not include the parking area. Students are not allowed to leave the playground area.
3. No hard balls are allowed.
4. No knives, caps, or any toy resembling a weapon is allowed.
5. Snowball throwing, or any game involving hitting each other, is not allowed.
6. Glass containers such as soda bottles are not allowed on the playground or anywhere else in the school.
7. Equipment will be used properly and safely, and only in the manner for which it was designed.
8. The school is not responsible for personal toys lost, broken, or otherwise damaged on the playground. We do not condone bringing these to school. See heading **Toys**. Recess is a social time during which playing with one another is encouraged.
9. No visitors are allowed on the playground unless they are employees of CBRSD. Volunteers are to wear their badges while on the playground.
10. No child should be taken from the playground by a parent. Parents are to report to the office and school personnel will get the student.

11. Students will treat each other with kindness and respect.

**Reading
Read to Succeed Program**

At Becket Washington School we concentrate on reading and writing as a means of achieving academic success. All students are expected to read every night. They will be given a calendar with a magnet to place on the fridge. After reading, check off the box for the day's date. At the end of the month, the calendar must be brought back to school. Classes who have 100% reading for every child every night will receive an award at the end of the month.

Retention

As per Central Berkshire Regional School District policy #5670.1:

"In general, children will be placed at the grade level to which they are best adjusted academically, socially and emotionally. Children will usually progress annually from grade to grade, spending one year in each grade. However, some children may profit by staying another year in the same grade. In such cases, the parent will be contacted in advance, although the final decision will rest with the school authorities.

Sex Education

Later on in the school year, as part of the approved Health Education Program, fifth grade students may be learning about the human body. Part of this unit involves learning about the changes that will be taking place in their own bodies during puberty. The course of study does not deal with reproduction.

You are being informed of this in accordance with policy 5521, which refers to notifying parents about sex education. If, for any reason, you do not want your child to be present for this part of the Health Education program, or if you wish to discuss the unit beforehand with the teacher, the principal, or the superintendent, you have the right to do so.

Smoke Free

This school is a smoke free environment, as are the grounds surrounding the school.

Snow Days

All radio stations have information on the cancellation of school due to inclement weather. This information should be on the air by 6:00 am. You may call 623-8757 for recorded information, but this will not be recorded until 6:30, so please wait.

Children will not be sent home from school early in bad weather for two reasons: 1) Busses would not be available. 2) There is no way to contact working parents and children might not be able to get into the house or would be unattended. They are safer in school. If you feel that inclement weather is too bad to wait for transportation home by bus, you may come to the school to get your child yourself.

Student Health Insurance

Applications for Student Health Insurance are available at our school office. The insurance company is Lester L. Burdick, Inc. 24 hour and school time coverage is available.

Student Records

Student records will be maintained in school and will contain the following information: the name, address, and phone number of the student; his/ her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff. Also included in these files will be any documents having to do with custody, DSS, or court cases.

School personnel, custodial parents, children over the age of 14, law enforcement agencies, a probation officer, DSS, and the Department of Youth Services may have access to these files. These files will be sent to the receiving school if your child transfers.

Toys / Valuables at School

Toys, games, Walkmen, Gameboys, Pokemon items, precious valuables etc. are not allowed in school because of theft, breakage, and loss. If your child is seen playing with a toy, game, or electronic amusement during instructional time, the item will be taken away and not returned without a written request from the parent or guardian. The school assumes no responsibility whatsoever for the loss or breakage of any of these items, and will not intervene in any conflict resulting from having them.

Items brought for Show and Tell are to be used for that purpose only.

Volunteers

We welcome and encourage volunteers at school. Each class needs room parents for parties and a phone chain, as well as to assist in the classroom. To become a volunteer, contact any of the following:
Mrs. Dumouchel
Lisa Guthrie or Cynthia Grippaldi, co-chairs, PTO (see numbers on previous pages for PTO)
Marieanne Clark - Librarian

Ways You Can Help Our School

- Save and send in Campbell Soup Labels.
- Save and send in General Mills "Boxtops for Education" which are found on top of General Mills cereal and other treats boxes. They are worth \$.10 each.
- Bring your used printer cartridges to school.
- Shop at Price Chopper and sign up for Tools for Schools. Our school code is 14029.

Radio & TV Stations For School Closings Or Delays

Following is a list of radio and television stations that announce school closings due to weather (or other reasons). Note: additional stations may be added.

RADIO STATIONS:

WUHN/WHOOPEE, Pittsfield
1110 AM/100.1FM

WBRK/WRCZ/Z101, Pittsfield
1340 AM/101.7 FM

WBEC, Pittsfield
1420 AM/95.9 FM

WHMP, Northampton
1400AM/99.3FM

WHYN, Springfield
56AM/93.1 FM

WAQY/102, Springfield
1600 AM/102.1 FM

WMNB, North Adams
1230 AM/100.1 FM

TELEVISION STATIONS:

Ch. 22; Springfield

Ch. 40; Springfield

Ch. 10; Albany

Ch. 13; Albany

Ch. 6; Albany

Public Notice – PLEASE READ

According to Central Berkshire Regional School district Policy #6430.11 –" Notice is hereby given: That Central Berkshire Regional School District, pursuant to the Family Educational Rights and Privacy Act (FERPA) declares the following as "directory information" and that this information relating to students may be made public if said information is within any of the following categories:

1. Student's name, address, telephone listing
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received.

Any parent in the district may notify the principal of the school in which said student attends that none of the above information may be released without the parent's consent, provided that such notification is given within thirty days of this publication notice."

Becket Washington School publishes class lists with phone numbers and addresses to be used for contact when needed for phone chains and for student contact use. If you do not wish your child's phone number and address to be published, please inform the school immediately at 623-8757.

