

CARLTON SCHOOL HANDBOOK 2008-2009

SCHOOL HOURS

The Carlton School hours are from 8:20 a.m. to 2:25 p.m. For safety reasons, please do not have your child arrive on school property until at least 7:45. Children should enter the building through the main entrance and proceed directly to the Cafeteria. The parking lane in front of the school is for drop-offs only. If you are bringing your child in, please park in the lot.

NO SCHOOL/DELAYED OPENING ANNOUNCEMENTS

School cancellations or delays because of bad weather will be announced on several area radio and tv. stations, such as WBZ/1030AM. Please do not call the police, fire department, or school for this information. If the superintendent declares a delayed opening of one or two hours (meaning a start time of 9:20 or 10:20), students will still be released at 2:25. If students have already arrived at school and the weather worsens during the day, children will likewise be dismissed at the usual time to allow buses to make their regularly scheduled runs, except in the case of a crisis or emergency.

ATTENDANCE

Massachusetts Law requires all children between the ages of 6 and 16 to attend school. Your child's education is important. Show that you value it by sending your child to school regularly and on time. Absences due to illness, religious holidays, or emergencies are excused. If your child is going to be out, please call the absence line at 740-1178 by 7:45 a.m. Upon returning to school, your child must also present a note from you stating the reason for the absence. In some cases, the school may require a doctor's note.

By law, a student may not have more than 7 absences in any 6-month period.

Parents will be called in for a conference with the principal after the 4th unexcused absence. Continued attendance problems will be referred to Attendance Officer Cathy Connolly, and may result in court action. A complete copy of the Salem Public Schools' attendance policy is available in the school office for your review.

TARDY INITIATIVE

The City of Salem is working to provide more school time to meet new state and learning requirements. In the meantime, teachers and administrators are working hard to encourage all students to come to school on time, ready to learn. Losing even five minutes a day adds up to 15 hours a year, which is the equivalent of three full days! Important learning goes on in the morning, and we don't want anyone to miss it.

A student is tardy when he/she is not in the classroom at 8:20 a.m., except when the school bus is late delivering the children to school. When a student is tardy, he or she should have a valid reason why. All children who arrive late must have a parent sign them in at the office so that we are aware they have arrived.

Carlton School has implemented a tardy initiative that rewards children who are present and on time every day each month. Recognition at the monthly awards ceremony has proven to be very effective in reducing the number of tardy and absent students. We will continue to recognize consistently on-time students again this year.

DISMISSALS

A parent or guardian who wishes to dismiss his or her child from school before 2:25 must send a note to school. The note should state the date and time of the dismissal and the name of the person who will pick up the child. All children must be dismissed by the office, and the person picking up the child must sign the Dismissal Log. In case of illness, your child may only be released to adults listed on his or her emergency information sheet. Please list at least three different phone numbers on the sheet, and be sure that the information is kept up to date throughout the year. It is important that we always be able to reach someone in case of an emergency.

If your child will be going somewhere other than his or her usual after school program, we must have a note. We cannot take a child's word that he has your permission to, for example, go home with a friend. Without a note, your child will be placed on his or her regular bus.

TTY PHONE

The Salem School Department now has a TTY (teletypewriter) phone number for use by speech or hearing impaired individuals at the Parent Information Center at Bentley School. The number is 740-1225.

CALL-IN PROCEDURE

Parents are required to call the school and leave a message on the answering machine by 7:45 a.m. if their child is going to be absent. **The Attendance Line is 740-1178.** Give your child's name, teacher, and the reason for the absence. If you would like for homework to be sent home, you should ask at this time in order for the teacher to have time to prepare it. Homework may be picked up at the office after 2:25 p.m.

When you do not call the attendance line and your child is not in school, we will call the numbers on the emergency card in an effort to make sure your child is safe.

Upon returning to school, your child must bring a note explaining the reason for his or her absence. This is required even though you have already called the school.

PARENT VISITATION POLICY

We encourage you to remain in close contact with your child's teachers. However, in order to ensure that our students are receiving the required number of minutes of instructional time as mandated by the Education Reform Act, teachers need to use their school time for student instruction. Parents who wish to meet with a teacher or visit a class should first contact the teacher to set up a time that is mutually agreeable and that does not take away from the teacher's class time. We trust that you will respect this policy so that the children will have the greatest possible time for learning.

PHONE HELPERS

Parents who volunteer to occasionally contact other parents with information or reminders about field trips, class parties, etc. are called "phone helpers." Phone helpers are given a confidential list of the names and numbers of parents of their child's classmates. At least one phone helper is needed for each classroom; if you can volunteer to donate a small amount of your time, please notify your child's teacher. You may speak with Mr. Burke or Mrs. Mendoza if you do not wish your contact information to be shared with the phone helper.

SCHOOL INSURANCE

School insurance is available to all students. You are encouraged to seriously consider purchasing this insurance since other than gym classes, industrial arts, and athletics, the school department does not carry accident insurance for students.

EMERGENCY & MEDICAL INFORMATION

Mrs. LeBlanc, our full-time nurse, is on duty from 8 a.m. to 2:30 p.m. each day. She may be reached at 740-1178.

Each year your child brings home an emergency information sheet for you to review carefully and make changes if needed. This is a very important document. Please add any needed information, update any changes, sign it, and return it to school promptly. ***It is important for you to list at least three contact numbers we can call in the case of an emergency when we can't reach you. Throughout the year, notify the nurse or secretary in writing if there are any changes.***

There are strict state guidelines, which forbid entry into school if a child does not have the proper immunizations. Please understand that the nurse is following required procedures if she denies admittance due to the absence of proof of immunizations. She will gladly suggest places where you can take your child to receive the proper immunizations and thus allow him/her entry into school.

Students who need to take prescription medications must have a dated physician's note detailing the name of the drug, dosage, time and treatment regimen. The school must also receive a dated written permission slip from the parent or guardian requesting that the school administer the medication as prescribed. The medication must be in a pharmacy-labeled container. Non-prescription medications (such as Tylenol, cough drops, etc.) will only be given with a doctor's note and written parental permission. Contact the school nurse for more information.

HOMEWORK

Your child's education is enhanced when school and home work together in a partnership for learning. Homework reinforces the skills that students learn in the classroom, teaches them responsibility, and provides you with an opportunity to see what your child is learning. We expect that students will complete their assigned homework each night, and bring it back to school with them the next day. You or the teacher may request a conference if your child frequently misses assignments.

Following are School Committee guidelines for approximate amounts of time to be spent on homework:

Grades K-1	Grades 2-3	Grades 4-5
15 minutes a day	30 minutes a day	45 minutes a day
30 minutes weekly	45 minutes weekly	90 minutes weekly

REPORT CARDS

The elementary school year is divided into trimesters. Report cards will go home December 9, March 24, and the last day of school in June.

TEACHER CONFERENCES

Scheduled teacher conferences will be held in December. However, teachers are available at any time during the school year to discuss your child's progress. Call the office or send a

note if you wish to arrange a meeting. To learn what is happening in your child's classroom on a regular basis, watch for the **Carlton Connection** at the beginning of each month.

STUDENT INFORMATION AND THE MEDIA

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year the local cable TV channel, newspaper, and School Department newsletters will take pictures or write about school activities and students. It is the policy of the Salem School Department to make this information routinely available unless parents have requested *in writing, in advance*, that they do not wish to have this information published. We will be happy to comply with parents' written requests. If we do not receive a written request, we will proceed with the publication of student information as described above.

CODE OF BEHAVIOR

The Carlton staff feels that school should be a second home to children, with a school "family" that cares for and is responsible for one another. This is the type of environment in which children thrive and learn. Because we are committed to providing a family atmosphere, our code of behavior centers around maintaining a climate of mutual respect. The health and safety of students and adults, as well as a respect for the rights of others, are the basis for our rules of conduct.

Our School Rules

- *Be kind and helpful to staff and each other.
- *Respect school property and that of others.
- *Help to keep the school clean.
- *Always do your best.

Classroom Rules

- *Arrive on time, prepared to participate in lessons or activities presented by the teacher.
- *Communicate with peers and adults in a polite and moderate tone of voice without interrupting. Listen first, then raise your hand.
- *Complete all assigned work before the end of each school day.
- *Walk in the halls. REMEMBER the 3 S's "Still Straight, Silent"

<u>Playground Rules</u>	<u>Cafeteria Rules</u>
<ul style="list-style-type: none">• Use proper language and be a good sport.• Stay in the playground area• Respect playground equipment• Respect each other, aides, and supervisors.• Line up immediately when hearing the signal• Enter the building in an orderly manner	<ul style="list-style-type: none">• Walk in the cafeteria.• Stay seated while eating.• Remain orderly in the serving line.• Talk quietly.• Use proper table manners.• Clean your table.• Recycle

DISCIPLINE POLICY

The Salem School Committee has developed a code of conduct for elementary school students, which divides rule infractions into three categories with specific consequences for each category. A copy of the complete policy is available in the school office.

Class One offenses include vulgarity or rudeness, disruptive behavior, chronic tardiness, causing a problem on the bus, forgery of a school-related note or pass, and horseplay. Consequences could be a verbal reprimand or warning, a loss of privileges, conference with a school official, and/or notification of parents.

Class Two offenses include profane or obscene language or gestures, open defiance of staff, vandalism of school or other's property, harassment, leaving or skipping class, use or possession of fireworks, use of tobacco, theft or possession of stolen property, fighting, provoking a fight, assault, skipping detention, and tampering with fire alarm or safety devices. Consequences for a Class Two offense could be after school detention, in- or out-of-school suspension, restitution for theft or vandalism, and/or counseling where indicated.

Class Three offenses include assault or the threatening of any Salem School employee; possession, use, distribution, or being under the influence of alcohol, drugs, or any other controlled substance, including look-alike drugs; fighting involving three or more people; possession or use of a dangerous substance (explosive); premeditated fight causing injury; possession, use, and/or concealment of a dangerous weapon or look-alike weapon. The term "dangerous weapon" depends on the circumstances. If an object is being used as a weapon, it will be considered as such. Consequences for a Class Three offense could be out-of-school suspension, notification of police where appropriate, and counseling if indicated.

The discipline procedures for students with disabilities shall follow applicable state and federal laws. Copies of these laws are available in the principal's office for parent or student review.

SUSPENSIONS

Out-of-school suspensions may last from one to ten days, depending on the severity of the offense and the student's previous record. Before being readmitted to school, the student and parent must meet with the principal.

SAFETY CONCERNS

Your child's safety is of utmost importance to us. Going over the following rules with your child will help to be sure that the trip to and from school is a safe one.

- *Start for school early enough so you will not have to run to arrive on time.
- *Always walk on the sidewalk.
- *Cross streets only at intersections where there is a crossing guard.
- *Obey police officers and crossing guards at all times.
- *Go straight to school, and return home right after school unless your parents tell you otherwise.
- *Be considerate and helpful to younger children.
- *Do not throw snowballs on the way to and from school or on school grounds.
- *Don't approach or enter strange cars or talk to anyone you don't know.
- *If you are waiting for a bus, stay out of the road at the bus stop.
- *Stay seated on the bus and listen to the driver.

Bus passes may be withdrawn by the principal for bus misbehavior. If your child normally rides the bus and your transportation plans change for any particular day, please notify the office by note or phone call. We can't accept a child's word for this.

HARASSMENT

It is the policy of the Salem Public Schools to maintain a learning and working environment free from discriminatory insult, intimidation, or harassment due to race, color, religion, gender, sexual orientation, age, national origin, and/or disability. We are committed to protecting students and employees from offensive or degrading remarks or behaviors.

A complete copy of the harassment policy is available in the school office.

SALEM SCHOOLS EMERGENCY HOTLINE

The Salem School Department has set up a hotline for any student, parent, school employee, or citizen to anonymously report school-related concerns. The hotline is active 24 hours a day, 7 days a week. All calls are received at the Salem Police station. The number is 825-3605.

SCHOOL BREAKFAST AND LUNCH

Thanks to the state Department of Education, free breakfast is available to every Carlton student beginning at 7:45 a.m. We encourage everyone to arrive early enough to take advantage of this program!

Students have a 40-minute lunch and recess period daily. The school cafeteria provides a nutritious lunch, including milk, for a cost of \$2.25. Free and reduced lunches are available to some students based on family income. Applications for free and reduced lunch will be sent home the first week of school.

Students in all grades are given one snack period each day. Snacks are not provided by the school. Please send healthy snacks such as fruit, yogurt, cheese, or crackers. **SNACKS CONTAINING NUTS may be limited or prohibited at any time** due to the increasing number of children with nut allergies. In the cafeteria, at least one table will be designated a "Nut-Free Zone" if needed.

DRESS

Carlton School clothing is available for purchase throughout September and several times during the year. Order forms will be sent home at the beginning of school. Purchase of this clothing is optional, but is a nice way of avoiding the "what will I wear today?" blues. Each Friday is School Spirit day, when staff and students are all encouraged to wear their Carlton School shirts.

Our primary concern with clothing and jewelry is that it be safe and appropriate for school. For example, hoop earrings, short shorts, spaghetti straps, flip-flops, or clothing with inappropriate messages are not permitted. Responsibility for appropriate dress rests primarily with students and parents. If in doubt, *be conservative*. The principal has final say in whether an item is suitable for school.

On days when your child has gym class, he or she should wear appropriate clothing such as pants or shorts. Sneakers should have non-marking soles. *Platform sneakers are not appropriate for gym*. Also, please dress your child for the weather. Gym classes and recess are often held outdoors, and the schoolyard can get very chilly.

SPECIAL EDUCATION

Carlton teachers make every effort to recognize and appreciate the special learning styles of all students. When a child is not making progress as expected, the teacher may seek input from the Child Study Team (CST). The team, which meets weekly, consists of the classroom teacher, the principal, the school nurse, the school counselor, and the inclusion specialists. The group brainstorms strategies for the teacher to try to help the child reach his or her potential. If after trying these ideas the child still is not achieving satisfactorily, the student may be referred to the school psychologist for a Special Education evaluation.

Parents must give written permission for their child to be evaluated by the school psychologist. Parents may initiate the evaluation process themselves if they believe their child might be eligible for Special Education services. Examples of SPED services are: speech and language therapy, physical or occupational therapy, and academic support. Upon completion of the evaluation, parents will be invited to a team meeting to discuss the results.

If a student is found to be eligible for SPED services, the team will write an Individualized Educational Program (IEP) describing the type and frequency of services to be provided. Some students who do not fully qualify for eligibility may be placed instead on a 504 plan, which allows for educational accommodations and/or modifications. IEP and 504 plans are reviewed annually at a team meeting which includes the parents.

GUIDANCE

Carlton School has a full-time school counselor, Laurie Mendoza, who works with children individually and in groups. Referrals of students who need extra support may be made by teachers or parents at any time during the school year. Permission slips must be signed by a parent or guardian before any child is seen for on-going counseling sessions.

Mrs. Mendoza also does in-class lessons, consults with teachers, and is available for consultation with parents about their children's issues. She may be reached at 740-1284.

STUDENT RECORDS

Student records are on file in the Carlton School office, with the exception of Special Education records, which are kept in the SPED office at Collins Middle School. Parents or legal guardians have the right to review their child's record at any time. We ask only that you make any request to view a record at a time when the office is not extremely busy.

LOST AND FOUND

Students should report all valuable articles lost or found to the office. Other items will be placed in the Lost and Found box in the cafeteria. To avoid losing items, please mark your child's name on clothing, lunch boxes, and backpacks.

VALUABLES

Items of value such as electronic games, CD's, Walkmans, trading cards, or favorite toys may not be brought to school, as they too often create a distraction for students. Carlton School is not responsible for any such item that is damaged, lost, or stolen.

AFTER SCHOOL CARE

After school day care is not available on site, but limited bus transportation is available to the Boys and Girls Club, YMCA, Gables, and Catholic Charities after school programs. Information regarding space, rates, and registration can be obtained directly from each program.

SCHOOL PICTURES

School pictures are taken twice during the school year. This year, fall photos are scheduled for October 14. If you wish to order pictures, payment will be due on the day the pictures are taken. Order forms will be sent home a day or two before.

PTO

Carlton School is fortunate to have a very active Parent-Teacher Organization. The PTO raises money to provide enrichment activities and special supplies to students at Carlton. The group is always looking for new members. They meet on the second Tuesday of each month at 6 p.m. in the library.

SCHOOL COUNCIL

The School Council was created by the Education Reform Act of 1994. Consisting of teachers, parents, and community representatives, the council is responsible for making many policy decisions and developing the school's Improvement Plan each year. Carlton's School Council currently has openings for new parent members. The group meets the second Tuesday of each month at 7 p.m. Contact the principal if you would like to become a member.

TEACHER QUALIFICATIONS

According to the *No Child Left Behind* legislation, parents have the right to request specific information about a teacher's qualifications. Federal law requires us to give you this information in a timely manner if you ask for it. You have the right to ask for the following information about each of your child's teachers:

- *The teacher's certification for the grade levels and subject matter he or she teaches
- *If the state has waived the certification criteria to permit the teacher to teach on an emergency or other provisional basis
- *The teacher's college major, any advanced degrees, and the subject of the degrees
- *The qualifications of the paraprofessionals who provide services to your child.

Please contact the main office if you would like to review any of this information.

OTHER POLICIES

Complete copies of the following Salem Public Schools policies are available in the school office for your review:

- *Discipline
- *Attendance
- *Harassment
- *Drug- and Tobacco-Free Schools
- *Search and Seizure