

# **BUCKLAND-SHELBURNE ELEMENTARY SCHOOL**

## **PARENT-STUDENT HANDBOOK**

**2019-2020**



**75 Mechanic Street  
Shelburne Falls, MA 01370  
(413) 625-2521**

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## **Welcome to the Buckland-Shelburne Elementary School**

Dear BSE Parents/Guardians:

On behalf of the entire BSE Staff, it is my pleasure to welcome you to the 2019-2020 school year. The staff and I look forward to another successful year of partnering with each BSE family to assure your child(ren) grows and learns in a supportive, enriching and safe environment.

This handbook is intended to provide important information about our school and district practices and policies. While the handbook is comprehensive, it may not answer all questions you may have as we move through the school year. Therefore, do not hesitate to contact me directly at any time.

Thank you in advance for reading and discussing the contents with your child(ren) and returning the Acknowledgement Page sent home on opening day.

Respectfully,

Joanne Giguere

Principal

[jgiguere@mohawkschools.org](mailto:jgiguere@mohawkschools.org)

### **BSE Mission**

*A Community of Learners*

**The mission of our BSE community is to ensure academic excellence and foster a love of lifelong learning.**

## **Core Values**

- We value a safe environment for learning
- We value a diverse community of learners
- We value a commitment to collaboration
- We value enrichment across all disciplines

(Revised 2017)

## BUCKLAND-SHELBURNE ELEMENTARY STAFF LIST

### Classroom Teachers

**PK:** Kate Derry, Martha Parker  
**K:** Kaitlynn Jenkins, AJ Tomlinson  
**1st:** Virginia Gary, Corrie Sirum  
**2nd:** Amy Kelley, Debra Cook  
**3<sup>rd</sup>:** Terry Page,  
**4th:** Lisa Kuerzel, Lillian Whitsett  
**5th:** Lauren Paquin, Patricia Perlman  
**6th:** Christine Reidy, David Conlon

### Related Arts Teachers

**Music:** Shelley Roberts  
**Art:** Rebecca Cummings  
**Physical Education:** Mary Johansmeyer  
**Library Manager:** Crista DeRicco

### Main Office

**Principal:** Joanne Giguere  
**Vice Principal:** Hayley Gilmore  
**Asst. to the Principal:** Pam LaPierre  
**Nurse:** Danielle Long

### Facility Personnel

**Cafeteria Manager:** Jennifer Shaw  
**Cafeteria Asst.:** Roxanne Shearer  
**Head Custodian:** Kevin Holmes  
**Custodian Asst.:** Rich Eaton

### Student Support Paraprofessionals

Lauren Adams	Ashley Fisher	Nancy Purington
Norie Amet	Erica Galipault	Lillian Rush
Patricia Archambault	Melissa Gavazzi	Karen Shippee
RoseAleta Beckwith	Karen Annear Gilbert	Tina Sliwoski
Abigail Boswell	Ann Hallenbeck	Samantha Thompson
Becca Brisson	Robin Hoff	Andrea Unaitis
Cody Chase	Michele Howe	Anne Wheeler
Ryan Eastman	Jeff Johansmeyer	Barbara Yager
Krystal Finn	Pam Noyse	Brittany York
Melissa Finn	Caroline Phillips	

### Student Service Professionals

<b>After School Director:</b>	Raelene Lemoine	<b>Occupational Therapist:</b>	Leanne Kieras
<b>Interventionist:</b>	Jonathan Byerly	<b>Physical Therapist:</b>	Vicky Rochstro
<b>Sped. Liaison:</b>	Carolyn Goodnow	<b>Reading Specialist:</b>	Tom Dean
<b>Counselor:</b>	Jana Standish	<b>BCBA:</b>	
<b>Inclusion Teacher:</b>		<b>Psychologist:</b>	Jeremy Sullivan
<b>Title I:</b>	Lindsay Funk		
<b>Speech Pathologists:</b>	Maya Jalbert and Sarah Peacock		
<b>Special Education:</b>	Sandra Field, Diane Kirby		
<b>Early Childhood Coordinator:</b>	Kate Dwyer		

**Central Office: (413)-625-0192**

Superintendent of Schools.....Michael Buoiniconti (ext. 1010)  
Superintendent's Administrative Asst.....Karen Totman (ext.1010)  
Director of Business Services.....Melissa Dunnet (ext. 1012)  
Director of Curriculum and Assessment..... Sarah Jetson (ext. 1019)  
Director of Pupil Services.....Leann Loomis (ext. 1025)  
Director of Transportation and Facilities.....Robin Pease (ext. 1021)

**School Committee**

The Mohawk Trail Regional School Committee meets regularly on the second Wednesday of each month, beginning at 6:30 P.M. Most meetings are held in the Superintendent's Conference room at Mohawk High School. Four times per year the committee rotates meetings to an elementary school. The May 13th 2020 school committee meeting will take place at BSE. This governing committee is responsible for establishing policy, overseeing financial matters and advising the superintendent of schools.

**Local Education Council**

As was mandated by the Education Reform Act of 1993, a council of parents, staff and community members was formed. The council serves as an advisory group to the Principal. Meetings are held on a monthly basis. Meeting dates and times will be posted on the monthly calendar. All meetings are open to the public. The duties of the Council include: developing a school improvement plan, setting school-wide goals, and giving input on the yearly financial budget. Comments from the public are always welcomed. A copy of our current School Improvement Plan is posted on the school web site.

**Parent Teacher Organization**

The PTO is a vital organization that supports a variety of extensions to the school year including fundraising, enrichment programs, specific classroom needs and organizing school wide community events. All parents and teachers are members of this organization and are encouraged to participate.

**Registering New Students**

Parents are encouraged to visit the main office to register new students. Copies of immunization records and birth certificates are required before a child can begin attending school. A signature will be required to release school records from the sending school. This form enables the sending school to forward official student file, IEPs, 504s, medical records and other pertinent information that is kept on the student.

Students must be 3 years old by August 31<sup>st</sup> to attend district preschool.  
Students must be 5 years old by August 31<sup>st</sup> to attend district kindergarten.

### **The School Day**

7:00 am: Before School Program opens to students K-6  
7:30: Before School Program opens to PK students  
8:15: Breakfast program begins  
8:30: Preschool begins  
8:45: Breakfast program ends and school officially begins K-6.  
12:30: Half Day PK program dismisses  
2:30: Full day PK programs dismiss  
3:10: K-6 dismissal begins

Students are welcome to enter the cafeteria at 8:15 if they are participating in the breakfast program. Breakfast service begins at 8:15 and ends at 8:45.

Doors open to all students at 8:30. **Please note that there is no morning supervision prior to 8:30 unless they participate in our before school program.** Students who arrive prior to 8:30 are expected to assemble on the school's porch. Student attendance is taken shortly after the 8:45 bell. Students who arrive after the 8:45 bell, must report their arrival the office to avoid being marked absent.

Dismissal begins at 3:10. BSE begins dismissal by excusing students who are registered walkers. Following walkers, we dismiss students who ride busses. Lastly, we hold students who are being picked up either in the cafeteria or on the school porch. Parents are welcome to drive into the circle once busses have been dismissed for easier pick up of students.

### **Bus Transportation**

The Mohawk District contracts bus services through Travel Kuz Bus Co.(413-489-3194 ext. 10). Riding the bus is a privilege and all students must observe the safety expectations and proper riding rules. The school will send home a beginning of year form from the company outlining their expectations for safe riding. Please help us by reviewing the content of the form with your child at the onset of the school year. Inappropriate or unsafe behavior will result in the issuance of bus tickets.

1<sup>st</sup> Ticket: Warning

2<sup>nd</sup>: Ticket: Riding privilege suspended for (3) days

3<sup>rd</sup>: Ticket: Riding privileges suspended for (5) days

4<sup>th</sup>: Ticket: Riding privileges suspended indefinitely.

If deemed necessary by the Superintendent of Schools, riding privileges may be suspended without the using the above system.

For your child to take a different bus or dropped at a different address, parents must provide a signed note indicating the request.

### **Bicycles**

If your child rides his/her bike or other wheeled transport to school, please be sure to review safe road riding and equip them with a helmet. We adhere to the law of all students wearing helmets on wheeled transportation.

**School Breakfast and Lunch**

Our school serves a nutritious breakfast and lunch every day. Breakfast prices are \$1.25 and 30¢ for reduced. Lunch is \$2.60 per day and 40¢ for reduced. Milk is 50¢. All families are encouraged to fill out the application for Free and Reduced meals. This form is sent home at the onset of the school year. Applications are accepted throughout the year. The number of qualifying families directly impacts our Title 1 Federal Funding. Cafeteria bills are sent home our school folders. Payment is expected weekly and can be submitted through our home/school folder (lunch envelope enclosed), or online through our website using My School Bucks.

**School Closings**

School closings or delays will be announced through our automated School Messenger system. The school will send home information at the onset of the school year providing families with an opt in or out option. Local radio and television stations as well as the District Website ([www.mohawkschools.org](http://www.mohawkschools.org)), also broadcast these announcements. Generally, the decision to close or delay school is made before 5:30am.

Occasionally, a decision to close school early will be made to ensure that children get home safely. These decisions are made when weather conditions begin to deteriorate. A school message call will be sent to parents if school is to close early as well as the information being made available through the venues listed above.

**Telephone Use**

In order to keep the BSE telephone lines as free as possible, we ask parent's cooperation in helping students make after school plans at home prior to the start of the school day. We will always deliver phone messages from parents to their child, but will not interrupt a classroom for personal calls. We will not deliver messages to students if the caller is unknown to us.

**Electronic Devices**

While families stay connected through cell phones, BSE practice does not allow this use during the school day. If brought to school, electronics should remain in backpacks or left with classroom teachers for safe keeping. If exposed, they will be safeguarded by the office or classroom teacher and parents will be notified.

**Weekly School Notices**

BSE sends home a weekly Thursday school folder. We request that contents be reviewed and folders returned on Friday. The folder contains, but is not limited to school news, classroom notices, calendar of events, finished work of students and other district approved community announcements.

**Online Payment System**

Available on our BSE website the following online payment options are offered for families:

**Before/After School Program**

**Preschool Fee**

**Lunch Payment**

**Parent Visits**

Please call your child's teacher to arrange a classroom visit. All visitors are required to register and sign in at the office when they enter the building and wear a Visitor's I.D. in order to comply with fire laws and ensure school safety for all occupants.

**School Volunteer Program**

BSE is in year two of designing and formally establishing a school volunteer program.

A school volunteer is a person like you, who is willing to make time to lend a hand and become more involved in the operations of the school during the daytime. We invite you to consider joining this growing program. Volunteers fill out an office form and self select preferred areas within all aspects of school operation ranging from classrooms, to one to one student mentoring, assisting on special projects, office support etc.

Volunteers must pass a CORI/SORI check, attend a brief training session and are then active members for three years.

Please let the office know if we can register your interest and get you started with this program.

**Parent/Teacher Conferences**

The staff of the Buckland-Shelburne Elementary School has always placed a great deal of emphasis on Parent/Teacher Conferences. These conferences are scheduled twice during the school year, one in the fall, the other in the spring. Dates of the conferences are printed on the school year calendar. The office will be scheduling times in the afternoon and evening and every effort will be made to reserve a convenient time for you to meet with your child's teacher. Parents can sign up for conferences during Open House in September.

**Report Cards**

The Mohawk School District has moved to a standards based report card, which outlines how your child is meeting MA Common Core expectations. This report is sent home two times during the school year: at the end of January and again at the end of the school year.

**Homework Practice**

Homework assignments provide ongoing opportunities for our students to learn good student habits, develop a sense of responsibility for task completion, learn time



management, and reinforce skills and to extend or enrich their classroom learning experiences. Both the school and the home must assume responsibilities for students to be successful with this independent work.

Typically, length of assignments correlates to grade assignment. Therefore, 1<sup>st</sup> graders could be expected to engage in home assignments for 10 minutes, 2<sup>nd</sup>: 20, 3<sup>rd</sup>: 30, 4<sup>th</sup>: 40, 5<sup>th</sup>: 50 and 6<sup>th</sup>: 60. If your child is spending substantially more than typical times given for his/her grade level, please contact his or her teacher.

### **Standardized Testing**

The MCAS ( MA Comprehensive Assessment System) test is administered to student's grades 3-6 in the spring of the school year. These tests are designed to measure how well individual students are performing on the Common Core Standards, which outline the academic expectations at each grade level.

The following grades participate:

Third grade: English Language Arts and Math

Fourth grade: English Language Arts, Long Writing Composition and Math

Fifth grade: English Language Arts, Science and Technology and Math

Sixth grade: English Language Arts and Math

Parents receive MCAS scores in the fall.

### **School Based Testing**

In addition, BSE administers school-based reading and math assessments three times per year to determine how students are progressing throughout the school year. These tests are administered to all students K-6, in the fall, winter and spring.

### **Library and School Materials**

Classes visit the library each week. Children are encouraged to check out a book or other learning enrichment materials for their own pleasure. We request that parents cooperate in helping to ensure that all borrowed library books and materials are returned on time and in proper condition. Parents will be charged for lost or damaged books and materials.

### **Buckland-Shelburne Before/After School Program**

The BSE Before/After School Programs serve attending BSE students during the school year. Both programs are open to PK-6<sup>th</sup> graders. Programs are open all regular school days, early release days, and half days. These programs are not open during school vacations, snow days or when school is released early.

The program strives to provide a happy and safe program in which children grow socially and learn how to peacefully live in a multiage group.

To learn more about the rates and billing please contact BSE or the After School Program Director, Raelene Lemoine, by email [rlemoine@mohawkschools.org](mailto:rlemoine@mohawkschools.org) or by phone 413-625-2521.

### **Mohawk Trail Regional School District After Care Program**

New to the Mohawk District, open to students in grades 3-6, is an after school program, located at Mohawk High School. Bus Transportation is provided from BSE to Mohawk. Children must be picked up by 5:30 at Mohawk. For more information you can reach the Program Director, Alia Woofenden by email [awoofenden@mohawkschools.org](mailto:awoofenden@mohawkschools.org) or by phone 413-625-9811 ext. 1170.

### **Response to Behavior**

BSE staff agrees that the most powerful way to respond to misbehavior is to put school-wide effort into cultivating positive behavior at the start, and responding to misbehavior in a positive manner. We currently implement three tiers of PBIS (*Positive Behavioral Intervention Supports*) when responding to behaviors, positive and negative. In addition, we implement many of the Responsive Classroom philosophical social practices.

*PBIS*, now in year six of implementation is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behaviors through the development of prosocial skills and the use of data-based problem solving for addressing concerns.

**Tier I** includes all students. At this tier, we explicitly teach expected behavior both in the classroom and across school settings and acknowledge through a positive response reward system to individuals and/or whole group for adhering to school rules.

**Tier II** identifies individual students, through office referrals, who struggle to maintain expected behavior throughout the day. A Check In/Check Out individualized for the student, to offer increased support may be warranted. Parents are notified if a student reaches this tier.

**Tier III** offers the most support behaviorally and is designed to meet the students identified needs.

Behaviors that grossly violates acceptable standards may require school suspension. More information on suspension can be found in the Mohawk Trail Regional School System's Common Policies and Procedures section of this handbook.

### **Student Attendance, Absences, Tardiness and Early Dismissal**

The Mohawk District School Committee, believe strongly in the importance of regular attendance by all students. Excessive absences, whether excused or unexcused; tardiness; and leaving school before scheduled dismissal times have a negative effect on student performance.

The Committee adheres to, and is in full compliance with Chapter 76 of the Laws of the Commonwealth which defines school attendance regulations.

Parents/Guardians have legal responsibility to ensure that their children attend school during the school year.

Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session.

- After three consecutive days of absence, school personnel will contact the family to determine the student's status. This may result in the need for a doctor's note.
- After seven absences, excused and/or unexcused, a letter of notification will be sent home to the parents/guardians.
- After ten absences, excused and/or unexcused a 2<sup>nd</sup> letter will be sent requiring the parents to meet with the Principal, with a copy of the letter sent to the office of the Superintendent. Another copy may be sent to the school's Truant Officer.
- After fifteen absences, a 3<sup>rd</sup> letter will be sent home and a referral sent to the Truant Officer for investigation.
- After twenty absences, a 4<sup>th</sup> letter is sent to the MA Dept. of Children and Families for investigation, with a copy to the Superintendent.

### **Tardiness**

Tardiness: defined as arriving after the school day has begun at 8:45. If a student is tardy, a parent must be responsible for this and sign them in at the office. Elementary students who arrive after the midpoint

of the school day will be marked absent for the day.

Consequences for excessive tardiness

- After seven a notification letter will be sent home.
- After ten a parent meeting with the Principal will be called and notice sent to the Superintendent.
- After fifteen a letter will be sent, along with notification to the Superintendent and the Truant Officer.
- After twenty a letter is sent home. A referral to the MA Dept. of Children and Families for investigation may occur at this point, with notification of the referral sent to the Superintendent.

Recommended by Policy Subcommittee 5/2011

Adopted: 7/2011

Mohawk Trail Regional School District School Committee