

Welcome to Casterlin School

Dear Parents,

Welcome to our beautiful school located between and serving the communities of Alderpoint, Blocksburg and Ft. Seward. This handbook will help you understand our school community by giving you information on our programs, services, staff, policies, and regulations. Please call us if you have any questions.

Our school is part of its surrounding communities. Please join us in our efforts to provide a safe learning environment with a high quality of education for all of our students. We need YOU!

Please call us directly at (707) 926-5402 if you have concerns, ideas or needs. We are here to help.

Our School Staff

Principal

Patrick Mayer

Teacher-In-Charge

Stephanie Steffano-Davis

Teaching Staff

Joan Baker

Speech and Language

Mike Carroll

Home School/Independent Study K-12

Marlien Fish

Resource Specialist

Susan Rios

Fourth-Eighth Grades

Stephanie Steffano-Davis

Kindergarten-Third Grades

Para Professionals I & II

Patty Brake

Marnie Minarcin

Dave Faucher

Debbie Rodas

Delores Heil

April Wilson

Support Staff

Theresa Craig

Custodian

Robin Craig

Technology Specialist

Dave Faucher

After School Program

Delores Heil

Cook

Marnie Minarcin

Nurse/Health Case Manager, Family Support Worker

April Wilson

Secretary, After School Program

Bus Drivers

Robin Craig, Blocksburg

Michelle Smith, Alderpoint

Throughout the year, bus drivers and bus routes may change. If you have any questions or concerns about transportation, please call Donna Anderson at 943-3648.

School Information

School Hours

Monday, Tuesday, Thursday	8:20 – 2:55
Wednesday	8:20 – 1:40
Minimum Day	8:20 – 1:20

Teachers are at school from 8 a.m. until at least 3:30 p.m., and at other times by appointment.

Students are also under staff supervision from 3:30 p.m. until 6:00 p.m. Monday-Friday through our After School Program (ASES).

Children should arrive at school no earlier than 8:15 a.m. They are required to go directly home from school, except when participating in supervised school activities, when other arrangements have been made with the teacher or principal, or when enrolled in the After School Program.

Attendance

California state law requires every child to attend school. Good attendance is very important to your child's progress in academic subjects. In addition, state funding to support school programs is dependent upon attendance of our students. The following three rules are essential:

- 1. Please have your child arrive at school on time. If a student arrives late, please check in with the teacher, and emphasize to the child to be quiet and respectful of the class activities as he/she enters the room.**
- 2. After returning to school after an absence, a student must bring a note from home verifying the reason for the absence.**
- 3. Excused absences are allowed for illness, dental, medical or legal appointments, or funerals.**
- 4. If at all possible, schedule dentist or doctor appointments so that children do not miss school, or so that the children leave after the morning classes. In both classrooms, Language Arts and Math classes take place before lunch; therefore it is best for the student's progress in those subjects to minimize morning absences.**

Students who are absent without excuses, are repeatedly tardy, or who have excessive absences, will have their parents contacted and may be referred to the School Attendance Review Board.

Independent Study Contracts

If your child will be out of school for five or more consecutive school days, we urge you to let your child's teacher know at least one week in advance so an Independent Study contract can be developed. This will allow your child to keep up with schoolwork and receive credit for school attendance. Both the child's parent (or legal guardian) and the child must sign the contract. It must be turned in to the classroom teacher, with the work completed, upon the child's return to school. If this work is completed on time, your child will be given full credit for attendance. If the work is not completed or only partially completed, your child will receive partial or no credit for attendance, and may not be eligible for Independent Study in the future. If you know in advance that your child will miss school, but it will be less than five days, please check in with his/her teacher and you may be able to pick up work so that your child will be able to keep up with the class.

Long-term Home Schooling/ Independent Study at Casterlin must be set up with Mike Carroll, the Independent Study teacher.

Picking Up Your Child During School Hours

If you need to pick up your child before school is dismissed, please stop by the office first to fill out a check-out slip. Give your child's teacher the slip, before you leave with your child.

If no one is in the office, you may sign out your child using check-out slips in the Early Release log in your child's classroom.

Bus Transportation

We provide many students with transportation to and from school. **If your child is going to a different destination after school, please send a note with your child. Without this note, the transportation department is required by law to let your child off at his/her regular stop.**

Dropping Off and Picking Up Students

For safety reasons, it is essential that no one drive on the blacktop area in front of the school since this is a play area for the students. Parking is available on the cement area adjacent to the blacktop play area.

Messages to Students/Using the Telephone After School

If all staff members are working with students, you may reach the answering machine when you call the school. Please leave a message, including your name, the child's name and a contact phone number. The machine is checked frequently during the day. The school telephone is busy and can only be used for school business and emergencies. Students who want to stay after school or go home with a friend must make arrangements beforehand.

Parent Conferences

The dates for parent conferences (called “minimum days”) can be found on the school calendar. Report cards are given out at the end of each trimester. Each student will be scheduled for a parent conference at the end of the first trimester. Grades, progress and test results will be discussed at that time. At the end of the second trimester, teachers will schedule conferences for students as needed, or if requested by a parent or guardian. During parent conference weeks, students are dismissed at 1:20 p.m.

Lost and Found

Lost items are located on the shelf in the school hallway. Please check this area from time to time. It would be helpful if student names were on all clothing and lunch containers.

Student Discipline

Our school staff accepts the responsibility for keeping your children safe while at school, and for providing a positive learning environment with high standards for academic work and behavior. Our goal is to allow students to learn and teachers to teach. Harassment of any kind, fighting, or defiance will not be tolerated.

A discipline matrix is attached at the end of this section. Teachers will outline their classroom discipline guidelines for you.

Parent Volunteers and Classroom Visits

Parents are welcome and encouraged to visit our school and to participate at all grade levels as parent volunteers. Please use the classroom volunteer log to sign in and out at the office, or in the event that no one is in the office when you arrive, please check in at Room 4. We ask that you make arrangements with the classroom teacher ahead of time, and that you do not bring other children with you without special arrangements.

If you want to visit your child’s classroom, please contact the teacher prior to the visit. Students not enrolled are discouraged from visiting our classrooms. All visitors and volunteers must check in at the office, but if no one is in the office when you arrive, please check in at Room 4.

Health and Safety

Emergency Contacts on Registration Form

All students must have emergency contacts on file so we can reach you in case your child gets hurt or sick at school. There must be at least 2 local emergency contacts with phone numbers. If you are new to the area and have difficulty finding people to list, contact the school secretary for help. Please keep this information up-to-date by informing us of any changes.

Medication

We cannot dispense medications unless we have the Consent to Administer Medication form, completed by a doctor and parent, on file. If your child needs to take medication during the school day, send the medicine in the original package with your child, explaining exactly when and how the medicine should be taken. The nurse/health case manager will dispense all medicine. If your child has asthma and must use an inhaler, please make sure one is left with the nurse. If your child has an allergy to bee stings, please give the nurse a bee sting kit.

Emergency Drills

Emergency drills are held on a regular basis for students to practice how to react to fires, earthquakes, floods, etc. In the event of a natural disaster, your child will be kept at the school until you or the person(s) designated on your registration form's emergency list can pick him/her up.

Lice Head Checks

We check students for lice on a routine basis. Parents will be notified if there is more than one active case in the classroom. Our nurse/health case manager /family support worker is available to help families cope with head lice.

Dress Standards

Students should wear clothes that are comfortable and that will not interfere with his/her ability to learn and participate in all school activities, including physical education. Be sure that shoes are sturdy and safe. High heels and flip-flops should not be worn to school. All jackets should be labeled with the child's name. Clothing should not have words or pictures representing any kind of tobacco, alcohol or drugs. No violent, suggestive, or inappropriate language or depictions should be on clothing. If so, your child will be asked to wear the clothing inside out. Straps on dresses or tops should be at least one inch wide.

Special Instructional Programs

Library

Our library is greatly improved with many new books. Our volunteer librarian, Misty Wyatt, is here on Tuesdays to work with your children choosing books and learning library skills.

Computer Lab

Our computer lab is equipped with six PC and four iMac computers and is open during school hours and after school. Each classroom has a minimum of two computers connected to the Internet. To access the Internet, an Internet Use Agreement must be on file.

Special Events

Awards Assemblies

These are held each trimester. Citizenship, academic and attendance awards are given to the students. Parents are invited to attend and will be notified if their child is

receiving an award. A final Awards Assembly is held in conjunction with the promotion ceremony.

Back To School Night

Back to School Night is a great opportunity to find out about our school and what your child's teacher has planned for the academic year. Each teacher is available to discuss classroom curriculum and expectations.

Field Trips

We organize some K-8 field trips together. Individual classes also plan and organize field trips to enhance the subjects they are studying. This is another great chance to volunteer and have fun!

Winter Program

All students participate in the winter program, an important component of our visual and performing arts curriculum. Each class presents a musical or dramatic presentation on stage just before our winter vacation.

Lip Sync

Students perform along with recordings of popular songs and show off their creative and dramatic abilities.

Spring Treasure Hunt

Each spring students read grade level appropriate clues to find hidden treasures.

Open House

Our school Open House is held in the spring. Students and teachers get to show off the great work students have done all year!

Eighth Grade Promotion

Our eighth grade students are honored with a wonderful promotion ceremony followed by a dance as they end their years at Casterlin School.

Spelling Bee

Our school spelling bee is open to students in grades 4-8. Winners compete in the district-wide spelling bee and then may progress to the countywide bee.

Team Sports

Volunteer coaches organize sports programs for Casterlin students through community sports leagues and through other programs sponsored by the school. Be sure to send a bus note if your child is attending practices.

Other ongoing programs and activities at Casterlin include:

Music Program	Aikido
Classroom Parties	Play Group for Preschool Age Children
Gardening	Harvest of the Month
Chamber Readers	Tobacco Education
Meet the Masters	Science, Art and Invention Fairs

Parent Groups

School Site Council

This is a very important group at the school. Casterlin School's site council is a group of teachers, parents, and one classified employee that works with the principal to develop, review and evaluate school improvement programs and school budgets. The Site Council's work is to make decisions that will best serve the whole school community.

PTSA

Casterlin's very active Parent Teacher Student Association presents many events at the school, including Family Nights, Lip Sync, Spring Treasure Hunt, Winter Program, and the Eighth Grade Promotion ceremony. They also raise funds and donate time and energy for school beautification, field trips and other special projects. Their contributions to the school are many. We encourage everyone to join.

Programs for Special Needs

Title I

This program provides special instructional time and materials to students in reading, math and language. Most of our instructional assistants are funded through this program.

Student Study Team

This team approach reviews the needs of individual students and helps them get the services they need. We address academic, social and basic needs.

Resource Specialist Program

This program has specific requirements for entry and provides assistance for students as needed.

Speech and Language Program

This program serves students with speech or language needs.

After School Program

This program is designed to offer safe, fun and educational activities to students in grades K-8. It is offered five days a week from the end of the school day until 6:00 p.m. The program is free for those who qualify and there is a maximum fee of \$5 for those who can afford to pay. One of our parents has offered to start a 4H Club this year at

Casterlin. 4H is a youth development organization that helps young people gain citizenship, leadership, and life skills. If you are interested in participating, let us know. If you have skills and interests that you would like to share after school, please call April here at school.

Casterlin School Student Responsibility Plan

The purpose of this policy is to teach our students to develop responsible behavior, and to choose appropriate actions. It is meant to help students prepare for their lives as adults.

We believe that a positive approach to teaching works best. Because of this belief, this policy has several rewards for students who exhibit responsible behavior. It also has clear consequences for violations of school rules and expectations.

Let's work together to provide our children with the help and guidance they need to be successful and productive adults.

The School Rules—The “Big Five”

The following rules are considered very important. If children break these rules they will be given immediate consequences that may include detention, in school suspension, or at home suspension.

- **You may not fight.**
- **Verbal and physical attacks are prohibited, including harassment of students or staff. This is commonly known as bullying.**
- **The directions of school adults must be followed immediately and without arguing. Time will be allowed to discuss the situation calmly.**
- **Your hands and feet, and any objects, must be kept to yourself. “Hands off” at all times is the best policy.**
- **Show respect for yourself, other students, school staff, and school property by following these rules and the expectations listed on the next page.**

Expected School Behavior

General Expectations

- **Drugs, alcohol, tobacco, or tobacco products are not allowed at school ever.**

- All medicine must be kept in the office, and you must have the appropriate signed forms on file. The nurse/health case manager will give you the medicine when needed, if you have a note from a doctor.
- Real or toy knives, guns, or weapons may not be brought to school.
- Candy or toys may not be sold at school.
- State law prohibits stealing.
- Please clean up after yourself. Don't litter at school.

In the Classroom

- You are in school to learn. Please complete assigned work during school as well as assigned homework.
- Listen to your teacher and follow the classroom rules.
- Allow other students the chance to learn by not bothering them or disrupting the class.

On the Bus

- The school rules apply to the time spent on the bus.
- Please stay in your seat on the bus.
- Please speak in quiet voices on the bus.
- Follow 'red light' rules.
- Be respectful to the drivers.

In the Hallways

- You must move safely in the school hallways.
- Walk in the hallways, and keep your hands to yourself.
- Speak in a quiet voice—Students are at work
- Don't bounce balls or jump up to touch the ceiling in the hallways.

In the Bathroom

- Be safe in the bathroom. It is not a place to play.
- Don't throw soap, water or papers on the floor.
- Don't bother other students.
- Try to use the bathroom during recess time.
- Keep the bathroom clean for the next time you use it.

In Line

- Be patient and wait your turn politely.
- Face forward, speak quietly, and don't push or shove.
- Don't cut in line.

In the Cafeteria

- Please eat politely so that everyone will enjoy lunchtime.
- Be seated while you eat.
- Food is not to be thrown or traded.
- Speak in a quiet voice with students next to you or across from you.
- Ask permission to get out of your seat.
- Keep hands, feet, and objects to yourself. No pushing or shoving.
- Food must be eaten in the cafeteria.

- Clean up the area where you have been eating. Use the garbage and recycling cans.

In the Library and Computer Lab

- Food and drinks are not allowed anywhere in the library, or around any computers.

Pets at School

- Pets may only be brought with permission of the teacher and must be transported by a parent or guardian.
- Pets may not come to school on the bus, and they may not be on the playground at lunch or recess.

On the Playground

- Please be responsible for your safety and the safety of others.
- Stay within the school boundaries.
- Stay where teachers can see you.
- Be careful on the playground equipment.
- Don't jump off the playground equipment.
- Go up the slide using the ladders.

Tag

Tag is fun when played safely. You may not tackle each other, pull on clothes or arms, or drag each other down. A tag must be just a light touch, not a shove. Take a turn being 'it'.

Football

Touch football is allowed, but it is a privilege that will be taken away if the playing gets rough.

Basketball

Half-court or full court games are allowed. Please share the basketball courts with other students.

Baseball

Wooden or aluminum bats can only be used when a teacher is with his/her class. At recess plastic bats must be used.

Soccer Follow the rules of soccer (no hands).