CANAL SCHOOL

Handbook

2026-2027

102 Glenwood Avenue
Westbrook, ME 04092
Telephone: 854-0840
Fax: 854-0855

If you need any special accommodations to make it possible to attend and participate in any meeting, parent conference, or presentation throughout the year, please contact the Special Services Offices at 854-0850.

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WELCOME TO CANAL SCHOOL



Dear Canal School Families,

I hope you and your family are enjoying a wonderful summer filled with sunshine, relaxation, and time together. Summer in Maine is such a special time of year, and I have been trying to spend as much time in the water as possible—it is definitely my happy place outside of school! As much as I enjoy summer, I am counting down the days until our hallways are once again filled with the laughter, excitement, and energy of our students..

This summer has been another busy one at Canal School! Once again, our building has undergone extensive construction and improvements. Every bathroom in the building has been completely renovated down to the studs, mini-split systems have been installed in every classroom to better control temperature and moisture, most classroom spaces have been reorganized and relocated, and our art room now has an additional sink to better support student learning. We are incredibly grateful for these improvements and cannot wait for our students to enjoy the updated spaces.

This fall also marks an exciting milestone—not only for Canal School, but for the entire Westbrook School Department—as we open **Westbrook's very first public Pre-K program** right here at Canal! Over the past several months, I have had the privilege of working alongside a dedicated team to hire an outstanding staff and prepare for the arrival of approximately **90 Pre-K students** during our inaugural year.

Our Pre-K program will operate both a morning (AM) and afternoon (PM) session each day. While our building will certainly be busier than ever, we couldn't be more excited to welcome our youngest learners into the Canal family. Watching them begin their educational journey with us will be incredibly rewarding.

I would like to take this opportunity to remind everyone of the importance of regular school attendance. Being at school every day—and arriving on time—is one of the greatest predictors of student success. Consistent attendance helps children grow academically, develop friendships, build routines, and feel connected to their school community. We appreciate your partnership in making attendance a priority for your child.

I am especially looking forward to replacing all of the construction workers currently filling our hallways with the smiling faces of our students! I know **Cosmo**, our Canal Coyote mascot, is just as excited as I am to welcome everyone back for another fantastic year.

Thank you for your continued support and partnership. Enjoy the remainder of your summer, stay safe, and we look forward to welcoming everyone back to Canal School very soon!

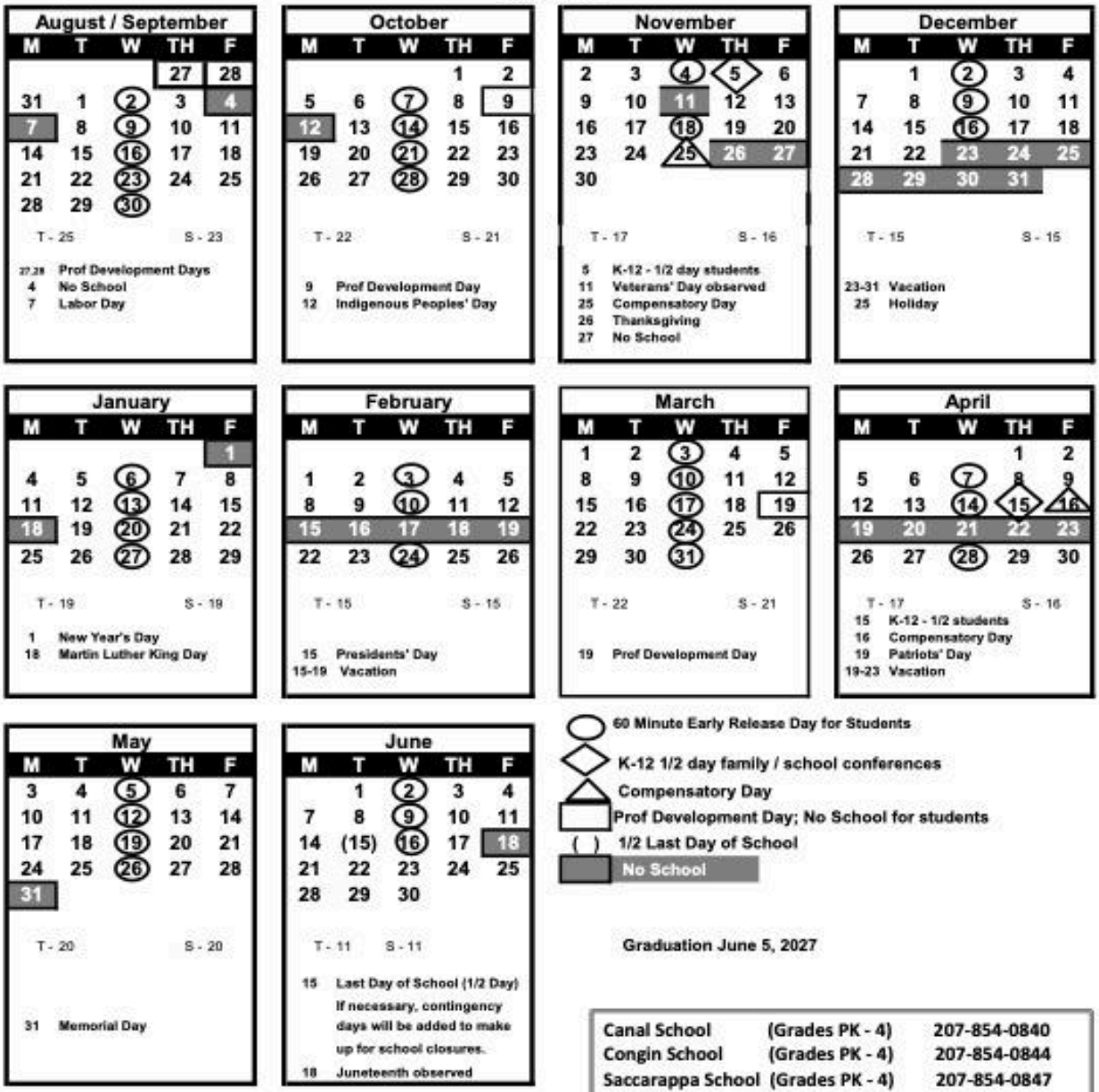
Warmly,

Vickie Hebert
Principal

WESTBROOK SCHOOL DEPARTMENT

SCHOOL CALENDAR

2026-2027



Graduation June 5, 2027

Quarters				Student Days	Teacher Days
August	27 -	October 30	=	41	44
November	2 -	January 22	=	47	48
January	25 -	April 2	=	44	45
April	5 -	June 15	=	45	46
		Totals	=	177	183

Approved by School Committee: April 8, 2026

Canal School	(Grades PK - 4)	207-854-0840
Congin School	(Grades PK - 4)	207-854-0844
Saccarappa School	(Grades PK - 4)	207-854-0847
Middle School	(Grades 5 - 8)	207-854-0830
High School	(Grades 9 - 12)	207-854-0810
WRVC		207-854-0820
Adult Education		207-854-0826
Superintendent's Office		207-854-0800
Transportation Office		207-854-0807
Special Services Department		207-854-0850
Multilingual Learner Dept		207-591-6237
Homeless Liaison		207-854-0850
Affirmative Action / Title IX Coord		207-591-6048
School Nutrition		207-854-0810 ext. 2061

TELEPHONE NUMBERS

Canal School:	854-0840
Canal School (fax):	854-0855
Transportation:	854-0807 or 854-0808
Superintendent's Office:	854-0800
Congin School	854-0844
Saccarappa School	854-0847
Westbrook Middle School	854-0830
Westbrook High School	854-0810

Children may use the telephones for necessary calls. It is appreciated if arrangements for after school are made at the start of the school day. Changes in a student's afternoon dismissal or transportation **must be made prior to 12:00**. Calling into a class to dismiss a student interrupts an entire classes' learning.

SCHOOL WEBSITE and FACEBOOK

School Website : https://www.westbrookschools.org/o/canal

School Facebook : https://www.facebook.com/

SCHOOL HOURS

School officially begins at **8:40 AM** and ends at **3:20 PM** each day. Supervision of children begins at **8:25 AM**. You can not drop your child off before 8:25 AM.

PreK AM Session - 8:25 AM - 11:20 AM
PreK PM Session - 12:35 PM - 3:20 PM

OUR SHARED VISION

The Westbrook School Department believes education is a partnership among students, staff, parents, and community. We encourage self-directed learning and individual excellence through student-centered activities and interdisciplinary connections. Within a framework of high expectations, the school environment allows for a variety of opportunities for students to demonstrate what they have learned. As partners in learning, we all share the responsibility to make this vision a reality in a changing world.

OUR MISSION - One Promise: The best education for all, for life.

ATTENDANCE

Here at Canal School and in the Westbrook School Department it is extremely important to all of us that students are in attendance and on time each and every day. This data must be reported to the Maine Department of Education each year and is a factor in determining if the school makes Adequate Yearly Progress.

We ask that appointments or family trips be scheduled after school hours whenever possible. Each day that we have with your child is very precious for their learning and emotional well-being.



ABSENCES

If your child is going to be absent, please notify the school by **8:30 AM** (854-0840). Please also let the school secretary, Mrs. Bernardo, know the purpose of the child's absence so that we may determine whether the absence or tardiness is excused. If we do not receive a phone call about the absence, your child will automatically receive an unexcused absence. Student attendance is monitored regularly as the Westbrook School Department has an intervention process to help those students who develop a pattern of absenteeism.

We will continue to require an authorization from your child's physician or other professionals explaining the need for any absence or late arrival in order for it to be recorded as an excused absence. Most professional offices have these forms readily available so please ask them to provide you one when you arrive at your appointment.

If a child is leaving on a family vacation and will miss school days, the child's guardian must submit a letter in writing to the principal ahead of the absence for approval. Policy – JEA and Truancy Code - JHB

HEALTH EMERGENCIES

Please make sure that we have all emergency numbers to reach relatives or friends in the event your child is ill or hurt and you are unavailable. Please make sure to update these numbers as it is crucial we are able to reach someone in case of an emergency.

MEDICATION

Medication will be provided to the school nurse under the conditions listed below:

1. No drug or medication will be allowed in the possession of a student at any time on school grounds or on the bus. Students are not allowed to carry any medication.
2. All prescription medications will be delivered to the school nurse by parent or guardian.
3. Prescription medications must be in the original pharmacy container labeled with the student's name, date of prescription, the name of medication, dosage, and the prescribing physician's name.
4. Written permission by the parent or guardian must be provided on the medical consent form (available in school office).

If your child has significant medical concerns, your child may benefit from a 504 plan. This plan is created with the help from the school nurse, nutrition director, classroom teacher, principal, and school counselor. Please contact Mrs. DeBery, school counselor and 504 case manager for more information.
Policy - JLCD

IMMUNIZATIONS

Immunizations and a completed health history form are required for school enrollment. Maine State Law makes immunization mandatory for each school child in kindergarten through the 12th grade. The law also mandates that a record of immunizations be on file at the school for each child. To comply with the law, each child must be completely immunized or be in the process of being immunized prior to school enrollment. The district needs cooperation of all parents to meet these requirements and to help insure a healthy school environment. According to the state law, each child K-12 must be immunized with the following immunizations:

5 DTP (Diphtheria/Tetnus/Pertussa) and 4 Polio (IPV or OPV)
2 MMR (Measles, Mumps, and Rubella) and 2 Varicella

PreK students must be immunized with the following immunizations:

4 DTAP and 3 Polio
1 MMR and 1 Varicella

Policy - JLCB

NECESSARY NOTES

Notes from parents or health professionals are required and **must be presented to the secretary** in the morning for the following reasons:

Absence or late arrival
Any changes pertaining to the dismissal of a student
Medication
Early dismissal

CHANGES IN INFORMATION

Please notify the school office of any and all changes in address, **telephone numbers** (either at home, cell, or work), baby-sitter and childcare arrangements, and telephone numbers for emergency caretakers. It is vital that we are able to reach you in case of an emergency. Our district messaging system will also need to be updated in order for you to receive important district and school automated messages.

EMERGENCY SCHOOL CLOSING

In the event of an emergency school closing, announcements will be made on local radio stations, television stations, and on the district website. The superintendent of the Westbrook School Department will send an automated message out when school is closed or when dismissal is early.

Within the first ten days of the new school year, parents must notify the school of an emergency child-care plan in the event of an unexpected school closing. Children will not be allowed to remain in school on an emergency closing day since emergencies indicate critical safety concerns. A form is sent home in the first week of school for this purpose.
Policy - EBCE

SCHOOL VISITS

Parents are welcome in our school. Advance arrangements are to be made through your child's teacher. **All teacher appointments are to be scheduled ahead of time**. Meetings with teachers during drop-off or pick-up are not permitted.

In order to ensure safety, of our students and staff as well as the visitor, all visitors **MUST**:

- enter through the vestibule at the main entrance
- sign-in at the main office
- get a badge from the secretary

School personnel may request to see identification of any person on school property. The principal or her designee may refuse to allow persons with no legitimate business or unruly persons to enter school grounds.

As part of our SCHOOL SAFETY PLAN, all parents, visitors, and volunteers who wish to go into the building past the vestibule are required to wear identification tags available in the main office.

VOLUNTEERS

Volunteers are welcomed and encouraged to work with children and staff in our classrooms. It is our hope that you will share your knowledge, skills, interests and enthusiasm with our children and staff. Please contact the volunteer coordinator, Diane Rivers-Hooke riversd@westbrookschools.org, for more information.

Volunteers must complete an application, have a background check, and attend an orientation meeting before volunteering. Applications are available on the district website. There will be one orientation meeting per month. This process takes some time so please plan ahead to ensure you are able to help when the opportunity arises. Policy IJOC

DISMISSAL

To protect the safety of our students, children will be released **ONLY TO** parents, guardians, or others listed by parents/guardians on the emergency list. If someone else is to pick up your child, you must provide proper consent directly to the secretary in the office or the principal.

Any person not named on the emergency form, not known to us, and asking to pick up your child will be asked to provide a picture ID that will be copied and kept on file. Persons authorized to pick up your child when you are unable to be reached should notify you that they have done so.

In order to maintain an instructional setting, **students will not be called out of class to be dismissed early at the end of the school day. Early dismissal arrangements must be made with the office at the start of the school day.**

WALKERS AND/OR STUDENTS TRANSPORTED BY PRIVATE CARS

All students outside the defined walking distances can be transported to and from school on a school department bus. A predefined location for the pick-up and dropping off of students will be set at the beginning of each school year by the transportation director.

Transportation will not be provided outside each school's designated area. Students on waivers are not provided transportation.

Parents/guardians picking up students are to use the student drop-off/pick-up lane. Pick-up time is 3:20. Please do not arrive earlier as this will have a negative impact on the movement of vehicles through the drop-off/pick-up lane. This lane is not for parking and/or waiting. If parents want to get out of their car they must park in a parking space - not the drop off lane.

Parents/guardians dropping off students are to use the student drop-off/pick-up lane. Parents are to stay in their cars. Staff members will help them use the crosswalk to cross the bus lane into school. Drop-off time is between 8:25-8:40. Please do not arrive earlier than 8:25 as there is no student supervision prior to this time and arriving early will negatively impact the flow of the student drop-off/pick-up lane.

Parents should determine the route your child/children is to use to and from school if walking. Time your walk/ride so as to arrive between 8:25 and 8:40am. Students must be in the classroom by **8:40am** or they are considered tardy. Students are to walk on the sidewalks. If there is no sidewalk, use the left side, facing oncoming traffic. Students must never move between parked cars and look in all directions before crossing the street, using marked crosswalks.

BUS CHANGES

Parents are asked to make bus pick-up and drop-off the same each day. Once students are assigned to a bus, they will ride this bus until further notice. **If a child is to be picked up at school rather than riding the bus, a written note must be sent to school with the child or a parent must call the school office (854-0840) and transportation department (854-0807) prior to NOON. If we do not receive a note in the morning or a phone call by noon, the student will be sent home on their regular bus.** Changes in buses can not be made for such things as playdates or parties.

Children being picked up by a parent/guardian during the middle of the school day must be picked up in the front entrance vestibule.

Long-term or permanent changes in a child's bus arrangements must be made with the Transportation Director, Melissa Foye, by calling 854-0807.
Policy - EEA

BICYCLES

Students are allowed to ride their bicycles to and from school and park them on school premises, at their own risk, during school hours.

Students who ride bicycles are expected to:

- ☐ When on the sidewalks of the school, bikes are to be walked – not ridden.
- ☐ Park bicycles in space provided.
- ☐ Lock bicycles individually. The school does not assume responsibility for bike loss or damage.
- ☐ Students are expected to obey all state safety and highway regulations regarding bicycles.
- ☐ **Helmets must be worn according to the law.**

Students riding bikes are to arrive between 8:25 and 8:40am., not before.

FRESH FRUIT and VEGETABLE PROGRAM

Beginning in September, all students will have access to a daily fresh fruit or vegetable snack. These snacks are provided through a federal grant based on our school's demographics. We encourage students to try these healthy snacks.

LUNCHES

We will have 4 lunches beginning at 10:55 AM. If your child is going to be late on any given day and wishes to receive hot lunch, you should notify the school prior to 8:40am (when lunches are ordered).

All students will have access to a free breakfast and lunch this year.

STUDENT BEHAVIOR RULES

The goal of the school is to foster independence and responsible behavior. Students, staff, and parents share responsibility for learning. Students are expected to behave in a manner that reflects their understanding of the function of a public school. A school is a community of students and staff working together with parents to assure the best possible education for each student while maintaining individual rights and respecting the rights of others. Within this context, home and school must work together to assure clarity and consistency of discipline.

The behavior guidelines apply to all areas of the student's school day, including the areas of classroom, hallways, cafeteria, playground, buses, gym, field trips, etc. Through our Positive Behavioral Interventions and Supports (PBIS) philosophy model (Be Kind, Be Safe, Be Responsible, and Be Respectful) and daily practice of behavior in our matrix of expectations for student behavior, we teach and model how all students can be together in a safe and supportive school. We ask that parents regularly reinforce these guidelines for behavior.
Policy - JK

RECESS

Children who are able to attend school on any given day are also able to go out to recess. If there are extenuating circumstances that prevent this, please contact the school nurse to explain and provide a doctor's note. This time to run and play in the fresh air helps to stimulate and renew a child's ability to be attentive and learn. On poor weather days (rain and extreme temperatures), we will arrange for recess to be inside.

PLAYGROUND BEHAVIOR

The safe use of equipment is taught to each class at the beginning of each school year and reviewed throughout the year.

All activities are expected to be safe and friendly. Organized games, visiting with friends, or simply relaxing alone are all activities that are safe and enjoyable. Rough play, pushing, and wrestling lead to fights, ruined clothing, and injuries and are unacceptable activities.

Baseballs, tackle football, throwing stones, sticks, ice or snow, and riding skateboards are **prohibited** for safety reasons. The teacher will point out the specific areas of the playground designated for student use. Students must stay on the playground at all times.

Unsafe play during recess may result in loss of recess, parent notification, and/or suspension from school.
Policy - JIC

DANGEROUS ITEMS

Dangerous items such as weapons: knives, matches, guns, bow and arrows, bullets, and explosives such as caps, fireworks, etc. are prohibited on school grounds. This includes making items that can resemble or be used as a weapon. Bringing such items to school will result in suspension from school.
Policy – JICIA

VANDALISM

School vandalism by students will be reported to parents and law enforcement. Parents will be responsible for restitution for damages as determined by school officials.

ANIMALS AT SCHOOL

Persons who wish to bring animals into the school must have prior approval from the classroom teacher **AND** principal.
Policy - IMG

TOYS AND OTHER VALUABLE ITEMS

Trading cards, toys, electronic games, radios, skateboards, and other valuable items, etc. **are NOT appropriate for school, including recess, and should be left at home**. If a teacher pre-approves one of these items for a school visit, the teacher will store it during the day. The item must be picked up after school when leaving campus.

The Westbrook School Department assumes no responsibility for lost or stolen items of this nature.

SCHOOL STORAGE AREAS

Desks, lockers and other student storage areas are the property of the Westbrook School Department. At no time does the Westbrook School Department relinquish its exclusive control of these storage units provided for the convenience of students. **School authorities, for any reason and at any time, may conduct an inspection of these storage areas.**
Policy - JIH

TELEPHONES

The telephones at school are for business and emergency use only. If a child is ill, the school nurse will place a call to the parent. **Students need to make prior arrangements for social occasions and cannot use the business telephones for making arrangements.**

Students are not permitted to use cellular technology including phones, smart watches, iPads, etc. during school hours, including on the school bus and at recess. All personal technology must be turned off and remain in lockers while they are at school. **This rule is in accordance with School Committee Policy.**
Policy - JICJ

DRESS

We want your child to be dry and comfortably warm during our daily outdoor play. ***Please be sure that your child wears appropriate outdoor clothing, especially in winter.***

It is important to send an extra set of clothing in your child's backpack or bag in the event they need a change of clothes. An extra pair of socks is especially important when the weather is cold, wet, and snowy.

Thank you for your cooperation and support concerning your child's dress.

We ask you to use good judgment about what your child wears to school. Due to playground surfaces, **sandals/flip-flops are not advisable.**

Clothing should be appropriate for the weather conditions and should not be offensive to others. **Spaghetti straps or strapless tops and shirts that do not cover midriffs are not permitted. Undergarments should not be visible.**

Please mark your child's jacket, sweater, etc. with their full name on the inside of the garment so that such clothing is easily identifiable.

No sneakers with wheels or "heelies" will be allowed at school (in the building or at recess).

Clothing with writing about or images of smoking, drugs, sexual items, guns, violence, etc. are not permitted. Students will be asked to change or parents will need to bring in additional clothing.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found. Unlabeled or unclaimed property is turned over to a nonprofit agency each month.

FIRE, LOCKOUT, and LOCKDOWN DRILLS

Drills are held on a regular basis and at different times of day to prepare the children in the event of an emergency. Law requires 10 drills with a minimum of two in our first week of school to familiarize students with our process early.
These procedures are established with guidance from the Westbrook Police and Fire Departments.
Policy – EBCB

UNIFIED ARTS (SPECIALS)

K-4 students attend each Unified Art (specials) on a weekly basis for 45 minutes. Unified Arts include: library, art, music, PE, and STEAM. Each unified art will be assessed on semester report cards. If you would like to schedule a meeting or parent-teacher conference with a unified arts teacher, please reach out to the teacher directly to schedule that meeting.

SCHOOL BUS RULES

The following list of rules applies to all students riding the Westbrook School Department buses and should be reviewed by parents and students.

Parents and students should be aware that video/audio taping is taking place at all times on buses and vans to ensure student compliance and safety.

- ☐ Permission for a student to ride a school bus is a privilege, not a right.
- ☐ Students shall obey the driver who has full charge of the bus.
- ☐ Students should arrive at their bus stop 10 minutes before scheduled pick-up time.
- ☐ Students should not run to the bus. Wait for the bus to come to you and wait for it to come to a complete stop.
- ☐ Take 10 giant steps down the side of the bus before crossing in front of it. You should be able to see the driver's face. Remember if you can't see the driver, the driver can't see you.
- ☐ Wait for the driver's signal before crossing.
- ☐ Students shall not extend any part of their body out of the bus to avoid serious injury. The bus comes very close to trees, poles and signs etc. that would create a serious injury.
- ☐ Students shall go to their assigned seats, without crowding or pushing. The driver will assign each student a seat at the beginning of the school year and has the right to reassign seats as needed for any reason.
- ☐ Students shall not tamper with the emergency door or any bus equipment.
- ☐ Students shall not mar or deface the bus. The student and/or his family must pay for any damage to seats and or other equipment.
- ☐ Students shall request permission from the driver before opening or closing any windows.
- ☐ Students shall not fight or scuffle on the bus or create any disturbance.
- ☐ Students must not shout or wave to pedestrians or occupants of another vehicle, or throw objects out or within the bus.
- ☐ Students shall keep the walkway clear of any obstacles that could trip another passenger.
- ☐ Students must remain seated until the bus has come to a complete stop. Standing while the bus is in motion is a serious safety hazard and violates state law.

- ☐ Students are not to chew gum, eat, or drink anything while on the bus. Eating or drinking in a moving vehicle can be a safety hazard.
- ☐ If you drop something getting on or off the bus NEVER stop or go back to pick it up. Get an adult to get it for you.
- ☐ Always be aware of the DANGER ZONE, the area that surrounds all sides of the bus. Stay 10 giant steps away from the bus so the driver can see you.
- ☐ Live animals of any kind, large toys or instruments, whistles, boogie boards, balloons, skateboards and any other type apparatus with wheels, or any glass items are not allowed on the bus.
- ☐ The use of cell phones, laptops, or iPads are not permitted on school buses.
- ☐ Firearms, knives, explosives, lighters, matches, etc., or any other dangerous materials are not allowed on the bus.
- ☐ PreK and kindergarten students must have an adult at the bus stop for drop off and pick-up each day. The bus driver will not drop off a PreK or kindergarten student if an for that child is not present at the stop. The student will be brought back to school and a parent/guardian or designee will need to come to school immediately to pick up their child.
- ☐ **Privileges to ride are arranged by the Director of Transportation and/or the school principal. The determination to suspend riding privileges is made by the Director of Transportation and/or school principal or principal designee.**

Policy - JIC

HOMEWORK

The following information reflects our school-wide policy on maximum requirements for assigned homework per student, per night:

Grade PreK/K - (A maximum of 30 minutes for all subjects combined, per week.)
Grades 1/2 - (A maximum of 30 minutes for all subjects combined, per night.)
Grades 3.4 - (A maximum of 60 minutes for all subjects combined, per night.)

Policy – IKB-R

TESTING

District and state assessments will be given throughout the school year, which include NWEA testing in reading and math for grades K-4 three times a year, a DRA reading assessment at the start and end of the year in all grades, MEA state assessment for grades 3 and 4 in reading, writing, and math, and teacher formative assessments to provide instruction at each student's individual level.
If you wish to opt your child out of state assessments, you must complete a form within the policy and return it to the assistant superintendent – at Central Office.
Policy – ILA

FIELD TRIPS

When a school field trip is planned, a notice with a permission form will be sent home for you to sign. This permission slip must be signed and returned to school before the child is able to go on the trip. Without written consent, a student will not be able to attend out of school district activities.

At the beginning of the school year, a permission slip is sent home to cover all field trips within the Westbrook city limits for the school year.

Students must travel to and from the field trip on the bus. Approved chaperones must also travel on the bus with the students to and from the field trip.

If a staff member feels that a student will not be safe on a field trip experience, the student will have an alternate plan at school.

BIRTHDAY CELEBRATIONS

Due to the district's wellness policy, sweet treats are discouraged from being sent into classrooms for birthday celebrations. Consider donating a picture book for the class to read instead or finding a non-sweet way to recognize the occasion. In addition, birthday invitations can only be distributed in the classroom if every student is invited.

REPORTING TO PARENTS

Parent-Teacher conferences with parents or guardians are scheduled near the end of the first and third quarters.

Parents or guardians will be notified of a time to sign up for conferences through our Reach My Teach messaging system. Please respond to the notification to scheduled a convenient time as soon as possible. If rescheduling of a conference will be necessary, please contact the secretary in the main office as soon as possible to make alternate arrangements.

Report Cards are provided at the end of the 2nd and 4th quarters.

STUDENT RECORDS

Student records are collected and maintained to promote the instruction, guidance and educational progress of the student and for legitimate educational research.

Parents or eligible students (age 18 or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the Westbrook School Department student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent of an eligible student has a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personal identifiable information contained in the student's educational records, except to the extent allowed in accordance with 34 CFR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the Westbrook student records policy by contacting the building principal.

The three types of student records maintained by the school include:

Academic information such as grades, progress reports, student work samples, achievement test data, etc.;
Statistical information including aptitude scores, mental ability, permanent school health records, etc.; and
Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

All directory information may be made public without notice unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later; that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent. Westbrook School Department forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.
Policy - JRA

STUDENT SUPPORT SERVICES

The Westbrook School Department provides a variety of resources to support a broad range of learning needs and styles. These include special education, alternative learning, gifted and talented programming, Title I (for reading and/or math), multilingual, social work, counseling, and 504 provisions.

If you believe that your child would benefit from one or more of these services, please contact the office to be directed to the appropriate person.

EDUCATIONAL PROGRAM INFORMATION

Special Services

Exceptional children are provided for with Special Education Services. Students are evaluated and programs are prescribed for special needs. Parents wishing to consult with special service personnel may contact the office of the principal for information.

Section 504 of the Rehabilitation Act of 1973

The Westbrook School Department supports, and complies with, Section 504 of the Rehabilitation Act of 1973. The Act provided, among other things, that recipients of federal assistance should not discriminate on the basis of disability. Please contact the office of the principal if you have questions or need further information.

Gifted/Talented

The Westbrook School Department provides special programming for students who are assessed and qualify for GT services beginning in grade 3. The program includes G/T instruction in the areas of art, mathematics and humanities. The program will be housed in each individual building. Please contact the GT teacher, guidance counselor, or building principal for information on the selection process and/or criteria for the “Challenge Plus” program.

School Social Work/School Guidance

The guidance counselor assists students, staff, and parents in developing a closer working relationship as it pertains to the student’s problems and needs. The social worker also acts as a liaison between the school, parents, and other community agents.

Speech and Language

All children with speech and hearing difficulties are brought to the attention of the speech and hearing teacher through teacher referrals or a screening process. Parents are notified when such problems are detected.

Multilingual

Children whose home or first language is not English may qualify for English services as an Multilingual Learner. Students are evaluated and a program is prescribed for their English needs. Parents wishing to consult with Multi-Lingual personnel may contact the office of the principal for information.

MONITORING PROGRESS

Along with all schools in the district, we have teams that provide systems to monitor student progress.

Through the **MTSS Model** we identify students who struggle academically and support teachers in monitoring interventions that are implemented to address areas of concern. A cross-section of educators participates in these meetings and maintain notes on interventions tried and progress.

The **Student Services Team** identifies students who struggle socially and emotionally and coordinate supports within the schools. This team also collaborates with partner agencies to offer student and family supports within the greater community. Attendance, behavior, and health concerns are also addressed by this team. Notes are maintained in Infinite Campus.

The **Data Team**, consisting of school administrators, instructional coaches, and teacher leaders, meets to review achievement, attendance, and behavioral data and collaborates with district administrators, monitor school goals in the school's annual Success Plan, and report annually on progress.

SCHOOL COMMITTEE

School Committee meetings are held on the second Wednesday of each month at in Room 114 at Westbrook High School at 7:00pm. Community members are welcomed and encouraged to attend.

PARENT GROUP

Our Parent-Teacher Group meets on the first Monday of each month at 6:00 in the school library to discuss activities happening at school, to offer feedback to the principal, and to organize monthly family activities. We hope you will join us!

STAFF EMAIL DIRECTORY

Staff Name	Position	Email
Vickie Hebert	Principal	hebertv@westbrookschools.org
Pam Bernardo	Administrative Assistant	bernardop@westbrookschools.org
Cristal Agreste	Nurse	agrestec@westbrookschools.org
Kasey DeBery	School Counselor	deberyk@westbrookschools.org
Lynn Morang	Social Worker	morangl@westbrookschools.org
Tim Francis	Alternative Learning	francist@westbrookschools.org
Nicole Broomhall	PreK Teacher	broomhalln@westbrookschools.org
Renee Bridges	PreK Teacher	bridgesr@westbrookschools.org
Samantha Rockwell	PreK Teacher	rockwells@westbrookschools.org
Hannah Gundersdorf	Kindergarten Teacher	gundersdorfg@westbrookschools.org
Mackenzie Fittswood	Kindergarten Teacher	fittswoodm@westbrookschools.org
Erin Drouin	1st Grade Teacher	drouine@westbrookschools.org
Madi Winkeler	1st Grade Teacher	winkelerm@westbrookschools.org
Victoria Wright	2nd Grade Teacher	wrightv@westbrookschools.org
Janet Minchin	2nd Grade Teacher	minchinj@westbrookschools.org
Kellie Hooper-Bressler	3rd Grade Teacher	hooperk@westbrookschools.org
Maria Wray	3rd Grade Teacher	wraym@westbrookschools.org
Sadie Perkins	4th Grade Teacher	perkinss@westbrookschools.org
Ben Saviello	4th Grade Teacher	saviellob@westbrookschools.org
Stephanie Dustin	Librarian	dustins@westbrookschools.org
Andy Jones	Art Teacher	jonesa@westbrookschools.org
Jami Murphy	PE Teacher	murphyj@westbrookschools.org
	STEAM Teacher	
Susan Cyr	Music Teacher	cyrs@westbrookschools.org

Crystal Cochran	PreK Special Ed Teacher	cochranc@westbrookschools.org
Morgan Glencross	Special Ed Resource Teacher	glencrossm@westbrookschools.org
Sue Lombardo	Special Ed FA Teacher	lombardos@westbrookschools.org
John Lister	Special Ed ED Teacher	listerj@westbrookschools.org
Sarah Weekes	PreK Speech Teacher	weekess@westbrookschools.org
Erin Bakke	Speech Teacher	bakkee@westbrookschools.org
Jen Downing	Occupational Therapist	downingj@westbrookschools.org
Sara Cole	Title 1 Teacher	coles@westbrookschools.org
Nora Jarvis	Title 1 Teacher	jarvisn@westbrookschools.org
Suzanne Chevalier	PreK Multilingual Teacher	chevaliers@westbrookschools.org
Katie Brown	Multilingual Teacher	brownk@westbrookschools.org
Beth Cote	Multilingual Teacher	coteb@westbrookschools.org
Andrea Elder Bruns	Elementary Instructional Coach	elderbrunsa@westbrookschools.org
Laila Brown	Instructional Strategist	brownl@westbrookschools.org
Crystal Card	Gifted and Talented Teacher	cardc@westbrookschools.org
Amanda Bramble	Special Ed Ed Tech III	ripleya@westbrookschools.org
Marie Esposito	Special Ed Ed Tech III	espositom@westbrookschools.org
Sonja DiRisi	Special Ed Ed Tech III	dirisis@westbrookschools.org
Kim Snow-White	Special Ed Ed Tech III	snowwhitek@westbrookschools.org
Jocelyn Minchin	Special Ed Ed Tech III	minchinjo@westbrookschools.org
Mona Elhag	PreK Teacher Aide Ed Tech III	elhagm@westbrookschools.org
Zahra Mahamud	PreK Teacher Aide Ed Tech III	mahamudz@westbrookschools.org
	PreK Teacher Aide Ed Tech III	
Megan McDonald	PreK Special Ed Ed Tech III	mcdonaldm@westbrookschools.org
	PreK Special Ed Ed Tech III	
	PreK Special Ed Ed Tech III	

	Multilingual Ed Tech III	
	Custodian	
Mote Ntumu Sebastiao	Custodian	sebastiaom@westbrookschools.org
Abi Tucker	Head Cook	tuckera@westbrookschools.org
Debbie Hebert	Cook Helper	hebertd@westbrookschools.org
	Cook Helper	
Diane Rivers-Hooke	Noon Duty Aide	riversd@westbrookschools.org
Teresea Carpenter	Noon Duty Aide	carpentert@westbrookschools.org

LANGUAGE SERVICES

The Westbrook School Department provides interpreter services. If you would like to request an interpreter for a meeting or you require translation for reading a school form, please contact Canal Elementary School at (207) 854-0840. After you are connected, please say the requested language and provide your name and telephone number. A staff person will return your call with an interpreter.

Acholi: Dul me Gang Kwan pa Westbrook gi miiyo kony me kubu leb. Ka I miito la kub leb I Ka coke onyo I miiito ni ki kub iri lok me akwana I karatac me gang kwan, walegi ni I goo cim bot Gang Kwan me Canal Elementary I namaa (207) 854-0840. Ka ki Gamo cim ni, walegi ni I wac leb ma I miito ni ki lok kwedi ki I mii nyingi ki namaa cim ni. Ngat ma tiiyo kunu obi dwoko goni cim kacel ki Ngat ma kubu leb.

Arabic:

تقدم إدارة مدارس ويستبروك خدمات الترجمة الفورية. فإذا كنت تود الاستعانة بمترجم فوري لترجمة أحد الاجتماعات أو كنت بحاجة لخدمة الترجمة لقراءة إحدى النماذج أو الاستمارات المدرسية، فيرجى الاتصال بمدرسة Canal Elementary School كانال الابتدائية على الرقم 8540840(207). وبعد توصيلك بها، يرجى قول اللغة المطلوبة مع إعطاء اسمك ورقم هاتفك. وسوف يعاود أحد الموظفين الاتصال بك مع أحد المترجمين الفوريين في هذه اللغة.

Cantonese: 威斯布魯克學校區（Westbrook School Department）可提供翻譯服務。如果您需要會議翻譯或閱讀學校表格時需要翻譯，請致電（207）854-0840與運河小學
（Canal Elementary School）聯繫。接通後，請說出所需要的語言，並提供您的姓名和電話號碼。隨後，工作人員會給您回撥，並提供翻譯。

French: Le département scolaire de Westbrook fournit des services d'interprétation. Si vous avez besoin d'un interprète pour une réunion ou d'une traduction pour lire un formulaire scolaire, veuillez communiquer avec l'école élémentaire de Canal au (207) 854 0840. Une fois connecté, veuillez indiquer la langue souhaitée et fournir votre nom et votre numéro de téléphone. Un membre du personnel retournera votre appel avec un interprète.

Khmer: នាយកដ្ឋានសាលា Westbrook ផ្តល់ជូនសេវាបកប្រែផ្ទាល់មាត់។
ប្រសិនបើអ្នកចង់ស្នើសុំអ្នកបកប្រែផ្ទាល់មាត់សម្រាប់ការប្រជុំ
ឬអ្នកត្រូវការការបកប្រែសម្រាប់អានទម្រង់បែបបទសាលារៀន
សូមទាក់ទងសាលាបឋមសិក្សា Canal តាមរយៈលេខ (207) 854-0840។
បន្ទាប់ពីអ្នកបានភ្ជាប់ខ្សែទូរស័ព្ទរួចហើយ សូមនិយាយភាសាដែលស្នើសុំ
ហើយផ្តល់ឈ្មោះ និងលេខទូរស័ព្ទរបស់អ្នក។
បុគ្គលិកម្នាក់នឹងហៅទូរស័ព្ទទៅអ្នកវិញជាមួយអ្នកបកប្រែផ្ទាល់មាត់។

Kinyarwanda: Ishami ry'Ishuri rya Westbrook ritanga serivisi z'abasemuzi. Niba wifuza kwaka umusemuzi mu nama cyangwa ukaba ukeneye gusemurirwa ifishi y'ishuri, bimenyeshe Canal Elementary School kuri (207) 854-0840. Nyuma yo kwihuza, vuga ururimi ushaka hanyuma uvuge ururimi wasabye unatange izina ryawe nimero ya telefone. Umukozi azagusubiza yifashishije umusemuzi.

Lingala: Eteyelo ya Departement ya Westbrook epesaka lisalisi ya mobongoli lokota. Soki olingi kosenga mobongoli lokota mpo na likita to osengeli mobongoli mpo na kotanga formulaire ya eteyelo, tosengi bobenga Canal Elementary School na (207) 854-0840. Nsima ya koyamba yo na telefone, tosengi oloba lokota nini basengeli kobongola mpe pesa nkombo mpe nimelo ya telefone na yo. Mokambi moko akozonga kobenga yo mpe akotindela yo mobongoli.

Pashto:
د ویستې بروک ښوونځي څانګه د ترجمان خدمات وړاندې کوي. که چیرې تاسو غواړئ د یوې غونډې لپاره د ترجمان غوښتنه وکړئ یا تاسو د ښوونځي فورمې لوستلو لپاره ژباړې ته اړتیا لرئ، نو لطفاً د کانال ایلیمینټري ښوونځي سره په (207) 854-0840 اړیکه ونیسئ. وروسته چې تاسو اړیکه ولرئ، نو لطفاً غوښتنه شوي ژبه وواياست او خپل نوم او د تلیفون شمیره وړاندې کړئ. یو کارمند کس به ستاسو زنګ د یو ترجمان سره بیرته راولي.

Portuguese: O Westbrook School Department disponibiliza serviços de intérprete. Caso queira pedir um intérprete para uma reunião ou requeira tradução para leitura de um formulário escolar, favor entrar em contato com a Canal Elementary School em (207) 854-0840. Após ser conectado, favor dizer o idioma requerido e fornecer seu nome e número de telefone. Uma pessoa da escola vai retornar sua chamada com um intérprete.

Somali: Waaxda Dugsiga Westbrook waxa uu bixiyaa adeegyada turjumaada. Hadii aad doonayso inaad dalbato turjumaan kulan kuu turjuma ama aad doonayso in laguu turjumo foomka dugsiga si aad u akhrido, fadlan kala xidhiidh Dugsiga Hoose ee Canal (207) 854-0840. Marka lagu xidhiidhiyo, fadlan ku dhawaaq luuqada aad doonayso oo sheeg magacaada iyo lambarka taleefankaaga. Shaqaalaha ayaa kugu soo celin doona taleefanka iyaga oo uu weheliyo turjumaanku.

Spanish: El Departamento Escolar de Westbrook proporciona servicios de interpretación. Si desea solicitar un intérprete para una reunión o necesita la traducción de un formulario escolar para poder leerlo, contacte a la Escuela Primaria Canal a través del (207) 854-0840. Una vez que le contesten, mencione el idioma solicitado, su nombre y número de teléfono. Un miembro del personal le devolverá la llamada en compañía de un intérprete.

Swahili: Idara ya Shule ya Westbrook hutoa huduma za ukalimani. Ikiwa ungependa kuomba huduma za ukalimani ukiwa na mkutano au ikiwa unahitaji kutafsiriwa fomu ya shule, tafadhali wasiliana na Shule ya Msingi ya Canal kupitia kwa nambari hii (207) 854-0840. Baada ya kuunganishwa, tafadhali taja lugha ambayo unaomba utafsiri wake na utaje jina lako na nambari yako ya simu. Mmoja wa wafanyikazi wetu atakupigia simu akiwa na mkalimani.

Vietnamese: Ban phụ trách các trường tại Westbrook cung cấp dịch vụ phiên dịch. Nếu quý vị muốn yêu cầu một thông dịch viên cho một cuộc họp hoặc quý vị yêu cầu dịch vụ dịch thuật để đọc mẫu đơn của trường, vui lòng liên hệ với Trường Tiểu học Canal theo số (207) 854-0840. Sau khi kết nối, vui lòng nói ngôn ngữ quý vị yêu cầu và cung cấp tên cùng số điện thoại của quý vị. Một nhân viên sẽ trả lời cuộc gọi của quý vị cùng một thông dịch viên.

WESTBROOK SCHOOL DEPARTMENT POLICIES

All school board policies can be found on the Westbrook School Department website. The following policies are required to be distributed annually. Paper copies of board policies are available upon request.

AC	Non-Discrimination
ACAA-R	Student Discrimination and Harassment of School Employees
ACAA	Harassment and Sexual Harassment of Students
ACAB	Harassment and Sexual Harassment of School Employees
ACAB-R	Employee Discrimination and Harassment Complaints Procedure
ACAD	Hazing
EEAEF	Video Camera Use on School Vehicles
EBCC	Bomb Threats
GBEEB	Employee/Volunteer Student Relationships
GCSA	Employee Internet Use
IJOC	School Volunteers
JIC	Code of Conduct
JICH	Substance Use and Possession by Students
JICH-R	Substance Use and Possession Procedures WMS and WHS
JICIA	Weapons Violence and School Safety
JICK	Bullying
JICK-E1	Bullying Reporting Form
JICK-E2	Bullying Responding Form
JICK-E3	Bullying Remediation Form
JIH	Questioning and Searches of Students
JKAA	Use of Physical Restraint and Seclusion
JL	Student Wellness
JLF	Reporting Child Abuse and Neglect
JLF-E	Reporting Child Abuse and Neglect Form
JRA	Student Educational Records