

Malletts Bay School



Handbook for Parents and Students 2011-2012

Our Mission

All students are expected to achieve an academic foundation and progress toward meeting the Vermont Framework of Standards. The school environment and learning activities enrich student self-concept through academic rigor, depth of knowledge, curiosity, and creativity to inspire life long learning. All students have the opportunity to succeed academically as well as socially, emotionally, and physically. The school, home and community are partners in learning.

Our Philosophy

We are a fair and welcoming community of life-long learners who strive to do our best, and who think not only what is - but what can be. We do this through:

- *Providing a safe, caring and respectful environment*
- *Exploring academic fields of knowledge*
- *Using a variety of instructional strategies and*
- *Integrating technology*

I. Directory Information – Malletts Bay School

Please see our web site – www.csdvt.org/MBS/index.htm for a list of all staff

Main Office – 802-264-5900

Fax Number – 802-264-5901

609 Blakely Road

PO Box 28

Colchester VT 05446

Colchester School District

www.csdvt.org

125 Laker Lane

PO Box 27

Colchester VT 05446

Phone: 802-264-5999

Fax: 802-863-4774

Colchester School District Food Service Program: 802-264-5706

Mountain Transit Bus Services: 802-863-1334

Colchester School District Board of Directors

Dirk Reith, Chair	(802) 879-6547 dreith@aol.com	Steve Cormier, Member	(802) 862-5422 stevecormier1955@aol.com
Dick Pecor, Vice Chair	(802) 878-6163 rpecor@myfairpoint.net	Christine Shepard, Member	(802) 652-2101 gixxerlady@gmail.com
Paul Smith, Clerk	(802) 879-9537 paul.slvrwngs@juno.com		

II. Calendars and Schedules

Date	Event
August 30 th	Informal Open House 2 p.m.
August 31 st	First Day of School, First Trimester Begins
September 5 th	Labor Day, No School
September 15 th	School pictures
September 11 th	9/11 Tenth Anniversary
September 16 th	Constitution Day
September 22 nd	Open House
October 5 th	Walk or Ride To School Day
October 4 th , 5 th , 6 th , 11 th , 12 th , 13 th	NECAP Testing Dates
October 19 th	Picture re-take day
October 21 st	No school –Teacher In-Service Day

November 9, 11, 14 and 15	Book Fair
November 11 th	First Trimester Ends
November 14 th	Second Trimester Begins
November 21 st	Parent-teacher conferences – no school for students
November 22 nd – 25 th	Thanksgiving break
December 22 nd – 30 th	Winter holiday break
January 16 th	Martin Luther King Day – District In-Service for staff
February 21 st – March 2 nd	No school – Mid-winter break
February 24 th	Second trimester ends
March 5 th	No School – Teacher In-Service Day
March 6 th	School Budget Vote 7 a.m. – 7 p.m.
March 6 th	Parent-teacher conferences – no school for students
March 7 th	Third Trimester Begins
April 23 rd – 27 th	No school – spring break
May 7 th – 11 th	Screen Time Awareness Week
May 25 th	Memorial Day Celebration
May 28 th	Memorial Day – no school
June 11 th	Third Trimester Ends
June 11 th	Anticipated last day of school, pending emergency closings

School Hours

Playground supervision begins at 8:15 a.m. **No students should arrive prior to 8:15 a.m. unless they are here to enjoy the school breakfast.**

School day for students: 8:30 a.m. – 3:00 p.m.

Breakfast: is served from 8:00 a.m. to 8:30 a.m. in the cafeteria.

Meetings

School Board meetings: School Board meetings are held on the first and third Tuesday of each month. Meetings begin at 7:00 p.m. in the Colchester High School Library. They are videotaped and broadcast on the local cable channel (LCATV). Parents and other community members are always welcome to attend.

III. Policies and Procedures

Attendance

All students are expected to be in classrooms by 8:30 a.m. Regular school attendance is critical for student success. We want each student to benefit from the educational opportunities offered at school. We ask that students and parents make every effort to be at school on time each school day. Students who often arrive late or have an inconsistent pattern of attendance are missing critical opportunities for instruction and the opportunity to join in the routines and patterns of classroom life.

The school day begins at **8:15 a.m.** with morning recess. Students arriving on busses and

dropped off by parents report directly to the playground. ***We have no supervision for students dropped off prior to 8:15 a.m. unless they are here to enjoy the school breakfast starting at 8:00.*** However, the Colchester Parks and Recreation Department has a program to provide before and after school care. The program is licensed and qualifies to accept childcare subsidy. For more information, contact them at 802-264-5640.

Excused Absence

If your child is going to be absent from school, please call the school nurse before 8:30 a.m. Voicemail is available. Please provide the following details:

1. Your child's name and teacher
2. Reason for absence
3. A homework request

If we have not received notice from you by 10:00, we will call you either at home or work to ensure that your child is safe.

Tardy

Students who are not in class by 8:30 a.m. will be noted as ***tardy*** in their student record, with the exception of late bus arrivals. Students who are tardy will need to bring a signed note from a parent with the reason for late arrival, or be escorted to the front desk by an adult.

Truancy

A student is considered truant if s/he is absent without an acceptable excuse. Excused absences include personal illness, religious holidays, family emergencies, medical appointments, suspensions or other reasons requested by the parent and approved by the school principal.

Official notification of truancy will be provided to parents/guardians. School administrators will contact parents or guardians of any student who is absent or a total of seven (7) days per semester. Twenty-one (21) non-consecutive days of absence within one year defines truancy according to the school district. Such absences may result in retention.

Extended Absences

According to state law the Superintendent of Schools may excuse up to 10 days of absence. Parents or guardians seeking to have student absences excused for any reason (such as vacation) other than those listed above must make a written request. Please direct requests to the Principal. Teachers may prepare assignments for extended absences. As much as possible, please keep in mind the school calendar when planning family vacations.

Birthdays and other Celebrations

We enjoy the opportunity to celebrate together as a school community. We set aside time to celebrate student birthdays and major holidays. We recognize students' birthdays with a card and morning announcements. Please let us know if you do NOT want us to recognize your child's birthday. We limit the amount of sweet treats served for celebrations in order to help our students make nutritional choices and follow our school nutrition policy. It is distracting for students to have flowers or balloons delivered during the school day. If you choose to have these items delivered, we will keep them in the main office and give them to your child at the end of

the day.

Class Placement

We plan to begin the process of deciding class placement in March, which may depend on whether or not we are successful in attaining voter approval for an operating budget. Our goal is to create balanced classes, which reflect the rich diversity of the Colchester community. Typical factors considered in placement are: instructional level, gender, support needs, students who work well together and students who don't work well together. Parents and/or guardians are asked to describe what each child enjoys about school, what motivates him or her, what concerns do they have about the next year or any other information that you think will be helpful when making class assignments. Parents will receive an input form in March. Classroom teachers, guidance counselors, special services providers, and Unified Arts teachers all have input during the placement process, which is finalized at the end of May. Our goal this year is to finalize class lists in early June. This would allow us to notify parents of their child's assignment for the following school year, and allow students visit their new teacher in June during a brief "Fly Up" activity.

Community Involvement and Visitors

We encourage involvement of the Colchester community in our school, and hope to engage the community through project based learning opportunities. We would like our students to be out in the community, and encourage the community to visit us! Visitors are welcome at any time, and are asked to sign in at the main office to obtain a visitor's badge. School staff members must accompany any visitors while they are with our students.

Curriculum, Instruction, and Assessment

The State of Vermont's Framework of Standards and Learning Opportunities and Grade Expectations guide our curriculum. These may be viewed at: <http://www.state.vt.us/educ/new/html/pubs/framework.html>. These standards and grade expectations are interpreted at the local level through the Colchester School District curriculum.

Vermont schools are guided by an *Action Plan*. Action planning is the key to continuous school improvement. It ensures that the educational programs students receive provide the content, knowledge and skills to meet rigorous academic standards. Using student performance results as a guide, action planning helps educators focus on measurable goals for improvement. The Board and Administration work with the community to develop the Colchester School District's Action Plan. Our local Malletts Bay School Improvement Plan is guided this year by our identified status. The Improvement Plan and other information about Adequate Yearly Progress is posted on our school website.

We know that high quality instruction is based on ongoing, authentic assessment of individual student progress. Our teachers work together to use ongoing assessments and examine the data related to assessment results. Instruction is designed to meet students where they are and bring

them to new levels of knowledge, skills, and understanding. Teachers at each grade level meet regularly to discuss curriculum and instruction and develop consistent standards and expectations for student work. Student progress reports are sent home mid-way through each trimester.

Our report cards are issued on a trimester basis. Parent-teacher conferences are held two times each year. At these conferences, parents can expect to view samples of student work and see how an individual child's work compares to a model, or "benchmark" that shows what is expected of students at that grade level.

Under the Federal "No Child Left Behind" law, each school district must develop a system of standardized testing. Each year our students take various standardized tests that are a part of this accountability system. Please see the Appendix for a description of this standardized testing.

Discipline, Behavioral Expectations, and Social Learning

Our school philosophy embraces the goal of creating a safe, caring and respectful environment at Malletts Bay School. Everyone has a right to feel safe and welcome in our school, and we all have a responsibility to work together on our own behavior choices that affect others. To realize this goal, we have worked to develop a consistent approach to supporting the social learning of our students. We have three simple expectations for everyone, students and staff alike:

We keep ourselves and others safe.

We respect others, property and ourselves.

We are responsible for what we say and do.

All adults in the school community work with students to understand and practice the important social skills they have learned in their experiences in previous schools. Students have the opportunity to learn and practice these skills in their guidance lessons and throughout the school day.

Our administration works with all members of the school community, adults and students alike, to understand three levels of behavior that make it challenging to achieve our goal. These are:

Level 1: Your choice of behavior is starting to make it difficult for the teacher to teach and others to learn.

Level 2: Your choice of behavior continues to make it difficult for the teacher to teach and others to learn.

Level 3: Your choice of behavior has threatened the safety and security of people/and or the environment.

At each level, responses from the adults will be designed to teach self-control and responsibility. Parents will always be informed and involved with "Level 2" and "Level 3" challenges. In accordance with State law, bullying, harassment, possession of regulated substances, or any form

of weapon are not tolerated and are considered a “Level 3” conduct. Please see the Appendix for a more complete description of disciplinary responses and references to relevant school policies.

Dismissal Procedures

Students being picked up or those walking or riding bikes home are dismissed a few minutes before those who ride the school bus. **Our staff members have meetings or other activities after school; we cannot provide safe supervision for students beyond dismissal time. Please make every effort to be on time each day if you are picking up your child.**

We have a responsibility to make sure that all students are dismissed from school safely. We keep a roster of students who are going to be picked up after school. Parents or other adults are asked to go to the gymnasium to sign in with the adult on duty. Students are matched with the appropriate adult in the gym.

For the safety of our students, we need to know who has legal permission to pick up a student. Anyone with a written permission note from the legal parent/guardian will be allowed to pick up a student, as will those who are listed as designated emergency contacts.

Please let us know as soon as possible about any changes to regular dismissal procedures. We need information about changes in dismissal by 2:15 p.m. if at all possible.

Dress Code

As part of our efforts to provide a safe, orderly learning environment, we ask our students and staff to conform to a reasonable code of attire. Student dress is at the discretion and judgment of the parents. We assume parents will consider weather, safety, the various settings (classroom, gym, playground) of student activities and age appropriateness when supervising student dress. ***The school reserves the right to request that a child make better choices in instances of inappropriate or inadequate dress.*** Students will be requested to change or cover clothing deemed inappropriate including, but not limited to: items that advertise substance use, sexual innuendo, or other items which may be considered demeaning or offensive to the general population, and/or minority groups and/or individuals. Also inappropriate are midriff blouses, short shorts, and any suggestive clothing. Straps on halter-tops must be at least two fingers wide. Pants showing boxers are not permitted. Hats are not worn in the building. Makeup is not allowed. Shoes will be worn at all times for both health and safety reasons. While sandals and “flip flops” are permitted, they are not safe for active playground use and often result in injury. We recommend comfortable shoes that allow your child to play actively during recess without the risk of injury. ***These standards for appropriate dress apply to all students in grades 3-5.*** Due to health regulations, the school does not supply extra clothing of any kind. Please send in an extra set of clothes that may be left in the classroom or student backpack for emergencies. If necessary, we will call home and ask that you visit school with extra clothing. Please put your child's name on each article of outside clothing (boots, coats, hat, mittens). If your child has lost clothing, ask him/her to check in the lost and found area.

Educational Support System

Within each school district's comprehensive system of educational services, Title 16 of the Vermont Statutes requires each public school to develop and maintain an educational support system (ESS) for children who require additional assistance in order to succeed in the general education environment.

Many factors may affect a student's school performance, including overall nutrition and health, vision or hearing difficulties, emotional stress, or the need for a different instructional approach. Our teachers meet to review student needs and offer one another instructional alternatives. If concerns continue, a child may be referred to the Educational Support Team (EST) for a more thorough review. Parents will be asked to provide input for this EST review.

Enrollment and Transfer

Vermont State law requires a child to attend school in the town where one and/or both parents reside. Parents are asked to provide proof of residency.

Every effort will be made to make new students feel welcomed. New students will not attend classes the day they register. New students generally begin attending class one to two days after registering. This gives the school time to make appropriate class placement and to prepare materials for the new student. In the case of students with very special needs, the school may require additional time to ensure that the student's start at Malletts Bay School is successful.

Parents should notify the office when moving their child to another school. Necessary paperwork must be completed so your child's records can be forwarded to his/her new school. Parents may not hand carry student records to the new school. Your timely notification will enable us to expedite the transfer of records so your child's transition to his/her new school will be as smooth as possible.

Field Trips

Field trips, or "field study" are an important extension of the Malletts Bay School curriculum. Field study reinforces concepts and provides students with an opportunity to expand their school experience beyond the walls of the school. In addition, field study allows our students the opportunity to demonstrate and practice their developing self-control and growing sense of responsible behavior while off school grounds.

We require signed parent permission for any activity occurring off school grounds. Parent chaperones are essential to the success of many of our field trips. In order to guarantee the safety of our students, we require that any parent volunteer or chaperone have a simple background check. ***The background check form must be filled out annually. It is very helpful to have this form completed early in the year to avoid any problems with chaperone attendance.***

Field trips are funded through fees. If the fee requested for a field trip presents your family with financial hardship, please talk to the teacher. Some scholarships are available.

Fundraising

School Board Policy permits students to participate in fundraising for school activities or charitable causes in limited capacities. School staff will provide coordination and direction on these projects. The decision to participate in all fundraising events always rests with parents and students.

Guidance Services

Our school guidance program is based on the Vermont Framework, and incorporates the teaching of social and emotional skills students will need to be successful and productive members of our community. Our school counselors work closely with classroom teachers to provide lessons in age-appropriate areas such as goal setting; respect; making decisions; healthy choices; and problem-solving. Additionally, our school guidance program, administrators, and teachers work together to prevent and address issues of bullying, teasing, and harassment.

Harassment and Bullying

We take issues of harassment and bullying very seriously. For a full description of the District's policies please see Policy F2: Bullying Prevention and Policy F23: Prevention of Harassment of Students. All policies are posted on the Colchester District website, www.csdvt.org. Both the Principal and the Assistant Principal are designated employees who will investigate any allegations of harassment or bullying. Harassment and Bullying are both considered "Level 3" behaviors and will be treated accordingly.

Harassment:

"Harassment" means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

Bullying:

"Bullying" means any overt act or combination of such acts directed against a student by another student or group of students and which:

- a. is repeated over time;
- b. is intended to ridicule, humiliate, or intimidate the student; and
- c. occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day on a school bus or at a school sponsored activity.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact,

touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

Health Services

The Colchester School District, in cooperation with the Vermont Department of Health, requires that all entering students comply with the Vermont Immunization Law. In accordance with this law, children who have not met the immunization requirements will not be allowed to attend school unless there is a medical or religious exemption on file, updated yearly. Students are provided with health appraisal and supervision, health counseling, emergency, and first aid care. The school takes steps to control communicable diseases.

Students should have a recent physical examination and then be re-evaluated every two (2) years thereafter.

Students who need medication during school hours must do the following:

Non-prescription Medication - A written consent form signed by the parent or legal guardian must be on file before medication can be given. Please do not send non-prescription medication to school. The school nurse will provide fever reducers or pain relievers with a signed permission note from the parent or guardian.

Prescription Drugs: School nurses will administer prescription medications under the following procedures:

1. A written form from the physician with the student name, medication dosage, reason for medication, and time medication is to be given.
2. Written parental permission for the school to follow the physician's order.
3. Medication must be in the original prescription bottle.
4. Medication must be brought to school by a parent or guardian. Students should not carry medication.

Screenings: As recommended by the Vermont Departments of Education and Health, students will be screened annually for vision, hearing, height, and weight. If there are concerns raised by any of these screenings, parents will be notified both by phone and by a written referral.

Head lice do occur from time to time in any setting where children are in groups. In fact, over six million cases are reported in the United States each year! While no one likes head lice, they are not known to transmit disease. If a staff member suspects head lice, your child will be examined by the school nurse and we will notify you if we find the presence of lice. If your child has siblings in other Colchester Schools, the nurse will also notify the nurses in other District buildings so that the siblings can also be checked for lice. The school nurse has information that can help you eliminate head lice from your home environment. For a complete outline of procedures and guidelines, please refer to the complete School Board policy on **Head Lice**.

Homework

Colchester School District believes that the goal of homework is to increase student learning. Meaningful homework assignments are flexible and based on students' needs. Homework will not be assigned over vacations. Loss of recess, staying after school or detention will not be used as a consequence for incomplete homework. We have general homework guidelines that ask students to complete about 10 minutes of homework for each grade level. Thus, third grade students should expect 30 minutes of homework each day, fourth graders should expect about 40 minutes, while fifth grade students may be asked to complete up to 50 minutes most evenings. Homework is intended to reinforce skills already taught in the classroom. Your child should be able to understand any homework assignment. Our goal for homework is to increase learning, not to create family stress! If you have struggles getting homework completed, please talk to your child's teacher.

Meals and Snacks

Nutrition is an important factor in school success. We encourage all our students to make good nutritional choices that support healthy growth and optimal learning.

The Colchester School District Food Service Department manages the food service program for Malletts Bay School. **Any questions regarding food services and/or payment should be directed to the Food Service program at 264-5706.**

At the beginning of each school year all students receive a school information packet that includes the Federal Income Eligibility Guidelines for receiving free or reduced price meals. We encourage all parents to review this material to see if they qualify for free or reduced priced meals. If you do not receive such a form at the beginning of the school year, please contact the school's main office. Also, should your income change during the year, you may become eligible for free or reduced priced meals. Please contact the school secretary for a new form to complete. New forms must be completed each year.

This is a "pay in advance" system and you must have funds in your account for your child to purchase meals. All students will have a PIN number assigned through our district Food Service Program. A computerized, cashless system using this PIN number allows students to purchase meals, juice, and milk. Please refer to the Food Service link on the Colchester School District website for more information.

Breakfast and lunch: The food service provides a healthy breakfast each morning beginning at 8:00 a.m. in the cafeteria for all students. Lunch periods are 20 minutes in length. Students may participate in the meals program or bring a lunch from home. Each month the food service publishes the breakfast and lunch menus, which are sent home and published on our website.

Snacks: Each classroom will provide time within the day for a brief snack break. We encourage parents to send nutritious snacks.

Parent Involvement and Communication

In schools where parents are actively involved, student achievement soars. There are many ways for parents to be involved in our school. We regularly publish a school newsletter to update parents on current events in our school. We understand how busy today's parents are and try to compile all school communication into a weekly packet. It is very important that you review the material in the Friday Folder. You can also check the website (www.csdvt.org/mbs), which will be updated regularly.

We encourage parents and community members to visit the school for classroom, playground, or lunch times. When joining your child for lunch, we ask that you refrain from bringing "fast food" meals as this tends to cause resentment and disruption among the other children. Parents should speak with their child's teacher to explore ways that they may volunteer and participate. When visiting a classroom, please let the teacher know and always check in with the secretary before visiting the classroom and/or child. **ALL VISITORS MUST PICK UP A VISITOR NAME TAG AT THE OFFICE UPON ENTERING THE SCHOOL. VISITORS WITHOUT NAME TAGS WILL BE ASKED TO GO TO THE OFFICE TO CHECK IN.**

If parents are picking up their child at the end of the school day, please wait in the gymnasium. **Please do not go directly to the classroom or wait in the hallways outside the classrooms.**

Parents are welcome to attend School Board meetings, which are held on the first and third Tuesday of each month in the High School Library. Your school board members are volunteers who work hard to review policy, personnel, and fiscal matters. We ask that parent concerns follow a "chain of communication" that allows for positive resolution as early as possible without disruption of the key functions of your school board. If you have questions or concerns, please contact your child's teacher first. If you do not feel your issues were resolved, contact one of the school principals. If you still feel concerned, contact Superintendent Lawrence Waters at 264-5989. The Superintendent may refer your concern to the School Board where appropriate.

Parking

Our parking lots are busy places and we ask that you use extreme caution and courtesy at all times. We have a small visitor parking lot in front of the building. The remaining parking spots are numbered. All our employees have assigned parking spaces, due to overcrowding at both Colchester Middle School and Malletts Bay School.

Personal Belongings

We discourage students from bringing personal belongings to school unless for a specific assignment or "show and tell." This includes personal music players, cell phones, or trading cards. Please review the recess guidelines in the Appendix regarding use of personal items at recess. We are not responsible for loss or theft of personal items.

Pets

Malletts Bay School follows the recommendations of the Vermont Department of Health regarding animals in school or on school grounds during school hours. NO ANIMALS of any kind are allowed. Students who wish to share the excitement of a new family pet may bring in pictures. Exceptions include service dogs or law enforcement jobs; fish in an aquarium; or specialty presentations by certified speakers, such as the Vermont Institute of Natural Science.

PTO

The Colchester PTO is an active group of involved parents who raise “fun” and “funds!” Every parent is encouraged to participate in PTO activities. The PTO has organized activities to allow anyone to give a few minutes of their time to label fundraising materials, supervise a family movie night, clip box tops, or help out in some way. The PTO provides ALL the funding for our cultural and other enrichment programs. Please consider joining in the fun of being a PTO member.

Recycling

We recycle! We use single stream recycling, which means we do not need to sort. Our milk bottles in the café are recyclable, and our PTO collects Capri Sun juice pouches for recycling as well.

Report Cards, Progress Reports, and Parent Conferences

Report cards are issued on a trimester basis (November, March and June). Progress reports are issued midway through each trimester. Teachers schedule parent conferences to review student progress in the fall and spring. Parents are welcome to request an update or conference any time by contacting their child’s teacher.

Student Records and Privacy

Student educational records are protected under Federal Law. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record,

the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Student Safety

One of our most important responsibilities is to ensure the safety of our students. We need your assistance and cooperation in fulfilling this responsibility. Please be sure to:

- ☆ Notify us no later than 9:30 a.m. if your child is not going to be in school.
- ☆ Stop at the front desk to sign in and get a visitor's badge if you are going to be on the playground, in the lunchroom, or visiting the classroom.
- ☆ Keep your home, work, and emergency numbers current. Notify the office immediately of any changes in these numbers.
- ☆ Follow the guidelines above for parking and use extreme caution when driving in our parking lots.
- ☆ Provide the office with written notice from the court if there are legal restrictions against a spouse or family member having contact with your child.
- ☆ Notify the office if someone other than a parent or guardian will be picking up your child from school.

We are committed to the safety of the students and staff of the Malletts Bay School. Toward that end, we conduct at least 10 drills per school year to prepare for the event of a fire or other emergency.

Students are not allowed to access certain areas within the building unless accompanied by an adult: food preparation and storage areas, boiler rooms, custodial rooms, storage closets, or any other area not specifically designed for student use.

If Vermont weather makes it unsafe for our busses to travel, schools will be closed. This determination is made by the Superintendent in consultation with town road departments and the bus company. Our “Alert Now” emergency phone system will call the numbers you have provided in the event of a weather related school closing, or you may tune to local media to learn of school closings.

If school is ever dismissed early due to an emergency, your child must know what to do if you are not at home. Please inform the school of where your child is to go in case of an early closing. Please see the Appendix for further suggestions as you plan for emergency school closings. It is crucially important to keep us updated in any changes in your phone numbers as we have an automating dialing system that will alert you to school closings.

Telephone

At certain times of the day our phone lines are very busy. We have an answering service on each line; if you do not receive an answer during school hours, please leave a message. If your message is urgent, you should call back to be sure we did receive the message.

Calls to teachers are best made before and after school hours. Only emergency phone calls will be put through to the classroom. Each staff member also has a voice mail extension where you may leave messages that are not of an urgent nature.

Students may only use the school’s telephone for emergencies. Please do not call the school to speak with your child unless it is an emergency.

Students are not permitted to receive or send messages on a cell phone during the school day. Any cell phones brought to school must be left in a backpack and be turned off during the school day. The school is not responsible for lost or damaged cell phones.

Technology

Technology is integrated into all instructional areas. Students become familiar with computers and learn to view them as tools that can make their lives easier and more productive. Computers in the classrooms and the computer lab give students opportunity for drill and practice, word processing and publishing, data storage and manipulation, enrichment, and research. An important aspect of research is the appropriate use of the Internet. We have developed specific guidelines for student use of technology, which are sent home annually. Parents are asked to review the guidelines with students and to give permission (or not) for their children to access the Internet for educational purposes. We employ filtering software when accessing the Internet.

Transportation

Mountain Transit (802-893-1742) provides transportation services to our District. The bus routes are posted on the District website (<http://csdvt.org>). The primary responsibility of the drivers is safe, reliable transportation. It is the responsibility of students to follow bus safety rules and procedures to avoid distracting the drivers. **Transportation services are a privilege, not a right. Any student who fails to follow safety rules may have his/her transportation privilege suspended or revoked.**

Appendices

- I. Discipline procedures
- II. Behavioral expectations for transportation
- III. Behavioral expectations and procedures for recess and lunch
- IV. State and Local Assessments
- V. Access to school policies
- VI. Asbestos management
- VII. Sample Family Plan for Emergency School Closings
- VIII. Comprehensive System of Educational Services

Appendix I: Discipline Procedures

Level 1: Your choice of behavior is starting to make it difficult for the teacher to teach and others to learn.

1) Proactive strategies

Teacher or supervising adult will use positive reinforcement, redirection, encouragement, reminders, or other proactive strategies to guide student behavior. No documentation is necessary. Parents will not be notified.

Level 2: Your choice of behavior continues to make it difficult for the teacher to teach and others to learn.

1) Separation

Student will be removed from the classroom until the teacher is available to process with the student. This may be a buddy classroom or other pre-arranged spaces supervised by an adult. If no supervised space is available, the student may be referred to the office.

2) Referral

If the student is sent to the office, the teacher will complete an office referral form. Students sent to the office will meet with an administrator, social worker, special educator, or guidance counselor as appropriate. The teacher or will meet with the student at a convenient time, which may include recess, centers or choice time, break/snack time, before school, or after school. If an instructional assistant was involved, she/he will be included in the planning session if at all possible.

3) Parental Notification

Teachers will notify parent via a phone call, home/school log, email or other method.

4) Documentation

The behavior incident will be documented, including the date, time, nature of the incident, and response to the event.

5) Follow Up

The student, teacher, and other supporting adults will develop a plan to prevent further disruptive behavior choices. Parents, guidance counselors, social worker, or others may become involved in the planning.

Level 3: Your choice of behavior has threatened the safety and security of people/and or the environment.

Note: If a student is highly agitated or aggressive, s/he will be removed immediately by trained school staff to a quiet "time away" space to calm down and regain self-control.

1) In-School Suspension

Once student is calm, she/he will be escorted to the Academy or Reflection Room to be supervised by the appropriate adult.

2) Processing and Planning

a. An administrator will contact the parent to notify them their child has chosen behavior that constitutes a Level 3 violation.

b. The student will discuss the situation with the supportive adults with others present as necessary.

c. Parent(s) or guardian(s) will meet with an administrator, the teacher, and any other members of the student's team to discuss the student's behavior choices and factors that may be affecting student success. At this initial meeting, the team will determine the need for and membership of a planning team that may include other school or agency personnel. As needed, a schedule for regular planning team meetings will be established. The adults will also determine who should meet with the student to develop a plan for success.

d. Student meets with identified team members to develop a re-entry plan that includes review of the situation, acceptance of responsibility, a plan for restitution, and a discussion of what is needed for classroom re-entry.

e. Teacher, administrator, counselor, special educator, and/or other staff develop a plan to support the other students as necessary.

f. Notes of all meetings along with a completed referral sheet are included in the student's file and the incident is documented in PowerSchool.

3) Ongoing support

Administrators, guidance counselors, or special educators consult with teacher and student to support the planning for positive behavior choices. As needed, regularly scheduled planning team meetings with the parents are held to monitor and adjust the student plan.

4) Other restrictions and consequences

a. Students who engage in Level 3 misconduct may not participate in any after school activities sponsored by the school. Students may begin after school activities once they reenter their classroom program successfully.

b. If a student chooses behavior that constitutes a Level 3 violation more than two times, the following options will be considered by the administration:

- Intervention team meeting including law enforcement, social services, mental health providers, or others who may assist the student and family.
- Formal Coordinated Services Plan meeting involving representatives from DCF and Howard Mental Health.
- Out of school suspension for up to 10 days as per school policy.

Please note: If a student makes statements and/or exhibits behaviors the administration deems are an immediate threat or serious risk to the safety and welfare of the students and/or staff, then the child will be immediately removed from the general school population. This action may involve the police and other community support agencies. The parents of the child will be notified as soon as possible and the appropriate School Board policies will be followed.

Appendix II: Behavioral Expectations and Procedures for Transportation

1. Go directly to your seat. Stay seated while the bus is in motion.
2. Talk softly so you will not distract the driver.
3. Keep the aisles clear.
4. When waiting to load, do not approach the bus until it is completely stopped and the door opened. While loading or unloading, wait for the driver's signal to cross, check for traffic, and then cross 10 feet in FRONT OF THE BUS.
5. Help keep your bus clean.
6. Know where the emergency door and fire extinguishers are. If an emergency arises, stay calm, and quickly follow directions.

Our school wide rules apply on the bus – please be respectful, responsible, and safe while riding the bus.

NOTE: Children must wait outside for busses. A bus is a hazard when it is stopped in the road. Bus drivers cannot wait for late students.

BUS DISCIPLINARY PROCEDURES

Our school standards for behavior apply on the bus (see page 5). Safety is our main concern! When behavior choices result in distraction of the driver, all students are put at risk.

If a student's behavior is making it difficult for the driver to operate the bus safely, a referral will be made to the school administration. The student will meet with an administrator to discuss the behavior and make a plan for appropriate conduct on the bus, and parents will be notified. If the plan is not successful and difficulties continue, parents may be asked to attend a meeting with school staff and representatives from the bus company. A warning or suspension may result.

The administration reserves the right to suspend a child if the infraction involves a physical altercation and/or presents a safety threat. Riding the bus is a privilege extended to parents and their children by Swanton taxpayers. If a child's behavior requires removal from the bus, parents are responsible for providing transportation.

Bicycle, Skateboard, Roller Blade, and Scooter Rules

1. Students will put these items in the appropriate location (bike rack for scooters and bicycles or back pack for roller blades and skateboards).
2. Students may not congregate around the bike racks.
3. Students riding to school will be dismissed with walkers.
4. For safety reasons, we strongly urge students to wear a helmet when riding a bicycle, skateboard, scooter, or roller blades to school.
5. If students ride these items to school, the school will not be liable for damage or theft.
6. Students will not be allowed to ride during the regular school hours.

Appendix III: Behavioral expectations and procedures for recess and lunch

Our school wide expectations apply on the playground and lunchroom as in the classroom. The three levels of behavior choices also apply. Serious or ongoing behavior problems may result in a student missing one or more recess periods or eating lunch in an alternative setting.

Recess Guidelines

1. Students may not leave the playground without permission (get pass from supervising adult).
2. Students will use the equipment in a safe manner.
3. Students will wear clothing appropriate to the weather conditions when outside.
4. Students will follow all directions from the supervising adults.
5. Children are not permitted to bring trading cards or expensive toys including radio controlled cars to school for use during indoor or outdoor recess. Cell phones and radios should not be used at school. The school is not responsible for items brought to school that may be damaged or lost.
6. Any adult visiting the playground during school hours must sign in at the front office and wear a visitor's badge.

Lunchroom Guidelines

1. Students will line up quietly when waiting for their lunch.
2. Students will say please and thank you when being served. Cafeteria staff must be addressed politely and with respect.
3. Students must demonstrate good table manners.
4. Conversations at the table must be at a low volume and may only be with those seated with you.
5. Students must clean up their eating area (both the table and the floor).

Appendix IV: State and Local Assessments

In accordance with State and Federal requirements, Colchester students participate in a range of local and state assessments. Following are brief descriptions of these required state and local assessments:

Gates MacGinitie (local): A group administered, standardized reading test that provides screening information in the areas of reading comprehension and vocabulary.

Fountas and Pinnell (local): An individually administered reading assessment, the F&P measures a child's accuracy, comprehension, and fluency in reading. The F&P is administered in November and February to all students.

Reading Curriculum Based Measure (local): The R-CBM is an individually administered assessment used to monitor progress in reading fluency. The R-CBM is administered to students who receive supplemental or specialized instruction to support their learning.

Colchester School Writing Portfolio (local): Students are assessed using the State of Vermont's rubrics for specific writing genres. Each grade level assesses different genres at different points in the school year. Please refer to the District Writing Portfolio plan for your specific grade level.

Math Computation (M-COMP- local): A group administered curriculum based measure that provides screening information for students' understanding of basic mathematics skills. The M-COMP is administered in the fall, winter and spring and is used for progress monitoring for any student receiving supplemental or specialized services.

New England Common Assessment Program (State): Beginning in fall 2005, the Vermont Department of Education introduced a new state testing program for students in grades 3 through 8. The New England Common Assessment Program (NECAP), a series of custom-designed tests developed in collaboration with the Rhode Island and New Hampshire departments of education, measures students' proficiency on reading, math and writing grade level expectations (GLEs). Reading and math are assessed at every grade level 3 through 8 and writing is assessed in grades 5 and 8. Science is assessed for Grade 4.

National Assessment of Educational Progress (NAEP- National): NAEP is often called the "Nation's Report Card." It is the only measure of student achievement in the United States where you can compare the performance of students in your state with the performance of students across the nation or in other states. NAEP, sponsored by the U.S. Department of Education, has been conducted since 1969. The results are widely reported by the national and local media. Our fourth grade students will take the NAEP exam in February.

If you have questions about any of these assessments, please talk with your child's teacher or an administrator.

Appendix V: Access to school policies

Vermont schools are governed through state law and administered through policies written, reviewed, and adopted at the local level by the School Board. For a complete list of policies or an opportunity to review all policies, please see the District website at www.csdvt.org.

Appendix VI: Asbestos management

The Asbestos Hazard Emergency Response Act (40 CFR 76£.93 [g] [4]) requires that written notice be given that the Swanton Schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the school's main office.

Appendix VII: Sample Family Plan for School Closings

Every effort will be made to keep children in school once the school day has started. There may be incidences where Vermont weather or other emergency forces a school closing. Staff will use

personal cellular phones as much as possible to reach families, as we have very limited numbers of phone lines. Please do not call the school unless you have to change your emergency information. In the event that school must close early, please be sure your family has planned for the following:

- 1) Where will the child go in the event of an emergency school closing?
- 2) Are those responsible for supervising the child during an emergency closing aware that you have designated them as the emergency contact?
- 3) Is your child aware of where s/he is to go in the event of an emergency closing?
- 4) In the event the first emergency contact is not available, what is the family back up plan?
- 5) Where can the parents be reached during the school day?
- 6) Does your child know how to reach you to ensure you they have arrived safely at the emergency contact home?

Appendix VIII: Comprehensive System of Educational Services

Within each school district's comprehensive system of educational services, Title 16 of the Vermont Statutes requires each public school to develop and maintain an educational support system (ESS) for children who require additional assistance in order to succeed in the general education environment. Act 117 requires each school board to assign responsibility for developing and maintaining the ESS to the superintendent or principal. It also requires each superintendent to annually report on the status of the ESS in their schools including how funds, such as Medicaid, are used to support the ESS.

Preschool

Free developmental screenings for three and four year olds

Preschool classes: May be available depending on eligibility. Please request a free developmental screening and learn more about preschool services (see above), or call Champlain Valley Head Start at 800-651-4180.

School Age

School-home coordination: Assistance with social service or health needs, communication with the school, or other services to strengthen families

Academic support: Small group or individual tutoring during the school day in reading, writing, or math by a professional or paraprofessional

English Language Learners: Small group or individual tutoring in reading and writing by a certified English Language Learners instructor

Psychological services: Referral and assistance in attaining psychological services through local providers

Guidance and Behavioral Support: Small group or individual guidance to help with social skills and social-emotional issues and planning and classroom accommodations for success in learning self-control, impulse control, organizational skills, and cooperation with adults and peers

Health Services: Individual or small group teaching regarding management of diabetes, asthma, or nutritional issues. Screenings for vision, hearing, and other health issues

After school programs: Free tutoring for any student who qualifies for free or reduced priced

lunches, offered twice a year. A maximum dollar amount is available only to qualified students.
Academic screenings: Informal assessments to assist teachers in determining sources of academic difficulty and develop differentiated instructional plans