



Malletts Bay School
Handbook for Preschool Parents and Students
2018-2019

Colchester School District Vision for the Future

Our students, families, and citizens will feel a sense of belonging and pride as we work to prepare for an ever-changing society. Our partnerships will lead to a vibrant, inclusive community, proud of innovative learning and flexible approaches in learning with a commitment to excellence for individuals of all ages and backgrounds.

Colchester School District Mission

The mission of the Colchester School District is to partner with our community to educate each of our students to become engaged, productive citizens who lead successful, balanced, and healthy lives.

Colchester Early Education Program vision for the future:

Colchester Early Education Program creates an environment where children learn along with their teachers in a kind and respectful way. We value each person as an individual with distinct abilities and talents. We offer a hands-on, experiential learning environment where children are encouraged to ask questions and test theories in order to expand their knowledge. We value the home-school connection and consider families and community members an integral part of our learning community.

At Colchester Early Education Program our Mission is to:

- Provide a safe, nurturing environment where children are able to explore and learn at their own pace
- Accept and value each child and family as unique and individual
- Create opportunities for families and children to showcase special talents or traditions
- Respect one another's thoughts and ideas
- Foster an environment that enables children to take chances to create new learning
- Make connections within the community to extend individual learning and the learning environment
- Support positive social connections and interactions within the classroom and community
- Seamlessly weave special education and related services into daily activities
- Promote a culture that encourages life-long learning for children, families and staff
- Develop a curriculum based on the Vermont Early Learning Standards that incorporates full body learning, all five senses and nature
- Allow children to become leaders and teachers within the classroom

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I. Directory Information

Malletts Bay School

www.csdyt.org/mbs

Colchester Early Education –264-5894

Main Office – 802-264-5900

Fax Number – 802-264-5901

609 Blakely Road

PO Box 28

Colchester VT 05446

Colchester School District

www.csdyt.org

125 Laker Lane

PO Box 27

Colchester VT 05446

Phone: 802-264-5999

Fax: 802-863-4774

Important phone numbers:

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

Malletts Bay School Health Office: 802-264-5904

Mountain Transit Bus Services: 802-893-1334

Colchester School District Board of Directors

Mike Rogers, Chair	(802) 879-6183 mike.rogers@colchestersd.org	Lincoln White, Vice Chair	(802) 879-3048 lincoln.white@colchestersd.org
Curt Taylor, Member	(802) 324-7188 curt.taylor@colchestersd.org	Craig Kieny, Member	(802) 872-3548 craig.kieny@colchestersd.org
Lindsay Cox, Member	(802) 363-2342 lindsay.cox@colchestersd.org		

II. Calendars and Schedules

Date	Event
September 3 rd	Labor Day, No School
September 4 th	First day of Preschool
September 11 th	School Picture Day
September 17 th	Constitution Day Observed
September 20 th	Open House: (AM) 5:30-6:00 p.m., (PM) 6:00-6:30 p.m.
September 26 th	No School –PreK Screening and Teacher In-Service Day
October 18 th	No School –Teacher In-Service Day
October 19 th	No School for students or staff
November 13 th – 21 st	MBS Book Fair in the Library
November 19 th and 20 th	Parent-Teacher Conferences – No School For Students
November 21 st – 23 rd	Thanksgiving Break
December 5 th	No School –PreK Screening and Teacher In-Service Day
December 24 th – January 1 st	Winter Holiday Break
January 21 st	Martin Luther King, Jr. Day - No School For Students
February 6 th	No School –PreK Screening and Teacher In-Service Day
February 25 th – March 1 st	No School – Mid-Winter Break
March 4 th and 5 th	Parent-Teacher Conferences – No School For Students
March 5 th	School Budget Vote 7 a.m. – 7 p.m.
March 22 nd	No School – Teacher In-Service Day
April 10 th	No School –PreK Screening and Teacher In-Service Day
April 22 nd – 26 th	No School – Spring Break
May 27	No School – Memorial Day
June 7 th	Anticipated Last Day of School, Pending Emergency Closings.

School Hours

Morning sessions begin at 8:30. Afternoon sessions begin at 12:00. No children should arrive prior to 8:30 a.m. or 12:00 p.m. **There is no supervision for children prior to these times.** Teachers will meet parents and children at the green exterior door.

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.

PTO meetings: MBS PTO meets on the second Thursday of each month in the MBS library. A full schedule of meetings can be found on the MBS PTO page, linked to our home page.

III. Policies and Procedures

Attendance

All students are expected to be in classrooms by 8:30 a.m. or 12:00 p.m. at the start of the preschool session. 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. Staying in school is the first step to a good education. Students cannot learn if they are not in school. Absences from school for any reason (illness, vacation, religious holidays, family deaths, and others) affect a student's ability to learn and succeed.

Excused Absence

If your child is going to be absent from school, please call the school at 264-5900x1 before 8:30 a.m. Voicemail is available. Please provide the following details:

1. Your child's name and teacher
2. Reason for absence

Tardy

Students who are not in class at the start of the preschool session will be noted as *tardy* in their student record, with the exception of late bus arrivals.

Birthdays and other Celebrations

We enjoy the opportunity to celebrate together as a school community. We recognize students' birthdays in the classroom. Please let us know if you do NOT want us to recognize your child's birthday. We limit "sweet treats" to be served for celebrations in order to help our students make nutritional choices and follow our school nutrition policy (F34). We will keep flowers or balloons in the main office and give them to your child at the end of the day. We will send home a "buddy list" for each class. The list will include names, addresses, email addresses and phone numbers. Parents may opt out of any component of the "buddy list." The purpose of the "buddy list" is to facilitate friendships outside of school. We do not allow students to distribute party invitations at school. Please see the Appendix for more information about celebrations and parties.

Child Abuse

All school employees are mandated under Vermont State law to report suspected child abuse or neglect. Similarly, the school administration must report suspected child abuse by employees to the Vermont Department of Children and Families (DCF).

Class Placement

We begin the process of deciding class placement in March. 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. Classroom teachers and special services providers have

input during the placement process, which is finalized at the end of May. Our goal is to finalize class lists in early June. This allows us to notify parents of their child's assignment for the following school year.

Community Involvement and Visitors

We encourage involvement of the Colchester community in our school, and hope to engage the community through all kinds of 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. You must identify yourself and the reason for your visit before being "buzzed" in through our security system. Once you are inside, we ask visitors to sign in at the main office and wear a visitor's badge. School staff members must accompany any visitors while they are with our students.

Curriculum, Instruction, and Assessment

Preschool curriculum is based on the Vermont Early Learning Standards. Progress is marked on the Teaching Strategies Gold, a state approved assessment tool, and reported out during parent teacher conferences in November and March. At these conferences, parents can expect to view samples of student work, hear how their child is doing socially and academically and discuss any celebrations or challenges. Additional conferences can be requested at any time.

Discipline, Behavioral Expectations, and Social Learning

We embrace 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 monitor 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: **Safe, Respectful, Responsible.**

All adults in the school community work with students to understand and practice the important social skills they are learning in preschool. Our administration works with all members of the school community, adults and students alike to practice these skills throughout the school environment. We use a combination of learned strategies, planned ignoring and redirection to redirect poor behavior choices.

In accordance with State law, bullying, harassment, possession of regulated substances, or any form of weapon are not tolerated. Please see Appendix for a more complete description of disciplinary responses and references to relevant school policies.

Dismissal Procedures

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 playground or specified exterior door to collect your child. Students are matched with the appropriate adult in these locations.

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 10:45 a.m. for morning sessions and 2:15 p.m. for afternoon sessions.

Dress Code

School is a special place for learning. As part of our efforts to provide a safe, orderly learning environment, we ask our students and staff to dress in a respectful manner that is appropriate for their learning environment. Please consider weather, safety, the various settings (classroom, playground) of student activities and age appropriateness when supervising student attire. Please do not send your child in an outfit that you do not want to get dirty. We go to the playground every day that the weather permits. We use paint, play dough and other messy substances. We will make every effort to keep your child clean but inevitably they will get dirty. This just means they had a fun day of learning and exploring at school. ***The school reserves the right to request that a child make a different clothing choice in instances of inappropriate or inadequate attire.*** 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. 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. 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 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, please 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.

Electronic Devices

With the advent of electronic reading devices, MP3 players, cameras, and phones, we see many more personal electronic devices coming to school. We are not responsible for loss or theft of any personal electronic devices brought to school. *We do not allow students to take photos or videos at school unless under the direct supervision of a teacher.* Personal electronic devices are not allowed at recess. Please leave these items at home.

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 a successful start at MBS.

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.

Family Involvement and Communication

In schools where families are actively involved, student achievement soars. There are many ways for families to be involved in our school. We regularly publish a school email updates to inform families about current events in our school. You can also check the website (www.csdvt.org/mbs), which will be updated regularly.

We encourage families 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. Families 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 will need to use the intercom to identify themselves and the reason for the visit prior to entering the building. Visitors must pick up a "visitor badge" at the office window. Please display the badge while you are visiting. Visitors without badges may be asked to return to the main office to check in.

Adults picking students up at the end of the school day must wait outside or meet the children on the preschool playground. ***Please do not go directly to the classroom or wait in the hallways outside the classrooms.***

Families 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 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 Amy Minor at 264-5999. The Superintendent may refer your concern to the School Board when appropriate.

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 MBS PTO raises funds to support all MBS programs, including preschool. Throughout the year you may be invited to participate in PTO fundraising efforts. We appreciate

your support. The decision to participate in all fundraising events always rests with parents and students.

Harassment, Bullying and Hazing

We take issues of harassment, bullying, and hazing very seriously. For a full description of the District's policies please see Policy F2: Bullying Prevention, Policy F31 Hazing, and Policy F23: Prevention of Harassment of Students. Harassment, bullying, and hazing are all considered "Level 3" behaviors and will be treated accordingly.

Harassment:

"Harassment" means an incident or incidents of verbal, written, visual or physical conduct, including any incident conducted by electronic means, 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, disability, sex, sexual orientation, or gender identity 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, including an act or acts conducted by electronic means, 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. (i) 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; or (ii) does not occur during the school day on school property, on a school bus, or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

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.

Hazing: "Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of the student. "Hazing" also means soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Reporting Harassment, Bullying, and Hazing: If you believe that an MBS student, including our preschool children, has been the target of harassment, bullying and/or hazing, or if you have witnessed one of our children being subjected to such behaviors, you may report this to, or file a complaint with the following individuals, who have been designated to receive such complaints:

Julie Benay, Principal 609 Blakely Road, PO Box 28 Colchester VT 05446 Julie.benay@colchestersd.org 802-264-5906 (confidential voicemail)	Jordan Burke, Assistant Principal 609 Blakely Road, PO Box 28 Colchester VT 05446 jordan.burke@colchestersd.org 802-264-5905 (confidential voicemail)
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For a full description of the District's policies, please see Policy F2: Bullying Prevention, Policy F23: Prevention of Harassment of Students; and Policy F31: Hazing. All policies are posted on the Colchester District website, www.csdvt.org.

Health Services

Our goal is for each student to have access to health services. These include health appraisal, communicable disease control, emergency first aid care, and health counseling. Colchester School District recognizes that some of our students may have no source of primary health care. Our school nurse can help families find a medical home and access resources in the community to better improve their child's health.

Healthy students are better learners. The American Academy of Pediatrics Bright Futures recommends an annual well-child exam to address the physical, social, and emotional needs of a student. Doing so promotes attendance, enhances the student's ability to fully access and enjoy the educational experience and promotes better academic outcomes.

Colchester School District follows the regulations adopted by the Vermont legislature and the Vermont Department of Health in regard to immunizations. Students who do not meet vaccine or exemption requirements may not attend school without a provisional admittance form. If a provision is granted, students must be fully vaccinated within six months of enrollment. Exemptions may be granted for medical or religious convictions. There are separate forms for each of these exemptions. The religious exemption must be renewed each year.

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 to school.

5. Older students with chronic health conditions may be allowed to carry medication such as an epi-pen or an inhaler. These students need signed permission from the parent/guardian and the doctor, and must demonstrate the maturity to use the medication responsibly. The administration and health office reserve the right to revoke permission if the student is found to be irresponsible for the safekeeping of their medication.

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

Head Lice: 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. Your child will need to be excluded from the program until they are lice and nit free. 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.

More information about student health can be found under “Illness and Injury.” For a complete outline of procedures and guidelines, please refer to Policy F8. The policy can be found at <http://csdvt.org>.

Illness and Injury

Our school nurse has a blog on the Malletts Bay School home page. The blog includes information about current illnesses in the community, along with general health information. You can also find health office forms on the Nurse blog page.

We believe a daily recess period is very important for preschool children. Unless we have written documentation indicating a student should be excused from playing outside, we bring all children outside to play on most school days.

Meals

Nutrition is an important factor in school success. We encourage all our children 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. Meal prices for 2017-2018 are: Breakfast: \$2.25; Lunch \$3.50. Milk (\$.75), soy milk (\$1.10), and juice (\$.65) are available for separate purchase.

Lunch: Students may participate in the meals program or bring a lunch from home. Each month the food service publishes the lunch menus, which are sent home and published on our website. We ask that you order lunches a month in advance.

Non-Discrimination

The Colchester School District honors the Constitutional rights and dignity of all persons who come within its jurisdiction and will implement the goals of equal educational opportunity and equal employment opportunity in all of its policy determinations and actions. The School Board and those who administer its decisions will not discriminate against any person or groups of persons because of age, ancestry, creed, color, disability, gender, marital status, national origin, place of birth, race, religion, sexual orientation, and physical or mental condition not related to performance of a position. School Board policies and actions of the administration will be directed toward extending equal educational opportunity for all students, and the extension of equal opportunity employment throughout the district. If you believe the policy of Non - Discrimination (C6) has been violated in any manner, please contact one of the following designated compliance officers below:

Julie Benay, Principal 609 Blakely Road, PO Box 28 Colchester VT 05446 Julie.benay@colchestersd.org 802-264-5906 (confidential voicemail)	Jordan Burke, Assistant Principal 609 Blakely Road, PO Box 28 Colchester VT 05446 jordan.burke@colchestersd.org 802-264-5905 (confidential voicemail)
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Parent Conferences

We use an online scheduling system for scheduling conferences, or parents may call the school at 264-5900 to schedule a conference. Parents are welcome to request an update or conference any time by contacting their child’s teacher.

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. Please keep in mind that our District uses some small vans as school busses. These are clearly marked “School Bus” and all have red lights when students are boarding. **It is illegal to pass any school bus when red lights are on.**

Personal Belongings

We discourage children 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. We are not responsible for loss or theft of personal items. Please see “electronic devices” for specific guidelines regarding MP3 players, e-readers, cameras, and phones.

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. Children 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.

Physical Restraint or Seclusion

The Colchester School District is committed to creating and maintaining a positive, orderly, civil and safe learning environment in all of its schools. The Board has adopted a comprehensive plan [16 VSA 1161a (a)] for responding to student misbehavior, including the promotion of positive behavioral interventions and supports in schools. The district's approach to the use of physical restraint and seclusion is intended as one component of that plan. Use of appropriate physical restraint and seclusion methods should occur only when less restrictive interventions have failed or would be ineffective in stopping imminent danger of physical injury or property damage. For a complete description of Board policy, see Policy F35, Restrictive Behavioral Intervention.

PTO

The MBS 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. You can keep in touch and get updates by "liking" the MBS PTO Facebook page

Recycling and Composting

We use single stream recycling, which means we do not need to sort. Children will be taught about what is recyclable at the beginning of the school year, and are encouraged to sort their waste in the café and classrooms. This year we will begin a program of composting in our café and classrooms.

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 that 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. In accordance with Colchester School District Policy E3, our School Emergency Plan is based on the VERMONT SCHOOL EMERGENCY PLANNING GUIDE, and is reviewed and updated annually. We conduct at least 10 drills per school year to prepare for the event of a fire or other emergency. Parents can help us with our goal of student safety. Please be sure to:

- Notify us as soon as possible 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.

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 “School Messenger” 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.

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. We use Ipads with students to blog and take pictures. We have developed specific guidelines for student use of technology, which are sent home annually. We employ filtering software when accessing the Internet. Under Policy G10, Colchester Acceptable Use, all students are allowed to use the Internet unless a parent restricts access by sending a request in writing to the principal. Students who violate the Acceptable Use Agreement will lose computer and Internet privileges for a period of time determined by the administration.

Transportation

Mountain Transit (802-893-1334) provides transportation services to our District for students K-12. In preschool, transportation is provided only for students in Special Education when it is written in their Individualized Educational Plan (IEP). Should you have any questions regarding transportation please contact your child's case manager. We do not provide transportation for preschoolers unless this service is specifically designated in a child's IEP.

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. **Any student who fails to follow bus rules may have his/her school bus transportation suspended or revoked.**

IV. 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
- IX. Suggestions for healthy celebrations
- X. Communication with Colchester School District
- XI. Volunteer opportunities

Appendix I: Discipline Procedures

	Level 1 Behaviors – Minor Infractions	Level 2 Behaviors- Repeated Minor Infractions	Level 3 Behaviors – Major Safety Violations
Behavior Level	Behaviors that disrupt teaching and learning, but occur infrequently and do not affect the safety of self, others, or school property.	Behaviors that continue to disrupt teaching and learning and persist after Level 1 strategies are used.	Behaviors that jeopardize safety and security of people and or the environment.
May include	Inappropriate Language Horseplay Defiance/Non-Compliance Disruption Disrespect Property Misuse Minor Technology Violations	See Level 1 List	Abusive Language Bullying Defiance/Insubordination Disrespect Disruption Fighting Forgery/Theft/Plagiarism Harassment Inappropriate Location

			Physical Aggression Property Damage/Vandalism Major Technology Violation Use/Possession of Alcohol/Drugs Use/Possession of Combustibles Weapons Policy Violation
Adult Response	Proactive strategies and consequences including: - Reminder/Redirect - Seat Change - Meeting with student - Loss of choice time or privilege - Take a Break in classroom - Apology of Action	Teacher uses natural consequences or takes action to protect the learning environment including: - Take a break in the classroom - Take a break in a buddy classroom - Loss of choice time or privilege for a longer period of time - Apology of words and action - Office referral – take a break in the office	Adult immediately refers the student to the office. Administrator takes action to ensure safety of the others and the student. Students who are agitated or aggressive will be removed to a safe space by trained personnel until calm. Administrator determines immediate consequences. Any of the above behaviors may result in in or out of school suspension and/or the extended loss or restriction of a privilege.
Follow up	Teacher will contact parent if necessary	Student meets with administrator, guidance counselor, social worker, or other adult as appropriate to prevent disruptive behavior, support positive behavior, and apologize for harm done. Planning includes referring adult. Incident is recorded on a minor student report form and is entered into in the school wide discipline log. The referring teacher or administrator notifies the parent.	Student will discuss incident with administrator and other supportive adults as necessary. Student is not permitted to participate in school-sponsored activities until he or she reenters the classroom successfully. Administrator notifies parent/guardian about the behaviors before the end of the school day and informs appropriate staff about the incident. Student meets with administrator and/or other team members to develop a re-entry plan so that s/he can return to class. Referring adult completes discipline referral and incident is recorded school wide discipline system.

			<p>Incidents of bullying, hazing, and harassment are documented with parent letters.</p> <p>Administrator, teacher, and other team members develop a plan to support the student and provide ongoing support if necessary. Regular meetings with parent may be scheduled.</p>
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If a Level 3 violation occurs with an individual student more than two times, the following options will be considered by the administration:

- Intervention team meeting including law enforcement, social services, mental health
- Formal Coordinated Services Plan meeting involving representatives from DCF and other community agencies.
- Out of school suspension for up to 10 days as per school district 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, the child will be immediately removed from the general school population. This action may involve 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

Riding the bus is a privilege extended to parents and their children by Colchester taxpayers. If a child's behavior requires removal from the bus, parents are responsible for providing transportation.

First violation: When the principal/assistant principal receives a written bus report from the driver, she will discuss the need for these rules with the student and review the rules as necessary. The student will receive a verbal warning and written notification for the parent of the incident, the consequence(s), and the warning of a 1-3 bus suspension on the next violation.

Second violation: A second violation report may result in a 1-3 day bus suspension. Parents will be contacted.

Third violation: A third violation may result in a 3-5 day bus suspension. Parents will be contacted.

Fourth violation: A fourth violation may result in bus suspension for the remainder of the trimester (or 10 days, whichever is greater). Parents will be contacted.

Counting violations starts over at the beginning of each trimester. The administration reserves the right to suspend a child if the infraction involves a physical altercation and/or presents a safety threat.

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

- Students may not leave the playground without permission.
- Students will use the equipment in a safe manner.
- Students will wear clothing appropriate to the weather conditions when outside.
- Students will follow all directions from the supervising adults.

- Students are not permitted to bring trading cards or expensive toys including radio controlled cars to school for use during indoor or outdoor recess. Please see “electronic devices” for guidelines regarding MP3 players, handheld games, or other electronics. Students may not take photos or videos on the playground.
- Any adult visiting the playground during school hours must sign in at the front office and wear a visitor’s badge.

Lunchroom Guidelines

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

Appendix IV: 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 V: Asbestos management

The Asbestos Hazard Emergency Response Act (40 CFR 76£. 93 [g] [4]) requires that written notice be given that the Colchester 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 VI: 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. In that case, we will use the automated Power School system to notify families. 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:

- Where will the child go in the event of an emergency school closing?
- Are those responsible for supervising the child during an emergency closing aware that you have designated them as the emergency contact?
- Is your child aware of where s/he is to go in the event of an emergency closing?
- In the event the first emergency contact is not available, what is the family back up plan?
- Does the school have current phone numbers for all parents and emergency contacts?
- Does your child know how to reach you to ensure you they have arrived safely at the emergency contact home?

Appendix VII: Comprehensive System of Educational Service

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. Following are elements of our ESS:

Preschool

Free developmental screenings Our Early Childhood program holds free developmental screenings throughout the school year for three and four year olds.

Early education: Free preschool may be available depending on eligibility. Please request a free developmental screening and learn more about preschool services through the school. We also host a Head Start classroom and free playgroups. For more information about our preschool options, visit our home page at www.csdvt.org/mbs.

School Age

Social work: 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, social-emotional issues, and planning for classroom accommodations that support the development of 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.

Before and After school programs: We partner with Colchester Recreation to offer quality childcare before and after school through the ACE program.

Academic screenings: Informal assessments to assist teachers in determining sources of academic difficulty and provide information for a differentiated instructional plan.

Appendix VIII: Healthy School Celebrations

Celebratory events in the classroom provide an opportunity to help make healthy choices fun and exciting for students. Traditionally, celebrations have included “sweet treats”, such as cupcakes, candy, or cookies. Though there is nothing wrong with an occasional treat, unhealthy food choices have become more the norm than the exception.

Parents are welcome to send small, manageable snacks to recognize a child's birthday. We ask that families who choose to send in a small snack consider a healthy option. If there are food

allergies in your class, parents must have the ingredients approved by the school nurse 48 hours in advance. Following are suggestions for health food options:

Food related suggestions:

- Individual bags of goldfish, Chex Mix, popcorn, pretzels, etc.
- Cheese sticks
- Vegetables with hummus or other dip
- Yogurt
- Cheese and crackers
- Popsicles
- Prepared fruit

See nurse blogs for more suggestions. Nurse blogs are available on each school's home page. If the snack parents send in requires plates, spoons or other utensils, we ask that parents provide those items for the class.

Non-food related suggestions:

- Purchase a book for the classroom library in the birthday student's name.
- Have the birthday child hand out pencils or stickers to the class.
- Donate a favorite game to the class.

Please note:

- Soda and candy are not allowed at school.
- Candles are a fire hazard and are not to be brought into school.
- Remember to send birthday invitations through the mail. Please do not send them to school with your child. Each class will be provided with a "buddy list" which includes contact information for each member of the class.
- If there are food allergies among your students, all food intended for sharing must be approved by the school nurse before entering the classroom. See attached "Food Ingredient/Label Verification Form."

Appendix IX: Communications

Pathway D of the Colchester School District Vision and Strategic Plan 2012–2017 is Commitment to Effective communication.

Colchester School District (CSD) has a wide variety of communications tools to help inform and to foster partnerships with our community.

School Messenger: School Messenger is an integrated school notification system that allows you to customize how you receive information via telephone, e-mail, and/or text message. School Messenger provides a wide variety of information to parents, including attendance notifications, low lunch balance alerts, unexpected school closures, important announcements, and more.

Websites: All teachers maintain classroom websites and/or blogs. Additionally, all schools in the district as well as the administrative offices have a website.

Newsletters: All schools regularly issue a newsletter with updates and events.

Facebook: *The Spotlight* content and other news and information is posted to CSD's Facebook page; visit us there at www.facebook.com/ColchesterSchoolDistrict. The Malletts Bay School also has a Facebook page.

Twitter: CSD is on Twitter! Follow us at twitter.com/CSDCommunity. Oscar also tweets! You can follow Oscar@mbsosprey

Colchester School Board: Colchester School Board meetings are held on the first and third Tuesday of each month and are open to the community. Meetings begin at 7:00 p.m. in the Colchester High School Media Center. Meetings also air on LCATV Channel 16 and can be viewed on the LCATV website (www.lcatv.org/towns/colchester).

Community Events and Open Houses: Our schools host many community events throughout the academic year, including open houses, parent information nights, family fun nights, special presentations, student performances, athletic events, and much more. We encourage everyone to participate!

Other Avenues: CSD also partners with a number of other area organizations to periodically provide information, including the *Colchester Sun*, Front Porch Forum, Lake Champlain Local Access Television (LCATV), network television, VT Digger, and more.

Appendix X: Volunteers

The mission of the Colchester School District is to partner with our community to educate each of our students to become engaged, productive citizens who lead successful, balanced, and healthy lives.

Stay informed: Bookmark the MBS home page at <http://csdvt.org/mbs> and visit often. Here you will find links to the teacher's individual blogs; a calendar of events; links to the family handbook and useful forms; and Oscar's Twitter feed!

MBS PTO: *The MBS PTO raises funds and fun! The PTO supports field trips by providing a grant to every teacher, which lowers the cost to families. In addition, they support technology integration and innovative teaching through a mini-grant program. Twice a year, in October and March, the PTO hosts a fun family event for the entire community. Meetings are the second Thursday of each month at 6:00 p.m. in the library. Childcare is provided free of charge. PTO sponsors many opportunities for parent involvement, including:*

- *The MBS "Osprey Patch" school garden*
- *Odyssey of the Mind*
- *Yearbook*
- *Fuel Up to Play 60 (Wellness Program for Student Leaders)*

*Four Winds: *Four Winds is a natural science program taught entirely by parents. Parents receive training, either online or in-person, and a full curriculum along with all the materials needed to teach the lessons. Teaching Four Winds is easy and fun!*

**Field Trips:* We welcome parent chaperones on many of our annual field trips. Check with your child's teacher to learn more about field trips. Be sure to fill out the volunteer background check form at least two days in advance of field trips.

**General volunteer:* There are many ways you can volunteer, from making photocopies to teaching math enrichment groups.

Collect Box Tops: The MBS PTO collects and cashes in Box Tops. You can clip, save, and send to school. Every little bit helps!

**** Note: volunteers who interact directly with our students must complete an annual background check form. The form is sent home each year, and is available on the MBS and District websites. It takes 2-3 days for the form to be approved, so it is best to fill it out early in the year.***