

**Malletts Bay School  
Faculty and Staff Handbook 2016-2017**



*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.

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## I. Directory Information – Malletts Bay School

Please see our web site – [www.csdvt.org/MBS/index.htm](http://www.csdvt.org/MBS/index.htm) for a list of all staff

**Main Office – 802-264-5900**

<b>Administration</b> Julie Benay, <i>Principal</i> x5906 Jordan Burke, <i>Assistant Principal</i> x5905	<b>Office Staff</b> Pam Reith, <i>Principal's Secretary/Office Manager</i> x5907 Jeanne Brigante, <i>Secretary/Receptionist</i> x5900
<b>School Social Work</b> TBH, x6902	<b>Guidance and Behavioral Support</b> Luba Routsong – <i>School Counselor</i> x5898 Jayme Gaudet – <i>Behavior Specialist</i>
<b>Health Services</b> Josie Lang, <i>School Nurse</i> x5904	<b>Curriculum, Instruction and Assessment</b> Sara Blake, <i>District Literacy Specialist</i> x 5899 Susan Morin, <i>District Math Specialist</i> x5899
<b>Technology Help Desk – 5727</b> Pam Lowe, Director Technology Help Ticket: <a href="http://thehub/default.aspx">http://thehub/default.aspx</a>	<b>Related Services Under Special Education</b> Deb Hamlin, <i>SLP</i> x5908 Andy Fulton, <i>Psychologist</i> x5983 Jackie Dempsey, <i>Occupational Therapist</i> Lini Alberghini <i>Physical Therapist</i> x4103
<b>Student Instructional Support</b> Lauren Kellar and Mark Winchester, <i>Title I teachers</i> x4115 Son Iyengar, <i>English Language Learners</i> x4108	<b>Special Education Teachers</b> Melissa Daniluk, <i>Special Educator</i> x5895 Maegan Chevrefils, <i>Special Educator</i> x5890 Ellen O'Meara, <i>Special Educator</i> x5886 Nadine Zane, <i>Special Educator</i> x5892 Robert Janelli, <i>Special Educator</i> x Deanna Walker-Cook, <i>Special Educator</i> x

### Colchester School District

[www.csdvt.org](http://www.csdvt.org) Dial x5999

Amy Minor, <i>Superintendent</i>	Pam Lowe, <i>Technology</i>
Gwen Carmolli, <i>Curriculum</i>	Katie Roth, <i>Human Resources</i>
Carrie Lutz, <i>Special Education</i>	Jessica Phelan, <i>Payroll</i>
George Trieb, <i>Business Manager</i>	

### Colchester School District Board of Directors

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

## II. Calendars and Schedules

Date	Event
August 30 <sup>th</sup>	Smart Start for Third Grade; Welcome for new families, 8:30-9:30 a.m.
August 31 <sup>st</sup>	First Day of School, First Trimester Begins
September 5 <sup>th</sup>	Labor Day, No School
September 16 <sup>th</sup>	Constitution Day
September 22 <sup>nd</sup>	Open House 6:30 – 7:30 p.m.
September 14 <sup>th</sup>	School Picture Day
October 5 <sup>th</sup>	Walk or Ride To School Day
October 21 <sup>st</sup>	No School –Teacher In-Service Day
October 28 <sup>th</sup>	Monster Mash 6:30 – 8:00 p.m./ UA first quarter ends
November 11 <sup>th</sup>	First Trimester Ends
November 18 <sup>th</sup>	Report Cards sent home
November 14 <sup>th</sup> – 22 <sup>nd</sup>	MBS Book Fair in the Library
November 21 <sup>st</sup> and 22 <sup>nd</sup>	Parent-Teacher Conferences – No School For Students
November 23 <sup>rd</sup> – 25 <sup>th</sup>	Thanksgiving Break
December 23 <sup>rd</sup> – 30 <sup>th</sup>	Winter Holiday Break
January 13 <sup>th</sup>	Second UA Quarter Ends
January 16 <sup>th</sup>	Martin Luther King, Jr. Day - No School For Students
February 17 <sup>th</sup>	Second Trimester Ends
February 24 <sup>th</sup>	Report Cards sent home
February 27 <sup>th</sup> - March 7 <sup>th</sup>	No School – Mid-Winter Break
March 6 <sup>th</sup> and 7 <sup>th</sup>	Parent-Teacher Conferences – No School For Students
March 7 <sup>th</sup>	School Budget Vote 7 a.m. – 7 p.m.
March 10 <sup>th</sup>	Lucky Day Carnival 6:30 – 7:30 p.m.
March 24 <sup>th</sup>	Third UA Quarter Ends
April 24 <sup>th</sup> – 28 <sup>th</sup>	No School – Spring Break
May 1 <sup>st</sup> – 5 <sup>th</sup>	MBS Unplugged! Screen Time Awareness Week
May 29 <sup>th</sup>	Memorial Day – No School
June 2 <sup>nd</sup>	Third Trimester Ends
June 9 <sup>th</sup>	Anticipated Last Day of School, Pending Emergency Closings. Report Cards sent home on the last day of school.

### School Hours

Playground supervision begins at 8:15 a.m. **No students should arrive prior to 8:00 a.m.**

**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.

**Study Hall:** Offered TWTH 7:45-8:15 a.m. or 3:15-3:45

## III. Meetings

The expectation for MBS teachers is that everyone will serve the school community by participating on at least one committee or otherwise serving the school community in addition to attending faculty meetings. This obligation is waived during a teacher's first year at MBS and for extenuating personal circumstances (childbirth, medical issues, etc.)

**Faculty meetings:** Faculty meetings are held every Thursday immediately after school for no more than one hour. Attendance at all faculty meetings is required for professional staff. Any staff member with input or a desire to discuss a topic with the full staff should consult with the principal.

Our Action Plan work will be concentrated in three major committees, including the Leadership Team, Community Teams, and the School Community Council. MBS teachers serve the school community in other ways. These include participation on district committees, hiring committees, the MBS Parent-Teacher Organization, TEL-T (teacher evaluation), the Colchester Education Association, and the Local Standards Board. We will also have “ad hoc” task forces to address system needs that arise. These groups will be called to advise the administration as needed.

**The MBS Leadership Team** meets twice monthly with a focus on achieving our mission “**to educate each of our students to become engaged, productive citizens who lead successful, balanced, and healthy lives.**” Using research and school wide operational data (policies and procedures; student achievement; social-emotional indicators; health; and a summary of instructional practices in our school) we engage in a continuous cycle of improvement and efficacy to ensure that we focus on our vision of “**innovative learning and flexible approaches in learning with a commitment to excellence for individuals of all ages and backgrounds.**” Within the cycle of improvement, our team will consider professional development needs, trends in learning, and effective instructional strategies. Our Leadership Team serves as a conduit for communication among all shareholders, ensuring the views and concerns of all members of the school community are represented in decisions.

**MBS Community Teams** will have a focus based on the Colchester Community’s articulated “shared beliefs” that “**Each student is a successful learner, capable of achieving high standards.**” This means continuous growth and improvement toward established learning targets for each and every child. The work of the Community Teams is to develop aligned curriculum that will include unit plans and common assessments, which guide instruction for all students and for each student, ensuring adherence to our shared belief that “**Successful learning opportunities are differentiated, relevant, and rigorous.**” The unit plans assure that students master standards-based objectives and also provide opportunities for enhanced learning, realizing our vision of “**innovative learning and flexible approaches in learning with a commitment to excellence for individuals.**” Working as a team, teachers arrange organized access to the necessary resources to instruct each unit. The instructional teams use data from diagnostic, formative, and summative assessments to analyze the efficacy of the unit; effective teaching strategies; and the need for additional intervention within the Multi-Tiered System of Support. Instructional Team meetings are scheduled as work sessions during the school day.

**The Malletts Bay School-Community Council** focuses on our 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.**” Our SCC will honor and respect the potential of every family to do its best by its children. Comprised of parents from diverse backgrounds, teachers, administrators, counselor, and community members, we communicate about our purpose, the expectations we have of one another, the roles we play, and the progress we are making toward our vision. The MBS SCC will meet 6 – 8 times over the course of the year during the late afternoon or evening.

**Educational Support Team (EST):** The EST examines the learner profile of students who are meeting with significant academic and/or social challenges. Using available information, the team develops a working hypothesis about what factors are contributing to the barriers, and creates an action plan to address those factors. Team members hold significant responsibility for managing the operations of the team and for coaching and supporting teachers who come to the team for assistance with an individual student.

**PBIS:** The PBIS team considers the climate and culture of our school. This involves looking at positive behavioral supports, celebrations, assemblies, and other actions that build a positive climate and culture for students and staff alike. The PBIS team will focus on a strategic implementation of our PBIS structure.

**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.

**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). Staff members are always welcome to attend. If you have something you would like to share with the Board, please ask a principal to discuss this with the Superintendent for inclusion on a future Board agenda.

## **IV. Policies and Procedures**

### **ACCIDENTS AND INJURIES**

All accidents, regardless of how serious, are to be reported to the office or to health office personnel. An accident report must be completed for accidents occurring with adults or children. **In the event of an accident or injury involving an employee, it is required that Pam Reith be notified as soon as possible so that a Worker's Compensation report can be filed within 24 hours.**

The teacher may handle minor injuries. Accidents requiring extensive first aid should be referred to health office personnel. An adult should always accompany an injured child.

In serious cases, contact the office immediately. You will never be criticized for being too careful. Whenever in doubt, do not move a person who has been hurt.

### **ACTION PLANS**

State statutes and policies of the Colchester School Board require that staff and citizens develop and review an Action Plan on an annual basis. The Action Plan ensures the District and its resources will be focused on improved student learning. Our Action Plan is based on the use of "Green Mountain Star," a web based system for schools to write and monitor improvement plans.

### **ALARM and SECURITY SYSTEM**

The building is wired with an alarm and security system. Doors to the outside must never be "propped" open. Each staff member has a passkey to enter the building. If you need a passkey, see Pam Reith. Staff members entering the school building during the weekend must enter through the cafeteria door, enter the code to temporarily disarm the system, and log your entry. It is important to log out when you leave the building, and ensure that no one else is in the building before you re-arm the system. The last person to leave the building must re-arm the system.

### **ANNOUNCEMENTS**

Morning Announcements will be limited to a short greeting and communal recitation of the Pledge of Allegiance. Any staff member with announcements to be posted on SharePoint may be emailed to Pam Reith. Any notes or announcements placed on SharePoint or in mailboxes should be signed so that staff members know where to direct questions.

### **ASSEMBLIES AND ALL SCHOOL MEETINGS**

Assemblies and All School Meetings will be held throughout the year as scheduled by the PBIS committee and/or for cultural presentations. Any assembly or meeting scheduled in the library or gymnasium must be approved by the administration and coordinated with the librarian and physical education teacher(s). Teachers are responsible for supporting the behavior of their students during all assemblies. If an assembly is scheduled during a classroom teacher's planning period, the Unified Arts teacher is responsible for supervising the students to prevent disruption to the planning times agreed upon in the Master Agreement.

## **ASSESSMENT**

The Colchester District participates in both local and national required assessments. All teachers are expected to familiarize themselves with these assessments and follow proper protocols for administration of these assessments. A list of required assessments is included in the Appendix.

## **ATTENDANCE: STUDENTS**

Attendance will be taken each morning in each classroom/homeroom. Record attendance information using Power Teacher. Students who are tardy should report to the Main Office upon entering the building and bring a tardy slip with them to class. Teachers should check the attendance link on SharePoint daily for accuracy. Any information from parents regarding an excused absence or anticipated family vacation should be communicated to the office immediately.

## **ATTENDANCE: STAFF**

Staff members may be absent from work within the boundaries of negotiated Master Agreements or accepted working conditions. Employee absentee forms are located in the office and must be completed accurately 48 hours prior to or within 24 hours following an absence. Consistent staff attendance benefits the educational environment. Staff members with excessive absenteeism are subject to reprimand or dismissal.

## **BUDGET /OPERATIONAL PLAN**

The budget/operational plan is a means by which to implement the School District's mission, goals and objectives. It is imperative that budgets be constructed and implemented to effectively deliver quality education and to provide the support necessary for the achievement of Action Plan goals in the most efficient way possible. It is, therefore, critical that all staff members become actively engaged in the budget/operational processes and respect the procedures outlined in the section, "Purchasing Procedures" in this handbook.

## **BUILDING USE**

Colchester Recreation and other community groups use our building after school hours. Pam assigns rooms once the building principal and Director of Buildings and Grounds have approved applications for building use. If your classroom will be used, Pam will put a copy of the approved use form in your mailbox. If you plan to use any room in the building (including your own classroom) after the school day ends, please complete a "building use" form, available in the office and in the forms library on SharePoint. If you have concerns following use of your classroom, please alert an administrator. There is a "classroom use concern" form on SharePoint.

## **BULLYING AND HARASSMENT**

The Colchester School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. Toward that end, policies F2 and F23 are key policies for all teachers and staff members to implement. These policies clearly define bullying and harassment and outline the steps taken to investigate either behavior. All staff members must review the materials that are part of the annual training.

Every adult is responsible for helping to prevent bullying or harassment. At Malletts Bay School, we work to *prevent* bullying and harassment by creating welcoming and supportive classrooms. Teachers are encouraged to use whole class meetings no less than once per week to build community, work to solve social problems, and learn and practice pro-social skills and behaviors. Administrators will visit each classroom during the first weeks of school to help students understand these policies and procedures should violations occur. Please take all allegations of bullying or harassment seriously and bring them to the attention of the administration. We must investigate incidences that occur during the school day and those that happen through electronic communication outside of school when they are brought to our attention.

## **CELEBRATIONS**

We enjoy the opportunity to celebrate together as a school community. Classes establish goals for cooperating



with behavioral expectations and vote on a celebration when they meet their goal. We are inclusive in our celebrations and do not limit celebrations to those of one particular faith. Rather, we learn about how different cultures and religious traditions celebrate throughout the year when they are part of our curricular studies. We limit “sweet treats” served for celebrations in order to help our students make nutritional choices and follow our school nutrition policy (F34). See the Appendix for suggestions for healthy celebrations. It is important for teachers to be aware of each student’s cultural restrictions and/or allergies. It is distracting for students to have flowers or balloons delivered during the school day. If parents choose to have these items delivered, we will keep them in the main office and give them to the student at the end of the day.

### **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). Please contact the building principal with any questions regarding your responsibility for Child Protection or any concerns related to the safety and well being of individual students.

### **CLASSROOMS**

Classrooms should be arranged to be attractive and well maintained learning areas for children. Items brought into the classroom should be in good repair to avoid any health or safety issues. Displays should be orderly and frequently changed with the involvement and participation of the students. Students are expected to assume some responsibility for care of school furniture, walls, woodwork, etc. Any food should be packed in airtight containers to avoid attracting pests. General cleaning is the responsibility of the custodian, but material and dirt left by a class as a result of an instructional program is to be cleaned by the students and teacher. Colchester uses “green cleaning” criteria. All cleaning products are provided by the school; please ONLY use these products. While students can pick up and tidy up, they should not be using any cleaning products. Special building maintenance concerns should be reported via a maintenance request on SharePoint.

### **CLASSROOM SUPPORT TEAM (CST)**

Each classroom teacher is assigned a special educator. There are weekly “classroom support team” (CST) meetings held with the special educator, Instructional Assistants, related services providers, and often an administrator. The purpose of the CST is to review programs for students with Individualized Education Plans and to discuss challenges for any student in the classroom who needs support. The schedule for the CST meetings is developed between the classroom teacher and special educator.

### **COMMUNICATION**

Good communication is essential to a healthy home/school partnership. We use a variety of communication methods, including meetings; a weekly all school email; web page ([www.csdvt.org/MBS/](http://www.csdvt.org/MBS/)); e-mail; telephone; newspaper articles; letters; parent/teacher conferences; and surveys. Teachers are expected to maintain ongoing communication with parents. All teachers are expected to create and maintain a classroom blog that is updated no less frequently than once per month. Please be sure to send information to both parents who have rights to information about a child when the parents live in separate homes. When in doubt, please check with the office for clarification on which parents have educational and/or parental rights to this information. Copies of any classroom newsletters and/or email should be submitted to the principal. This allows us to keep informed about classroom occurrences and be aware of communication from individual classrooms to parents. Please use caution when communicating via email regarding students and attend to all aspects of the Family Educational Rights Privacy Act (FERPA).

### **COMPUTERS AND TECHNOLOGY RESOURCES**

Computers and technology are an integral part of the learning process. Students and staff utilize computers and other digital media as learning tools specifically supporting writing, research, data analysis and presentation of information. All users, students and parents, are required to examine the District's Acceptable Use of Technology Policy. Parents must “opt out” if they do not want their child to access the Internet at school. Users of technology are expected to use computers, other hardware, and software responsibly. Loss of computer privileges and/or disciplinary action will be taken if users violate the Technology Acceptable Use Policy.

Requests for emergency technology assistance should be directed to the Technology Help Desk at 5727. Requests for repair or upgrades should be submitted via a technology “ticket” on SharePoint. Any staff member wishing to use school equipment for personal use off campus must complete a “request to use equipment” form and have that approved by the principal before taking equipment off site.

### **COPIER**

The copier is intended for school use. Staff members unfamiliar with copier operation should contact the school secretary to arrange a training session. Staff members are expected to be familiar with the copyright law, which may be visited at [www.copyright.gov](http://www.copyright.gov). Copyright laws must be followed without exception. Please use extreme caution when copying confidential material. Be sure to take originals with you when you leave the copier and shred any copy errors rather than leaving them in or near the copy machine.

### **COURSE OR PROGRAM PROPOSAL**

The Colchester School District is committed to high quality embedded staff development. Those interested in proposing a course to meet expressed needs of faculty should discuss the proposal with the building principal. Those wishing to enroll in workshops or higher education coursework must complete the appropriate forms, available in the office. All coursework is subject to the approval of the Superintendent of Schools as per the Master Agreement.

### **CURRICULUM**

Teachers and instructional staff are expected to be knowledgeable of and deliver the District curriculum in each content area for which they are responsible. A complete copy of all Colchester School District curriculum guides can be accessed online at [www.cdsvt.org](http://www.cdsvt.org). The MBS curriculum and pacing guides for the year can be found on SharePoint. Curriculum development and implementation are professional responsibilities and are an ongoing process. Currently, the District employs a Literacy and Math Content Specialist, who support teachers in the development, mapping, and implementation of curriculum and the appropriate assessments. At the Central Office level, the Director of Curriculum and Instruction works with building principals and teachers in facilitating and coordinating the alignment of standards and curriculum. Gwen Carmolli may be reached at x5987.

### **CUSTODIANS**

The mission of our custodial staff is to maintain a clean, safe learning environment for our students and staff. Our custodial staff works as a team to accomplish this goal. In order to accomplish this mission, the staff works together on tasks and activities prioritized by the Head Custodian in consultation with the custodial team and the administration. All maintenance requests must be made using the proper system on SharePoint. Concerns, suggestions and complaints are to be handled through the building principal.

### **DISCIPLINE**

It is the policy of the Colchester School District to maintain a safe, orderly, civil, and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. The goal of discipline procedures is to work together with families and the community to teach our students to be responsible and productive citizens. Approaches to discipline will emphasize teaching and reinforcing appropriate and acceptable behavior, and providing clear, consistent and appropriate responses to behavior choices that disrupt the learning environment. Student dignity and respect will be central to our responses to misbehavior. A problem solving approach will involve students, parents, and appropriate staff with the goal of finding durable solutions to persistent behavior problems. All faculty and staff should familiarize themselves with relevant District policies (F1, F2, F23, F28, F31 and F35), which are found at <http://csdvt.org>. Please see the Appendix for the specific interpretation of these policies through our discipline procedures at MBS.

### **DISMISSAL**

Our goal is to dismiss students in a timely and safe manner at the end of each school day. If you receive a note

regarding changes in a student dismissal, it is really important that you get that note to the office as soon as possible. Please check the note to make sure we have student first and last names and a date before sending it to the office. Children are not to be dismissed from school early unless you receive notification from the office. Do not allow a child to leave school under any circumstances, even with a parent, without clearance from the office. It is important for classroom teachers to be in the classroom by 2:50 so that notices regarding changes in dismissal can be reviewed. All changes in dismissal are recorded in a Google doc that can easily be accessed from the Malletts Bay SharePoint site. Please be sure to review these changes with your students prior to dismissal. Parents/guardians picking students up will “sign out” the student and wait in the gymnasium until dismissal is called. Walkers, bike riders, students being picked up by adults, and students attending after school activities are dismissed first. Those riding busses dismissed a few minutes later. Classroom teachers are not expected to walk with their students to the busses. Unified Arts teachers and principals manage bus duty.

### **DRESS CODE**

Our student dress code is outlined in the family handbook. Please refer to this handbook for details. If you have concerns about student attire, please check in with a guidance counselor or principal before recommending a student change clothing.

Staff members are expected to dress in professional clothing at all times. More casual attire is appropriate for field trips and/or special project days. Please be aware of our role as models for our students and dress accordingly. Despite many attempts to balance the HVAC system in our school, the temperature in the classrooms can vary. It is a good idea to have layers available (both for you and your students) for maximum comfort. Be sure to notify the office if your classroom temperature is really uncomfortable for learning. We will request assistance from maintenance.

### **DRUG, TOBACCO, AND ALCOHOL USE**

Illegal use and/or possession of unauthorized drugs, tobacco and alcohol are strictly prohibited on all school premises. Staff, students and parents are expected to become familiar with the related policies regarding drugs, alcohol or tobacco (D8, F3, F4, F9).

### **EDUCATIONAL SUPPORT TEAM (EST)**

Educational Support Team procedures are designed to assist in identifying individual student learning problems and to recommend possible solutions to these problems. Forms for making an EST referral are available on SharePoint. See the principal for assistance with filling out a new EST referral. Parent notification and opportunity for input are required for an EST referral, as are vision and hearing screenings. Parents may also make a referral to the EST. The building principal or his/her designee will chair the EST. The EST will be composed of staff members and other resource personnel deemed appropriate and necessary by the building principal. Typical EST team members include classroom teachers, guidance, health, and special services personnel.

### **EDUCATOR LICENSURE**

It is the responsibility of certified staff members to maintain and provide proof of a current teacher license from the State of Vermont to the Superintendent of Schools. Staff members who are new to the District or those who are up for re-licensure should contact the Local Standards Board representative or the Vermont Agency of Education for specific procedures and to ensure that the Vermont AOE has your current mailing address.

### **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 of 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.*** The use of personal electronic devices on the school bus is up to each individual driver. Personal electronic devices are not allowed at recess. Individual recess supervisors may allow limited use of MP3 players for students who choose to exercise by walking or jogging during their recess break. ***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. Classroom teachers do allow the use of e-readers during independent reading times in the classroom.

## **EMAIL**

We estimate that at least 80% of our families use email to communicate with school staff members. While this tool can facilitate our communication with families and streamline our communication with one another, there are some professional guidelines that will help all of us to use email wisely:

- Email is never private. Every email you send is potentially a matter of record. Using student initials will not change this fact. Thus, use extreme caution when discussing matters regarding students in an email. Particularly in matters of student discipline, never communicate with one parent about other students in an email.
- Keep it short and be concise. Use clear subject lines. State the purpose in the first line. If there is requested action, state it clearly at the end of the email.
- Beware “reply all.” Consider who really needs to see your reply. If you being asked to answer a question posed by the sender, consider whether everyone on the email list really needs to see your answer.
- Do not try to schedule meetings via email. Either see people in person or use an online scheduler such as “Meeting Wizard.” ([www.meetingwizard.com](http://www.meetingwizard.com)). This is a free service that allows each person to list their available times. The person organizing the meeting gets a chart showing when attendees are available.
- Protect privacy. If you need to send to several people, consider using the “blind carbon copy” feature (bcc). This sends without revealing the email addresses of the recipients.
- Consider whether email is the right way to communicate the message. Consider your relationship to the recipient and the nature of the message. If you need to convey difficult information, meet in person or place a phone call. A follow up email can concisely summarize the conversation and create a record of the communication without getting trapped in a long back and forth via email.
- We are professionals. It may be acceptable to use more casual language when using email within the building, but we should not use emoticons, excessive exclamation points, or attempts at humor when communicating via email with our families.
- Pause before send. Double-check the recipients, the subject line, and whether or not you have attached necessary attachments.

From the Emily Post Institute: “Your email is a reflection of you. Every email you send adds to or detracts from your reputation. If your email is scattered, disorganized, and filled with mistakes, the recipient will be inclined to think of you as a scattered, careless, and disorganized businessperson. Other people’s opinions matter and in the professional world, their perception of you will be critical to your success.”

## **EMERGENCY PLAN**

Building principals will review the Emergency Plan procedures with staff at least annually. Staff members must be familiar with the procedures and specific responsibilities outlined in the Emergency Plan. Teachers should be prepared at any time for a “clear the halls” drill, fire drill, or evacuation drill.

## **END-OF-YEAR DUTIES**

There are numerous end-of-year responsibilities. Some of the standard duties include, but are not limited to, the following:

- Student records completed
- Classroom materials and equipment properly cared for
- Keys turned in as appropriate (for staff leaving or changing rooms)
- Requisition forms completed
- Laptops, digital cameras, or other media properly labeled and turned into the office or library for safe

- keeping over the summer
- All personally identifiable student documents shredded

The administration and staff will determine other end of year needs and procedures as necessary.

## **ENERGY EFFICIENCY**

Our goal is to conserve energy to the greatest possible extent. Please turn off lights when you leave classrooms, rest rooms, or offices. Please see “lighting” for a discussion of adequate lighting for academic tasks. Keep windows closed tightly during the heating season and bring any drafts to the attention of the maintenance department.

## **EQUIPMENT**

Staff members are responsible for any and all equipment they use. If you are unsure how specific equipment operates, ask for help before using it. All school owned equipment is intended for school use only. Equipment is to be used for personal use only upon approval from the building principal or designee. Staff intending to use equipment off-site must have prior approval of the principal. Students should be taught how to use school instructional equipment before they are allowed to use it. Students should not be allowed to move carts containing heavy equipment.

## **EVALUATION**

All staff members should expect to receive performance feedback on a regular basis. Certified staff will be evaluated using the adopted Colchester School District Teacher Evaluation Model, adopted in 2010. Support staff members receive feedback from special educators and classroom teachers. Administration completes an evaluation based on direct observation, a self-assessment, and feedback from teachers.

## **FAMILY AND MEDICAL LEAVE ACT**

Employees who meet the applicable service requirements may be granted unpaid family or medical leave under the Vermont Parental and Family Leave Act ("VPFL") and/or the Federal Family and Medical Leave Act ("FMLA") for the following reasons:

- The birth of an employee's child and to care for the newborn child;
- Placement of a child with an employee for adoption or foster care within a year following the initial placement of the child;
- To care for an employee's spouse or civil union partner, child, stepchild, ward who lives with the employee, foster child, parent or parent of the employee's spouse with a serious health condition; or
- An employee's serious health condition, which renders the employee unable to perform the functions of the position.
- An employee requesting FMLA should contact Katie Roth at x5978

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

The “Family Educational Rights Privacy Act” is a Federal law that protects the privacy of student education records. All staff members will receive annual training about the protections in the law. Part of FERPA is the designation of “Directory Information” that can be shared without parent permission, and permission to use the students’ photo or a video that includes the student in our publications or the press. Annually, parents complete these forms at the outset of the year using Infosnap. Office staff will receive a report of photo/video or Directory exceptions. A list will be posted on SharePoint, and should be checked prior to any publication. Regardless of parent permission, we do not publish student names with photos on our home page or on individual teacher blogs.

## **FIELD STUDIES**

*All field studies must be arranged through the building administrator.*

### **Guidelines for In-State Field Studies**

The purpose of field study is to support curriculum and enhance the classroom learning experience with activities that cannot be done on school grounds. There must be a strong link between the field study, the

curriculum, units of study, the Common Core State Standards, and/or Next Gen Science Standards. The following guidelines have been established:

- Field studies must be linked to Common Core or Next Gen, the curriculum, and/or units of study.
- All teachers are expected to include at least one field study opportunity each year.
- Teachers are encouraged to collaborate on field study in order to minimize transportation expenses.
- A field study should be planned well in advance.
- Field study request forms must be completed and approved by the administration.
- The Health Office, Support Staff, MBS Food Service Program, and Unified Arts teachers should all be informed in advance of your class field study.
- Food Service will provide bag lunches for students if notified in advance.

#### **Administrative Procedures for All Field Studies:**

- A building administrator must approve all field studies.
- Funding sources must be identified before field study occurs. PTO makes an annual contribution to support field study.
- A guideline of one adult chaperone for every ten students should be followed depending on the nature of the field study.
- All adult chaperones must complete a background check prior to attending a field study.
- There must be written parental permission on file at the school prior to the field study for each student who is participating. Parent permission forms for all field trips will be obtained at the beginning of the year through the main office.
- The teacher or sponsoring agent shall be responsible for providing an orientation program for students as required by the nature of the field study.
- The teacher or sponsoring agent shall provide a detailed itinerary and methods of contact in case of emergency, including cell phones for walking excursions.
- Parents are allowed to chaperone field trips but are not allowed to transport students to the site.
- Parents who wish to take their child home from the site may do so. They may take another child ONLY with the written permission of that child's parents. Any parent taking children home from the site must sign out the children before taking them. A form for this purpose is on SharePoint.
- Field studies to beaches, ponds, lakes and other similar water locations for are allowable, but with extreme caution. The building principal may require additional chaperones or other special precautions when approving the field study.
- Field study to Canada involves complex procedures. If you plan a field study involving a border crossing, please see an administrator for a list of guidelines for border crossing.

#### **FIRE AND EMERGENCY DRILLS**

Planning and scheduling fire drills is the responsibility of the building principal. Staff will ensure that clearly visible instructions are posted to explain procedures for evacuation of the room in the event of a fire or drill.

The following procedures will guide fire drills once the alarm is sounded:

- Students and staff will meet in a designated area outside the building.
- Count your students as quickly and efficiently as possible. Do not take attendance unless your head count is off.
- If the alarm sounds when a class is at lunch, physical education, music or art, students will meet their classroom teacher at their designated spot.
- Lights may be left on and windows may be left open. Please close the classroom door on the way out if possible.
- Students and staff are to exit and re-enter the building in a quiet and orderly manner when notified by the principal.
- Students and staff are to walk to and from the building in single file and refrain from talking.
- Students will be evacuated to CMS if the school building cannot be re-entered.
- The IEP or Section 504 team will arrange accommodations for students with special needs.

## **A MAP SHOWING THE ROUTE TO BE FOLLOWED DURING EMERGENCY EVACUATION IS POSTED IN EACH ROOM IN THE SCHOOL.**

**NOTE: IF RECOMMENDED EXIT IS BLOCKED, TAKE SHORTEST ROUTE TO THE NEAREST EXIT AND PROCEED TO DESIGNATED AREA.**

### **FLAG**

The American flag must be displayed in each room. A pledge to the flag will be conducted each morning during morning announcements. Reciting the pledge to the flag is optional for all students and staff if this activity is in opposition to family/religious beliefs. Mrs. Reith will publish a schedule of student “pledge” leaders. Each classroom will have the opportunity to send a small group of “pledgers” to the office in the morning to lead the pledge over the intercom. Classroom teachers should note their week and be prepared with the class divided into a small group for each day of the week. Pledgers need to come straight to the office; students find it helpful to have the pledge schedule posted in the classroom during “their” week so they can take responsibility for getting to the office on time.

### **FOUR WINDS**

Four Winds is a fun and engaging natural science program taught by trained parent volunteers. The MBS PTO sponsors Four Winds. Please work with parents to find a time for the Four Winds volunteers to offer the program in your classroom. This does not have to be during your science block; Four Winds can serve as a wonderful prompt for writing! The volunteers will work with you to shorten the program if you feel the sessions are too long for the time constraints of your schedule.

### **GUIDANCE SERVICES**

Guidance services provide students with the opportunity for individual and group educational counseling; coordinate school and community resources to support academic, vocational and personal development; provide current educational, occupational and personal information; and maintain accurate, complete, individual education records. The school counselor assists students in developing skills for decision-making, self-discipline, interpersonal relationships, communication, problem solving, and self-assessment of aptitudes and interests. Guidance services emphasize consultation with teachers, administrators and parents on matters of student growth and development. The guidance program is coordinated with the school’s instructional program. Counselors are available to every student.

### **GUIDED READING BOOK ROOM**

The teachers work room houses a library of books for guided reading and literature circles. Since this is a shared resource, all are expected to follow procedures for borrowing. All books in the room are coded through the library catalog. Teachers must learn how to check out their own books so the librarian is not disturbed during classes. By mutual agreement, the room is left unlocked on weekends. Teachers who remove books from the room must be sure to sign them out properly on Monday morning. All the teaching cards for the Scholastic guided reading books have been scanned and can be found in the Reading section of SharePoint. This allows teachers to browse the books from any computer. The books are NOT to be sent home with students.

### **HALLWAY DISPLAYS**

Our goal is to present a welcoming, polished, and professional appearance for our students, parents, and community members. Please update hallway displays on a regular basis and ensure that posted student work has correct spelling and grammar. If you need to hang something requiring nails or screws, please check with a custodian to ensure limited damage to the walls. Please check any photo exclusions prior to posting student photographs in the hallway. Exclusions are noted on the Directory Information forms at the beginning of the year and summarized on SharePoint.

## HEALTH SERVICES

- The health office personnel are available for attending to student/staff experiencing a health problem. It is the teacher's responsibility to be aware of health problems involving his/her students. Teachers should meet with the School Nurse to discuss any student health conditions.
- The School Nurse may provide health counseling for students who visit the Health Room regarding care of injuries and illness. Counseling will be done with parents, as needed, concerning health problems, under the direction of the School Nurse.
- Teachers should notify the health services personnel if they suspect any vision or hearing problems.
- Teachers should ensure that students who must take medication according to a specified schedule are sent to the Health Office on time.
- Staff must send or take any student who has experienced a head or mouth injury to the Health Office to be checked. A responsible adult should accompany any student who has experienced a head injury to the Health Office.
- The teacher should take care of minor cuts and bruises in the classroom.
- Please let the health services personnel know if any students have contagious disease; e.g., chicken pox, pink eye, strep throat, etc. This enables health personnel to be alert for other cases.
- Any information given to the classroom teacher regarding health circumstances at home (sprains, broken bones, etc) should be relayed to the Health Office.
- Head lice infestations can present a difficult problem. Please consult with health office and custodial staff to understand how to minimize the spread of head lice in your classroom.
- Infectious disease prevention should be supported daily by use of good hygiene practices. Please be sure students wash hands or use hand sanitizer after using the restroom, before going to lunch, and moving between classrooms.
- The School Nurse acts as a health education resource for students, parents, and staff members. She is available to all staff for emergency care. However, staff members are encouraged to use their personal health care provider for routine health care needs.
- Although the School Nurse cannot serve as your physician, she does need to be aware of your overall health. At the outset of the year, you will complete a form for the health office. This information is kept confidential. If you develop a medical condition during the school year, including pregnancy, please let the nurse know as soon as possible so she can be prepared in the event of a medical emergency.

## HOLIDAYS

The Colchester School District supports education that embraces the diversity of the human experience. As such, instruction about the role of celebrations in various cultures and religions may be incorporated into the curriculum where appropriate as a part of literature and social studies. Instruction related to holidays should focus on *teaching about* holidays vs. *celebration of* holidays. Foods that accompany any instruction or culminating activities should comply with the district's adopted Wellness Policy (F34) and our healthy snack guidelines. The civic holidays of Constitution Day, Veteran's Day, and Memorial Day are all recognized at Malletts Bay.

## HOMEWORK

Colchester School District believes that the goal of homework is to increase student learning. Meaningful homework assignments are differentiated, 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. Students may be assigned to morning study hall if homework completion becomes a chronic issue. Referrals to morning study hall should be approved by the principal or assistant principal.

1. Assign only purposeful homework, and make sure parents and students know the purpose.
2. Assign homework an appropriate challenge level so it can be completed in a developmentally appropriate amount of time (approximately 10 minutes per grade level, i.e. 30 minutes for Grade 3, 40 minutes for Grade 4, and 50 minutes for Grade 5).



3. Provide feedback on homework assignments so students and parents know what can be done to improve performance or understanding.
4. Continually monitor both the efficacy of homework assignments and their impact on families.

Please refer to Policy G1A for further information or clarification on Colchester's homework policy and procedures.

### **ID BADGES**

All staff will be issued photo ID badges. All adults are expected to wear their ID badges daily.

### **INTRANET**

Colchester School District uses "SharePoint" as an intranet server. SharePoint can be accessed offsite at <https://thehub.csdvt.org>. Please develop the habit of checking SharePoint daily. Important updates are on SharePoint, along with calendars of events, and calendars used to sign out the Outdoor Classroom. There are "libraries" on SharePoint that house information about reading and math, and a "forms" library with all sorts of handy forms.

### **KEYS**

Staff members are responsible for taking care of any keys and passkeys that have been issued. Lost or damaged keys should be reported to a principal immediately. If you need a key, see Pam Reith.

### **LIBRARY MEDIA CENTER**

The Librarian is responsible for all aspects of the Learning Center, including library instruction for teachers and students. The Librarian will also aid teachers in obtaining resource material related to instruction and will recommend books and reference materials to be purchased. The entire catalog of Learning Center resources for is available in a web-based format. Please be sure to share your curriculum map or unit outlines with the Librarian in order to facilitate planning.

### **LIGHTING**

All of our classrooms have adequate lighting for academic tasks. When students are engaged in academic work, most overhead lights should be turned on. For non-academic times (discussions, class meetings, interactive whiteboard presentations) lower lighting is appropriate. Please be sure that lamps or other special lighting elements are turned off at the end of each day.

### **LEAVE**

Staff leave forms must be submitted to the office for approval 48 hours prior to days being taken off except in emergency situations. In such event, the leave form should be submitted within 24 hours of returning to school. All leave must be taken in accordance with the Master Agreement or agreed upon working conditions. **(Please also refer to Family and Medical Leave Act above.)**

### **LEAVING THE BUILDING**

#### **A) Students:**

(Please also see "Dismissal" above)

*Please note:* Students leaving during the school day must check out through the office. If teachers or other adults take students out of the building for any purpose, the office must be notified. Students must leave the building in a quiet, orderly manner. All staff members are expected to help supervise students in the hallways.

#### **B) Teachers & Staff:**

Employees need to notify the main office and sign out if you leave the school building during school hours. Please sign in when you return. We need you to sign out on the clipboard near the front window *and* write your name on the whiteboard near the office copier.

### **MAILBOXES**

Staff members are asked to check their school mailboxes (voice, paper and e-mail) daily so that messages or

daily instructions may be received. Mailboxes are to be used for the express purpose of distributing designated school-related information or materials. Use of mailboxes by outside organizations or individuals (both within and outside the school) requires prior approval from the building principal.

### **MEALS**

There is a 20-minute lunch period daily. Some groups enjoy eating together in the Teacher's Room; others eat in their classrooms or with their housemates. There are two shared refrigerators in the Teacher's Room. The CSD meals program offers a nice salad bar and sandwiches every day in addition to the regular menu. If you want a special adult meal, you can consult the menu on SharePoint and sign up in the kitchen in the early morning. They will deliver your lunch to you from the main kitchen at the high school. Lunches for adults are \$4.75 and breakfast is \$2.50. Milk and juice are available for separate purchase. Milk costs \$.65 and juice \$.55. The Colchester District Food Services has a web based service for faculty and staff to deposit and track meals accounts. There is a transaction fee for use of the online service. Meals must be paid in advance. Staff members who run a deficit in their meal account may not charge meals.

### **MEDICATION**

In order for the health services personnel to administer any type of medication (prescription or non-prescription), the parent/guardian must comply with the following regulations:

**Non-prescription Medication** - A written consent form signed by the parent or legal Guardian must be on file before medication can be given.

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

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

Any variance from these procedures should be brought to the attention of the Health Office immediately. Any medication kept on school premises by staff members for personal use should be stored safely away from student access.

### **NO CHILD LEFT BEHIND AND ADEQUATE YEARLY PROGRESS**

The No Child Left Behind Act of 2001 (NCLBA) introduced sweeping changes to the long-standing Elementary and Secondary Education Act of 1965 (ESEA). Under NCLB, every school must annually test its students. Vermont's annual test is known as the Smarter Balanced test. Please see the Appendix for a description of this test. "Adequate Yearly Progress" is a measure of whether or not schools are adequately addressing the needs of all students. In 2015, President Obama signed an updated version of the law, now known as "Every Student Succeeds Act (ESSA)." ESSA will replace NCLB in 2017-2018. For more information about ESSA and the designation as an "identified" school, please contact Curriculum Director Gwen Carmolli at 264-5999.

### **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](mailto: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](mailto:Jordan.burke@colchestersd.org)  
802-264-5905 (confidential voicemail)

## **NOTES**

Notes from parents regarding changes in dismissal, excuses for illness, changes in contact information, or any other notes go in the small envelope provided to you by Mrs. Brigante from the main office. Teachers need to send a student to the office as soon as possible in the morning with notes. Please review the notes to be sure that last names and a date are included on the note. Please sign or initial the note so the office staff knows you have seen it.

## **NUTRITION**

Teachers are expected to be familiar with the Board adopted policy on Wellness (F34). The goal of this policy is to encourage student health and wellness through nutrition education and the provision of nutritious foods and opportunities for physical movement. Celebrations should be focused on activities and healthy foods. See the Appendix for ideas and information about this practice. All adults in the school must be mindful of the effects of modeling on student behavior.

## **OUTDOOR CLASSROOM**

The MBS Outdoor Classroom is an outdoor learning space available to all teachers. Please use the calendar on SharePoint to sign out the classroom for your class activity. The Outdoor Classroom is equipped with stone benches, a chalkboard and picnic tables. The MBS Garden provides a lovely backdrop for the classroom. There is research indicating that being outdoors in nature helps learners to focus and regulate. Teachers are encouraged to use the classroom during good weather. See the Appendix for guidelines and suggestions for using the Outdoor Classroom.

## **PARENT CONFERENCES**

Parent conferences are offered twice annually, in November and again in March. Teachers are expected to complete the majority of conferences during the District scheduled conference days. If you need to schedule a conference outside of the designated times, please check with an administrator. All professional staff members are expected to be in attendance during conference days.

Scheduling conferences: We use an online conference scheduling system called “Pick a Time.” The main office will set up each teacher’s conference schedule based on your input. Before we open it to the public, you may enter any families that you have “pre-scheduled” and your breaks.

Conference days: The goal of parent-teacher conferences is to share information regarding student progress. Teachers should plan for conferences by gathering evidence of student work in all academic areas. Student-led conferences are used by many teachers and are encouraged as appropriate. Teachers are required to log attendance at parent-teacher conferences and report this information to the principal following conferences.

## **PARENT INVOLVEMENT AND VOLUNTEERS**

Our mission and vision support active involvement of our parent and community in the life of our school. Teachers are encouraged to include parents as volunteers both in and out of the classroom. Parents should be invited to at least one classroom celebration of learning per year. These may be scheduled during the school year. Celebrations of learning might include a Reader’s Theatre performance; sharing of writing pieces; technology presentations; or other activities that are already part of the classroom program. Please be sure to notify the front office when you are inviting parents and the community to visit your classroom.

## **PARKING**

Parking spaces have been assigned due to a shortage of parking. Please park in your assigned spot only. If you have a valid concern about your assigned parking spot, please speak with one of the administrators.

## **PAYROLL**

Teachers are paid in 22 or 26 equal bi-weekly installments by direct deposit, determined at the time of employment and may be changed annually. Support staff will be paid bi-weekly. **Overtime and/or extra workdays for all staff will not be paid unless approved in advance.** For all hourly employees, time sheets must be submitted electronically through SharePoint. Direct deposit for all employees is required.

## **PERMANENT RECORDS**

Individual student records are kept in the main school office. The principal shall delegate responsibility for the maintenance of student records to one clerical staff member who is cleared for record security. All records are to be returned to the file at the close of the school day. Records may not be removed from the office without properly signing out the files. Parents have a right to review their child's record and request copies. Such request should be made in writing to the principal. The privacy and confidentiality of all student records shall be preserved. Health records are maintained in the health office. Individualized Education Programs files are maintained by the special education administrative assistant and are housed in the Learning Center.

## **PETS**

As per Health Department recommendations, no animals will be allowed in school at any time, unless it is a service animal.

## **PLANNING**

Teachers are encouraged to collaborate in developing lesson plans and units based on the Colchester School District curriculum. Thoughtful lesson plans take assessment data into account and differentiate for students' individual learning profiles, interests, and readiness. Principals may ask to review teacher lesson plans periodically. Teachers are expected to follow the outline of units in the Malletts Bay School "stacked unit" guidelines developed for each grade level. Teams are strongly encouraged to plan together.

## **PLAYGROUND**

The Physical Education teachers will provide a guided orientation to the playground rules at the beginning and mid way through the school year. Specific guidelines for playground supervision are delineated in the parent/student handbook. Adult supervisors are reminded of their responsibility to cooperatively supervise all students on the playground. No students are allowed on the playground unless supervised. If you take your students out for an extra recess, you are responsible for their supervision. *Please check the recess schedule before taking your students out for an extra recess. The popular play areas such as the soccer field are reserved for regular recess and may not be used by classes having an extra recess.* All staff and students are encouraged to participate in keeping our playgrounds clean by picking up trash when observed and bringing graffiti to the attention of the head custodian.

## **PRESCHOOL**

Due to space limitations in the K-2 buildings in Colchester, the District preschool programs are housed at MBS. We have three classrooms that serve students with disabilities along with a few typically developing peer models. A fourth classroom houses spaces for specialized programming and desks for the teachers. In a fourth classroom, we are hosting a Head Start program, offering free preschool to low-income children. We also host free parent-child playgroups on the days that Head Start does not meet. Preschool teachers are part of our community, although most faculty meetings do not pertain to them. Please help them feel welcome. Teachers are encouraged to reach out to the preschool teachers about reading buddies or other opportunities for our Ospreys to interact with the younger children.

## **PROFESSIONAL DEVELOPMENT**

The Colchester School District supports professional development for all teachers and staff members. In-service days and faculty meetings are designed to provide ongoing, coherent professional development with a focus on continuous school improvement. Professional development days are divided between K-5 District initiatives and Malletts Bay School's building level Action Plan. Additionally, teachers develop annual self-guided professional development goals as part of the TEL-T (appraisal) cycle when they are not in a summative appraisal or re-licensure year. Section XII of the teacher's Master Agreement defines parameters for accessing professional development funding through the contracted agreement. Tuition reimbursement for support staff is defined in section 12.4 of the negotiated agreement.

## **PTO**

The MBS PTO is very supportive of our school. They raise enough funds to offer a flat stipend to each classroom teacher to offset the annual cost of field trips. In addition, they offer special grants for other projects. The grant form can be found on SharePoint. The MBS PTO sponsors the School Garden, Four Winds, and Odyssey of the Mind. They sponsor other fun activities throughout the year including a Monster Mash Dance Party in October and a Lucky Day Carnival in March. They meet on the 2<sup>nd</sup> Thursday of the month at 6 p.m. in the library and free childcare is available. Participation by teachers is encouraged. Whether or not you can attend meetings, please encourage your students to join in fundraising activities and PTO sponsored events.

## **PURCHASING PROCEDURES**

- Purchasing begins with the completion of a requisition form. The form is an excel spreadsheet and can be found on SharePoint. After completing the form, please email to Pam Reith ([pam.reith@colchestersd.org](mailto:pam.reith@colchestersd.org)) Once the principal has approved the requisition form, a purchase order will be generated.
- Please limit purchases that require individual reimbursement.
- Our goal is to achieve efficiency in purchasing so that we can attain the best pricing and limit shipping costs. Teachers are encouraged to work together when ordering from the same company to reduce shipping expenses.
- All packing slips must be returned to the main office for processing.

## **RECYCLING AND COMPOSTING**

All areas of the school should have a blue recycling bin. We are committed to waste reduction. Please reduce waste by recycling to the greatest extent possible. The Chittenden Solid Waste District accepts mixed recycling in the blue bins. This includes clean glass, aerosol, aluminum, plastic, cardboard, newspaper, envelopes, and catalogs, white and colored paper. The café also has a recycling center for students to recycle acceptable items from their trays or lunchboxes, and composting station to compost food waste.

## **REPORT CARDS**

The purpose of report cards is to provide parents with a written assessment of each child's educational growth and development. The ultimate goal is to have a common body of evidence, comprised of projects, formative, and summative assessments for each grade level for each trimester, with accompanying rubrics. The MBS report card was developed at the district level, and will remain as is until we fully move to the CCSS. The report card is completed in PowerTeacher. Report cards are printed in the main office. It is important to enter test data as soon as the test has been completed. PowerSchool is open to parents, who may review their child's test scores at any time throughout the year. The "parent portal" is closed for a short period during the time teachers are entering and editing scores and comments just prior to printing the report cards.

## **RESTRICTIVE BEHAVIORAL INTERVENTIONS**

The Colchester School District is committed to creating and maintaining a positive, orderly, civil, and safe learning environment in all of its schools. We emphasize the use of positive behavioral interventions and supports to help students manage emotions and challenging behaviors. We only use restrictive interventions when there is imminent danger of physical injury or property damage. Our staff members are trained in safe methods for using restrictive interventions when these actions become necessary. Any time restrictive

interventions are used, documentation must be forwarded to the building principal, the Director of Special Education, and the Superintendent of Schools. Parents must be notified any time a restrictive intervention is used. See Policy F35 for further information.

### **REQUIRED TRAININGS**

The Colchester School District maintains a training site with resource materials for numerous annually required trainings for faculty and staff. These include FERPA, Bloodborne Pathogens, Act 1 (Child Protection), Bullying and Harassment, and Restrictive Behavioral Intervention. The blog also contains information regarding relicensing. The blog may be accessed at <http://csdtraining.blogspot.com>. Employees are required to review this information annually and complete documentation of this self-guided training.

### **SCHEDULE**

The Master Schedule is developed in the spring, with every classroom teacher having designated time blocks for all instructional areas and for Unified Arts. The Unified Arts classes are PE (full year), Guidance or Library (alternates by Quarter), and Art/Music (alternates by Quarter). PE and Art/Music are offered to students twice a week; thus, classroom teachers have a 45-minute daily planning time. Lunch and recess are 20 minutes. The academic year operates on a trimester schedule, but the Unified Arts operate on a quarterly schedule. Reading and math instruction are both 90 minutes long. During the math and reading block, 30 minutes are designated as “skill time.” To the extent possible, any student receiving Title I or special education “pull out” instruction will receive instruction during this block. No new material (first instruction) should be introduced during skills time. Classroom teachers use this time to provide instructional intervention to striving learners and offer enrichment to other students.

### **SCHOOL ACTIVITIES**

All school activities are under the jurisdiction of the building principal. No school event is to be planned or scheduled without the consent of the principal.

### **SCHOOL BUS INFORMATION**

It is important that staff members be familiar with the buses the children ride on. As soon as possible make a list of students in your classroom with bus numbers. Students should remain in their classroom until buses are called. If a student is riding a different bus, the office must have a copy of a note signed by the parent. Please send these notes to the main office so we can communicate with Mountain Transit. Due to overcrowding on certain buses, it is not always possible to allow students to ride another bus.

### **SNACKS AND DRINKS: ADULTS**

There is a soda machine and a snack machine in the Teachers’ Room (see Teachers’ Room for more about this space). Staff members may also visit the kitchen to get a soda or a cup of coffee or tea and deduct the cost from your meals account. There is a clipboard in the kitchen where you indicate what you have taken each day. These items are billed to your meals account.

### **SNACKS AND DRINKS: STUDENTS**

Students bring their own snack from home. Students may purchase the breakfast meal, juice or milk for their snack. You will get a folder from the kitchen with slips to track these purchases and the lunch count daily. The drink and lunch count needs to be completed first thing in the morning; kitchen staff will come to the classrooms to pick up the folder.

### **SOCIAL-EMOTIONAL LEARNING**

Creating community and establishing a safe learning environment are fundamental aspects of schooling. Malletts Bay School has three school-wide rules. In the simplest terms, students are expected to be respectful, responsible, and safe. In order for students to learn to live together following our expectations, specific social skills need to be taught and practiced regularly. The guidance program addresses basic social skills, while classroom teachers and other staff members incorporate regular practice within classroom instruction. Teachers and guidance counselors work together to incorporate instruction and practice in these social skills into the daily

life of the classroom while adults who supervise meals and recess times use these as further opportunities to guide and practice positive social behavior.

We work to acknowledge the hard work of our students. Each teacher should establish classroom goals and a standard for students to work toward. When a class has reached their goal, an overhead announcement is made and the class earns the right to display the Osprey banner on their door. Once a goal has been met, a new goal is established.

### **STAFF WELLNESS**

The Colchester School District highly values the health and well-being of every staff member and encourages activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members are encouraged to model healthy behaviors and lifestyles for our students. Colchester staff members are invited to participate in the “Path to Wellness” activities each year. Further, staff members may access the Employee Assistance Program (EAP) offered at no cost through our health insurance policy. The EAP is available to assist with work, family, or personal issues and may be contacted at 800-287-2173 or [www.investeap.org](http://www.investeap.org).

### **STUDENT ACTIVITIES**

All student activities, during or after school, are arranged with the principal in advance and permission forms must be completed. Staff members are responsible for the students in their charge until they have left the school grounds. Staff members are responsible for the area and equipment used.

### **STUDENT ACTIVITY ACCOUNTS**

Please refer to Policy E4 regarding Student Activity Funds. Each school is authorized to maintain a separate bank account for controlling funds raised by groups in our school for student activities related to educational, recreational, or cultural purposes. Pam Reith maintains a record of all Student Activity Accounts. Teachers should be mindful of the amount of money solicited from parents. Student Activity Accounts are not to accrue significantly and use should be limited to the specific purpose for which the funds were solicited from parents. These accounts are not intended for any reason other than expressly described in Policy E4. At the end of the school year, any funds remaining in individual accounts will be transferred to a general account to be used for student scholarships for student activities.

### **STUDENT AND STAFF SAFETY**

Health and safety are concerns for all staff. Therefore, all employees must report unsafe conditions to the principal or head custodian. Staff members are reminded that some materials, such as spray paints, paint thinner, and other potentially hazardous materials should not be used in the classroom. “Dust Off” and other compressed air materials used to clean computers should never be left within student access. Other materials are clearly labeled, “not to be used by children” and this warning must be adhered to. The proposed use of toxic, potentially toxic, and hazardous materials must be discussed with the administration. Dangerous equipment and unusual items must also be discussed with the principal prior to use.

### **STUDENT DETAINMENT**

Student detainment after school hours for individualized work or discipline is permissible with prior parental notification and consent. (Notification should be in writing whenever possible; otherwise, other types of communication may be used.) An administrator must be notified when a child is being detained after school hours. If a student is asked to stay after school by his or her teacher, the teacher will remain with the student until the student’s parents or guardians arrive to provide transportation.

### **STUDENT SUPPORT SERVICES**

The Colchester School District is committed to meeting the needs of all children and youth and providing a continuum of services to meet student needs. Some students have unique needs, which require special education. If teachers have concerns about students, they should consult with peers, special educators, and guidance staff and, if necessary, make a referral to the Educational Support Team. Questions about Special Services and/or accommodations may be directed to the building principals or the Director of Student Support Services Carrie

Lutz at x5982.

## **STUDY HALL**

Study Hall will be held in the MBS library from 7:45-8:15 or 3:00-3:30 TWTH, beginning October 1<sup>st</sup>. Study Hall rules are non-negotiable and very firm. The only acceptable activities are reading, writing, math, or doing homework. There is limited talking allowed. Students who do not comply may have study hall privileges revoked. Teachers may request study hall assistance for students who are not completing homework. Requests for study hall must go through the administration. A form for this purpose is available in the forms library on SharePoint.

## **SUBSTITUTES**

Absences are arranged through the Substitute Coordinator (Pam Reith 879-6547). Please notify Pam as soon as possible for planned absences. She is available at school (264-5907) between 7:30 a.m. and 4 p.m. Unplanned absences require a phone call to Pam at home. Calls need to be made prior to 10:00 p.m. the evening before or between 6:00 a.m. and 7:00 a.m. the day of absence. Whether your absence is planned or unplanned, it is the teacher's responsibility to have lesson plans in place. Our goal is to maintain a high level of learning and instruction while our regular staff is absent. Strong substitute lesson plans help to achieve this goal, minimizing disruptions to the educational process and reducing out of classroom referrals for student behavior.

## **SUBSTITUTE FOLDER**

Substitute Folders will be completed by the end of the first week of school.

Folders should include:

- Class list
- Seating charts
- Special needs of students, i.e., behavior plans, allergies, etc.
- Weekly schedule
- Other relevant information (location of materials, names of support staff working in the room, etc.)
- Emergency activities in the event that your regular daily plans are not immediately available

## **TEACHERS ROOM**

The MBS "Teachers' Room" includes furniture, Keurig coffee pots, microwaves, and refrigerators. Students should not enter the "Teachers' Room." The room is located in the Harmony House. Adults should be mindful of volume, tone and content, as it is possible for students in the library to overhear loud conversations. There is a refrigerator in the room, along with a soda machine and a snack machine, stocked by the Colchester Meals Service. The Teacher's Room may be signed out using a building use form if you wish to use it for a meeting. There is no Interactive Whiteboard in the room.

## **TELEPHONES**

Students may use the school telephones only in an emergency. Telephones should be used to accomplish school activities. **Personal use of phones by adults, including cell phones, should be limited to non-instructional times so that student learning is not disrupted.** Each staff member has a voice mailbox. Non-urgent messages will be forwarded to voicemail during the school day. No personal calls will be put through to classrooms during instructional times with the exception of emergency calls. Teachers are expected to check voicemail daily. Please limit telephone conferences to private areas to preserve confidentiality for parents and students.

## **TICKS**

Ticks are a serious health issue. Our forest areas are very likely to have ticks. The forest areas can be a wonderful natural learning resource, but teachers must take precautions if you plan to have students go into the forest. ***Students are not allowed in the forest during recess periods.*** If you plan to take students in the forest, you will need to see the nurse for a list of precautionary measures.



## **TIMESHEETS**

Support staff must complete timesheets. Pam Reith will provide training to new employees. Finalized time sheets are due no later than 3 p.m. on Thursday. Due dates for timesheets are posted on SharePoint. Preparing time sheets for payment is a very time consuming process. Pam does not have time to locate employees to get missing information or correct inaccuracies, and we not allow overhead announcements except in the case of an urgent situation. Support staff must complete time sheets accurately and on time.

## **VISITORS**

A big part of our vision and mission is involving the community with the school. Teachers are encouraged to invite parents and community members to participate in activities or events. All visitors including parents and volunteers must report to the office upon entering the school and get appropriate visitor I.D. Please notify the office if you are expecting visitors by noting the visitor and expected time of arrival on the whiteboard near the copier. If you see a person without an I.D. badge or sticker, please refer him or her to the office. If you see a visitor waiting in the lobby, please check in to be sure someone has addressed their concern or reason for visiting the school.

## **WEAPONS OR HARMFUL ITEMS**

According to School District policy and Federal law, students are not allowed to have weapons or harmful objects in their possession on the school bus, on the school grounds, at school activities or in school facilities. Any teacher suspecting a child has or may be in possession of a weapon (even toy weapons) or harmful objects (lighters, small pen knives) should consult the building principal immediately. See Policy F24 for further information.

## **V. Appendices**

### **A. 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. A complete list of policies is readily available on the district web site. While it is the responsibility of the administration to ensure adherence to policy, individual staff members are strongly encouraged to become familiar with the District's policies. These documents carry the weight of law and are critical to the effective functioning of our school.

### **B. 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 administrative office of each building.

### **C. 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 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.

**Colchester School Writing Portfolio (local):** Students are assessed using the Colchester School District'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.

**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 as needed to gather more information about a student's reading proficiency.

**Smarter Balanced Assessment:** The Smarter Balanced Assessment (SBAC) measures students' proficiency on the Common Core State Standards. 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 using the New England Common Assessment Program.

**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.

#### **D. BEHAVIORAL EXPECTATIONS AND PROCEDURES FOR TRANSPORTATION**

Mountain Transit (893-1334) provides bus transportation for Colchester students. The primary role of the driver is to operate the vehicle safely. The school-wide rules apply on the bus. Teachers should review these expectations frequently with students. Please report *any* incident reported by a student to the administration. All student concerns regarding behavior infractions on the bus should be taken seriously.

If a student's behavior is making it difficult for the driver to operate the bus safely, the student will meet with a member of the administration 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, or if inappropriate behavior is persistent. Riding the bus is a privilege extended to parents and their children by taxpayers. If a child's behavior requires removal from the bus, parents are responsible for providing transportation.

#### **F. 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 home from 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.

#### **G. BEHAVIORAL EXPECTATIONS AND PROCEDURES FOR RECESS AND LUNCH**

Our expectations apply on the playground and lunchroom as in the classroom. The three levels of behavior choices also apply. There are specific guidelines for use of the playground. Each year, the P.E. teachers review these guidelines with the students and staff. Classroom teachers are asked to periodically review and remind students regarding these expectations. The expectations are clearly stated in the family handbook. Students who do not follow recess guidelines will have a recess "time out" on one of the benches. Following are guidelines for disciplinary measures to be used to enforce a safe, respectful recess and lunch period:

1. Teacher or supervising adult will use positive reinforcement, redirection, encouragement, reminders, or other proactive strategies to guide student behavior.
2. Unless physical aggression is an immediate safety concern, supervisors will issue a warning.
3. If the behavior does not stop, supervisors will assign a "time out" on a bench for the playground or

seating at a “quiet table” in the café. The length of the “time out” will vary depending on the developmental capabilities of the student and the severity of the infraction.

4. If the behavior continues following a “time out,” supervisors will assign a loss of recess or lunch privileges for the following day. Students assigned a loss of recess privileges will remain in the classroom. Students assigned a loss of lunch privileges will eat in the office to ensure teacher’s duty free lunch period per the Master Agreement. *Supervisors should notify the teacher and administration if a loss of recess or lunch has been assigned. Forms are available in the office and on SharePoint for this purpose.*
5. Students may return to the playground or café the following day. If the behavior continues, the supervisor will notify the assistant principal, who will work with the student, parents, and teachers to develop a plan for success.

*Serious physical aggression warrants an immediate office referral. Please notify the office and an administrator will come to pick up the aggressive student.*

## **H. 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.

## **I. COMPONENTS OF COLCHESTER’S EDUCATIONAL SUPPORT SYSTEM**

### **Preschool**

*Free developmental screenings:* Our Early Childhood program holds free developmental screenings throughout the school year for three and four year olds. If your student has a younger sibling, please encourage parents to take part in a screening.

*Preschool classes:* May be available depending on eligibility. We offer “peer model” assignments for each of our preschool sessions. Peer models should be typically developing children. Peer models must participate in a developmental screening in order to be considered for this free preschool option. Preschool is also available for young children with special needs, and for families with income challenges through our partnership with the Federal Head Start program.

*Playgroup:* We offer free parent-child playgroups two mornings per week from 9 a.m. to 11 a.m. in one of the preschool classrooms.

### **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. Study hall three days a week with before or after school options.

*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. The health office provides screenings for vision, hearing, and other health issues.

*Academic screenings:* Informal assessments to assist teachers in determining sources of academic difficulty and develop differentiated instructional plans.

**J. DISCIPLINE PROCEDURES**

	<b>Level 1 Behaviors – Minor Infractions</b>	<b>Level 2 Behaviors- Repeated Minor Infractions</b>	<b>Level 3 Behaviors – Major Safety Violations</b>
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	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

		<p>action</p> <p>- Office referral – take a break in the office</p>	<p>behaviors may result in in or out of school suspension and/or the extended loss or restriction of a privilege.</p>
Follow up	Teacher will contact parent if necessary	<p>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.</p>	<p>Student will discuss incident with administrator and other supportive adults as necessary.</p> <p>Student is not permitted to participate in school-sponsored activities until he or she reenters the classroom successfully.</p> <p>Administrator notifies parent/guardian about the behaviors before the end of the school day and informs appropriate staff about the incident.</p> <p>Student meets with administrator and/or other team members to develop a re-entry plan so that s/he can return to class.</p> <p>Referring adult completes discipline referral and incident is recorded school wide discipline system. 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>

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.

## **K. HEALTHY 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 parents 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. If you are sponsoring a classroom celebration, please explicitly state that no sweets will be allowed. Be sure to notify the health office of any classroom celebrations involving food, and follow the 48-notice rule for your classroom celebrations. Following are suggestions included in the Family Handbook:

### **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:**

1. Soda and candy are not allowed at school.
2. Candles are a fire hazard and are not to be brought into school.
3. 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.
4. 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.”

## **L. OUTDOOR CLASSROOM GUIDELINES**

1. The first time you use it, do a ‘guided discovery.’ Ask the kids to explore, and talk about the purposes and non-purposes of the space. Here are a few ideas to guide the discussion:

Purpose	Non-purpose
Get fresh air and sunshine	Active play
Learn and study	Being silly
Accomplish learning	Fooling around

2. The chalkboard really does work. Bring chalk and a damp cloth to clean it with. Paper towels do not work well.

3. If you are having snack outside, bring a garbage bag and pack out your trash. We don’t want to keep a trashcan out there as it might attract bees.

4. Bring an extra supply of sharpened pencils. We have a suggestion to screw a pencil sharpener to the chalkboard, which we probably will do, but in the meantime you’ll want extras if your learning activity involves pencils.

5. Consider the preschool and Lighthouse classrooms when determining the appropriate volume for Outdoor Classroom instruction and activities.

Here are some content areas that work well:

A. Reading: This is the easiest. Do a quick mini lesson with kids in the group seating then let them spread out to the benches and picnic tables to read quietly. You can meet with a small group in the classroom area or at a picnic table, or just do conferences by circling through the group.

B. Writing: The classroom is full of sensory images and is a great place to do a quick mini lesson and then spread out to use the tables for a writing activity.

C. Math: You can use the chalkboard for a regular math lesson, or design some math problems based on the garden space. What is the square footage of the raised beds? How much do seeds cost? When will the carrots grow? How many windows do we need to wash?

Signing out the Outdoor Classroom:

There is a calendar on the left side of SharePoint that is exactly like the sign outs for computers. You can sign up for one hour for the following week. On Monday morning when you get to school, sign up for as many slots as you want!

**M. SHARED LEADERSHIP STRUCTURE**

*Shared leadership* in Colchester means that teachers, administrators, students, parents, and other community members have formal and informal opportunities to influence decisions made within the school. In a collaborative leadership approach, the administration works to provide a structure that enables others to assume responsibilities. It is the role of the administrative team to model collaborative leadership strategies. Every voice may not be heard on every issue, and committees or task forces will not make every decision. Collaborative approaches to decision making will be used when the complexity or nature of the issue warrants multiple perspectives.

The administration takes primary responsibility for the day-to-day operations and management of the school, including staff attendance and supervision; management of the budget and other financial resources; and relationships with the Board and community. However, elementary school administrators are far more than managers, however. National standards for elementary school administrators indicate the need to serve as instructional leaders. This includes:

- Leading schools in a way that places student and adult learning at the center;
- Setting high expectations and standards for the academic and social development of all students and the performance of adults;
- Demanding content and instruction that ensure student achievement of agreed-upon academic standards;
- Creating a culture of continuous learning for adults tied to student learning and other school goals;
- Using multiple sources of data as diagnostic tools to assess, identify and apply instructional improvement; and
- Actively engaging the community to create shared responsibility for student and school success.

Management responsibilities are divided between the principal and assistant principal. Teacher appraisal is also divided between the two administrators.

The principal and assistant principal work together as a team to ensure the best possible educational opportunities for all students and a healthy working environment for all staff.