

Malletts Bay School Handbook for Families 2019-2020



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I. Directory Information – Malletts Bay School

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

Main Office – 802-264-5900

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|--|--|
| Administration | Office Staff |
| Jordan Burke, <i>Principal</i> x5906 Brooke King, <i>Assistant Principal</i> x5905 | Pam Reith, <i>Administrative Assistant</i> x5907 Jeanne Brigante, <i>Registrar/Receptionist</i> x5900 |
| School Social Work | Guidance and Behavioral Support |
| Jennifer Ljungvall, x6902 | Simrat Pelletier, <i>School Counselor</i> x5898 Jayme Gaudet, <i>Behavior Specialist</i> x5931 |
| Health Services | Curriculum, Instruction and Assessment |
| Josie Lang, <i>School Nurse</i> x5904 | Sara Blake, <i>District Literacy Specialist</i> Susan Morin, <i>District Math Specialist</i> |
| Student Instructional Support | Special Education Teachers |
| Lauren Kellar and Mark Winchester, <i>Title I teachers</i> x4115 Erika Merrell, <i>English Language Learners</i> x4108 | Melissa Daniluk, <i>Special Educator</i> x5895 Megan Chevrefils, <i>Special Educator</i> x5890 Ellen O’Meara, <i>Special Educator</i> x5886 Robert Janelli, <i>Special Educator</i> x5892 Lauren Landigran, <i>Special Educator</i> x5885 Deanna Walker-Cook, <i>Special Educator</i> x5883 |

Colchester School District

www.csdvt.org 264-5999

| | |
|---------------------------------------|-------------------------------------|
| Amy Minor, <i>Superintendent</i> | Pam Lowe, <i>Technology</i> |
| Gwen Carmolli, <i>Curriculum</i> | Jess Phelan, <i>Human Resources</i> |
| Carrie Lutz, <i>Special Education</i> | Brittany Langevin, <i>Payroll</i> |
| George Trieb, <i>Business Manager</i> | |

Colchester School District Board of Directors

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

II. Calendars and Schedules

| Date | Event |
|---|--|
| August 28th | First Day of School |
| September 2nd | Labor Day, No School |
| September 17 th | Constitution Day Observed |
| September 25th | Early Release: Teacher In-service. Dismissal at 12:45 |
| September 26 th | Open House 6:30 – 7:30 pm |
| October 17th | No school for students – In-service for faculty and staff |
| October 18th | No School for Students or Staff |
| October 25th | Monster Mash 6:30 – 8:00 p.m./ UA first quarter ends |
| November 25 th and 26th | Parent-Teacher Conferences – No School For Students |
| November 27 th – 29th | Thanksgiving Break |
| December 4th | Early release: Teacher In-service. Dismissal at 12:45 p.m. |
| December 23 rd – January 1 st | Winter Holiday Break |
| January 20th | Martin Luther King, Jr. Day Holiday, No School |
| February 5th | Early release: Teacher In-service. Dismissal at 12:45 p.m. |
| February 24 th – February 28th | No School – Mid-Winter Break |
| March 2nd and 3rd | Parent-Teacher Conferences – No School For Students |
| March 20 th | No school for students – In-service for faculty and staff |
| April 8 th | Early release: Teacher In-service. Dismissal at 12:45 p.m. |
| April 20 th – April 24 th | No School – Spring Break |
| May 25th | Memorial Day – No School |
| June 11 | 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 8:15 a.m. unless they plan to eat breakfast, which begins at 8:00 a.m. in the café.**

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

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

Meetings

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

PTO meetings: MBS PTO meets from 6:00 – 7:30 p.m. on the second Thursday of each month in the MBS library. Free childcare is provided. A full schedule of meetings can be found on the MBS PTO page, linked to our home page.

III. Policies and Procedures

Accountability

In December of 2015, the “Every Student Succeeds” Act (ESSA) was signed into law. ESSA updated the 2002 “No Child Left Behind” Federal law. In response to ESSA, and to the 2014 adoption of Vermont’s Education Quality Standards (EQS), the Agency of Education has drafted a Vermont State Plan describing how the requirements of EQS and ESSA will translate into state education practice. As a part of this work, the state was largely driven by the core tenets of EQS: personalization, proficiency, and a commitment to providing high quality, equitable learning opportunities for all of Vermont’s students. For more information about ESSA and school accountability, please contact Curriculum Director Gwen Carmolli at 264-5999.

Attendance

All students are expected to be in classrooms by 8:30 a.m. Regular school attendance is critical for student success. We want each student to benefit from the educational opportunities offered at school. We ask that students and parents make every effort to be at school on time each school day. Students who often arrive late or have an inconsistent pattern of attendance are missing critical opportunities for instruction and the opportunity to join in the routines and patterns of classroom life. Staying in school is the first step to a good education. Students cannot learn if they are not in school. Absences from school for any reason (illness, vacation, religious holidays, family deaths, and others) affect a student’s ability to learn and succeed.

The school day begins at **8:15 a.m.** with morning recess. Students arriving on busses and dropped off by parents report directly to the playground. ***We have no supervision for students dropped off prior to 8:15 a.m. unless they are here to enjoy the school breakfast starting at 8:00.*** Students are dismissed at 3:00pm. However, the Colchester Parks and Recreation Department has a program to provide before and after school care. The program is licensed and qualifies to accept childcare subsidy. For more information, contact them at 802-264-5640.

Excused Absence

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

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

If we have not received notice from you by 9:30, our automated School Messenger system will call to ensure that your child is safe. ***Please be sure to notify the office of any changes in home or work phone numbers.***

Tardy

Students who are not in class by 8:30 a.m. will be noted as ***tardy*** in their student record, with the exception of late bus arrivals.

Truancy

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

Whether or not your child's absences were excused, you will receive a letter from the school after 6 days and 11 days of absences. After the 16th day, a truancy officer will be in contact with your family.

Extended Absences

According to state law the Superintendent of Schools may excuse up to 10 days of absence. Parents or guardians seeking to have student absences excused for any reason (such as vacation) other than those listed above must make a written request. Please direct requests to the Principal. Teachers may prepare assignments for extended absences. As much as possible, please keep in mind the school calendar when planning family vacations. Please note that although the extended absence may be approved, the total number of days missed will still result in notification at the 6th, 11th, and 16th day of absences. To see the complete District Policy regarding attendance and truancy, please see policies F30 and F30b.

Birthdays and other Celebrations

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

Class Placement

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

Community Involvement and Visitors

We encourage involvement of the Colchester community in our school, and hope to engage the community through all kinds of learning opportunities. We would like our students to be out in the community, and encourage the community to visit us! Visitors are welcome at any time. You must identify yourself and the reason for your visit before being "buzzed" in through our security system. Once you are inside, we ask visitors to sign in at the main office and wear a visitor's badge. School staff members must accompany any visitors while they are with our students. Please see "Volunteers" for information about volunteering opportunities.

Curriculum, Instruction, and Assessment

The Common Core State Standards guide curriculum (www.corestandards.org). These standards and are interpreted at the local level through the Colchester School District curriculum (<http://bit.ly/13B168u>).

Vermont schools are guided by an “Action Plan.” Action planning is the key to continuous school improvement. It ensures that our educational programs provide students with the content, knowledge and skills to meet rigorous academic standards. Using student performance results as a guide, action planning helps educators focus on measurable goals for improvement. The Board and Administration work with the community to develop the Colchester School District’s Action Plan. The Malletts Bay School Action Plan can be viewed on our website.

We know that high quality instruction is based on ongoing, authentic assessment of individual student progress. Our teachers work together to use ongoing assessments and examine the data related to assessment results. Teachers use this information to differentiate instruction to meet students where they are and bring them to new levels of knowledge, skills, and understanding. Teachers at each grade level meet regularly to discuss curriculum and instruction and develop consistent standards and expectations for student work.

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

Discipline, Behavioral Expectations, and Social Learning

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

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

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

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

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

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

At each level, responses from the adults will be designed to teach self-control and responsibility. Parents will always be informed and involved with “Level 2” and “Level 3” challenges. In accordance with State law, bullying, harassment, possession of regulated substances, or any form of weapons are not tolerated and are considered a “Level 3” conduct. Please see the Appendix for a more complete description of disciplinary responses and references to relevant school policies.

Dismissal Procedures

Dismissal procedures begin at 3:00pm. While we understand the need for an occasional early dismissal, please know that the end of the day is an important time for learning and connecting as a classroom community. Students being picked up or those walking or riding bikes home are dismissed a few minutes before those who ride the school bus. **Our staff members have meetings or other activities after school; we cannot provide safe supervision for students beyond dismissal time. Please make every effort to be on time each day if you are picking up your child.**

We have a responsibility to make sure that all students are dismissed from school safely. We keep a roster of students who are going to be picked up after school. Caregivers who are picking up their child at dismissal wait outside the building until our doors open at 2:50 p.m. Everyone waits in the gym until students being picked up are called. Students are matched with the appropriate adult in the gym.

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

If your child’s dismissal plan is different than their typical plan please enter that information directly through a convenient form located on our website (<http://csdvt.org/mbs>). Information about dismissal changes must be entered by 2:15 p.m. If you are unable to access this form, you may also call the front office before 2:15.

Dress Code

As part of our efforts to provide a safe, orderly learning environment, we ask our students and staff to conform to a reasonable code of attire. Clothing choices should be respectful of the school environment and should not create a distraction from our main goals of teaching and learning. Please consider weather, safety, the various settings (classroom, gym, playground) of student activities and age appropriateness when supervising student attire. ***The school reserves the right to request that a child make a different clothing choice in instances of inappropriate or inadequate attire.*** Students will be requested to change or cover clothing deemed inappropriate including, but not limited to: items that advertise substance use, sexual innuendo, or other items which may be considered demeaning or offensive to the general population, and/or minority groups and/or individuals. Makeup is not allowed. Shoes will be worn at all times for both health and safety reasons. While sandals and “flip flops” are permitted, they are not safe for active playground use and often result in injury. We recommend comfortable shoes that allow your child to play actively during recess without the risk of injury. ***These standards for appropriate dress apply to all students in grades 3-5.*** Due to health regulations, the school does not supply extra clothing of any kind. Please send in an extra set of clothes that may be left in the classroom or student backpack for emergencies. If necessary, we will call home and ask that you visit school with extra clothing. Please put your child’s name on each article of outside

clothing (boots, coats, hat, mittens). If your child has lost clothing, ask him/her to check in the lost and found area.

Educational Support System

Many factors may affect a student's school performance, including overall nutrition and health, vision or hearing difficulties, emotional stress, or the need for a different instructional approach. Our teachers meet to review student needs and discuss approaches to instruction. If concerns continue, a child may be referred to the Educational Support Team (EST) for a more thorough review. Parents will be asked to provide input for this EST review. The components of our Educational Support System are described in the Appendix.

Electronic Devices

With the advent of electronic reading devices, MP3 players, cameras, and phones, we see many more personal electronic devices coming to school. We are not responsible for loss or theft of any personal electronic devices brought to school. ***We do not allow students to take photos or videos at school unless under the direct supervision of a teacher.*** The use of personal electronic devices on the school bus is up to each individual driver. Personal electronic devices are not allowed at recess. ***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.

Enrollment and Transfer

Vermont State law requires a child to attend school in the town where one and/or both parents reside. Parents are asked to provide proof of residency. Parents who do not reside in Colchester may request tuition-based enrollment. The announced tuition for 2017-2018 is \$11,850.00.

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

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

Family Involvement and Communication

In schools where families are actively involved, student achievement soars. There are many ways for families to be involved in our school. We regularly publish email updates to inform families about current events in our school. We understand how busy today's families are and try to compile all school communication into a weekly packet. It is very important that you review the material in the Friday Folder. You can also check the website (www.csdvt.org/mbs), which will be updated regularly. Every teacher maintains a classroom "blog." Parents are encouraged to subscribe to the blogs for regular classroom updates.

We encourage families and community members to visit the school for classroom, playground, or lunch times. When joining your child for lunch, we ask that you refrain from bringing “fast food” meals to the school café. Families should speak with their child’s teacher to explore ways to volunteer and participate. When visiting a classroom, please let the teacher know and ***always check in with the secretary before visiting the classroom and/or child.*** All visitors will need to use the intercom to identify themselves and the reason for the visit prior to entering the building. Visitors must pick up a “visitor badge” at the office window. Please display the badge while you are visiting. Visitors without badges may be asked to return to the main office to check in.

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

Families are welcome to attend School Board meetings, which are held on the first and third Tuesday of each month in the High School Library. Your school board members are volunteers who work hard to review policy, personnel, and fiscal matters. We ask that concerns follow a “chain of communication” that allows for positive resolution as early as possible without disruption of the key functions of your school board. If you have questions or concerns, please contact your child’s teacher first. If you do not feel your issues were resolved, contact one of the school principals. If you still feel concerned, contact Superintendent Amy Minor at 264-5999. The Superintendent may refer your concern to the School Board when appropriate.

Field Trips

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

We require signed parent permission for any activity occurring off school grounds. We ask parents to sign permission for each field trip as it arises. Parent chaperones are essential to the success of many of our field trips. In order to guarantee the safety of our students, we require that any parent volunteer or chaperone have a simple background check. ***The background check form must be filled out annually. It is very helpful to have this form completed early in the year to avoid any problems with chaperone attendance. It takes 2-3 days to process the form. We cannot accept last minute applications for chaperones.***

Field trips are funded through fees. If the fee requested for a field trip presents your family with financial hardship, please talk to the teacher. Some scholarships are available thanks to the generosity of our MBS Parent-Teacher Organization.

Fundraising

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

Garden and Outdoor Classroom

With support from the MBS PTO, we have a beautiful Outdoor Classroom and garden located between the Greenhouse wing and the Lighthouse wing. Teachers are able to sign out the classroom space to use during the nice weather, providing students with the opportunity for

learning in a natural, comfortable setting. The MBS School Garden is planted and maintained by families. Our Four Winds science program makes use of the outdoor classroom for some of the lessons. Produce from the garden is sampled in the school café. If you are interesting in supporting the school garden, please let Mrs. King know.

Guidance Services

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

Harassment, Bullying and Hazing

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

Harassment:

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

Bullying:

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

- a. Is repeated over time;
- b. Is intended to ridicule, humiliate, or intimidate the student; and
- c. (i) occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus, or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact, touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

Hazing:

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

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

Jordan Burke, Principal
609 Blakely Road, PO Box 28
Colchester VT 05446
jordan.burke@colchestersd.org
802-264-5906 (confidential voicemail)

Brooke King, Assistant Principal
609 Blakely Road, PO Box 28
Colchester VT 05446
Brooke.King@colchestersd.org
802-264-5905 (confidential voicemail)

For a full description of the District’s policies, please see Policy F2: Bullying Prevention, Policy F23: Prevention of Harassment of Students; and Policy F31: Hazing. All policies are posted on the Colchester District website, www.csdvt.org.

Health Services

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

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

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

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

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

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

1. A written form from the physician with the student name, medication dosage, reason for medication, and time medication is to be given.
2. Written parental permission for the school to follow the physician's order.
3. Medication must be in the original prescription bottle.
4. Medication must be brought to school by a parent or guardian. Students should not carry medication to school.
5. Older students with chronic health conditions may be allowed to carry medication such as an epi-pen or an inhaler. These students need signed permission from the parent/guardian and the doctor, and must demonstrate the maturity to use the medication responsibly. The administration and health office reserve the right to revoke permission if the student is found to be irresponsible for the safekeeping of their medication.

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

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

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

Homework

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

Loss of recess, staying after school or detention will not be used as a consequence for incomplete homework. Students who have chronic difficulties with homework completion may be invited to an early morning or after school "study hall."

For any other information about our District's homework policy, please refer to policy G1a.

Illness and Injury

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

Physical Education (P.E.) and recess are important components to a student's school day. If a parent requests that their child miss more than two consecutive Physical Education classes, a doctor's note will be required. If your physician excuses your child from P.E. classes, we will keep the student inside for a quiet recess in order to protect his/her physical safety. However, we believe a daily recess period is very important for elementary school students. Unless we have written documentation indicating a student should be excused from recess, we send all students outside for a daily 20-minute recess.

Lost and Found

There is a table in the school lobby where all "lost and found" items are located. Please put your child's name on all clothing and belongings (water bottles, lunch boxes) that are sent to school. If we can locate a name, we will return the item to the classroom. Families are encouraged to check the "lost and found" on a regular basis. At the end of each month, items that have been in the "lost and found" for more than two weeks will be donated to a local charity.

Meals and Snacks

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

The Colchester School District Food Service Department manages the food service program for Malletts Bay School. *Any questions regarding food services and/or payment should be directed to the Claire Chamberlain at 264-5910.*

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

This is a "pay in advance" system and you must have funds in your account for your child to purchase meals. All students will have a PIN number assigned through our district Food Service Program. A computerized, cashless system using this PIN number allows students to purchase meals, juice, and milk. Please refer to the Food Service link on the Colchester School District website for more information. Meal prices for 2017-2018 are: Breakfast: \$2.25; Lunch \$3.50. Milk (\$.75), soy milk (\$1.10), and juice (\$.65) are available for separate purchase.

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

Snacks: Each classroom will provide time within the day for a brief snack break. We encourage parents to send nutritious snacks. Parents may purchase “breakfast for snack.” A healthy breakfast (e.g. cereal, fruit, cheese, juice or milk) is available to purchase as a snack. If a student qualifies for the free or reduced breakfast meal, this is provided *at no cost*. Eligible families may choose one free breakfast meal per day, to be eaten either during the 8:00 a.m. breakfast time or later in the day during snack. Milk and juice are available separately for purchase during snack time.

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:

Jordan Burke, Principal
609 Blakely Road, PO Box 28
Colchester VT 05446
jordan.burke@colchestersd.org
802-264-5906 (confidential voicemail)

Brooke King, Assistant Principal
609 Blakely Road, PO Box 28
Colchester VT 05446
brooke.king@colchestersd.org
802-264-5905 (confidential voicemail)

Title IX: The Colchester School Board, pursuant to Title IX of the Education Amendments of 1972, declares that the Colchester School District does not and will not discriminate on the basis of gender in the educational programs and activities of the District. This policy (C7) will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities. Superintendent Amy Minor is the District compliance officer for Title IX. She can be reached at:

Amy Minor, Superintendent of Schools
125 Laker Lane, PO Box 27
Colchester, VT 05446
amy.minor@colchestersd.org
(802) 264-5999

Oscar the Osprey

Our school mascot was chosen in 2011 in an all-school vote. We chose the osprey, an endangered raptor that makes its home near Malletts Bay. In 2012, we began to get mysterious letters from a giant osprey! Excitement built throughout the fall, until our annual Monster Mash party when our school mascot was revealed. We later voted on a name. Our mascot is named Oscar the Osprey. Oscar makes appearances at PTO sponsored events and during All School Meetings and other special occasions at school.

Parking

Our parking lots are busy places and we ask that you use extreme caution and courtesy at all times. Please show respect for the spots reserved for those with handicapping conditions. Those parking in violation of the handicapped designation are subject to law enforcement. We have a small visitor parking lot in front of the building. All our employees have assigned parking spaces, due to overcrowding at both Colchester Middle School and Malletts Bay School. Please keep in mind that our District uses some small vans as school busses. These are clearly marked “School Bus” and all have red lights when students are boarding. It is illegal to pass any school bus when red lights are on.

PBiS

PBiS stands for Positive Behavior Interventions and Supports. PBiS is a framework that builds schoolwide systems to improve social and academic outcomes for all students. Schools throughout Vermont are using PBiS to create a positive, safe and orderly learning environment for all students. Malletts Bay School has adopted the “PBiS” framework. We deliberately teach our schoolwide expectations, increase our positive feedback to our students, and incorporate celebrations of positive learning throughout the school year.

Personal Belongings

We discourage students from bringing personal belongings to school unless for a specific assignment or “show and tell.” This includes personal music players, cell phones, or trading cards. Please review the recess guidelines in the Appendix regarding use of personal items at recess. We are not responsible for loss or theft of personal items. Please see “electronic devices” for specific guidelines regarding MP3 players, e-readers, cameras, and phones.

Pets

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

Physical Restraint or Seclusion

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

PTO

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

Recycling and Composting

We use single stream recycling, which means we do not need to sort recyclables. We compost food waste in accordance with Vermont law. Students will be taught about what is recyclable and what is compost at the beginning of the school year, and are encouraged to sort their waste in the café and classrooms.

Report Cards and Parent Conferences

Our academic report cards are issued on a trimester basis. Our Unified Arts reports are delivered on a quarterly basis. Parent-teacher conferences are held two times each year. At these conferences, parents can expect to view samples of student work and see how an individual child's work compares to a model, or "benchmark" that shows what is expected of students at that grade level. We use an online scheduling system for scheduling conferences, or parents may call the school at 264-5900 to schedule a conference. Parents are welcome to request an update or conference any time by contacting their child's teacher.

Student Records and Privacy

FERPA: Student educational records are protected under Federal Law. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Policy (F6) addresses this law for Colchester's students.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. If you believe this Act has been violated, contact the Family Policy Compliance Office of the U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202.

Protection of Pupil Rights Act (PPRA): Under Policy (H4) of the Colchester School District, access to our students for the purposes of surveys, solicitation, or advertising is strictly limited. In the rare instance where the Superintendent may allow surveys or solicitation, parent rights are protected under the PPRA. This includes the right to be notified in advance of any survey, solicitation or screening; the right to inspect all surveys and associated materials; understand the mechanism for protecting your child's privacy; and the right to exclude your child from such activities. For further information please refer to policy H4.

Student Relationships

We work to build positive peer relationships throughout the important elementary school years at Malletts Bay School. When our students enter MBS as third graders, they are still in the developmental stage of early childhood. When they leave us in the spring of fifth grade, most have entered puberty and are young adolescents. We have strict guidelines about how student relationships develop. Our students are encouraged to treat one another in a kind and friendly manner. Although we are aware that many of our students are ready to explore romantic relationships, many others are not. We do not support any discussions of "dating" or "going out" during school hours. Further, we do not support the establishment of exclusive "clubs," as this leads to negative peer interactions, possible hazing, hurt feelings, and disruptions to the educational program. As we guide students in these matters, our emphasis will be on teaching healthy peer relationships rather than punishing students. In some instances, the District's harassment or hazing policies may apply.

Student Safety

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

- Notify us no later than 9:30 a.m. if your child is not going to be in school.
- Stop at the front desk to sign in and get a visitor's badge if you are going to be on the playground, in the lunchroom, or visiting the classroom.
- Keep your home, work, and emergency numbers current. Notify the office immediately of any changes in these numbers.
- Follow the guidelines above for parking and use extreme caution when driving in our parking lots.

- Provide the office with written notice from the court if there are legal restrictions against a spouse or family member having contact with your child.
- Notify the office if someone other than a parent or guardian will be picking up your child from school.

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

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

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

Student Support

It is the policy of the Colchester School District (F32) to ensure that all children with disabilities, aged birth – 21, residing in the District, and who are in need of special education and related services are identified, located and evaluated. Further, under policy (F27), It is the intent of the Colchester School District that the Board and its employees will not discriminate against any intended beneficiaries of statutory protection (including, but not limited to, students, employees, parents, guardians, other members of the community or applicants for employment or admission) on the basis of disability in admission and access to, or treatment and employment in, any of the school's programs and activities, policies, procedures and practices to the extent provided by law. If you believe your child may have a disability requiring a need for accommodations or support, contact your child’s teacher to discuss your concerns. If you have concerns about any violation of your child’s rights or protections under these policies, contact:

Carrie Lutz, Director of Special Education
 125 Laker Lane PO Box 27
 Colchester VT 05446
carrie.lutz@colchestersd.org
 (802) 264-5999

Telephone

At certain times of the day our phone lines are very busy. We have an answering service on each line; if you do not receive an answer during school hours, please leave a message. If your message is urgent, you should call back to be sure we did receive the message. We do not answer the phone during dismissal (2:30 p.m. to 3:00 p.m.) as we are busy ensuring that we have all students’ dismissal plans organized.

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

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

Students are not permitted to receive or send messages on a cell phone during the school day. Any cell phones brought to school must be left in a backpack and be turned off during the school day. The school is not responsible for lost or damaged cell phones. ***If a student attempts to use his/her cell phone during the school day, an administrator will keep the phone in the main office until a parent or guardian can pick it up.***

Technology

Technology is integrated into all instructional areas. Students become familiar with computers and learn to view them as tools that can make their lives easier and more productive. We use Chromebooks, laptops, or I pads. Students may use personal devices at the discretion of the teacher. We have developed specific guidelines for student use of technology, which are sent home annually. We employ filtering software when accessing the Internet. Under Policy G10, Colchester Acceptable Use, all students are allowed to use the Internet unless a parent restricts access by sending a request in writing to the principal. All students have a school email account, and will learn to use Google docs to create shared documents and presentations. *The school email and google docs are to be used ONLY for school purposes. Students may NOT use their school email account or access Google docs for private purposes.* Students who violate the Acceptable Use Agreement will lose computer and Internet privileges for a period of time determined by the administration.

Transportation

Mountain Transit (802-893-1334) provides transportation services to our District. The bus routes are posted on the District website (<http://csdvt.org>). The primary responsibility of the drivers is safe, reliable transportation. It is the responsibility of students to follow bus safety rules and procedures to avoid distracting the drivers. **Any student who fails to follow bus rules may have his/her school bus transportation suspended or revoked.**

Volunteers

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

We enjoy having parents and community members volunteer in our school. Please see Appendix XI for many ways to participate in the life of our school. In order to volunteer directly with students, you must complete a Volunteer Registration form. Please note, it takes two school days for the central office to process the Volunteer Registration form. If you pass the background check, you will be added to the Approved Volunteer List.

An adult **must** be on the Approved Volunteer List in order to:

- Chaperone a field trip
- Ride the school bus on a school-sponsored trip

- Work with students (e.g. read with children, teach Four Winds)

An adult *does not* need to be on the Approved Volunteer List in order to:

- Eat lunch with your child
- Make a one-time presentation to a classroom or large group of students
- Attend a class party

All volunteers/visitors are expected to sign in and out of the building and to wear a visitor sticker.

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) will consult the building principal immediately. Administrators will notify parents and keep the object in the office until a responsible adult can pick it up. See Policy F24 for further information.

IV. Appendices

- I. Discipline procedures
- II. Behavioral expectations for transportation
- III. Behavioral expectations and procedures for recess and lunch
- IV. State and Local Assessments
- V. Access to school policies
- VI. Asbestos management
- VII. Sample Family Plan for Emergency School Closings
- VIII. Comprehensive System of Educational Services
- IX. Suggestions for healthy celebrations
- X. Communication with Colchester School District
- XI. Volunteer opportunities

Appendix I: Discipline Procedures

| | Level 1 Behaviors – Minor Infractions | Level 2 Behaviors- Repeated Minor Infractions | Level 3 Behaviors – Major Safety Violations |
|----------------|--|---|---|
| Behavior Level | Behaviors that disrupt teaching and learning, but occur infrequently and do not affect the safety of self, others, or school property. | Behaviors that continue to disrupt teaching and learning and persist after Level 1 strategies are used. | Behaviors that jeopardize safety and security of people and or the environment. |
| May include | Inappropriate Language Horseplay Defiance/Non-Compliance Disruption Disrespect Property Misuse Minor Technology Violations | See Level 1 List | Abusive Language Bullying Defiance/Insubordination Disrespect Disruption Fighting Forgery/Theft/Plagiarism Harassment Inappropriate Location Physical Aggression Property Damage/Vandalism Major Technology Violation Use/Possession of Alcohol/Drugs Use/Possession of Combustibles Weapons Policy Violation |
| Adult Response | Proactive strategies and consequences including: - Reminder/Redirect - Seat Change - Meeting with student - Loss of choice time or privilege - Take a Break in classroom - Apology of Action | Teacher uses natural consequences or takes action to protect the learning environment including: - Take a break in the classroom - Take a break in a buddy classroom - Loss of choice time or privilege for a longer period of time - Apology of words and action - Office referral – take a break in the office | Adult immediately refers the student to the office. Administrator takes action to ensure safety of the others and the student. Students who are agitated or aggressive will be removed to a safe space by trained personnel until calm. Administrator determines immediate consequences. Any of the above behaviors may result in in or out of school suspension and/or the extended loss or restriction of a privilege. |

| | | | |
|-----------|--|--|--|
| Follow up | Teacher will contact parent if necessary | Student meets with administrator, guidance counselor, social worker, or other adult as appropriate to prevent disruptive behavior, support positive behavior, and apologize for harm done. Planning includes referring adult. Incident is recorded on a minor student report form and is entered into in the school wide discipline log. The referring teacher or administrator notifies the parent. | <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.

Appendix II: Behavioral Expectations and Procedures for Transportation

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

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

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

BUS DISCIPLINARY PROCEDURES

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

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

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

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

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

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

Bicycle, Skateboard, Roller Blade, and Scooter Rules

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

Appendix III: Behavioral expectations and procedures for recess and lunch

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

Recess Guidelines

1. Students may not leave the playground without permission.
2. Students will use the equipment in a safe manner.
3. Students will wear clothing appropriate to the weather conditions when outside.
4. Students will follow all directions from the supervising adults.
5. Students are not permitted to bring trading cards or expensive toys including radio controlled cars to school for use during indoor or outdoor recess. Please see “electronic devices” for guidelines regarding MP3 players, handheld games, or other electronics. Students may not take photos or videos on the playground.
6. Any adult visiting the playground during school hours must sign in at the front office and wear a visitor’s badge.

Lunchroom Guidelines

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

Appendix IV: State and Local Assessments

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

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.

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

Smarter Balanced Assessment (State and local): The Smarter Balanced Assessment (SBAC) measures students' proficiency on the Common Core State Standards. English Language Arts and math are assessed at every MBS grade (3-5). An interim version of the SBAC assessment is used to monitor student progress during the school year.

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

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

Appendix V: Access to school policies

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

Appendix VI: Asbestos management

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

Appendix VII: Sample Family Plan for School Closings

Every effort will be made to keep children in school once the school day has started. There may be incidences where Vermont weather or other emergency forces a school closing. In that case, we will use the automated School Messenger system to notify families. Please do not call the school unless you have to change your emergency information. In the event that school must close early, please be sure your family has planned for the following:

- 1) Where will the child go in the event of an emergency school closing?
- 2) Are those responsible for supervising the child during an emergency closing aware that you have designated them as the emergency contact?
- 3) Is your child aware of where s/he is to go in the event of an emergency closing?

- 4) In the event the first emergency contact is not available, what is the family back up plan?
- 5) Does the school have current phone numbers for all parents and emergency contacts?
- 6) Does your child know how to reach you to ensure you they have arrived safely at the emergency contact home?

Appendix VIII: Comprehensive System of Educational Services

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

Preschool

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

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

School Age

Social work: Assistance with social service or health needs, communication with the school, or other services to strengthen families.

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

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

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

Guidance and Behavioral Support: Small group or individual guidance to help with social skills, social-emotional issues, and planning for classroom accommodations that support the development of self-control, impulse control, organizational skills, and cooperation with adults and peers.

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

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

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

Appendix IX: Healthy School Celebrations

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

Parents are welcome to send small, manageable snacks to recognize a child’s birthday. We ask that families who choose to send in a small snack consider a healthy option. If there are food allergies in your class, parents must have the ingredients approved by the school nurse 48 hours in advance. Following are suggestions for health food options:

Food related suggestions:

- Individual bags of goldfish, Chex Mix, popcorn, pretzels, etc.
- Cheese sticks
- Vegetables with hummus or other dip
- Yogurt
- Cheese and crackers
- Popsicles
- Prepared fruit
- See nurse blogs for more suggestions. Nurse blogs are available on each school’s home page.

If the snack parents send in requires plates, spoons or other utensils, we ask that parents provide those items for the class.

Non-food related suggestions:

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

Please note:

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.”

Appendix X: Communications

Pathway D of the Colchester School District Vision and Strategic Plan 2012–2017 is COMMITMENT TO EFFECTIVE COMMUNICATION.

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

- **School Messenger**—School Messenger is an integrated school notification system that allows you to customize how you receive information via telephone, e-mail, and/or text message. School Messenger provides a wide variety of information to parents, including attendance notifications, low lunch balance alerts, unexpected school closures, important announcements, and more.
- **Websites**—All teachers maintain classroom websites and/or blogs. Additionally, all schools in the district as well as the administrative offices have a website.
- **Newsletters**—All schools regularly issue a newsletter with updates and events.
- **Facebook**—*The Spotlight* content and other news and information is posted to CSD’s Facebook page; visit us there at www.facebook.com/ColchesterSchoolDistrict. The Malletts Bay School PTO also has a Facebook page.
- **Twitter**—CSD is on Twitter! Follow us at twitter.com/CSDCommunity. Oscar also tweets! You can follow Oscar@mbsosprey
- **Colchester School Board**—Colchester School Board meetings are held on the first and third Tuesday of each month and are open to the community. Meetings begin at 7:00 p.m. in the Colchester High School Media Center. Meetings also air on LCATV Channel 16 and can be viewed on the [LCATV website \(www.lcatv.org/towns/colchester\)](http://www.lcatv.org/towns/colchester).
- **Community Events and Open Houses**—Our schools host many community events throughout the academic year, including open houses, parent information nights, family fun nights, special presentations, student performances, athletic events, and much more. We encourage everyone to participate!
- **Other Avenues**—CSD also partners with a number of other area organizations to periodically provide information, including the *Colchester Sun*, Front Porch Forum, Lake Champlain Local Access Television (LCATV), network television, VT Digger, and more.

Appendix XI: Volunteers

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

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

MBS PTO: The MBS PTO raises funds and fun! The PTO supports field trips by providing a grant to every teacher, which lowers the cost to families. In addition, they support technology integration and innovative teaching through a mini-grant program. Twice a year, in October and March, the PTO hosts a

fun family event for the entire community. Meetings are the second Thursday of each month at 6:00 p.m. in the library. Childcare is provided free of charge. PTO sponsors many opportunities for parent involvement, including:

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

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

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

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

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

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