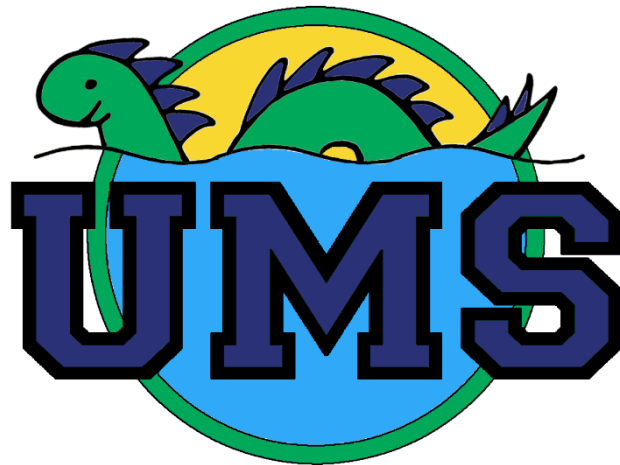


**UNION MEMORIAL SCHOOL**

**FAMILY HANDBOOK**



**2018 – 2019**

**UNION MEMORIAL SCHOOL STAFF DIRECTORY  
2018-2019**

**ADMINISTRATION**

Chris Antonicci	Principal
Sue Phillips	Administrative Assistant

**PROFESSIONAL STAFF**

Christine Anderson	Kindergarten Teacher
Kelly Barnett	Grade 2 Classroom Teacher
Tisa Begnoche	Behavior Specialist
Anna Campbell	Social Worker
Colleen Collins	Grade 2 Classroom Teacher
Tammy Davis	Grade 2 Classroom Teacher
Lynn Hebert	Librarian
Tracy Helfrich	Kindergarten Teacher
Judy Hillis	Speech-Language Pathologist
Jennie Hoenigsberg	English Language Learners Teacher
Tracy Hughes	Grade 1 Classroom Teacher
Heidi Kelly	Grade 1 Classroom Teacher
Kathleen Kelly	Nurse
Judy Lilley	Kindergarten Special Educator
Lynn Mazza	Title I Teacher – Reading
Carol McCleary	School Counselor
Darlene Mulcahy	Grade 1 Teacher
Martie Mutz	Music Teacher
Mindy Ransom	Grade 1 Classroom Teacher
Erica Schmidt	Grade 2 Special Educator
Sherry Thibault	Grade 2 Classroom Teacher
Courtney Thomas	Kindergarten Teacher
Hannah Trieb	Kindergarten Teacher
Amanda Vella	Art Teacher
Kaian Wilkes	Physical Education Teacher
Josh Yosuiico	Grade 1 Special Educator

**SUPPORT STAFF**

Joe Badger	Head Custodian
Adam Bagdon	Behavior Interventionist
Mary Ann Barnes	Library Assistant
Michael Breault	Night Custodian
Abbie Burgess	Instructional Assistant
Heather Coughlin	Instructional Assistant
Nichole DeOrsey	Instructional Assistant
Nadia Donnell	Autism Interventionist
Nichole FitzGerald	Instructional Assistant
Natasha Gibbs	Instructional Assistant
Angela Hoguet	Instructional Assistant
Nathaniel Kellogg	Special Education Assistant
Jessie Lamphere	Special Education Assistant
Amy Levi	Instructional Assistant
Francesca Martinelli	Instructional Assistant
Kendy Mayo	Head Cook
Maggie Monaco	Instructional Assistant
Melanie Moore	Cook
Aubrie Ose	Instructional Assistant
Lu Palaza	Instructional Assistant
Jeannie Perkins	Speech Therapy Assistant
Gabrielle Roberts	Instructional Assistant
Linda Schick	Instructional Assistant
Heather Sheppard	English Language Learner Tutor
Brad Smith	Instructional Assistant
Ellen Tetrick	Instructional Assistant
Sarah Thompson	Instructional Assistant
Kristen Watson	Instructional Assistant
Michelle Ziter	Instructional Assistant

## PHONE NUMBERS

<b>Main Office</b>	<b>Sue Phillips</b>	<b>264-5959</b>
Fax	---	879-5350
Guidance	Carol McCleary	264-5951
Food Services	Steve Davis	264-5706
Kitchen	Kendy Mayo	264-5947
Library	Lynn Hebert	264-5949
Mountain Transit	---	893-0063
Nurse	Kathy Kelly	264-5948
Social Worker	Anna Campbell	264-5913
Special Education	Erica Schmidt	264-5960
Special Education	Judy Lilley	264-5952
Special Education	Josh Yosuico	264-5975
Speech-Language	Judy Hillis	264-5953

Colchester School District Web Site: [www.csdvt.org](http://www.csdvt.org)

Union Memorial School Web Site: [www.csdvt.org/ums](http://www.csdvt.org/ums)

## **ATTENDANCE POLICY AND PROCEDURES**

### ***Regular Attendance and Absence***

Regular and prompt attendance is necessary for children to have a successful educational experience. **Students should arrive no later than 8:30 AM so they may get to class by 8:37 AM.** Also, students can be dropped off between 8:10 AM and 8:30 AM and will receive supervision before school. **There is no coverage for students before 8:10 AM,** you may not drop your child off before that time.

If your child will be absent due to an illness or other reason, please call the school nurse (264-5948) or the main office (264-5959) and leave a message on the answering machine, including student's name and reason for the absence. If a child is absent and we have not received a call from you, our building nurse will attempt to reach you from numbers on the emergency card.

Colchester School District policy requires principals to contact parents or guardians of any student who is absent for more than five (5) days. A letter will be sent for your information and bring to your attention truancy is a potential problem. A letter will also be sent and a phone call made when a student has been absent more than ten (10) days. After fifteen (15) days of absence, a meeting will be held with the truancy officer to formally discuss the issue and develop a plan to ensure attendance. Twenty-one (21) non-consecutive days of absence within one school year defines truancy according to state law and will be reported to the truancy officer and the student risks being retained.

### ***Late Arrivals***

Any student who is not in his/her classroom by 8:37 AM will be considered tardy. It is very important that all children be in school on time each day. If they are not, valuable learning time is lost. If a pattern of tardiness develops, you will receive communication from the school. If a child is late, please be sure he/she checks in at the office upon arrival. Otherwise, he/she will be considered absent and you will be phoned.

### ***Extended Absences***

If a student is going to be absent for any length of time, parents are encouraged to contact the child's classroom teacher for assignments and books. Keep in mind, that while teachers have a general course of study it is not possible to anticipate the specifics of what will be covered and the student may be required to make up work when he or she returns from that absence. Parents are encouraged to make vacation plans at the same time as school vacation whenever possible.

## **BANNED ITEMS**

Students will keep the following items in their backpack and they are not to be taken out “between the bells” (8:30 AM - 3:00 PM):

1. Cellular phones
2. Electronic Devices (e.g. tablets and handheld games)
3. Toys (including trading cards)

For the first offence, the teacher will remind the student to keep the toy in his or her backpack. For the second offense, the teacher will take the item until the end of the day and send it home with the child. For the third offense, the teacher will take the toy until the parent can come to school. For the fourth offense, the principal will take the toy until the parent can come to school.

Any item that refers to, simulates, depicts or can be used as a weapon as defined by school board policy. This includes ammunition, toy guns, water guns, swords, clubs, etc. Weapons will be confiscated immediately and have the potential of being turned over to the police.

## **BREAKFAST PROGRAM**

The goal of the school breakfast program is to provide students with a nutritionally balanced meal at the start of their day. The school sponsors a free and reduced lunch program and eligible students are also entitled to have breakfast for free or at a reduced price. Eligibility forms will be distributed to every student at the beginning of the school year. These forms are also available at the school office.

Breakfast – student	\$2.25
Breakfast – adult	\$2.75

## **BUILDING USE**

The school community is invited to use the school facility for non-school groups and activities.

The principal and building supervisor are directly responsible for the maintenance and care of the school. This includes acting on requests for the use of the facility. Request forms for use of a school facility may be obtained at the school office or online at [www.csdvt.org/B&G/Rental\\_Form.pdf](http://www.csdvt.org/B&G/Rental_Form.pdf). Requests must be submitted at least one week in advance. Fees for building use are in compliance with a district wide schedule. Please note: **SCHOOL ACTIVITIES TAKE PRECEDENCE OVER ALL OTHER BUILDING USE.**

## **BUS INFORMATION**

### **Mountain Transit Phone Number (893-0063)**

It is our procedure not to drop kindergarten students off unless an adult is present and makes visual contact with the bus driver. We feel kindergarten students are too young to be left at a location unattended. If there is no adult at the location (or the adult does not make visual contact with the bus driver) the child will be returned to school, the school will phone a parent and it is then the parent’s responsibility to make transportation arrangements.

Please note, this does not apply to first and second grade students.

## **CONTACTING TEACHERS**

Parents are asked to call teachers one-half hour before school begins (8:00 AM – 8:30 AM) or after school is dismissed (3:15 PM). Messages for teachers may be taken at any time. **Teacher's classrooms will not be interrupted during the school day unless there is an emergency. Please**

**refrain from calling teachers at home unless the teacher has approved this. Early morning "drop ins" are discouraged as teachers have meetings and preparatory commitments.** Dropping in unannounced during the school day is disruptive to instruction. Please make plans to see teachers outside of instruction times.

## **DAILY SCHEDULE**

8:28 AM	Warning Bell
8:30 AM	Entry Bell
8:37 AM	Late Bell – Students are considered tardy after 8:37
11:05 AM – 11:25 AM	Second Grade Lunch (Barnett, Collins, Davis and Thibault)
11:30 AM – 11:50 AM	Kindergarten Lunch (Anderson, Helfrich, Thompson and Trieb)
11:55 AM – 12:15 PM	First Grade Lunch (Hughes, Kelly, Mulcahy and Ransom)
3:00 PM	Dismissal

**Student supervision begins at 8:10 AM and ends at 3:15 PM.** There is **NO** supervision for children before 8:10 AM or after 3:15 PM. **PLEASE DO NOT DROP CHILDREN OFF EARLY OR PICK THEM UP LATE!**

## **DIRECTORY INFORMATION**

The following information may be released at the discretion of the principal without obtaining parental consent (see FERPA section): student's name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities (e.g. artistic performances, assemblies, service projects and awards ceremonies), dates of attendance and most recent previous educational agency attended.

Periodically, the Colchester School District or Union Memorial School receives requests for pictures of students and/or the names and addresses of students enrolled in school. This information is provided when its intent is to showcase an activity or instruction, share a list of birthdays or highlight special happenings at school. If you wish to request that your child's picture, name or address be withheld, please make sure you indicate that on the *Release of Directory Information and Permission* form (the form will be provided by the classroom teacher, but is included at the end of this handbook for your reference). Also, contact the school secretary, Mrs. Phillips, at 264-5959 if you require another copy of the form or need to make a change.

Please note, we do provide class lists, called "Buddy Lists", for birthday parties and play dates. If you do not want your mailing address, phone number and e-mail included on this list, please inform your child's classroom teacher or Mrs. Phillips. We ask that you please understand and respect the following:

1. Any member of the class who is not listed has a parent who wishes to maintain his or her privacy. (If your child's name is listed erroneously, let us know immediately.)
2. We will not distribute invitations to parties. Invitations that are sent in to school for distribution will be returned.
3. The information cannot be used for any purpose other than the coordination of play dates, the sending of invitations or the solicitation of items for a class party.

## **DISCIPLINE**

### ***Guiding Principles***

Our school provides an orderly, consistent and predictable approach to discipline that nurtures empowerment and self-respect and the social skills of cooperation, assertion, responsibility, empathy and self-control.

When students make poor decisions, they are given logical consequences for their behavior. Logical consequences are respectful, relevant and realistic.

### **Core Concepts**

1. Trust
2. Belonging
3. Respect
4. Sharing
5. Responsibility

### **School Rules**

1. Be safe.
2. Be kind.
3. Do your best.

### **BULLYING, HARASSMENT AND HAZING**

Union Memorial School takes issues of bullying, harassment and hazing very seriously and will investigate any reports of bullying, harassment or hazing.

**Bullying** means any overt act or combination of such acts, including an act 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, etc.

Upon notice, the school will investigate any report of bullying consistent with the District Policy F2: Bullying Prevention. We believe in being proactive and look to provide interventions and consequences that will underscore the severity of bullying and attempt to prevent it from recurring.

First Violation: The student will meet with the principal. The principal will give a verbal warning to the student and contact his or her parents. The student could receive a loss of privilege (e.g. riding the school bus or eating in the cafeteria) as a result of the incident.

Second Violation: The student will meet with the principal. The principal will arrange a series of counseling sessions with the school counselor. The principal will contact the student's parents.

Third Violation: A conference will be scheduled with the student, principal, classroom teacher, school counselor and parents to develop a plan to prevent further incidents.

Fourth Violation: The student will be suspended from school and/or the bus for a duration of time to be determined by the principal.

It is the principal's discretion to administer appropriate consequences at any point during this process as necessary.

**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.

**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 includes soliciting, directing, aiding or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

If you believe that you have been the target of bullying, harassment and/or hazing or if you have witnessed a Union Memorial 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:

Chris Antonicci, Principal  
802-264-5959

[chris.antonicci@colchestersd.org](mailto:chris.antonicci@colchestersd.org)

Carol McCleary, School Counselor  
802-264-5951

[carol.mccleary@colchestersd.org](mailto:carol.mccleary@colchestersd.org)

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 School District website [www.csdvt.org](http://www.csdvt.org).

### ***BUS – Rules***

1. Cross in front of the bus.
2. Be polite. Use kind words.
3. Stay sitting in the seat the bus driver gives you.
4. Be respectful of the driver and the bus.
5. No food. No drinks. No animals.

### ***BUS – Logical Consequences***

First Violation: When the principal receives a written bus report from the driver, he will discuss the need for these rules with the student and review the rules as necessary. The principal will give verbal warning to the student and written notification to parents of the incident, the consequence(s) and the warning of a 1 – 3 day 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 report may result in a 3 – 5 day bus suspension. Parents will be contacted.

Fourth Violation: A fourth violation may result in bus suspension 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. It is the principal's discretion to administer appropriate consequences as necessary to ensure safety.

### ***PLAYGROUND – Rules***

1. Be polite – use kind words
2. Play within the boundaries, stay in sight
3. Tag – yes/chase – no [Play tag on the grass not on the equipment.]
4. Safe use of equipment

5. Come right in when the bell rings
6. Have a safe body
7. No throwing ice, snow, sand, sticks, rocks, wood chips, etc.
8. Check with the adult on duty before leaving the playground
9. Share all playground equipment and return it when finished
10. Follow directions the first time

### ***PLAYGROUND – Logical Consequences***

First Violation: The student will be given a friendly reminder.

Second Violation: The student will be given time away/out for 2 – 5 minutes and a loss of equipment privilege.

Third Violation: The student will lose recess for either the remainder of recess and/or the next day.

Fourth Violation: The student will be referred to the principal.

A child may be suspended immediately for aggressive, harmful behavior.

It is the principal's discretion to administer appropriate consequences as necessary to ensure safety.

### ***CAFETERIA – Rules***

1. Be polite – use kind words
2. Walk at all times
3. Stay in your seat, wait for adult dismissal
4. Raise your hand if you need anything
5. Eat your own lunch – no sharing
6. Be safe – keep your hands and feet to yourself
7. Wait to be greeted before entering the cafeteria/lunchroom
8. Use good table manners

### ***CAFETERIA – Logical Consequences***

The adult on duty may change a child's seat.

The student may have a delayed dismissal from lunch.

The student may be removed from the lunchroom.

It is the principal's discretion to administer appropriate consequences as necessary to ensure safety.

### ***HALLWAY – Rules***

1. Walk in a straight line, single file
2. Be safe – Keep your hands, feet, and body to yourself
3. Keep your eyes to the front
4. Silent lines
5. Walk on the right side of the hall
6. No touching objects in the hall

### ***HALLWAY – Logical Consequences***

First Violation: The student(s) will stop and practice.

Second Violation: There will be a loss of privilege based on staff discretion.

Third Violation: The student will be referred to the principal.

A child may be suspended immediately for aggressive, harmful behavior.



It is the principal's discretion to administer appropriate consequences as necessary to ensure safety.

### ***PHYSICAL AND VERBAL AGGRESSION***

Acts of physical and verbal aggression are common at this age. Children who are five to eight years old are still learning to solve conflicts in a healthy, non-aggressive way. Through formal lessons in Guidance, our Responsive Classroom program and addressing day to day issues, we teach students constructive problem-solving skills. Acts of overt, prolonged physical aggression (i.e. fist fights) or sustained, offensive verbal aggression will not be tolerated and result in more serious consequences.

### ***SUSPENSION***

For students in kindergarten through second grade, out of school suspension will be used judiciously. Our mission is to "guide students towards academic excellence and social responsibility." That cannot happen if a student is not in attendance. There are, however, certain behaviors, actions and situations that will cause a student not to be allowed to attend Union Memorial School.

For example, a student who

1. poses a severe safety hazard to his or herself or others,
2. is unable to regulate for a sustained period of time, and/or
3. violates the Colchester School District policies that govern drugs, alcohol and weapons

may be suspended from school. This is not an exhaustive list and the use of suspension is not limited and the use of suspension is not limited to these examples. Though the decision to suspend is solely at the discretion of the building principal, it will be made in consultation with the school counselor, classroom teacher, behavior specialist and, when appropriate, the case manager and social worker.

Before the student is allowed back in the classroom after an out of school suspension,

1. a meeting will be held with the principal, parents and relevant faculty members,
2. the student will do repair work with the classroom and/or school community as determined by the school-based team, and
3. a debriefing with the affected peers will occur (if needed).

### **DRESS CODE**

School is a special place for learning and must reflect codes of decency, which allow all students and teachers to work in a non-harassing environment. Students should dress up for school out of respect for the strong sense of community and pride we have for learning.

Students should dress in a way that is safe, clean and non-disruptive. Students who wear clothing which contains symbols or references to sex, race, alcohol, drugs, explicit language or insulting statements will be asked to change into appropriate clothing. In addition, students are not allowed to wear any clothing which shows undergarments, exposes the midriff or a significant amount of skin. Hats and headwear (with the exception of religious headwear) are not allowed.

Students need to come to school dressed appropriately in the winter. Our general rule is "if your parent sends it in, you wear it outside." This includes clothing items such as snow pants, boots, hats and gloves. Please note, we feel recess is an important part of the school day and students will be sent out unless it is raining or the temperature is below zero degrees Fahrenheit. If a student does not have snow pants and/or boots and gets wet during recess, he/she will have to wear the wet clothes for the remainder of the day. We have a limited supply of extra clothing which is reserved for students who have accidents.

### **EARLY DISMISSAL**

Should road conditions become dangerous during the day due to inclement weather, the *School Messenger* automated phone calling system will be used to inform parents school will be closing early. Students will be sent to their normal after school destination unless parents let us know there is a change. In addition, the radio stations listed in the Emergency School Closing Announcements section below will announce early dismissal schedules.

The following is the district's procedure for an early dismissal:

- The decision will be made when weather conditions have severely deteriorated after students have arrived at school.
- Generally, early dismissal will take place after lunch. However, some storm days may require us to dismiss earlier.
- Secondary students will be dismissed before elementary students so that older siblings will be home first.
- Timing will be coordinated with the Colchester Highway Department to ensure roads are plowed and sanded.
- Announcement will be made on local radio and TV stations as early as possible. A notice will be posted on the internet at [www. Dover.net/schoolclosing](http://www. Dover.net/schoolclosing).

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

Union Memorial School has an Educational Support Team (EST) consisting of classroom teachers, school counselor, administration, special educators, Title I teacher and other personnel as needed. The purpose of EST is to review and take action on referrals of students at risk for failure. This may result from any number of issues including academic, social-emotional or behavioral difficulties.

## **EMERGENCY INFORMATION**

The school office keeps the following information on file:

1. Home telephone number
2. Home street address
3. Parents' work telephone numbers
4. Telephone numbers of two close friends/relatives/neighbors [Please note at least one of these people should have access to a car in case the child needs to leave school. We do allow children to leave with these people should a child be left at school and we are unable to contact a parent/guardian.]

THIS INFORMATION IS USED WHEN AN EMERGENCY OCCURS (ILLNESS, ACCIDENT, ETC.).  
**PLEASE BE SURE TO NOTIFY THE SCHOOL WHENEVER THERE IS A CHANGE IN ANY OF THE ABOVE REPORTED INFORMATION. This information is confidential.**

## **EMERGENCY SCHOOL CLOSING ANNOUNCEMENTS**

The automated phone calling system will be used to inform parents in the event of a delayed opening or cancelation. Area radio stations, WDOT (1400AM), WEZF (92.9FM), WIZN (106.7FM), WJOY(1230AM), WOKO (98.9FM), WVMT (670AM), and WXXX (95.5FM) will also announce school cancellations and delayed openings after 6:00 A.M. **PLEASE OBTAIN INFORMATION FROM THESE SOURCES AND AVOID CALLING THE SCHOOL DIRECTLY UNLESS ABSOLUTELY NECESSARY.**

The following is the district's procedure for a delayed opening:

- The decision will be made as soon as possible.
- Delayed opening will be for two hours.
- Bus drivers will run their normal schedule, but delayed two hours.
- Transportation will not be provided for CHS students attending vocational education centers or private schools.

The following is the district's procedure for canceling school:

- Announcements in the AM will be made as soon as possible, preferably before 6:00 AM on local radio and TV stations in Chittenden County.
- A notice will be posted on the internet at [www. Dover.net/schoolclosing](http://www. Dover.net/schoolclosing).

- Announcement will be made on local radio and TV stations as early as possible.

## **EMERGENCY PROCEDURES**

### ***Safety Plan***

According to Section 15.7.1 (Existing Educational Occupancies) of the NFPA Life Safety Code, all schools must have an emergency plan in place. Union Memorial School has such a plan with all requirements outlined in Section 4.8 of the NFPA Life Safety Code.

### ***Evacuation and Lockdown Drills***

The Vermont Fire and Building Safety Code mandates that six (6) evacuation drills and five (5) lockdown drills must be conducted during the school year. Records of all such drills are kept and are available upon request for review.

### ***Bus Evacuations***

Mountain Transit conducts a drill annually to prepare the students in the event a bus needs to be evacuated.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. The files will be reviewed on school grounds under the supervision of the principal and/or his designee and during school days and school hours. Union Memorial School will assume that either parent has the right to inspect, review and release the student's records unless evidence is provided demonstrating there is a legally binding instrument or court order providing the basis for specifically excluding a parent from such access. If a parent can't make it during school hours, the records can arrange for a copy of the records at a cost of \$0.15 per page.
2. The right to request the amendment of the student's educational records the parent or eligible student believes is inaccurate or misleading. Such requests need to be made in writing and addressed to the building principal.
3. The right to consent to disclosures or personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant or therapist). Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The school will also release student records without prior consent or authorization under certain other exceptions including: government officials and authorities as required by law, in health and safety emergencies, in connection with the application and receipt of financial aid; if required by state law, to accrediting organizations carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provided to the State of Vermont concerning certain incidents of discipline and student behavior including: bullying, harassment, physical restraint, suspension and long-term suspension.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

## **FIELD TRIPS**

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment.

Permission slips will be sent home to parents before each trip. Parents are asked to read the information about the trip and to sign and return the slip immediately. All students need to have permission slips signed and at school before s/he is allowed to go on a trip. Teacher and parent chaperones will be assigned to each trip to provide adequate supervision. Students are required to follow school rules during trips. All field trips requiring transportation will be accomplished by our busing contractor.

## **FOOD ALLERGIES AT SCHOOL**

Our goal as a school district is to provide a safe and caring environment for all students. We are mindful of students with food allergies and sensitivities and make classroom and school accommodations to keep these students safe from exposure to their allergens. Preventing exposure is the most important way to prevent life-threatening anaphylaxis.

Parents of children with food allergies will be asked to complete a parent questionnaire upon entry to school which will determine the level of accommodations that they would like for their child. (The school nurse will provide a copy.) Each child with a food allergy will have an Individualized Health Care Plan (IHCP) which will be written by the school nurse and updated yearly or as information changes.

An allergy aware classroom will follow the guidelines listed below:

1. Notification of all families of students in the classroom about the life-threatening food allergy in the classroom
2. IHCP's will be shared with teachers and instructional aides as well as with substitute staff.
3. Teachers and students will be encouraged to wash their hands with soap and water when they arrive at school and after eating
4. Snacks in classrooms will **not** be shared between students
5. Tables will be wiped down regularly
6. There will be a consistent allergen free table in the classroom where snacks will be checked
7. All group snacks brought in for celebrations should be safe for all students to eat and will require ingredients to be listed and checked by the nursing staff prior to the day of the celebration and/or party
8. Parents are encouraged to choose non-food centered ways to celebrate (i.e. 15 minutes of fame, pencils and books given in the birthday child's honor)

The school cafeteria will follow the guidelines listed below:

1. Food will not be shared between students
2. The school nurse will provide the cafeteria staff with information about students' food allergies with identifying pictures.
3. Tables will be wiped down regularly.
4. An allergy safe table(s) in the cafeteria will be available.
5. Students will be encouraged to wash their hands with soap and water after eating

Faculty and staff will be educated yearly on food allergy management and emergency protocols as we all share a role in keeping students safe.

## **GIFTS TO TEACHERS**

Teachers would rather have gifts such as books donated to their class or the library than to receive personal gifts. Under no circumstances will cash “gifts” be accepted by staff.

## **GUIDANCE**

### **Guidance Office Phone Number (264-5951)**

Union Memorial School has a full-time school counselor. The primary intent of the guidance program is prevention and education. This means teaching children about themselves and others. The counselor goes into classrooms to provide ongoing guidance programs throughout the school year. A preventative guidance program also works closely with parents and teachers to help children remain emotionally healthy.

The guidance program does not include therapy for children but does serve as a referral/consulting center for problems requiring outside services.

The school counselor runs small groups for children of divorce, those in need of social skills, and problem solving. In addition, the counselor meets individually with children on referral by teacher, parent or other school staff. The counselor frequently meets with parents. Guidance groups are a function of the school program. Therefore, special permission is not required.

Reference Materials: A small guidance lending library has been established and is housed in the guidance office. Books on parenting, temperament, open communication and Attention Deficit Hyperactivity Disorder (ADHD) are available.

If you would like to make a referral or gain more information about the guidance program at Union Memorial, call your child’s teacher or the counselor directly.

## **HEALTH PROCEDURES**

### **Nurse’s Office Phone Number (264-5948)**

Students who become ill should report to the nurse (or to the office if the nurse is unavailable).

The nurse and school personnel give only emergency first aid. Serious injuries, such as fractures and cuts requiring sutures, are not treated except for emergency measures until parents can be notified. When it is not possible to locate the parent, the child will be referred to his/her family doctor. If there is no family doctor, the child will be referred to a doctor on call at the hospital.

Children who are ill may be dismissed from school and it shall be the responsibility of the parent to come for them promptly. Should it become necessary for a child to go home, she/he will only be released in the custody of a parent or another adult who has parental permission.

Physical Education (PE) and recess are important components of a student’s school day. If a parent requests his/her child miss more than two consecutive PE classes, a doctor’s note will be required. If your physician excuses your child from PE classes, we will keep the student inside for a quiet recess in order to protect his/her physical safety. We believe a daily recess period is very important for elementary school students. Unless we have written documentation from a physician indicating a student should be excused from recess, all students participate in outdoor recess when weather permits.

Parents are asked to keep their child at home if he/she displays any of the following conditions:

- A fever above 100° in the last 24 hours<sup>1</sup>

- Vomiting or diarrhea in the last 24 hours<sup>2</sup>
- An unexpected rash
- A cough that does not stop
- A contagious infection that has not been treated<sup>3</sup>

<sup>1</sup>Your child may return to school when they are fever-free without medicine (e.g. acetaminophen or ibuprofen) for 24 hours.

<sup>2</sup>Your child may return to school 24 hours after they stop vomiting or having diarrhea.

<sup>3</sup>If your child has an infection, for example strep throat or conjunctivitis (pink eye), he or she can return to school 24 hours after they begin antibiotics. Please contact the nurse's office if your child is being treated for an infection.

Children sent to school with these or similar conditions may be dismissed from school.

## **HEARING AND VISION SCREENING**

Vermont state law 16 V.S.A §1422 requires schools to annually test the vision and hearing of students in grades 1, 2, 3, 5, 7 and 9. The school screening serves to identify problems that may occur between visits to your child's doctor. If a potential problem is identified, you will be notified and encouraged to contact your child's doctor for further evaluation. Parents are permitted to opt their child out of such tests by informing the school in writing of their desire.

## **HIGHLY QUALIFIED TEACHERS**

Parents have the right under the 2001 federal law called the No Child Left Behind Act (NCLBA) to request information regarding the "Highly Qualified" status of teachers. The law requires that all teachers who teach core subjects meet certain criteria for their position by the start of the 2006-2007 school year. Core subjects include English (including English as a Second Language), reading/language arts, math, science, foreign language, social studies, art, music, elementary education and early childhood education (grades K-3 only). To inquire about the Highly Qualified status of your child's teacher, please contact Katie Roth at 264-5978 or [katie.roth@colchestersd.org](mailto:katie.roth@colchestersd.org).

## **HOLIDAY GUIDELINES**

The celebration of holidays in public schools is a sensitive and often heated issue. On the one hand, you have fun, community-building activities that are usually educationally based. On the other hand, because of our diverse population of students, the celebration of religious holidays is not appropriate. The distinction lies between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not.

All acknowledgements in our school are literature and/or curriculum-based or look at the cultural and/or historical importance of the holiday.

**Halloween:** We will not do a traditional costume parade, nor are students allowed to wear their costumes to school. The students view a dramatic performance put on by the Colchester High School Drama Club and classrooms may have a small celebration that ties in with the fall/harvest season.

**Thanksgiving:** We celebrate the spirit of thankfulness.

**Christmas:** We do not celebrate Christmas. Gift exchanges such as Secret Santa and Yankee Swap with the students are not allowed. Gifts and donations to classrooms from parents are acceptable. Our focus is on the district's social studies curriculum which states the student understands that:

- different people celebrate different holidays.
- some holidays are celebrated in the United States.

Students also learn about the important holidays and traditions in the classroom and how they are celebrated.

**Valentine's Day:** If your child intends on bringing in cards and/or treats, they must do so for all students in the class, not pick and choose favorites. We are sensitive to students being excluded and do our best to ensure this does not happen.

**Easter:** This is clearly a religious holiday and is not celebrated at all.

Finally, the reality is we educate a diverse population of students and, quite frankly, they are inundated during each season on television and in stores with the symbols and traditions that surround each of these holidays. Also, please understand the fact that our primary job is to teach and legally we cannot promote or celebrate any religion. The bottom line is we are an institution of learning.

## **HOMEWORK POLICY AND PROCEDURES**

### ***PHILOSOPHY***

Colchester School District believes that the goal of homework is to increase student learning. Homework is an assignment that is intended to be completed outside of the classroom. Meaningful homework assignments are flexible and based on students' needs. Well-designed homework increases students' understanding, skills and confidence. Parents/Guardians can benefit from homework by gaining knowledge of the learning done at school. Successful homework programs link the learner, home and school.

Homework may be assigned to:

- Review and reinforce content
- Apply, extend or reflect on learning
- Introduce new content
- Provide independent practice

### ***FREQUENCY AND DURATION OF ASSIGNMENTS***

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade range. Teachers will be aware of any grade specific or school-wide evening commitments for students and adjust homework accordingly. Long-term assignments should be given well in advance of the due date and should include incremental checkpoints or benchmarks to help students complete them successfully.

If a student does not have homework or finishes early, it is always a good idea to spend time reading and, in the elementary grades, reviewing math facts. The benefits of independent reading are immeasurable and help a student develop a lifelong habit of reading.

Grade Range	Average Time Per Night*
Kindergarten	0 – 10 minutes
Grades 1 – 2	10 – 20 minutes
Grades 3 – 5	30 – 50 minutes
Grades 6 – 8	60 – 80 minutes
Grades 9 – 12	90 – 120 minutes

Homework will not be assigned over vacation for grades K-8. Grades 9-12 may have homework over vacation.

\*These time ranges assume the student is focused and on-task. If a child is having difficulty on a consistent basis completing assignments within the time frames established, parents should contact their child's teacher(s) for assistance. Project work shall be included in determining total homework time.

## ***DIFFERENTIATION***

We are responsible for meeting the varied academic needs of all students in our schools. This responsibility requires us to carefully consider the modification and extension of homework assignments based on our knowledge of student learning styles, readiness, and interest. When making modifications, it is important to preserve the integrity of the assignment while making adjustments by reducing the quantity, varying the type and/or altering the level of difficulty of homework assignments.

Students needing adjustments in homework expectations may include:

- Highly motivated and independent learners.
- Students with learning needs (e.g. Educational Support Team plans, Individualized Education Plans or plans under Section 504).
- Students struggling with homework completion due to personal or family circumstances.

## ***GRADING OF ASSIGNMENTS***

Student performance should be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering targeted Grade Level Expectations and District curriculum standards. In other words, homework should not be given simply for the purpose of giving or receiving a grade or to demonstrate a student's level of responsibility. It is an instructional strategy that affords students the opportunity to practice and apply their knowledge. When applied in this way, homework is a tool for improving student success.

- Completed homework assignments should always be given some form of feedback (e.g. checkmark, grade or narrative/verbal comments).
- At the K-5 level, homework will only be graded for completion.
- At the 6-12 level, homework can be graded for completion and/or with a number or letter grade.
- At most, homework will count for 10% of a student's final grade in grades K-8 and 20% in grades 9-12.

The guidelines for grading homework apply only to homework itself, not the grading of projects. Projects are often worked on during class time and are, therefore, considered class work. Project work shall be included in determining total homework time but will not be included in homework grading.

## ***MISSED ASSIGNMENTS***

Homework should be completed because it is an important part of a student's responsibility as a learner. Therefore, incentives and rewards should be used on a limited basis. Homework should never be used as punishment. Failure to complete an assignment will result in loss of credit. Homework is of value to learning, and therefore, students will be allowed to complete an assignment within one week of the original due date with a maximum loss of credit of 25%. After one week, a teacher may elect to give the student no credit for the missed assignment.

Loss of recess, staying after school or detention will not be used as a consequence. If homework completion is a chronic problem, schools may provide interventions such as Homework Club or individualized support.

## ***COMMUNICATION***

The philosophy and procedures should be communicated through:

- Handbooks
- Web pages (district and school)
- Student orientations
- Parent conferences
- Parent transition nights
- Open houses
- Faculty meetings
- Staff orientations



Each school will follow a clear system for reporting homework to students and parents (ex. student planners, weekly assignment sheets, team assignment sheets, web pages, posted in classrooms). The system will be established and reviewed.

## ***RESPONSIBILITIES***

### Student

- Set up and follow a homework routine.
- Follow the school's homework reporting system (ex. daily planner, home folder).
- Bring all necessary materials to and from school.
- Understand the directions, ask clarifying questions.
- Complete homework assignments to the best of his or her ability.
- Return homework as assigned.
- When questions or concerns arise speak with the teacher.
- If there is no homework or it is finished early, it is always a good idea to spend time reading and, in the elementary grades, reviewing math facts. The benefits of independent reading are immeasurable and help a student develop a lifelong habit of reading.

### Teacher

- Explain to students the importance of homework and its connection to learning.
- Teach skills and strategies necessary for successful homework completion.
- Provide clear instructions and answer clarifying questions.
- Provide homework that is clear, meaningful and purposeful.
- Provide feedback on homework in a timely manner.
- Communicate with student and parents as needed.
- Work collaboratively with other teachers to assign reasonable amounts of homework (see guidelines).

### Parents/Guardians

- Set up and follow a homework routine (time, location, materials and storage of materials).
- Be encouraging and supportive.
- Monitor student's homework (daily assignments, completion).
- When issues, questions or concerns arise, please speak with the teacher in a timely manner.
- Encourage the student to work on her or his own; be available to help.
- Follow the school's system for reporting homework (ex. daily planner, home folder).

### Administration

- Communicate and monitor consistent implementation of the homework policy and procedures.
- Communicate homework expectations to parents.
- Establish, communicate and review the school's reporting system to parents.

## **LIBRARY**

Children come to the library as a class once a week to choose a book to borrow for the week. During their class time, students exchange their library books and work at centers (computers, Geo Safari, Jr., games and activities) that support the classroom curriculum. Story-time takes place during each library session.

The library is also open for small group work or research projects during unscheduled class times. Children are encouraged to use the library as class schedules permit. The library is also building a collection of computer media which children have access to.

Book Fairs are held in the library twice a year (once in the fall and once in the spring). This is a fundraiser for the school, as well as a great way for students and staff to view newly published books. Our library circulation is now automated which will make checking books in and out much faster. This system is similar to a scanner at the supermarket.

## **LUNCH PROGRAM**

The goal of the school lunch program is to provide students with a nutritionally balanced meal during regularly scheduled periods. The school sponsors a free and reduced lunch program so that every student may have the opportunity to have a hot lunch. Eligibility forms will be distributed to every student at the beginning of the school year. These forms are also available at the school office. Students who prefer to bring their lunch from home may buy milk at school.

Hot Lunch – student	\$3.50
Hot Lunch – adult	\$5.00
Milk	\$0.75
Juice	\$0.65
Soy Milk	\$1.10

## **MEDICATION DURING THE SCHOOL DAY**

The school nurse shall assist (during the school day) any student required to take medication prescribed by a physician. The following is required for safe medication administration.

1. Prescription medications\*: Written orders from the physician stating the name, dosage, route, frequency, diagnosis and reason for giving. Written permission from the parent/guardian. The medication in a container labeled by the pharmacy.
2. Non-prescription medications\*: Written permission from the parent/guardian. Original container labeled with child's name.

\* All medications must be brought in by the parent/guardian. Children are not allowed to carry or deliver medications to school.

## **MESSAGES TO THE SCHOOL**

Parents needing to speak to a child at school may telephone the office and ask to have a message relayed to the child. **PARENTS ARE ENCOURAGED TO GIVE CHILDREN ALL INSTRUCTIONS BEFORE SHE/HE LEAVES HOME IN THE MORNING AS IT IS NOT ALWAYS PRACTICAL TO GET MESSAGES TO CHILDREN.** Classes are not interrupted for this purpose.

## **NOTES FROM PARENTS/GUARDIANS**

Due to the liability imposed upon the school for the safety of your child, notes shall be required for the following:

1. When a child is to be dismissed early.
2. When a child leaves school at the end of the day in other than the usual manner (e.g. being picked up by a parent or another adult; changing bus route).
3. When a child leaves school at the end of the day to participate in activities that would necessitate his/her not returning home immediately after school. A regularly scheduled specific activity may be covered by one note for the year.

NOTE: We will not let a student go with anyone without parental consent. If there is no written note, we will attempt to call a parent. If we are unable to reach a parent, we will not let the student leave. The only exception to this is if the person is on record as an emergency contact.

## **OPEN HOUSE**

Our Open House will be on **Thursday, October 4** from 6:30 PM – 7:30 PM.

## **PARENT-TEACHER ORGANIZATION (PTO)**

PTO presents educational forums on a wide variety of educational topics and raises money to help support field trips, the spring concert, resident artist programs, Four Winds and other student activities.

Volunteers are essential to make all of these activities successful.

## **PARENTAL CONCERNS**

Parents whose children are experiencing difficulties at school are asked to address these concerns by contacting the classroom teacher directly. Most likely the classroom teacher will have already taken this initiative. If after meeting with the teacher to resolve the difficulty the parents are not satisfied with the outcome, parents are asked to contact the principal. If after the principal's involvement the parents are not satisfied with the outcome, the parents will be advised of other interventions to pursue.

The principal is available to assist any parent(s) or teacher in a conference.

## **PARENT CONFERENCES**

There are two official parent conferences that coincide with the end of the first and second trimesters:

November 19 (10:30 AM – 6:30PM) and November 20 (8:00 AM – noon)

March 4 (noon – 4:00 PM) and March 5 (10:30 AM – 6:30 PM)

The timeframe for trimesters allows for afternoon and evening conferences. We do this in order to accommodate parents who work. It is important that you make arrangements to have your conference on these dates as we will only schedule alternate dates in emergency situations. Also, we only have enough time for one-time slot per child. We ask parents who do not live together to please plan accordingly.

## **PHONE USE**

Students are permitted to use the telephone on a limited basis. Emergency use will always be approved.

## **PHOTOCOPY MACHINE USE**

The photocopier machine is for school business only. Non-school copies can be made with the permission of the principal for \$0.15 per copy.

## **PHYSICAL EDUCATION**

All students are required to participate in Physical Education classes. Students may be excused for medical reasons. Long term medical excuses must be written by a physician. All students are responsible for wearing appropriate clothing on days they have physical education classes. Sneakers are required and pants and T-shirts are recommended.

## **PHYSICAL RESTRAINT AND/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.

## **PICKING CHILDREN UP AT DISMISSAL TIME**

Parents who plan to pick their child up every day need to sign a blanket release indicating this. The administrative assistant will then have a list of children (PICK UPS) who will be dismissed to a parent each day. Classroom teachers will take note of this in their afternoon procedures and send the note to the office.

Aside from the above, any other parent who will be picking their child up **MUST** send a note to the classroom teacher indicating this. The administrative assistant will add these names to the PICK UP list mentioned above.

Please DO NOT CALL at dismissal time to make bus changes etc. Such calls make our dismissal very confusing. Thanks for your understanding.

### **PROCEDURES:**

1. Parents should arrive at school no earlier than 2:55 PM to pick up their child and should wait outdoors by the middle doors for the instructional assistant to bring the students to the door. Please do not arrive earlier than this and enter the building. We need to maintain an open hallway, monitor the dismissal process to ensure students are leaving with the correct adult and keep the end of the day as distraction-free as possible. If you have business in the building or need to meet with your child's teacher, please sign into the building, collect a visitor's pass, wait for your child to be dismissed outside and then enter the building.
2. Parents not picking their child up every day **MUST** send a note to the classroom teacher via the child in the morning of the intended pick up.
3. At approximately 2:58 PM each day while students are still in class, a very short message will be on the intercom system indicating that children who are picked up every day, as well as those who have brought a note in, will be dismissed at the middle door at 3:00 PM.
4. Please make your child aware of your pick up plans when you see them off to school. If a child does not present a note to the teacher indicating a pick up, he/she will go home on the bus in the usual manner. If he or she has missed the bus, and we cannot contact the parent/guardian, we will contact the adult(s) listed as emergency contacts to pick up the child.
5. In event of inclement weather, a person will open the middle doors to let parents enter the building at 2:50 to remain in the middle hallway to meet their child. Please DO NOT use this as an opportunity to wander into a classroom.

## **PICTURES**

Each child is photographed early in the school year. Several packages are available to families. Our picture date has been set for **Thursday, September 13**. More specifics will be sent home during the first week of school.

Each year a group of parents work with our photographer to produce a yearbook. Orders for these must be done in advance as only a certain number are produced. We encourage you to order early to avoid disappointment. This is a PTO endeavor. If you'd like to help with this, please contact and join the PTO.

## **PLACEMENT PROCESS**

Student class placement is one of the most interesting phenomena of school life. A goal of class placement is to achieve the best balance possible in terms of having classrooms with wide ranges of abilities which meet the needs, special or otherwise, of all children. Consideration of all educational factors (academic, social and emotional) is the primary determinant in placement decisions. All children's needs will be considered when student placement activities occur. The person knowing how individual students interact with a classroom of peers is the teacher who has spent nearly a year with them. Our goal is to make this process uncomplicated, fair and unbiased for all children. The procedures we use are:

### ***Kindergarten Placement***

The principal and speech-language pathologist place students based on the May registration information. **Parents are not allowed to request a teacher. Such requests will not be honored.** Placement is done in late June and letters are sent home the first week of July indicating the child's teacher.

### **Your child will not be placed unless we have the following information on file:**

Proof of Residency  
Immunization Records  
Birth Certificate

### ***First and Second Grade Placement***

- The placement process starts with special education. They provide the principal with a list of students who should be placed together in order to coordinate services and/or have positive peers for role models. All other special education students are placed the same as regular education students.
- The English Language Learner teacher groups his or her students to accommodate services.
- During the March parent conferences, teachers solicit information from parents concerning students with whom their child will not be successful. **Parents are not allowed to request a teacher. Such requests will not be honored and will not be solicited.** If a parent has a concern about a particular teacher, they are to speak with the principal.
- Classroom teachers sit down as a grade level and make class lists. The objective is to create balanced (based on gender, SPED, Title I, §504, age and behavior), teachable classes. **At the end of the process, every teacher should be willing to teach any one of the classes.**
- A final placement meeting is held with grade level teachers and the principal. The principal then shows the lists to the specialists, Title I teacher and special educators for feedback.
- Once the final lists are complete, the principal makes teacher assignments.

### ***Twins, Triplets and other Multiples***

For kindergarten, parents/guardians are given the opportunity to decide whether or not to have multiples placed together. For first and second grade, the classroom teacher will consult with the parent about placement, but the final decision will be made by the principal based on the recommendation of the classroom teacher.

### ***Mid-Year Placement***

Students who move into the Colchester School District after school has started will be placed and allowed to attend once the following has occurred:

- All registration forms have been completed and returned, including proof of residency, immunization records and birth certificate.

- A number of the required documents (such as birth certificate) are usually on file with the school from which the student is transferring. Those records will be sent from the sending school once a "Request for Student Records" form has been signed and faxed.
- We have been in contact with the sending school.

This process usually takes a couple of days. So, the sooner the registration forms have been returned, especially the "Request for Student Records" form, the sooner your child may attend school.

## **PRESCHOOL**

\*\*\*IMPORTANT NOTE: All preschool offerings are held at Malletts Bay School which is located at 609 Blakely Road. There are no preschool offerings at Union Memorial School.\*\*\*

Developmental screenings: Our Early Childhood program holds free developmental screenings throughout the school year for three and four year olds. If your child has a younger sibling with any type of suspected disability or delay, please consider taking part in a screening.

Preschool classes: Your child 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 9:00 AM to 11:00 AM in one of the preschool classrooms.

## **REPORT CARDS**

Students receive report cards three times a year in November, March and June. Parents are encouraged to contact teachers and/or the building principal if they have any concerns regarding their child's progress.

Parent-Teacher conferences are scheduled in the fall and again in the spring. Parents will be notified of these dates, but if any questions or problems arise before scheduled conferences please do not hesitate to contact your child's teacher.

## **RETENTION – TIMELINE AND PROCEDURES**

1. Any student being considered for retention should be on an EST plan, §504 plan or IEP.
2. **Prior to the spring parent conferences** teachers will complete the Light's Retention Scale and call a preliminary meeting to discuss the appropriateness of retention. The meeting will include the classroom teacher, principal, guidance counselor, Title I, special educator (if relevant) and social worker (if relevant).
3. **During the spring parent conferences** the classroom teacher will inform the child's parents/guardians retention is a possibility.
4. **After the spring parent conferences** the school will formally notify the parents/guardians with a letter from the principal that retention is being considered.
5. **Prior to May 1** the retention team members listed in step 2 will reconvene to make a final recommendation to the principal.
6. The final retention decision will be made by the principal **on or before May 15**. All children will be placed unless we have a request for transfer. Please bear in mind that placement/promotion/retention are the school's obligation. Input from parents is important but the final decision is that of the school.

7. The final student retention list will be given to the guidance counselor so a support group can be formed and run in the spring and provisions can be made for step-up day.

## **SCHOOL BOARD MEETINGS**

The Colchester Board of School Directors meets regularly on the first and third Tuesdays of each month. Meetings are held at Colchester High School and begin at 7:00 PM.

Residents of Colchester are cordially invited to attend these meetings. Agendas for these meetings are posted at each of the schools, as well as at other locations in town. If you are unable to attend, channel 17 cable access often films the meetings.

## **SCHOOL BOARD MEMBERS**

Lindsey Cox, Member  
128 Cedar Ridge Drive  
Colchester, Vermont 05446  
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Mike Rogers, Chair  
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Colchester, Vermont 05446  
Telephone: 879-6183  
E-mail: [Mike.Rogers@colchestersd.org](mailto:Mike.Rogers@colchestersd.org)

## **SNACK**

Students may bring a nutritional snack (please, NO candy or soda). Students may purchase milk or juice from the district food services program. Please note: receiving free or reduced price meals does not entitle a student to a free or reduced price snack drink. Individual classroom teachers will schedule a brief snack period at an appropriate time each day.

## **SPECIAL EDUCATION**

The Colchester School District supports Public Law 94-142, the Education for ALL Handicapped Children Act, in ensuring that all students have a right to a Free and Appropriate Public Education (FAPE).

Referrals for special education may be made by teachers, parents or other persons directly related to a child's educational welfare.

## **SUSPECTED CHILD ABUSE OR NEGLECT**

Vermont law 33 V.S.A. §4913(a) requires that all school personnel who have "a reasonable cause to believe that any child has been abused or neglected" shall report or cause a report to be made to the Family Services office within 24 hours. The purpose of this law is so allegations can be brought to the attention of objective, trained and experienced investigators.

Although school personnel have an individual responsibility for making a report, our practice as a school is to have employees consult the school's Child Protection Team (nurse, guidance counselor, social worker, principal and the child's classroom teacher) prior to making the report. This team does not sit in judgment of the suspected abuse but provides the employee with information (including family history, potential extenuating circumstances, issues the student may currently have and a general perspective on what is reportable and what is not) to help in determining whether or not to continue with making the report. It is the responsibility of Family Services to determine if a report is to become an open case and/or investigated. As stated above, all mandatory reporters have an obligation to cause a report of suspected abuse or neglect to be made.

The Child Protection Team, in consultation with Family Services, will decide on a case by case basis whether or not to inform the child's parents/legal guardians of the report. The team will not inform the child's parents/legal guardians if they believe doing so would place the child in harm's way.

## **TITLE I**

Every fall, each child in kindergarten through grade five is screened for eligibility in a program called Title I. Title I is a program of academic support in the areas of reading and math. In order to receive services, a child must have need in reading or math, determined by assessment results. Each year, the students who receive Title I services change. A student must meet the eligibility requirements for a specific grade. So, a child who received Title I services one year may not be eligible the next. Our Title I staff will be contacting you if your child is eligible for services. A parent/guardian permission form will be sent home if your child is found eligible. Services will begin in late September or early October. Please contact Gwen Carmolli at 264-5987 or Lynn Mazza at 264-5959 if you have any questions.

## **TUITION RATE**

The tuition rate for the 2018-19 school year is \$13,330.

## **VISITORS AND VOLUNTEERS**

Visitors are always welcome. In fact, we love them! To prevent disruption to the instructional process, visitors are encouraged to call ahead to arrange a visit to a particular classroom and must check in at the office upon arrival. Visitors will be required to leave if they cause a disturbance or interfere with the educational process.

Volunteers at Union Memorial School are active supporters of education. We have many opportunities for parents and community members to volunteer such as:

Reading Program – Each grade level needs parents who are able to read with students on a weekly basis.

Four Winds – This program is a supplement to our science curriculum and each classroom requires a couple adults who are willing to attend a monthly training and then teach a lesson to the classroom based on the training.

Room Parent – Each classroom needs a parent willing to organize the traditional elementary school events, such as class parties.

Field Trip Chaperone – Throughout the year, classrooms take field trips to local sites. Though we never need parents to drive, we do need chaperones to assist in monitoring students on some of these trips.

Parent Teacher Organization (PTO) – Our PTO meets monthly to organize fund-raisers that help support field trips, the spring concert, resident artist programs, Four Winds and other student activities.

In order to volunteer, you must sign a *Volunteer Confidentiality and Expected Code of Conduct* and a Volunteer Registration form (the forms will be provided by the classroom teacher, but are included on the



Colchester School District website for your reference). 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. the reading program, Four Winds)

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

- Walk his or her child to classroom in the morning
- Eat lunch with his or her child
- Make a one-time presentation to a classroom or large group of students
- Attend a class party
- Attend open house or parent conferences

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

## **YEARBOOK**

Each year, a group of parents work with our photographer to produce a yearbook. Orders for these must be done in advance as only a certain number are produced. We encourage you to order early to avoid disappointment. This is a PTO endeavor. If you'd like to help with this, please contact and join the PTO.

# POLICIES

*Below are excerpts of important and relevant policies of the Colchester School District. Each of these policies can be found in their entirety on the district web site at [www.csdvt.org](http://www.csdvt.org).*

## **NOTICE OF NON-DISCRIMINATION POLICY UNDER §504 OF THE REHABILITATION ACT OF 1973**

It is the intent of 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, activities, policies, procedures and practices to the extent provided by law.

The District will provide reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would pose an undue hardship on the District. Requests for reasonable accommodations may be made to the building administrator.

It is the policy of the Colchester School District not to discriminate on the basis of sex. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

## **ALCOHOL, TOBACCO AND OTHER DRUG ABUSE POLICY**

In support of our district's philosophy, Colchester prohibits the use, possession, distribution, and sale of alcohol, tobacco, other drugs, or any substance portrayed as a drug or any devices associated with these substances in school and in all buildings and grounds owned, operated or rented by the Colchester School District, or at any school sponsored activities. A complete copy of this policy, which contains the philosophy, definitions, procedures, programs and services and violation consequences, may be obtained at the principal's office.

## **ANIMALS IN SCHOOL POLICY**

There shall be no animals present on school grounds or in school buildings which present a potential danger or health hazard to children. Such animals may include reptiles, ferrets, wolf hybrids, or wild animals. Dogs, cats, birds, and other domestic animals must be closely monitored and allowed only under the control of a competent adult. Exceptions would be made for dogs or other animals, professionally trained, to render assistance to individuals with disabilities.

Prior to bringing an animal to school, the owner of the animal will provide evidence to the principal of appropriate immunizations including rabies vaccinations and preventive de-worming regimens. Such information must be signed by a licensed veterinarian. Also, students and their parents assume liability for any injuries caused by animals taken from the schools to their homes during weekends or vacation periods.

## **HARASSMENT POLICY**

Consistent with the Colchester School District's Strategic Plan and Mission Statement, staff members, students and parents share a joint commitment to provide our diverse population with a safe and supportive learning environment.

We believe that harassment of any kind disrupts the educational environment and infringes on human rights. Harassment on the basis of an individual's disability, gender, marital or parental status, national

origin, race, religion, age or sexual orientation is prohibited. Harassment means any unwelcome conduct directed at an individual's religion or sexual orientation which has the purpose or effect of interfering with an individual's education or work performance or creating an intimidating, hostile or physical conduct including, but not limited to, demeaning comments or behavior, slurs, mimicking, jokes, gestures, name calling, graffiti, stalking, threatening, bullying and extorting.

District wide procedures for the formal or informal processing of harassment charges will be explained to anyone by calling the school principal.

## **NON-DISCRIMINATION ON THE BASIS OF GENDER**

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 will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

It will be the continuing policy of the District to ensure fair and equitable educational and employment opportunities, without regard to gender, to all students and employees. The Superintendent of Schools shall act as the District's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the designee.

## **WEAPONS POLICY**

The School Board determines that possession and/or use of a weapon by students, individuals and/or staff is detrimental to the welfare and safety of the students and school personnel. Possession and/or use of any dangerous or deadly weapon or facsimile of any dangerous or deadly weapon in any school building on school grounds or property is a violation of this policy. It is also a violation of this policy for any person to make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be placed or used on school grounds or property. This policy is in effect before, during and after school, as well as at any school sponsored activity. This policy does not apply to a law enforcement officer or school officials while engaged in duties related to their jobs.

## **PUPIL RECORDS/PRIVACY RIGHTS OF PARENTS**

Parents have the right to review the educational records of their children upon request. Parents may request copies of records at their expense.

The school does not release information or educational records concerning your child to other educational or non-educational institutions, organizations, or individuals unless parents have signed a written consent.

It is our policy that when a family moves they should register their child in that town's school system. That school then requests records from us, which we send through the U. S. mail.

## **STUDENT RECORDS**

The Colchester School District recognizes the importance of keeping accurate and appropriate educational records for students. Please note that one section of the policy is specifically written to annually notify parents of their rights. This **PARENTAL NOTIFICATION** lets parents know of their rights to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the school to

- comply with requirements of the Act; and
- Obtain a copy of the school's policy and written procedures or protocols related to student records.
- Designated categories of directory information and advising the parent of a student or an eligible student to refuse to permit the designation of any or all of these categories as directory information with respect to the student; and that the parent or eligible student will be given written notice of any such refusal within fourteen (14) days of notice or publication.

When there are parents whose language is other than English or whose primary means of communication is not written language, notice shall be given in an effective manner including parents' native language unless it is clearly not feasible to do so.

If you have questions or concerns regarding this policy once it is adopted, please notify the principal.

## **PUBLIC RECORDS/PRIVACY RIGHTS OF PARENTS**

Sometimes parents ask to see their child's records. Federal law insures parents' rights to inspect and review these records. You will be interested in the following points about our policy on student records:

Any parent may ask to see his/her child's school records. This request should be made to the school principal and will be honored as soon as the principal can schedule a meeting to go over the record with parents. No parent/guardian should be allowed to look at student records without an administrator or teacher present.

Information in a student's record is disclosed only to authorized school personnel such as the teacher, principal, secretary, nurse, or special educator. Exceptions will be made when parents give written consent ahead of time or when the information is to be used for a school directory or class list.

Parents have the right to seek to correct parts of their child's record, which they believe to be inaccurate, misleading, or in violation of the child's rights. This right includes the right to a hearing to present evidence that the record should be changed.

Parents have the right to file a complaint with the Department of Education if the school district violates the Family Educational Rights and Privacy Act. A complete statement of Colchester School District's policy concerning student records is available for inspection in the office of the Superintendent of Schools and the office of each school principal.

Parents have the right to see any survey or information a teacher shares with others.

Periodically, the Colchester School District or Union Memorial School receives requests for pictures of students and/or the names and addresses of students enrolled in school. This information is provided when its intent is to showcase an activity of instruction, share a list of birthdays and highlight special happenings at school. If you wish to request that your child's picture, name and/or address be withheld, please contact the school secretary, Ms. Phillips at 264-5959.

## **CUSTODIAL, JOINT CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS AND RESPONSIBILITIES**

The Colchester School District recognizes the value of providing information concerning a student's school participation and progress to both parents where the parents are separated, estranged or divorced. In such cases, the Colchester School District and its employees will attempt to respect the legal rights of both parents with respect to involvement in their child's education, including access to records, educational decision-making, and notice and participation in school meetings and activities, as and to the extent provided by State and federal law.

Where the whereabouts of both parents are known to the school, school staff may not unilaterally afford greater rights or authority or access to one parent over the other. It is not in the interests of a child or of the operation of the school system for school personnel to engage in taking sides or in excluding one parent of a child from an educational process at the request of the child's other parent. It is not the role of

school staff to mediate or decide marital differences, or parent custodial rights. Only when the school is provided with a Court order (such as a divorce decree or child custody order), statute or similarly binding document that curtails or limits one parent's rights with regard to the education of the child, will the school make such modifications.

For example, both parents generally have the right:

- a. To view the child's educational records;
- b. To receive school progress and Section 504 reports and (where applicable) certain special education notices and records;
- c. To visit the child briefly at school;
- d. To attend school functions open to the public or to all parents; and
- e. To participate in parent teacher conferences and meetings about the child.

Where one parent has been awarded full physical and legal rights and responsibilities, the other parent continues to have a right of access to educational records of their child, unless a Court order expressly denies or limits such access. Upon written request to the child's school principal, where parents are living separately, the school will subsequently and routinely mail (or send home via the student) to each parent copies of all child-specific information which is normally sent home with the child. This will include copies of report cards, parent-teacher conference invitations, etc. This practice should continue for the remainder of the school year in which the request is made. This service may be requested annually.

While both parents may visit or observe the child at school, generally only the parent with physical responsibility for the child will have the authority to remove the child from school property. Where the Court has awarded joint physical rights and responsibility, both parents generally have this authority. If a parent wishes to have the school limit this general rule, the parent must provide to the school a copy of a Court order or similarly binding document expressly requiring such limitation.

If a parent with sole physical responsibility wishes to allow the other parent to remove the child from the property, permission must be provided to the school in writing. The parent with sole physical responsibility and each joint custodial parent has the responsibility to keep the school office informed (a) of his/her address (residence) and phone number, and (b) of a means of contacting the parent at all times.

The non-custodial parent has the responsibility to provide the school office with his/her phone number and address, so that he/she may be contacted regarding student progress/problems. A copy of this policy shall be provided to any parent upon request.

## **ACCEPTABLE USE POLICY**

Our school district adheres to a policy of acceptable use for everyone using our schools' technology. The building principal will inform parents of how this affects UMS and will provide the sign off information enabling children to use the equipment.

## **STUDENT PRIVILEGES**

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational needs. School staff members have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. One of the District's goals is to support students in the responsible use of this vast reservoir of information.

All students using the District's Network, E-Mail and/or the Internet are advised that such use and all correspondence is not privileged or confidential. From time to time, Network and Internet use and communications may be monitored by the administration to assure that Internet and Network use is consistent with the terms of this policy. System administrators reserve the right to monitor and review any material on current or future local or wide area network user accounts.

## STUDENT USERS

Student users have the privilege of accessing the Internet to facilitate educational growth in technology, information gathering skills, and communication skills.

## STUDENT RESPONSIBILITIES

The use of a student account must be in support of their education in the Colchester School District and consistent with the educational objectives of the School District. While exercising their privileges to use the Internet as an educational resource, students shall also monitor and accept the responsibility for all material received.

Student users have the responsibility for maintaining the integrity of the electronic mail system and for all mail received under their user account. Students have the responsibility to report violations of privacy to the supervising staff member.

Users may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware or software on school premises. Users must report all inappropriate materials (solicited or unsolicited) to the Network administrator.

All files and programs on the computer belong to someone. Student users may not modify, erase, rename, or make unusable anyone else's files or programs.

Student users may not modify, copy, or transfer any software provided by the school, faculty, or another student without permission from the licensor and/or originator.

Student users may not copy copyrighted software owned by the School District. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Student users are not to use the network for wasteful or frivolous purposes such as playing network games.

Student users may be required to log use of the network.

Student users shall not deliberately use the computer to annoy or harass others. For example, making any obscene, abusive, or threatening messages is not allowed.

Student users shall not intentionally damage the system, damage information not belonging to you, misuse system sources, or allow or encourage others to misuse system sources. Users shall not tamper with equipment or, attempt to repair equipment except as directed by a supervising staff member.

Student users may not use the Network or Internet to access any database, service, or download data or software which charges a fee for such service, data or software without the express permission of a supervising teacher. Students who violate this provision are liable for any and all charges resulting from their activity.

Student Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- Be polite. Do not write or send abusive, harassing, threatening or inappropriate messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal a personal address or phone number or those of other students.
- Note that e-mail is not guaranteed to be private. People who operate the system do have access to all e-mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Comply with all School District rules and policies regarding personal conduct and behavior.

Student Users:

- may not intentionally introduce a computer virus;
- may not use the network for financial or commercial gain or, political action or solicitation;

- may not intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to do so;
- misuse system sources

#### MISUSE OF PRIVILEGES AND CONSEQUENCES

Student Users are held responsible for their actions and activity, as outlined in the Responsibilities section above. Unacceptable use of the network will result in the suspension or termination of all user privileges, and school disciplinary action and/or appropriate legal action.

Parents or guardians will be notified of the suspension or termination of network privileges.

Reinstatement of privileges will be made at the discretion of the school administration or the administration's designee.

# UNION MEMORIAL SCHOOL

## *Volunteer Confidentiality and Expected Code of Conduct*



An important part of being a volunteer requires understanding the need for confidentiality and to conduct yourself in a way that does not disrupt the instruction of our students, nor interfere with the normal operation of our school. Though we are a primary school, we are still a place of business and have a job to do, a very important job, educating the children of Colchester.

As a volunteer you will be working with a variety of children in the classrooms or on the playground. It is expected that you will treat all of the things you know about individual students as confidential information. There should be no discussions of an individual student's progress or behavior with anyone other than the classroom teacher. Think about how you would want other volunteers to speak about your child. In addition to keeping information confidential, we expect you to be cordial and respectful of all faculty and staff members.

You will not be allowed to volunteer in the building if you:

4. disrupt the normal operations of the classroom or other areas of the building.
5. are disrespectful to any faculty or staff member.
6. break the confidentiality of any student(s).

We require all individuals who volunteer at Union Memorial School to sign this contract of confidentiality and expected code of conduct. **This form needs to be signed before you start volunteering at school.**

We appreciate the time you spend in our school. Your effort and enthusiasm are part of what makes Union Memorial School a great place to learn. Thank you.

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Print Name

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Signature

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Date