



SLATE VALLEY UNIFIED SCHOOL DISTRICT

33 Mechanic Street

Fair Haven, VT 05743

Tel: 802.265.4905

Fax: 802.265.2158

FAIR HAVEN GRADE SCHOOL



Our Mission

We are dedicated to the academic excellence of every student by empowering them with the means for the successful completion of standards, and by challenging them to be productive members of our global society. We are committed to a comprehensive system of support to assure each student has the opportunity to develop the skills and talents necessary for college and career readiness.

Parent/ Student Handbook

Updated August 2019

*Fair Haven Grade School
Parent/ Student Handbook
2019-2020*



**SLATE VALLEY UNIFIED SCHOOL
DISTRICT**

**33 Mechanic Street
Fair Haven, VT 05743
Tel: 802.265.4905
Fax: 802.265.2158**

Parent/Guardian Signature Requested

The daily operations of the school require the cooperation of families and school personnel to provide our children with a safe, efficient educational setting. This requires effort on the part of all, and we appreciate you taking the time to read this handbook.

Once again we are offering parents/guardians two options: The handbook may be read online at slatevalleyunified.org, or a hard copy may be requested. In either case, we ask that once you have read the handbook please sign and return this page to school with your child. Thank you.

Please read and check one of the following:

☐ I have read the Student/Parent Handbook online.

☐ Please send home a hard copy with my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Names: _____

Please sign and return this page to school with your child. Thank-you



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Slate Valley Board Of Directors

<i>Name</i>	<i>Email</i>	<i>Term Expires</i>
Michael Bache	michael.bache@svuvt.org	2020
Glen Cousineau (Vice-Chair)	glen.cousineau@svuvt.org	2022
Tara Buxton (Clerk)	tara.buxton@svuvt.org	2021
David Carpenter	david.carpenter@svuvt.org	2020
Angela Charron	angela.charron@svuvt.org	2022
Trevor Ezzo	trevor.ezzo@svuvt.org	2020
Julie Finnegan (Chair)	julie.finnegan@svuvt.org	2020
Joshua Hardt	joshua.hardt@svuvt.org	2022
Toni Lobdell	toni.lobdell@svuvt.org	2021
Timothy Smith	timothy.smith@svuvt.org	2022
Amy Munger	amy.munger@svuvt.org	2020
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Peter Stone	peter.stone@svuvt.org	2021
Richard Wilson	richard.wilson@svuvt.org	2020
Rebeckah St. Peter	rebeckah.stpeter@svuvt.org	2020

Slate Valley Administration

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Kristin Benway, Director of Special Services	kbenway@svuvt.org	265-4905
Cheryl Scarzello, Director of Finance	cscarzello@svuvt.org	265-4905
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Table Of Contents *[Select a topic to link to the content]*

Our Mission	1
Parent/Guardian Signature Requested	2
Slate Valley Board Of Directors	3
Slate Valley Administration	3
Directory Information and Right of Refusal	6
Slate Valley A to Z	7
Academic Honesty	7
Access Control	7
Access To Student Records	7
Achievement Testing & Assessment	8
Athletics	8
Attendance	9
Attendance Procedures	9
Slate Valley Board of Directors Meeting Schedule	11
Bus Transportation	11
Chaperones	13
Concussions	13
Dress	13
Drug Free School	15
Eligibility for Students in Grades 5-8	15
Emergency Response Actions	15
Emergency Response Commands	17
Field Trips	18
Fundraising	18
Prevention of Harassment, Hazing, & Bullying of Students	18
Home Learning Opportunities	19
Desks & Lockers	20
Parent Visits	20
PBIS (Positive Behavior Interventions and Supports)	21
Personalized Learning Plans	21
Promotion & Retention of Students	21
Recess	24
Reporting Student Progress & Parent/Teacher Conferences	24
Role of Religion in Schools (Policy D34)	24
School Closings	24
Security Cameras and Video Surveillance	25
Student Insurance	25
Telephone Use	25

Valuables	25
Health Services	25
Health Emergency Cards	26
Medications	26
Students Ill At School	26
Health Notes	26
Opting Out of Hearing Tests	27
Special Programs & Student Support Services	27
Act 157	27
Educational Support Team (EST)	27
Guidance Services	27
Math & Reading Support	27
Migrant Education Program	28
Nurse	28
Section 504 of the Rehabilitation Act of 1973	28
Special Education Services	28
Student & Parent Rights	28
Buckley Amendment	29
Civil Rights Compliance /Non-Discrimination	29
Family Educational Rights & Privacy Act (FERPA)	29
Mandatory Reporter/Child Safety	29
Seclusion & Restraint	29
Teacher Qualifications	30
Policies	30
Procedures	30
Field Trip Procedures	30
Food Allergy Protocol	35
Meal Charge Procedure	35
Parking Procedures	38
Fair Haven Grade School at a Glance	39
Faculty & Staff	39
Arrival Guidelines	41
Breakfast & Lunch	42
Discipline	44
Dismissal Guidelines	46
Handheld Devices	46
Home & School Communication	47
Move-up Visiting Day	47
Peanut Aware School	47
PBIS (Positive Behavior Interventions and Supports)	48

Directory Information and Right of Refusal



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ANNUAL NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION AND RIGHT OF REFUSAL

TO: All parents/guardians of students, and to eligible students*, currently attending schools in the Slate Valley Unified School District.

DATE: August 2019

Schools in the Slate Valley Unified Union School District may disclose designated directory information on students and eligible students without the prior consent of the parent/guardian of the eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

- Student's name, address, date of birth, dates of enrollment;
- Parent or legal custodian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Weight and height of members of athletic teams;
- Student's diplomas, certificates, awards and honors received.

Disclosure may include such personally identifiable information contained or reflected in photographs.

If you are an eligible student and are currently attending any of the Slate Valley Schools, or if you are the parent/guardian of a student currently attending school in any of the Slate Valley Schools, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the

school your child attends (or the school you attend, if you are an eligible student), on or before September 1, 2019.

*You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.

Slate Valley A to Z

Academic Honesty

Academic honesty is a fundamental principle for all educational institutions. It is imperative students understand the importance of assuming responsibility for their own work, as well as their contribution to group work assigned by the teaching staff. Our faculty and staff understand the need to educate children about academic honesty within the classroom.

Slate Valley recognizes that cheating, plagiarizing, stealing academic material, and missing class deliberately on the day of a test/quiz are all included in our Academic Honesty Expectations. Staff members will handle problems related to academic honesty directly with our students and families. It is up to the discretion of the teacher to decide if and at what point to bring the matter to the Principal.

Access Control

It is the policy of the Slate Valley Unified School District to provide a safe environment for students and employees while facilitating access to school buildings, premises and equipment by authorized users. The safety and security of the district's physical space and assets is a shared responsibility of all members of the Slate Valley Unified Union School District.

The Superintendent has established access control procedures to address the design, administration and management of access control systems and measures. Access-control privileges shall be determined and assigned by the Director of Operations and/or his or her designee based on the specific needs and requirements of the District and the electronic identification/access badge.

Access To Student Records

The Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. Parents or students (age 18 or older) have the right:

1. To inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. To request the amendment of the student's education records that either the parent or eligible student believes to be inaccurate or misleading.
3. To consent to disclosures of personally identifiable information contained in the student's records, except to the extent the FERPA authorizes disclosure without consent.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Achievement Testing & Assessment

The primary purpose of assessment is to guide instruction and promote student learning. Through assessments, educators will determine that all students are making progress toward meeting the Common Core and Next Generation Standards. Assessments will provide a variety of valid and reliable information to inform instruction and meet accountability priorities at all levels - student, parent, school, community, and state.

Specifically, SVUSD assessments will:

1. Be meaningfully aligned with curriculum goals and grade expectations;
2. Provide evidence that students can apply knowledge and skills in a variety of settings;
3. Determine what a student can do independently;
4. Provide students with purposeful feedback about their learning;
5. Identify areas of curriculum and instructional strengths and weaknesses;
6. Focus professional development opportunities to ensure assessment literacy and instructional knowledge and skills;
7. Identify the next steps for teaching and learning.

Overview of Types of Assessments

Summative assessments: provide data about student performance at a particular point in time and provide valuable information about the effectiveness of curriculum, programs, materials and instructional practices. They may be used for progress monitoring of student growth.

Formative assessments: provide ongoing feedback for students and teachers about learning. It is the intent of our Local Comprehensive Assessment Plan to support and provide the resources for ongoing professional development for teachers in the use of formative assessment practices to guide instruction. Teachers use classroom assessment data to make changes that will lead to increased student understanding.

Strategies for Assessing Student Progress on Grade Expectations

SVUSD assesses student progress relating to the CCSS, NGSS, GE's and curriculum documents. The variety of ways are listed below:

1. Formative Assessment Strategies (feedback, questioning, self/peer assessment, learning targets with criteria)
2. Looking at Student Work
3. Student Demonstrations - (Assessment activities will be conducted within each classroom.)
4. Standardized Assessments - (e.g., NECAP, SBAC, NWEA)
5. Performance Tasks
6. Curriculum program assessments (unit tests)
7. Common District Assessments (across classroom)

Athletics

Our interscholastic sports program is based upon promoting the respective sport as a positive, enjoyable experience to our students. To do this, we must emphasize good sportsmanship, ensure the significant participation of all teams and encourage responsibility, dedication, self-discipline, teamwork and the spirit of competition. We also hope to help improve and

develop the skills of all team members. We do subscribe to the fair playing time philosophy: however, students must have regular attendance, a good attitude and attend all practices in order to be allowed playing time. We also realize the importance of setting priorities and placing academics first and foremost in our students' total educational program. Please remember that while winning is nice, these principles must come first in our program.

(The standards for Athletics and Activities for the Middle Schools are outlined by the Vermont Principals' Association. These guidelines are available online at: www.vpaonline.org or by request at any of the schools.)

Attendance

It is the policy of the Slate Valley Unified Union School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

Attendance Procedures

When a student is absent:

Parents/Guardians are expected to contact the school by 8:15 am with a verbal reason for the absence. If the school does not receive a call or receives a call but no reason for the absence it is considered unexcused or truant until we receive an acceptable excuse for that absence. The building principal determines whether an absence is excused or unexcused.

Based upon State law (§ 1121), a parent / guardian is responsible for their child attending school, unless the child:

- (1) is mentally or physically unable to attend; or
- (2) has completed the tenth grade; or
- (3) is excused by the superintendent or a majority of the school directors. (The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town).

Parents/Guardians must obtain prior approval from the Superintendent for any extended leave due to emergencies or absence from town.

If a child has not arrived at school, and we have not received a phone call, a designated school employee will call the home every day a student is out. If there is no answer we will contact the emergency number you have provided. This procedure is designed to ensure that a child is safe if they do not arrive at school.

If a student has an unexcused absence from school, they will not be allowed to participate in any school sponsored after-school functions, such as a game, concert, club, etc.

Written excuses:

Parents/guardians must send a signed and dated note for every absence, with child's full name and reason for the child's absence when the child returns to school or a doctor's written excuse. The note from a parent must arrive two weeks (14 days) from the date of absence.

Doctor's written excuse is required after three consecutive days of absences due to illness in order for those absences to be considered excused absences.

After a total of 10 days of absences due to illness, a doctor's written excuse is required for each additional absence due to illness. If a doctor's written excuse is not provided the absences will be deemed unexcused.

Tardiness:

Punctuality at school is extremely important. All students arriving after (the building start time) will be considered tardy. Any student arriving late to school must check into the office, to obtain a pass to class.

*Students arriving after the start of the school day without a valid excuse approved by the Principal, will not be able to participate in after school or evening activities.

Chronic tardiness may impact academic proficiency. Students with chronic tardiness will be referred to the truancy coordinator and administration to initiate a meeting with the intervention team as needed.

Notification of parents/guardian:

The attendance policy and procedures will be posted on each school's website and in each student handbook.

Unexcused absences notification:

Parents will be notified by letter when 5 unexcused absences have occurred. At 7 unexcused absences the parent will be requested to attend an attendance meeting in order to proactively develop an attendance plan.

At 10 days of unexcused absences the parent will be notified. If the parent and student are not actively working with the attendance team and following the plan developed, an affidavit will be filed with the district attorney's office and copied to the Department of Children and Families Services.

Early Dismissal/ Signing out of school:

If students need to leave school, parent/ guardian must come into the building to sign their child out. If the parent is sending a designated adult to pick up their child the person must be identified on the emergency contact card or the parent/ guardian must call the school with the name and relationship of the person picking up their child. This person will be required to provide valid identification.

At the high school level seniors who are academically eligible and meet the guidelines for senior privileges can sign out in the main office.

Excessive absenteeism:

Students with 7 or more unexcused absences will be referred to the truancy coordinator and school administration to set up an attendance intervention team meeting.

Homebound and hospitalized students:

Any student who is expected to be out of school because of a serious illness (homebound/hospitalized instruction) for more than 10 days may be entitled to a tutor in order to maintain their skill level. Please obtain a doctor's written order and contact the school if this situation occurs.

Missed assignments/ Making up work:

Planned student absence(s): Prior to any approved planned absences, students or parent/guardian are required to make arrangements for completing any missed class work or assignments.

Unexpected student absence(s): Students or parent/guardian are required to make arrangements for completing any missed class work or assignments. Students will have an equal number of days they were absent to complete the work.

Slate Valley Board of Directors Meeting Schedule

*(Generally, the 2nd and 4th Monday of each month.
Exceptions during school breaks/holidays)*

6:30 PM

SVUSD Board Meetings

Mon, August 12th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, August 26th - Castleton Village School → Building & Grounds/Policy Meetings 5:30 p.m.
Mon, September 16th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, September 30th - Benson Village School → Building & Grounds/Policy Meetings 5:30 p.m.
Mon, October 14th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, October 28th - Orwell Village School → Building & Grounds/Policy Meetings 5:30 p.m.
Tues, November 12th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, November 25th - Castleton Elementary School → Building & Grounds/Policy Meetings 5:30 p.m.
Mon, December 9th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, December 16th - Fair Haven Grade School → Building & Grounds/Policy Meetings 5:30 p.m.
Mon, January 6th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Tues, January 21st - Castleton Village School → Building & Grounds/Policy Meetings 5:30 p.m.
Mon, February 10th - Fair Haven Union High School → Finance Meeting 5:30 p.m.
Mon, February 24th - SVUSD Annual Informational Meeting at 7:00 p.m. at FHUHS
Mon, March 9th - Fair Haven Union High School
Mon, March 23rd - Benson Village School

Agendas and minutes of monthly meetings are posted on the SVUSD website at slatevalleyunified.org. The policy manual for the Slate Valley Directors is available in the Superintendent's office and a complete set of the policies is also available on our website at slatevalleyunified.org. If you would like a copy of a particular policy, one can be provided to you upon request at the district office or the particular policy can be accessed online.

Bus Transportation

All resident pupils in grades K-12 living more than one mile from the school are entitled to transportation service. Riding the bus is a privilege and contingent upon proper behavior and observance of the expectations. The bus drivers are expected to enforce these expectations and make suggestions in line with good citizenship. The most important factor in bus transportation

is safety. When a student ignores the expectations, it can easily result in endangering not only their safety, but also the safety of fellow passengers. Students must remember that they are responsible for following the expectations and may be suspended from riding the bus by the school principal.

Early in the fall, students will participate in a bus orientation led by our bus drivers, which includes a review of the expectations for riding the bus and emergency evacuation procedures.

Parents are asked to have an adult waiting for any child who is younger than third grade when being delivered home. Children will not be dropped off if no adult can be seen waiting to receive the student, and the child will be returned to school to wait for their parents in the office. There is always someone in the office until we hear that all buses are in and all students have been delivered safely home.

On occasions regularly scheduled routes may need to be adjusted due to snow or mud conditions. There will also be times that students will be unable to be picked up due to mechanical issues with a bus. Parents and guardians will be notified through our Powerschool Broadcast Notification System, which will dial your home, and cell phone numbers with a recorded announcement.

Bus Expectations and Conduct

Previous to loading (on the road and at school) students will:

1. Be on time at the designated bus stops to keep the bus on schedule. Bus drivers shall wait for a student at any given bus stop no more than a reasonable length of time to allow the student to board the bus. On days when road conditions are bad, please do not expect the bus to be exactly on time.
2. Stay off the road at all times and conduct yourself in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Understand that in case of inclement weather or poor road conditions, the bus driver might have to make the decision to omit all or part of a trip.
5. Have written permission from parents/guardians in order to ride a bus other than the one they normally ride. This permission slip must be given to the bus driver.
6. Park cars away from the front of the church and report immediately to the high school bus area. No waiting in cars is permitted.
7. Do not transport animals, firearms, explosives, or anything else of a dangerous nature on the bus
8. Line up (grades K-8) and board the bus following the supervising teachers' permission.

While on the bus, students will:

1. Board the bus only when the bus driver is in their seat.
2. Help look after the safety and comfort of others at ALL times.
3. Assist in keeping the bus safe and sanitary.
4. Maintain a low level of conversation and avoid loud talking. Laughing, and unnecessary confusion so the bus driver can maintain their focus. Absolute silence is required at all railroad crossings.
5. Be financially responsible for any damage to the bus, which is school property.
6. Not tamper with the bus or any of its equipment.
7. Keep their books, packages, coats, and other belongings out of the aisles.
8. Keep their hands and head inside the bus at all times.

9. Not throw any objects inside or out of the bus.
10. Sit in their seats while the bus is in motion.
11. Not smoke, drink, or eat on the bus.
12. Be courteous to fellow students and the bus driver.

Please note: the bus driver has the right to direct students to assigned seats if necessary.

Chaperones

All educational field trips and other school-sponsored student travel must be adequately supervised and chaperoned by a faculty member(s) with abilities and interests paralleling the interests and objectives of the class or group. A certificated faculty member will be designated as sponsor, and other staff members or parents designated chaperones as appointed by the principal. The number of chaperones will be based on the number of students participating and the specific needs of the trip. The chaperones will need to adhere to the Volunteer Policy in regards to background checks if they are supervising students other than their own child. No group or individual shall participate in an educational field trip or school sponsored travel unless properly supervised and chaperoned consistent with the provisions of this manual.

Note: A sponsor or chaperone may not bring his/her own child on a field trip unless the child is an official member of the class or group.

Concussions

A concussion is a brain injury and can be caused by a bump or blow to the head. Even what seems to be a mild bump or blow to the head can be serious. Our faculty and staff as well as our coaches are educated about the signs and symptoms of concussion. All coaches are required to participate in an online training at the <https://www.cdc.gov/headsup/youthsports/index.html> as there can be a greater likelihood of concussions in athletic competitions. In cases where the coach or duty teacher suspects a possible concussion, the student is removed from play; evaluated by an appropriate health care professional, in most cases, a physician; parents are informed immediately. In the case of sports, an athlete will only be allowed to return to play with the permission of an appropriate health care professional.

Per Vermont State Law (Sections 39-41 of Act 58 Statue 100) of 20122, effective as of July 1, 2011, the school is also mandated to provide training to parents and athletes with respect to the prevention and mitigation of concussion-related activities. This also applies to coaches and student athletes.

Dress

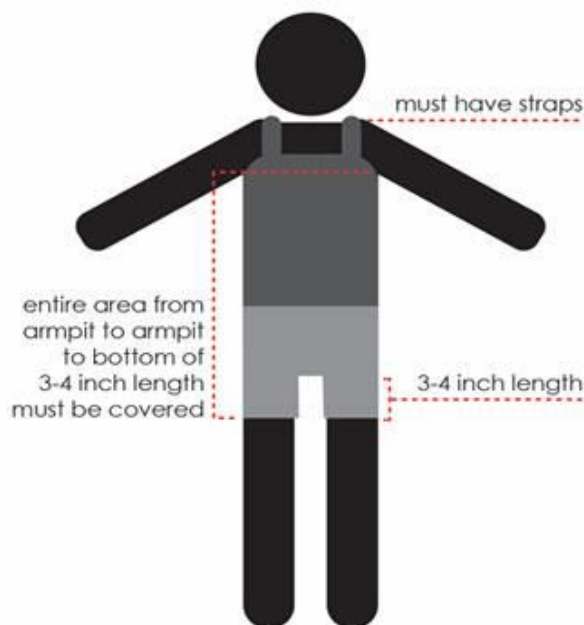
Slate Valley Unified Union School District respects students' rights to express themselves in the way they dress. All students who attend Slate Valley Unified Union's Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This dress code is intended to provide guidance for students, staff, and parents.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or

increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should not be within the zone of expected coverage.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

Students cannot wear clothing with:

1. Violent language or images,
2. Images or language depicting alcohol, tobacco, marijuana, or any other controlled substance or promoting the use of,
3. That depicts, implies, advertises or advocates hate speech, profanity, or pornography,
4. Images or language that created a hostile or intimidating environment based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

The administration at each school reserves the right to determine what constitutes appropriate dress.

Drug Free School

Slate Valley is proud to announce that our school is Drug, Smoke, and Substance Free. Alcohol, tobacco of any kind and other drugs are forbidden on school property. The school community shows their support for this policy by promoting “SAY NO TO DRUGS.” Our school health curriculum includes developmental and progressive lessons about the effects of drugs and tobacco.

Eligibility for Students in Grades 5-8

Slate Valley believes that every interested student be afforded the opportunity to participate in athletics and activities at the middle school level. All schools are encouraged to find creative ways and means for every middle school student to experience the personal growth and development that comes through active participation. A personalized plan of action may be developed for continued participation. (Adapted from the VPA MS Athletics Preamble.)

The following criteria for eligibility for participation in interscholastic sports are intended to set standards for academic eligibility:

1. Students should be in good academic standing as determined by the Principal in courses taken during the previous marking period.
2. Students should be in good disciplinary standing as determined by the Principal.
3. Students should be in regular attendance and should be in attendance on the day of the event unless excused by the Principal.
4. Students will also meet the criteria set forth in the guidelines of the Vermont Principals' Association.

Emergency Response Actions

It is the policy of the Slate Valley to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, insofar as possible, to prevent and respond to unexpected crises quickly and appropriately. While the unexpected nature of a crisis may make preparation difficult, the school believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Examples of school crises include but are not limited to fire, bus accidents, nuclear disaster, criminal acts, civil disturbances, disease epidemic, physical injury, death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters, bomb threats, terrorist activities, or other emergencies.

All schools have developed a crisis prevention and response plan and administrative procedures that identify how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management.

Students shall follow all guidelines outlined in the crisis plan and student handbook when practicing routine drills and when responding to actual emergency situations.

Students who cause school crises will be held accountable in accordance with the school discipline policy and state/federal law.

Incidents that disrupt the education process or endanger the safety of other students and staff shall be referred to law enforcement for possible criminal charges or to pursue civil litigation.

Lost instructional time resulting from response to a school crisis or emergency situation shall be made up at the discretion of the School Board.

Note: Please see the Emergency Response Commands below.

EMERGENCY RESPONSE ACTIONS

IN AN EMERGENCY DIAL 9-1-1



SLATE VALLEY UNIFIED SCHOOL DISTRICT

33 Mechanic Street
Fair Haven, VT 05743
Tel: 802.265.4905
Fax: 802.265.2158

BOMB THREAT OR SUSPICIOUS OBJECT

- Do NOT touch or attempt to move any suspicious object
- Scan area for other suspicious objects
- Do NOT use cellular phone near object
- Immediately leave the area
- Report information to your school administrator
- If safe to do so, advise others to avoid the area
- Listen to instructions of emergency personnel

MISSING STUDENT

- Verify student attendance or missing status
- Notify school administrator
- Overhead announce for student to report to main office
- Call 911
- Establish perimeter confinement of school grounds
- Conduct a rapid ground search by school staff
- Determine who last saw missing student and try to protect location from contamination
- Have physical/clothing description and photo available for first responders

EARTHQUAKE

- If inside, stand in a doorway or under sturdy furniture
- Avoid windows, hanging objects or tall furniture which can topple over
- Stay where you are until shaking stops
- When shaking stops, evacuate building.
- Do NOT use elevators
- If outside, move to a clear area away from trees, poles or buildings

MEDICAL EMERGENCY

- Immediately call 9-1-1
- Notify school nurse
- Do not attempt to move injured person(s)
- Provide as much information as possible to operator
- Follow instructions of the 9-1-1 operator
- Provide the care you are competent or trained to provide
- Stay with the victim until assistance arrives

POWER OUTAGE

- Be aware of downed electrical wires
- Follow instructions of your school administrator or emergency personnel
- Unplug any voltage sensitive equipment
- If instructed to evacuate, move cautiously towards illuminated exit signs
- Do not use elevators

SUSPICIOUS ACTIVITY

- If you witness a suspicious person or activity, immediately call your school administrator or dial 9-1-1
- Provide as much detail as possible (location, description)
- Do not confront anyone
- Maintain a safe distance from individual(s)



VIOLENT INTRUDER ACTIVE SHOOTER

- **Alert:** Recognizing the signs of danger
- **Lockdown:** Barricade the room. Prepare to EVACUATE or COUNTER if needed
- **Inform:** Communicate information in as real time as possible
- **Counter:** Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. *Counter is NOT fighting*
- **Evacuate:** When safe to do so, remove yourself from the danger zone.

FIRE / FIRE ALARM

- If you hear the fire alarm, leave the building immediately
- If you see or smell smoke, pull the fire alarm as you exit the building
- If school is in "lockdown" assess the situation to determine fire hazard before evacuating
- Do NOT re-enter the building until advised by emergency responders or your school administrator

WEATHER EMERGENCY

- If outside, seek shelter immediately
- Be aware of downed wires and falling objects
- Close doors and windows
- Avoid being next to windows as much as possible
- Stay inside until storm has passed
- Follow instructions of security or other school officials

**These are just guidelines; every situation is unique.*

This flyer is adapted from a VT DOE publication

Field Trips

The District recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study and explore real situations and processes in their actual environment.

For purposes of this procedure, a field trip shall be defined as any planned journey for one or more students away from District premises, which is under the supervision of an instructional staff member and an integral part of a course of study.

Fundraising

The ability to offer diverse, quality educational programs and experiences for our students depends in part on our ability to secure reliable and supplemental sources of funding. To facilitate the effective and efficient management of local district fundraising, the board authorizes fundraising activities where such programs:

1. Promote Pre-K-12 education,
2. Provide educational experiences for students, and/or
3. Address local funding obligations that support the educational mission of the district and/or promote the effective, efficient, or safe management and operation of the district.
4. Are conducted in accordance with all district policies (C5 – Firearms, C9 - Wellness, C20 - Student Conduct and Discipline etc.)

Prevention of Harassment, Hazing, & Bullying of Students

The Slate Valley is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

Our designated individuals are as follows:

Slate Valley Unified School District	Brooke Olsen-Farrell, Superintendent	265-4905 Ext. 2553
	Kristin Benway, Director of Special Services	265-4905 Ext. 2551
Benson Village School	Amy Roy, Principal	537-2491 Ext. 7101
	Laura Budde, Guidance	537-2491 Ext. 7116
Castleton Elementary School	Kim Prehoda, Principal	468-5624 Ext. 5900
	Tyler Gadway, Guidance	468-5624 Ext. 5943
Castleton Village School	Phil Hall, Assistant Principal	468-5624 Ext. 5815
	Amy Jackson	468-5624 Ext. 5833
Fair Haven Grade School	Jennifer Paquette	265-3883 Ext. 7031
	Kim Ezzo	265-3883 Ext. 7036
	Wendy Parker	265-3883 Ext. 7002
Fair Haven Union High School	Kate Leathe, Assistant Principal	265-4966 Ext. 2503
	Margaret Hayward, Director of Special Services	265-4966 Ext. 2508
Orwell Village School	Patrick Walters, Principal	948-2871 Ext. 7400
	Ruzanne Behrens, Guidance	948-2871 Ext. 7402

[Prevention of Harassment, Hazing, and Bullying of Students](#)

Home Learning Opportunities

Homework is an integral part of student learning and is an extension of the work that takes place during the school day. When learning takes place in school, concepts are introduced and opportunities for guided practice are given. As students construct their own knowledge they will be able to reinforce this through the independent practice that homework provides. Thus, homework can enhance and extend learning as well as provide additional practice.

Appropriate to the developmental age of students, teachers may provide independent practice assignments or ask students to complete unfinished class work at home. Additionally, students may be assigned long-range projects for the purpose of developing study and research skills. The time required for students to complete homework assignments will vary depending upon the assignment, the age and the ability of the student.

Parents are encouraged to monitor homework as a means of becoming familiar with what is learned in school.

Guidelines

Kindergarten	Outside reading and related activities
Grade 1	Approximately 10 minutes per night
Grade 2	Approximately 20 minutes per night
Grade 3	Approximately 30 minutes per night
Grade 4	Approximately 40 minutes per night
Grades 5	Approximately 50 minutes per night
Grades 6, 7 & 8	Approximately 60 minutes per night

Desks & Lockers

Students are reminded that desks and lockers belong to the school and are only on loan to the students. Students should never leave money or valuables in their desks or lockers. Students are not to share their lockers and are to use only those assigned to them. School administration has the right to open and inspect any locker at any time, for any reason, without notice, and without student consent.

Parent Visits

We strongly encourage you to become involved in your child’s education here at Slate Valley Unified School District. Our primary concern is for the safety and well-being of our students; as such, we will be implementing the following visitor procedure.

All visitors to the School District shall display a temporary visitor ID badge while they are in any School District building or on School District grounds during school hours. All visitors shall enter all facilities via the designated visitor's entrance and immediately report to the school office to register and receive a temporary visitor ID badge. Visitors who do not comply with this policy/procedure will be asked to leave school property. School staff members who observe visitors without a visitor's badge shall ask the individual to report to the main office immediately and notify the main office of their pending arrival. In the event an individual refuses to comply with the visitor policy and refuses to leave the property, police shall be notified via 911 and the building principal or appropriate designee shall determine whether the emergency response protocol shall be initiated.

- No visitors are to enter the building with students during arrival. All visitors to our schools are strongly encouraged to have an appointment to enter the building. Entry may be denied without appointment.
- All visitors will need to access the building through the designated entrance and use the intercom system. It is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- If the visitor is granted access, they must present themselves to the main office immediately upon entry.

- Visitors may be required to show photo identification, and will be required to sign in to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.
- Upon entry, visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitors. The contact will then be responsible for them while they are on site.
- Upon leaving visitors must report, sign out from the main office and exit from the designated visitor entrance/exit.
- Visitors are not to enter the building during dismissal. If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the main office to notify the school.

PBIS (Positive Behavior Interventions and Supports)

All schools within the Slate Valley Unified School District utilize PBIS to improve school safety and promote positive behavior. We also use PBIS to decide how to respond to a child who misbehaves.

At its heart, PBiS calls on our schools to teach our children about behavior, just as we would teach about any other subject—like reading or math. PBiS recognizes that our students can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBiS is that everyone knows what's appropriate behavior. Throughout the school day - in class, at lunch and on the bus - our students understand what's expected of them.

At PBiS schools; teachers, administrators, counselors, and family members work together to teach and support behavior expectations at school. PBiS exists to improve the behavior of all students in all school environments.

Personalized Learning Plans

The Slate Valley Unified School District will implement personalized proficiency-based learning systems for all students based on the district's vision (All students are engaged in rigorous, authentic, experiential, individualized learning that is supported or accelerated to ensure that they meet or exceed standards). Slate Valley will engage in PLP development and instructional practices to connect learning in school with student goals outside of school. This will require development of systems and practices to facilitate personalized experiential learning in our schools.

Slate Valley has PLPs in place grades K-12. Revisions will be made to these plans for the 2019-2020 school year by teams of teachers over the summer. We have a Personalized Learning Coach to help support PLPs in classrooms during the 2019-2020 school year. Slate Valley has embedded technology integration into the PLP experience for students K-8.

Promotion & Retention of Students

Retention

Research shows that most students do not benefit by repeating a grade. Grade promotion should be the standard. However, exceptional cases based on their own merits may warrant retention. Physical, emotional and social development are as important as academic achievement in determining whether a student will benefit from retention. Failure to achieve grade level

standards/content is not in itself sufficient reason for retention. There is not any one factor, but rather a combination of factors that determine if retention is appropriate. Retention will only be considered after completion of Tier II interventions (an Educational Support Team Plan must exist) without significant success, and special education and English Language services have been considered.

Elementary & Middle School:

1. Following the end of any reporting term the school will notify the parent(s)/guardian(s) of any student at risk of retention documenting student academic and behavior progress data supporting the need for retention.
2. A conference will be held with parents as soon as possible after the notification.
3. The conference will document specific intervention(s)-schedule/timeline/person(s) involved in the intervention(s)-related to the criteria below.
 - A. indicate the student's lack of progress (significant deficit(s)) in specific standard/curriculum-based skills;
 - B. demonstrate that the intervention specifically addresses their identified deficit(s);
 - C. provides ongoing assessment of the student's progress with the intervention.
4. Conferences to review the student's progress will be held after the end of the second reporting term to review student progress.
5. An end-of-year conference will be held three weeks prior to the end of the school year with the parent(s)/guardian(s), teacher(s), school administrator(s), and appropriate student assistance personnel to determine retention.

High School:

1. Students who are not progressing towards appropriate grade level standards at the end of the first reporting term will be offered with academic intervention(s), based on the RTI process. The priority of the intervention will be based on the class(es) which the students are significantly below proficient.
2. Parent(s)/guardian(s) will be notified of current academic progress, and the intervention(s) being offered.
3. The parent(s)/guardian(s) will be invited to attend a conference to review the student's lack of progress. Documentation of the RTI process and requirements (assessment, interventions and progress) will be shared by teacher(s), school administrator(s), appropriate student assistance personnel to document the need for retention.
4. An end-of-year conference will be held three weeks prior to the end of the school year with the parent(s)/guardian(s), teacher(s), school administrator(s), and appropriate student assistance personnel to determine retention.
5. Students not receiving credit, a proficiency-based scoring average of a 2.5, in a given course will be offered credit recovery.

Grade Acceleration

Grade acceleration shall be considered only in rare and extreme cases. An Educational Support Team Plan (EST) must exist in order to be considered for acceleration. Teachers are urged to utilize methods and materials of instruction which broaden the interests and achievements of those students who are academically superior and use acceleration only in an extraordinary situation. Students in grades K-8 may be accelerated to another grade if the following conditions are met:

1. Current classroom performance indicates exceeding the current grade level proficiencies.
2. The student demonstrates mastery of the grade to be skipped by scoring at the 95th percentile or higher on NWEA standardized tests for reading, writing, math, and local science and social studies assessments. (For example, a student accelerating from third grade to fourth grade would need to demonstrate mastery of third grade subjects through testing) Or the student performs at the 95th percentile or higher on the SBAC administered for the student's current grade.
3. The student's social and emotional development would benefit from acceleration.
4. The parents or guardians and the student desire acceleration.
5. The principal and teacher(s) from the current school agree that acceleration is in the student's best interest.
6. If the acceleration requires a building change, the receiving school must be included in the process.

Procedures Regarding Acceleration

1. Parent(s)/guardian(s) of the child notify the child's principal in writing of their desire for acceleration.
2. The principal will assemble a team that includes: the principal, a school counselor, teachers, and the parent(s)/guardian(s). If the acceleration requires a building change, the principal for the receiving school should also be included on the team.
3. The student will score at the 95th percentile on norm-referenced test (NWEA) in all core areas (reading, language, writing, math) for the student's current grade level.
4. The student must demonstrate mastery and depth of knowledge in all core areas by scoring 95% or higher on the norm-referenced assessments in each content area for the grade to be waived or 95th percentile for a criterion-referenced test in each content area above the child's current grade.
5. After all data has been collected, the principal will assemble a team to review information gathered to make a decision. Participants will include: parent(s)/guardian(s), principal(s), school counselor, current teacher, and the receiving teacher.
6. When a decision has been made, a detailed plan will be developed by the Educational Support Team to outline how the student's needs will be met through
 - a. Enrichment and extension if no acceleration is recommended
 - b. A transition plan that addresses academic, social and emotional support if the student is assigned to a higher grade.

Recess

Recess is provided during the day to give students an opportunity to play outdoors and have some free time during the school day. We expect students to adhere to our Standards for Student Behavior on the playground and follow the PBiS playground expectations.

Reporting Student Progress & Parent/Teacher Conferences

The school year is divided into three trimesters of approximately thirteen weeks in length. At the close of each trimester, pupil progress reports (report cards) will be distributed to students to bring home and share with their parents. Please consult the school calendar for the exact distribution dates.

At SVUSD, we feel that parent/teacher conferences will enable both the parents and the teachers to better understand each child, their program and their habits of work.

Parent/Teacher conferences are scheduled in the Fall. Parents are urged to attend these conferences in order to gain a deeper insight into their child's progress. Parents or teachers do not have to wait until these pre-scheduled conferences. If there is a question or concern about a student's progress, please schedule a conference at any time during the year.

Role of Religion in Schools (Policy D34)

It is the policy of the Slate Valley Unified Union School District to foster understanding and mutual respect among students, staff, parents and the community of diverse religious beliefs and backgrounds. The primary mission of the District is education. The proper role of religion in the public school lies in its academic value not in the appropriation or endorsement of any particular religion or belief system or of religion over non-religion.

Teaching about religious holidays, which is permissible, is different from celebrating religious holidays, which is not. As such, there shall be no school-initiated or sanctioned formal or informal observance of religion, religious holidays or religious festivals.

We still will have celebrations and special events in schools as we know that our students look forward to these events. However, they will not be centered on religious holidays and may not coincide with dates of religious holidays.

School Closings

The Slate Valley Unified School District Board has adopted the Powerschool Broadcast Notification Service for all schools. This will allow us to contact you immediately with important information about school events, emergency closings, and weather-related closings. We will be using this system to notify you of school delays or cancellations due to inclement weather. In the event of a delay, cancellation, or emergency closing you can now have the peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through Powerschool

Broadcast:

- Caller ID will display the Central Office's main number (265-4905) when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.

- Powerschool Broadcast will leave a message on an answering machine or voicemail.
- If the Powerschool Broadcast message stops playing, press any key 1-9 and the message will replay from the beginning.

We will also continue to contact the following television and radio stations in the event of a delay, cancellation, or emergency closing: WVNR, 1340 AM Poultney, VT; WNYV, 94.1 FM Whitehall, NY; Rutland Region Community; Stafford Technical Center Channel 15 & 20; WPTZ Channel 5; WSYB 1380 AM; WZRT 97.1 FM; and the Vermont Association of Broadcasters (WCAX-TV).

Security Cameras and Video Surveillance

The Slate Valley Unified School District has authorized the use of video camera surveillance on District property to monitor the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. On-campus video surveillance may occur on District property and on vehicles used for District-provided transportation. Security cameras shall be used only to promote the order, safety and security of students, staff and property and to assist school administrators in deciding upon appropriate disciplinary action.

Student Insurance

The SVUSD School Board recommends that all students have accident insurance coverage for their and their parents' protection. SVUSD does not provide insurance to cover accidental injury. Each year the district school board permits a major company to offer an inexpensive individual policy for students. This program is strictly voluntary and it is a family/insurance company relationship. The school assumes no responsibility for this program. Parents of children participating in athletics and other extra-curricular activities must present evidence of insurance. If insurance is a financial burden at this time, please contact the school.

Telephone Use

Generally, school telephones are for school-related business. Students may use the school telephone only for emergencies and only with a teacher's permission. This does not include such calls as permission to go to someone else's home, to stay for a game, or to have forgotten homework brought to school. Students and staff will not be asked to take a call unless it is an emergency.

Valuables

It is recommended that students not bring a large amount of money or other valuables to school, or on field trips. Classroom desks/lockers are not secure. We make every effort to teach students to respect the property of others. The school will not accept responsibility for missing personal belongings or technology.

Health Services

"A publication of the American Academy of Pediatrics, *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents* recommends an annual well exam for children of all ages. "

Slate Valley values the health and safety of all of our students and employs a Registered Nurse in all of our schools. In addition to the management of chronic conditions, medications, advanced First Aid and maintenance of student health records, our school nurse conducts vision and hearing screenings as recommended by the Vermont Department of Health to ensure optimal school performance.

Health Emergency Cards

It is imperative that this card be filled out accurately and completely so the school nurse may be aware of any severe allergy or medical condition (epilepsy, asthma, diabetes, vision, hearing, etc.). This information is transferred to the student's medical record and is very important for the student's care and wellbeing at school. Any changes that occur during the school year should be reported to the school nurse without delay. The school nurse will work with parents, medical providers and students in developing a health plan for school and share it with appropriate school personnel under FERPA guidelines.

Medications

If a student needs to take medication of any kind during the school day, it must be kept in the Health Office and be administered by the School Nurse or designee at the proper time. The medication must be brought to school by the parent in the original prescription bottle and the parent and physician must sign a form giving the school permission to administer the medicine. Written permission is also required if your child is to take Tylenol, or other over the counter medicines. Some over the counters are provided by the schools, if you send in something different, these also must be in the original packaging and administered by the school nurse.

Students Ill At School

If a student becomes ill at school and needs to be sent home, it is the responsibility of parents to provide a place to which the ill student can be sent in the event that someone is not at the student's home. It is also the responsibility of the parents of the ill student to provide transportation for the ill student. This must happen in a timely manner to decrease the exposure to other students in the case of illnesses.

Health Notes

If a student has a contagious disease, the school requests a written note from a doctor stating that it is safe for him/her to return to school.

School personnel may exclude a student from school (until the student is properly treated) because of contagious diseases. Head lice is no longer considered a contagious disease and it is up to the parents discretion if they remain at school. Whooping cough, measles, chickenpox, flu, and others will be managed by the school nurse and the Vermont Department of Health. In the case of outbreaks, the school nurse will work with administration to ensure management decreases the spread and inform parents, especially for students that are not immunized. All schools will adhere to Vermont state immunization law which can be found on the Vermont Department of Health website.

Any curtailment or modification of a student's physical education program because of a physical condition must be accompanied by a doctor's written excuse stating the diagnosis, treatment, limitations and length of excuse.

Opting Out of Hearing Tests

Schools are required annually to test the vision and hearing of students as per the Vermont Department of Health schedule. Parents will be sent a letter with any results indicating further evaluation. Parents are permitted to opt their children out of such tests. If a parent wishes to opt their child(ren) out of Vision and Hearing Tests in the Slate Valley School District, please send a note to the school nurse with your request.

Special Programs & Student Support Services

Act 157

Act 157 is a Vermont Law enacted to increase the capacity of schools to meet the needs of all students. This is accomplished by requiring each school to develop a comprehensive educational support system. Such a system extends the focus beyond that of academics to include other factors that may have a detrimental effect on a student's school performance (i.e. nutrition, mental health, challenging life circumstances). Such a comprehensive educational support system has been designed here at SVUSD with the purpose of insuring all students the opportunity to achieve the basic skill areas, meet the Vermont State Standards and experience success in the general education environment.

Educational Support Team (EST)

SVUSD has active EST Teams, which consist of general educators from within each building (may include the Art, Music, Library, and Physical Education instructor); the referring teacher; parents; students; other specialists and an administrator as deemed necessary. The team meets on a regular basis to:

1. Ensure early identification of students at risk and availability of services to meet their needs.
2. Provide support to teachers to help determine what a student(s) might need to be more successful including instructional strategies and environmental accommodations.
3. Review, revise, and monitor the effectiveness of strategies and interventions employed in the classroom.

Guidance Services

Our guidance department fosters the educational, career and social/emotional development of our students throughout their academic careers. Our goal is to support students in reaching their full academic potential and enjoy a positive school experience. Our guidance counselors work with students, parents, and fellow staff members to help students receive the support needed to be successful. As counselors, they meet with students individually, in small groups, and in a whole class format. They teach students various coping strategies, skills, and methods to handle various challenges. Students, parents, and staff members may request counseling services. All counseling services are brief and solution focused. We also provide referrals as necessary for more intense services at parents' request. Counselors act as a liaison providing information and resources with school based support systems and outside agencies.

Math & Reading Support

With the support of Title I Federal and Medicaid funds, SVUSD is able to employ school-wide reading/math specialists to assist classroom teachers and students by providing small group instruction in both reading and math.

Migrant Education Program

Have you moved within the last three years to work as a farmhand or a logger? If so, your family may be eligible for free supplemental services. These services can include school-based instructional services, collaborative establishment of educational goals, and evaluation of student achievement, home visits and home-based instructional services. Students also can receive free books. In addition, health services are provided through health educators who are registered nurses. Families may contact their individual school and/or The Rural Education Center (1-800-639-2023) for more information.

Nurse

SVUSD provides the services of certified and registered school nurses. Students needing to see the nurse should secure permission from their teacher. Vision and hearing, height and weight, and blood pressure screenings are conducted for all students on a yearly basis. Scoliosis screening is also completed yearly for grades five through eight.

By law, it is the responsibility of parents to ensure that their child is properly immunized and that these immunizations are kept up-to-date. Parents are encouraged to keep the nurse informed of pertinent information for their child.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits the discrimination against handicapped persons by school districts and any organization receiving federal financial assistance. It protects all students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Students who have a disability that limits their ability to participate in the education program are entitled to rights and protection under Section 504 of the Rehabilitation Act of 1973 even though they may not be in need of special education services. Examples of students who may require protection under Section 504 (not an inclusive list) are students with health impairments such as asthma, diabetes, and AIDS, as well as, those students with emotional/behavioral disabilities or Attention Deficit Disorder.

Special Education Services

SVUSD employs special education teachers, speech and language pathologists, school psychologists, related service providers such as Occupational and Physical Therapists, and instructional assistants to serve students who qualify for special education. These students have an Individualized Education Plan (IEP) developed by a team, including the parent, that addresses their individualized learning goals. Our special education procedures follow all applicable state and federal regulations. If you have questions about this process, please contact the school for further explanation.

Parents or teachers may refer a child for an evaluation any time there is concern about the child's academic performance or social and emotional development. Parents should discuss their concerns with the classroom teacher prior to making a referral for special services. Oftentimes, such referrals are made through the Educational Support Team.

Student & Parent Rights

Buckley Amendment

Public Law 93-380 includes an amendment popularly referred to as the Buckley Amendment, which requires school systems to refrain from publicizing any information at all about children when the parents do not wish such publicity to occur. Examples of the school's publication of a list of names would include: athletic events, honor-roll lists, contests and other recognition and awards. Unless written notification is received on or before September 4, of each school year, from the parents/guardians, it will be assumed that publication is agreeable.

Civil Rights Compliance /Non-Discrimination

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the laws of the State of Vermont, and the rules and regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of the Slate Valley Unified School District that no person will be discriminated against on the basis of race, color, national origin, sex, sexual orientation, creed or handicap in admission to, access to, treatment in or employment in its programs and activities.

Family Educational Rights & Privacy Act (FERPA)

As a parent of a student enrolled in SVUSD, you have certain rights concerning the education records, which SVUSD maintains. For further detailed information regarding these rights, see the page under Parent Information in this handbook.

Mandatory Reporter/Child Safety

Everyone employed by the Slate Valley Unified School District is a mandated reporter and is legally required to report suspected child abuse or neglect to the Department of Children and Families within 24 hours. Keep in mind that while mandated reporters are legally required to report suspected child abuse or neglect, *anyone can make a report*. Vermont Law (33 V.S.A.49, State Statutes 4912) defines an abused or neglected child as one whose physical health, psychological growth and development or welfare is harmed or is at substantial risk of harm by the acts or omissions of his or her parent or other person responsible for the child's welfare.

Any and all employees of SVUSD are required to report any suspicions they have or call for advice. "It is not the job of the reporter to conduct a thorough investigation, or to come to a conclusion that abuse or neglect occurred, or to weigh the consequences to the educator or the student reporting. Nor does "reasonable cause to believe that any child has been abused or neglected" mean the reporter has to be convinced. Any doubts the employee may have shall be resolved in favor of reporting the suspicion.

Seclusion & Restraint

At SVUSD we do have teams of individuals who have been trained in Crisis Prevention Intervention(CPI). The focus of this training is to provide for the care, welfare, safety and security of all individuals in a crisis situation. This team will aid faculty and staff in the use of de-escalation techniques. Physical intervention is only utilized as a last resort and in cases where the student in crisis was going to harm himself or harm another individual. It is important for parents/guardians to understand that the use of these techniques are always last resorts to any intervention and only utilized for purposes of protecting the student(s).

Teacher Qualifications

Under the Every Student Succeeds Act (ESSA) any school that receives Title I funds must notify parents of their right to request the professional qualifications of their student's classroom teachers, including the following:

1. Whether the student's teacher-
 - a. Has met the state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications

Parents in Vermont may access information about their teacher's qualifications by visiting an online portal. [Vermont's Online Licensing System](#) If you do not have computer access please contact, Chelsie Brill at the District Office to request your student's teacher(s) professional qualifications.

Policies

[Slate Valley Unified School District Policies](#)



Procedures

**Slate Valley Unified Union School District
Administrative Procedures**

Field Trip Procedures

General Information

Educational field trips may be developed by each school to provide a variety of experiences and enhance the student's educational opportunities. Although field trips are adjunct to the instructional program, each is a learning activity and bears a direct relationship to the normal school experience.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

This procedure has been developed to assist schools in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate

optimum learning experiences through educational field trips and school-sponsored student travel to approved activities.

Field Trips And Other Student Travel

The District recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study and explore real situations and processes in their actual environment.

For purposes of this procedure, a field trip shall be defined as any planned journey for one or more students away from District premises, which is under the supervision of an instructional staff member and an integral part of a course of study.

The administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored and supervised;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other rules, policies, and procedures set forth by schools;
- G. a copy of each student's Extra-Curricular Activity/Medical Treatment Form is in the possession of the staff member in charge.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. In any instance in which the itinerary of a trip is altered, the instructional staff member in charge shall notify the administrative superior immediately.

The Board shall approve those field trips and other student travel that are planned to take students out of the country or more than 100 miles away from school.

No student shall be denied participation for financial inability, nor shall they be penalized academically for nonparticipation.

Transportation For Field And Other District-sponsored Trips

It shall be the procedure of the district to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips. Authorized trips include athletic trips, band trips, chorus trips, and educational trips.

Except for emergency reasons, there shall be no variation from the scheduled route of the trip. Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for home to school purposes. All students are expected to ride the approved vehicle to and from each activity.

District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

Approval Of The School Board

Educational field trips or student travel to activities/events outside the country or outside of a 100 mile radius, on school days or non-school days shall be submitted for Board approval.

Parent Permission And Student Responsibility

Permission for a student to participate in an educational field trip, or travel as a member of a school class or group to approved off-campus activities, must be obtained from the student's parent or guardian.

Transportation

The mode of transportation for educational field trips and other student travel to school-related activities will be by school buses, commercial carrier, or approved private vehicles. Specific procedures related to the use of school buses and private vehicles are included below.

Use Of School Buses

- A. The school must complete and submit a requisition for Bus Transportation.
- B. The seating capacity on most school buses used for educational field trips for elementary students is sixty-five (65), however, consideration should be given to the size of students and length of the trip when determining the number of buses needed. The seating capacity for secondary students on most school buses is forty-three (43) (two to a seat).
- C. Travel will begin and end at the school. Students will not be picked up or let off at other locations.
- D. Travel is permitted to the places and areas designated on the bus requisition only.
- E. Only those students who are official members of the class or group, their sponsors and chaperones are permitted to travel on the school bus.

- F. Student responsibilities and conduct on school buses on field trips are the same as traveling to and from school. Sponsors and chaperones are responsible for maintaining proper student conduct.
- G. Costs, such as tolls, admission fees, etc. are to be paid by the sponsor.
- H. Inform the Bus Company immediately when a scheduled trip is canceled.

Use Of Private Vehicles

Private vehicles may be used for educational field trips or as transportation for school-sponsored groups with the approval of the principal. However, prior to using a private vehicle to transport students, should it become necessary, the Central Office shall:

- A. verify that the driver of the vehicle (must be an employee of the district) has a valid driver's license;
- B. require the owner to show evidence of adequate insurance in force on the vehicle prior to and during the time it is used to transport students;
- C. verify and keep on file, the owner's insurance information on the form, Statement of Insurance on Private Vehicles;
- D. verify that non-student drivers have completed a criminal background screen that is in compliance with Policy;
- E. verify that each parent has been notified in writing regarding the transportation arrangement and has given written permission to transport their child in a privately owned vehicle

Chaperones

All educational field trips and other school sponsored student travel must be adequately supervised and chaperoned by a faculty member(s) with abilities and interests paralleling the interests and objectives of the class or group. A certified faculty member will be designated as sponsor, and other staff members or parents designated chaperones as appointed by the principal. The number of chaperones will be based on the number of students participating and the specific needs of the trip. The chaperones will need to adhere to the Volunteer Policy in regards to background checks if they are supervising students other than their own child. No group or individual shall participate in an educational field trip or school sponsored travel unless properly supervised and chaperoned consistent with the provisions of this manual.

Note: A sponsor or chaperone may not bring his/her own child on a field trip unless the child is an official member of the class or group.

Itinerary

An itinerary must be filed in the principal's office by the sponsor or sponsoring organization. Two (2) school contact persons, not making the trip, must be identified for parents, with each contact person's phone number in order to respond to calls or questions concerning the trip.

Accommodations

All arrangements for accommodations while on an educational field trip or school-sponsored student travel must be reviewed and approved by the principal before travel begins.

Medical Emergencies

The following procedures will be followed in the event a student becomes seriously ill or injured while on a field/activity trip.

- A. The school will ensure the Extra-Curricular Activity/Medical Treatment Form is complete for each student participating in the field/activity trip.
- B. A copy of each student's Extra-Curricular Activity/Medical Treatment Form is to be in the possession of the staff member in charge for all trips that are not completed prior to the end of the school day.
- C. If it becomes necessary to take a student to a hospital for emergency treatment:
 1. Contact the nearest hospital or law enforcement agency for assistance getting the student to the hospital. If the trip is to be completed before the end of the school day, contact the school and provide all essential information. The school will contact the parent/guardian and give all necessary information. Ensure the name, location, and telephone of the medical facility receiving the injured student is communicated to the parent/guardian. An adult member assisting with the field/activity trip will remain at the medical facility with the student until a parent or guardian arrives.
 2. If the student illness or injury occurs after the close of the regular school day or on a non-school day, get the student medical attention using the procedure noted above. Using the student's Extra-Curricular Activity/Medical Treatment Form, contact the parent/guardian and provide all necessary information. Attempt to contact the principal/assistant principal and provide all facts. Ensure an adult member assisting with the field/activity trip stays with the ill/injured student until the parent/guardian arrives at the medical facility.
 3. Complete a written incident report at school as soon as possible. The student must complete the Incident/Accident report as soon as possible after the accident.

Instructional Objective

An educational field trip is an extension of the classroom and regular classroom instruction. A specific instructional objective(s) should be included in planning the activity since approval is based largely on the educational benefit to the students participating in the field trip. Consideration must also be given to students keeping up with instruction in other classes and making up work missed as a result of participation in the field trip.

Loss Of School Time

A statement of instructional objective(s) must be included for any trip that results in loss of school time. Where possible, trips should be scheduled without loss of school time, i.e. student holidays, spring vacation, or during the summer vacation.

Food Allergy Protocol

Although the number of children with food allergies in any one school may seem small, allergic reactions can be life-threatening and have far-reaching effects on children and their families, as well as on the schools.

A food Allergy is an adverse immune response to certain foods. Current research shows the number of students with food allergies is growing, approximately 1 out of 25 children are affected by food allergies, 20% of students with food allergies will have a reaction at school and 25% of students who have a life threatening reaction at school have no previous known food allergy.

Food allergies are not typically airborne, but some rare patients have had reactions to foods they can ingest but not inhale; likewise patients that have an allergy to ingested food may not have a reaction to inhaled particles of the same allergen. The best way to deter the transfer of allergens is hand washing before and after eating.

Eight food products cause about 90% of food allergy reactions:

1. Milk (mostly in children)
2. Eggs.
3. Peanuts.
4. Tree nuts, like walnuts, almonds, pine nuts, brazil nuts, and pecans.
5. Soy.
6. Wheat and other grains with gluten, including barley, rye, and oats.
7. Fish (mostly in adults)
8. Shellfish (mostly in adults)

Procedure

- Parents will inform the nurse of the diagnosis and assist in the plan of care while at school, on field trips and during extracurricular activities
- The Nurse will inform school individuals under FERPA the rules of a student's diagnosis and treatment plan
- Parents are encouraged to send in healthy snacks such as fruits, vegetables, cheeses, and whole grain crackers which have a low risk of containing nuts-for more information check the monthly list on the Snack Safely website
- Students will wash their hands before and after eating snacks and meals
- Teachers will observe for nuts in the classroom during snack time and if nuts are brought in the snack will be returned to the student's backpack and replacement will be organized
- Cafeteria tables will be washed after each lunch period
- A table/tables in each cafeteria will be designated as a nut free areas
- Any issues will be brought to the attention of the school nurse and administration
- Outside clubs and organizations will adhere to this protocol (Booster Club, after school care programs, sports banquets, etc.)

Meal Charge Procedure

I. Purpose:

The purpose of this document is to establish consistent procedures to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Procedure:

- A. The Slate Valley recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. It is the procedure of Slate Valley to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry while at school.
- C. Meals must be paid for either in advance or with cash at the register daily. Payments to student accounts are made by either sending a check to the school which can be applied to a student's meal account or by going online to <https://abbeygroup.net> to make a payment using a credit card. Checks should be made payable to Slate Valley Food Service Program.
 - 1) It is the responsibility of families to provide meals for their students and to ensure that money is deposited into student meal accounts.
 - 2) It is the responsibility of families to maintain a positive balance in student meal accounts throughout the year.
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households annually by mail or email prior to the first day of school. Parents are encouraged to complete and return the application as soon as possible. In addition, applications are available at the school office during regular business hours and online at www.slatevalleyunified.org. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
 - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the Slate Valley Central Office at (802) 265-4905 to obtain the status of the application.
 - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the district if the district has received information about your child(ren). If your household receives these benefits and you have not received a notification of eligibility letter from the district, it means the district has not received information regarding eligibility of your child(ren), and the household must contact the district immediately at 265-4905 to provide current information.
 - 3) Free and reduced-price eligible students may receive one (1) reimbursable breakfast and one (1) reimbursable lunch each day at no charge.

- 4) A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged and therefore must be paid for at the time of purchase.

III. Meal Charge Procedure:

- A. If the student account has insufficient funds to pay for breakfast and/or lunch meals, the following procedure will apply:
 - 1) When the account balance is approximately \$5.00 overdrawn the parent will be contacted by phone, and a letter will be sent home with the student stating that payment is due and required the next day.
 - 2) If a student meal account balance reaches \$10.00 or more overdrawn the building administrator will be notified. The school district will check with the student at the beginning of the school day to determine if the student has money for meals. If the student does not have money and has not brought food from home, a reimbursable emergency meal will be provided. An emergency meal might include a cheese sandwich, vegetable sticks, fruit and milk. Only one emergency meal will be provided to a student after which it will be expected that the student will bring food from home until such time as the student's meal account is no longer overdrawn.
 - 3) The Food Service Manager and the Principal (or designee) will monitor the student during meal periods to make certain the student is receiving meals provided by the student's family.
 - 4) The Principal (or designee) will determine if further action is warranted when students are not being provided a meal from home which may include filing of a report to the Department of Children and Families.
- B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.
- C. A student eligible for paid meals who has 'cash in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash in hand' will not be applied to past due accounts.

IV. Account Status Notifications:

- A. Households are strongly encouraged to keep sufficient funds in their student's account(s) to cover weekly meal purchases. Families can check on account balances by the following means:
 - The Food Service Program will send a weekly email and paper notice to families regarding an overdue balance.
 - Families can check their account balances online via the Meals Plus system.
 - Families may contact the Food Service Manager at school:
 - Benson Village School – benson@abbeygroup.net or 537-2491
 - Castleton Elementary School – castleton@abbeygroup.net or 468-5624
 - Castleton Village School – castleton@abbeygroup.net or 468-2203
 - Fair Haven Grade School – fairhaven@abbeygroup.net or 265-3883
 - Fair Haven High School -- fhuhs@abbeygroup.net or 265-4966
 - Orwell Village School – orwell@abbeygroup.net or 948-2871
 - High school students will be given a verbal reminder or written notice in the food service line.

- B. Families will be notified when the student account balance has reached \$5.00 by either phone or a letter sent home.
- Parents will be notified by email when the student account reaches the minimum balance of \$5.00 or less.
 - An email reminder will be sent to parents once the student account reaches \$0.
 - Weekly emails will be sent to parents whose children have a negative account balance.
 - Notices will be sent home with elementary school students weekly.

V. Collection of Unpaid Meal Debt:

When the student balance is \$5.00 or more overdrawn, the following collection activities will be followed:

- The Food Service Manager (or designated staff) will contact the household to request payment.
- The Food Service Manager will contact the building principal if no payment is received.
- The building principal (or designated staff) will contact the household to discuss the requirements of the family to provide meals for the student.
- The building principal may contact the local social services office if the household refuses to provide meals or pay for student meals.
- A certified letter may be sent to the household notifying them that the debt will be turned over to a collection agency if not paid by a certain date.
- All funds owed to the food service program will be paid in full on the last day of school.
- If a student ends the school year with an overdrawn account balance, it may affect the student's ability to participate in graduation ceremonies with their class.

Parking Procedures

Purpose:

To establish safety guidelines for staff and students who drive motorized vehicles to and from school as a part of our all-hazards approach to school safety.

Qualified Drivers:

Staff - All staff will be issued a parking permit prior to the start of the school year upon the completion of a registration form. Staff are expected to park in the designated parking areas. Substitute teachers will also be issued a permit. Only staff are allowed to park in the staff parking lot. The school will assume no liability for damage to any vehicle due to theft, vandalism, fire or accidents within the property of the school. Any violators who are illegally parked can be fined and towed at the owner's expense. If there is a need to leave a car parked overnight on school property, then it is the staff member's responsibility to alert the main office.

Students (Fair Haven Union High School) - The parking at the Fair Haven Union High School is a privilege and not a right. The school will assume no liability for damage to any vehicle due to theft, vandalism, fire or accidents within the property of the school. Any violators who are illegally parked can be fined and towed at the owner's expense. The administration or their designees reserve the right to determine the seriousness of any infraction and issue a fine and or extraction of the vehicle from the premises. Overnight parking will be prohibited with exceptions made for school-related field trips/events.

Parking Registration:

Before any Slate Valley Unified School District school parking permit is issued, the student driver/guardian or staff member must complete the following:

1. Proof of registration, insurance, and a valid license must be provided to the administration designee for issuance of the parking permit.
2. If at any time during the school year, you are no longer a student at FHU or a staff member within Slate Valley, you will be considered ineligible for a parking permit.
3. All parking permits will be displayed on the rear window lower left-hand corner. The permit must be visible at all times and if the permit is not visible this could result in the vehicle being towed at the owner's expense.
4. FHU only- Students are required to park ONLY in the student parking area located at the end of Mechanic Street as you enter the school property. The permits are required during the school hours between (7:30 am and 4:00 pm). Students that are returning back to school from meetings or school events after hours are not required to have a permit.

SLATE VALLEY SCHOOL DISTRICT WILL NOT REIMBURSE FOR TOWING OF VEHICLES. Should a tow truck arrive, the tow company may require payment before a vehicle will be released.

SVUSD Parking Permit Applications can be found in the main office and on our district website.

Fair Haven Grade School at a Glance

Faculty & Staff

Fair Haven Grade School Administration

Deborah Infurna, Principal	dinfurna@svuvt.org	Ext. 7029
Jennefer Paquette, Assistant Principal	jpaquette@svuvt.org	Ext. 7031
Rebecca Armitage, Special Ed. Director	rarmitage@svuvt.org	Ext. 7038
Terri Demasi, Administrative Assistant	tdemasi@svuvt.org	Ext. 7020
Erin Haley, Administrative Assistant	ehaley@svuvt.org	Ext. 7028
Suzan Langmaid, Support Services, Admin Asst	slangmaid@svuvt.org	Ext. 7021

Educational Staff

Kimberly Alexander, Physical Education	kalexander@svuvt.org	Ext. 7046
Brittany Baxter, Special Education	bbaxter@svuvt.org	Ext. 7032
Rodney Batschelet, Tech Integration	rbatschelet@svuvt.org	Ext. 7030
Tara Briggs-Carvey, Special Education	tbriggs@svuvt.org	Ext. 7061
Kala Boudreau, Grade 2	kboudreau@svuvt.org	Ext. 7049
Lisa Cacciatore, Tech Integration	lcacciatore@svuvt.org	Ext. 7030
Wendy Chouinard-Parker, EST/SSC	wparker@svuvt.org	Ext. 7002
Archie Clark, MS Science	aclark@svuvt.org	Ext. 7041
Jaclyn Countryman, Grade 4	jcountrymen@svuvt.org	Ext. 7043
Kevin Eddy, MS Math/Excel	keddy@svuvt.org	Ext. 7066
Kimberly Ezzo, School Counselor/504	kezzo@svuvt.org	Ext. 7036
Katherine Flanigan, Special Education	kflanigan@svuvt.org	Ext. 7034

Judith Folmsbee, Grade 5	jfolmsbee@svuvt.org	Ext. 7071
Kimberly Gould, Speech Language	kgould@svuvt.org	Ext. 7069
Courtney Grenier, K-1 Looping	cgrenier@svuvt.org	Ext. 7051
Katie Hart, Preschool	khart@svuvt.org	Ext. 7054
Meghan Hill, MS English Language Arts	mhill@svuvt.org	Ext. 7074
Heather Hollister, Nurse	hhollister@svuvt.org	Ext. 7086
Cynthia Hutchins, Music	chutchins@svuvt.org	Ext. 7045
Karen Jockell, School-Wide	kjockell@svuvt.org	Ext. 7079
Lauren Keefe, Grade 3	lkeefe@svuvt.org	Ext. 7056
Jennie Kendall, Dental Hygienist	jkendall@svuvt.org	Ext. 7039
Stephanie Kennedy, School Based Clinician	skennedy@svuvt.org	Ext. 7063
Lori Kramer, Art	lkramer@svuvt.org	Ext. 7076
Michelle LaRose-Mangan, Clinician	mlarose-mangan@svuvt.org	Ext. 7043
Eileen Lusenskas, Grade 4	elusenskas@svuvt.org	Ext. 7062
Tiffany Manning, Grade 3	tmanning@svuvt.org	Ext. 7059
Dale Martin, Special Education	dmartin@svuvt.org	Ext. 7038
Teann McCrea, K-1 Looping	tmccrea@svuvt.org	Ext. 7058
Margaret McGarry, Librarian	mmcgarry@svuvt.org	Ext. 7037
Hannah McMillen, Grade 2	mcmillen@svuvt.org	Ext. 7052
Justin Merrill, MS English Language Arts	jmerrill@svuvt.org	Ext. 7075
Danielle Moffatt, MS Global Studies	dmoffatt@svuvt.org	Ext. 7078
Lisa Morgello, Grade 5	lmorgello@svuvt.org	Ext. 4048
Jill Pequignot, Grade 3	jpequignot@svuvt.org	Ext. 7072
Michele Poalino, MS Math/Excel	mpoalino@svuvt.org	Ext. 7065
Margaret Quinn, Grade 2	mquinn@svuvt.org	Ext. 7050
Nicole Rice, Home School Liaison	nrice@svuvt.org	Ext. 7068
Patricia Roberts, K-1 Looping	proberts@svuvt.org	Ext. 7055
Kimberly St. Phillips, K-1 Looping	kstphillips@svuvt.org	Ext. 7053
Katherine Salinas, Spanish Education	ksalinas@svuvt.org	Ext. 7080
Samantha Schreckengost, Instrumental Music	sschreckengost@svuvt.org	Ext. 7045
Christopher Stanton, MS Math/Excel	cstanton@svuvt.org	Ext. 7073
JoAnna Surething, School Counselor/504	jsurething@svuvt.org	Ext. 7036
Christina Wheeler, Student Support	cwheeler@svuvt.org	Ext. 7003
Deb Williams, OT/PT Assistant	dwilliams@svuvt.org	Ext. 7067
Patricia Williams, School Wide	pwilliams@svuvt.org	Ext. 7079
Mary Winn, Nurse	mwinn@svuvt.org	Ext. 7039
Sarah Winter, Special Education	swinter@svuvt.org	Ext. 7035

Teaching Assistants

Tammy Abbey

Lisa Brough

Christina Brown

Susan Howe

Noor Hussnane

Colleen Hutchins

Kathryn Moriarity

Lori Otto

Chrishenda Pidgeon

Launee Salamin

Christina Sumner

Emily Whitiker

Mary Lou Williams

Deborah Williams

Custodial Staff

Joe Eaton

Donna Reed

Daniel Ransom, Sr.

Dave Ward

Crossing Guards

Vicki Shaddock

Donna Reed

Food Service

Caryn Getman, Director

Michelle Powers, Manager

Tanya Choiniere

Sherry Kaffeian

Sandy Lavin

Lunch Aids

Francis Dechame

Tom Weatherwax

Arrival Guidelines

All students will be allowed to enter school at 7:35 AM. for breakfast. If not taking breakfast arrive at 7:50 a.m. The bell rings at 7:55 a.m. Students arriving after the bell will be considered tardy.

Walkers/ parent drop off: will enter the building and go to the cafeteria for breakfast or K-4 students report to the Learning Center and grades 5-8 students report to the gym. Students who are accessing tutorial with a teacher may be released for that service. In the cafeteria, learning center and gym there will be adult supervision. Parents are asked to not enter the building at this time unless they have a meeting or business in the office.

Bikes and scooters: must be walked on school property and parked in designated areas. It is strongly recommended that all students wear helmets while riding bikes and scooters. Please be sure to have your child lock their bike at the designated area to prevent theft.

Bus Students: will go directly into the cafeteria, can take breakfast and are not to leave the cafeteria or school grounds. K-4 students will be dismissed to their classrooms. Middle school and grade 5 students will go to the gym bleachers after eating their breakfast and be dismissed from there.

All students will be released to class at 7:50 AM. The BELL RINGS at 7:55 AM and all students are expected to be in class at that time. Students arriving after 7:55 AM are considered tardy. Students LATE TO SCHOOL must report to the office and receive an admittance slip before going to class or TA.

No student is to leave the school building or school grounds during school hours without parent and office permission.

Breakfast & Lunch

The Abbey Group provides a variety of breakfast foods and lunch choices including a daily entree, salad bar, and deli sandwich, soup, or salad. It is important for parents to maintain a "0" balance in your child's lunch account. A complete description of the program and payment schedule will be sent home along with information on Free Lunch and Snack Milk opportunities. You are invited to apply for Free lunch and breakfast at any time during the year. Simply contact the business office 265-2562 for an application.

Breakfast Program: All students will have the opportunity to eat breakfast beginning at 7:35 to 7:55 a.m. every day at the Falcon Cafe. Walkers and students dropped off by parents can go directly to the cafeteria to eat breakfast. Bus students are dropped off directly at the cafeteria and can eat breakfast when they arrive. Bus students arriving after this time will be allowed to eat breakfast.

Snack: All students will have a scheduled snack time in the morning. Students can bring a healthy snack from home. All healthy snacks from home must follow the Slate Valley food allergy protocol. Please refer to snacksafely.com for a list of allergy safe snacks. Students may purchase snack juice or milk. Separate money can be allocated for snack on your student's account. Snack milk and juice cannot be deducted from monies deposited for lunches, or cold lunch milk/juice. Students can also opt for a breakfast bag in lieu of a sit-down breakfast.

Fresh Fruit & Vegetable Program: Through the Fresh Fruit and Vegetable Program students will receive fruits/vegetables daily during their snack break.

Lunch: All students will have a 30 minute lunch time. Students are welcome to bring lunch from home. We ask that anyone bringing nut products from home avoid the designated nut free tables in the cafeteria. Hot lunch offerings are provided by our food service group. Federal regulations require all students purchasing a hot lunch to have a balanced meal (meat/meat alternate, grain, dairy, fruit/vegetable) on their tray. All students are required to choose 3-5 items, and make sure one is ½ cup of fruit and/or vegetable. Students are encouraged to eat but not required to eat items on their tray.

While at breakfast and lunch, our students will:

1. Display good manners at all times;
2. Talk at a socially appropriate level;
3. Properly handle food, utensils, and other lunchroom materials;
4. Remain seated until dismissed;
5. Secure permission to leave the lunchroom.

Schedule

K-8	Breakfast	7:35-7:55
K	Lunch	12:00-12:30
1	Lunch	11:30-12:00
2	Lunch	12:05-12:35

3	Lunch	11:25-11:55
4	Lunch	12:10-12:40
5	Lunch	12:10-12:40
6-8	Lunch	11:40-12:10

Meal Prices

School	Breakfast			Lunch			Milk
	Student		Adult	Student		Adult	
	Full Price	Reduced Price	Adult	Full Price	Reduced Price	Adult	
Benson	1.60	0	2.75	2.90	0	4.00	0.50
Castleton Elementary	1.60	0	2.75	2.90	0	4.00	0.50
Castleton Village	1.60	0	2.75	2.90	0	4.00	0.50
Fair Haven Grade	1.60	0	2.75	2.90	0	4.00	0.50
Fair Haven Union High	1.85	0	2.75	2.90	0	4.00	0.50
Orwell Village	1.60	0	2.75	2.90	0	4.00	0.50

Meal Charge Procedure

- A. The Slate Valley Unified School District recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. It is the procedure of Slate Valley to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry while at school.
- C. Meals must be paid for either in advance or with cash at the register daily. Payments to student accounts are made by either sending a check to the school which can be applied to a student's meal account or by going online to <https://abbeygroup.net> to make a payment using a credit card. Checks should be made payable to SVUSD Food Service Program.
 - 1) It is the responsibility of families to provide meals for their students and to ensure that money is deposited into student meal accounts.
 - 2) It is the responsibility of families to maintain a positive balance in student meal accounts throughout the year.

- D. Families may apply for free and reduced-price meals at any time during the school year.

The full Meal Charge Procedure is located in the Procedures section of this handbook.

Discipline

FHGS prides itself on a discipline plan that is fair, restorative and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to do their part in creating and maintaining a respectful, safe and stimulating learning environment. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason we have developed a plan of discipline that has as its goal restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehavior.

When a student is involved in a conflict (with other students, teachers, or school expectations) we view that as a situation that needs to be resolved and as a teachable moment. Therefore, we first pursue a cooperative resolution, unless the student is uncooperative and or an unsafe situation calls for immediate action.

All teachers will start the year by explicitly teaching, modeling and reinforcing the school wide expectations of respect, responsibility and safety. Students will be acknowledged for following expectations and reinforced with our school wide PBIS acknowledgement system.

If a student demonstrates minor unexpected behavior, the teacher will work with the student to resolve the conflict using conflict resolution. A cooperative student and his/her teacher can recognize the problem, repair the damage, and make agreements to prevent the problem in the future. If it is helpful, student support center staff may be asked to act as a mediator to help the teacher and student resolve the conflict.

If the student is not cooperative or demonstrates a major behavior infraction, they will be dismissed from class to report to the Student Support Center (SSC). The SSC is designed to help students who are misbehaving or in conflict to "think" about what happened and to decide if they are willing to seek a cooperative and restorative resolution. Through this process a plan for restitution will be developed which may include appropriate natural consequences, and those actions outlined in school policies and procedures when necessary.

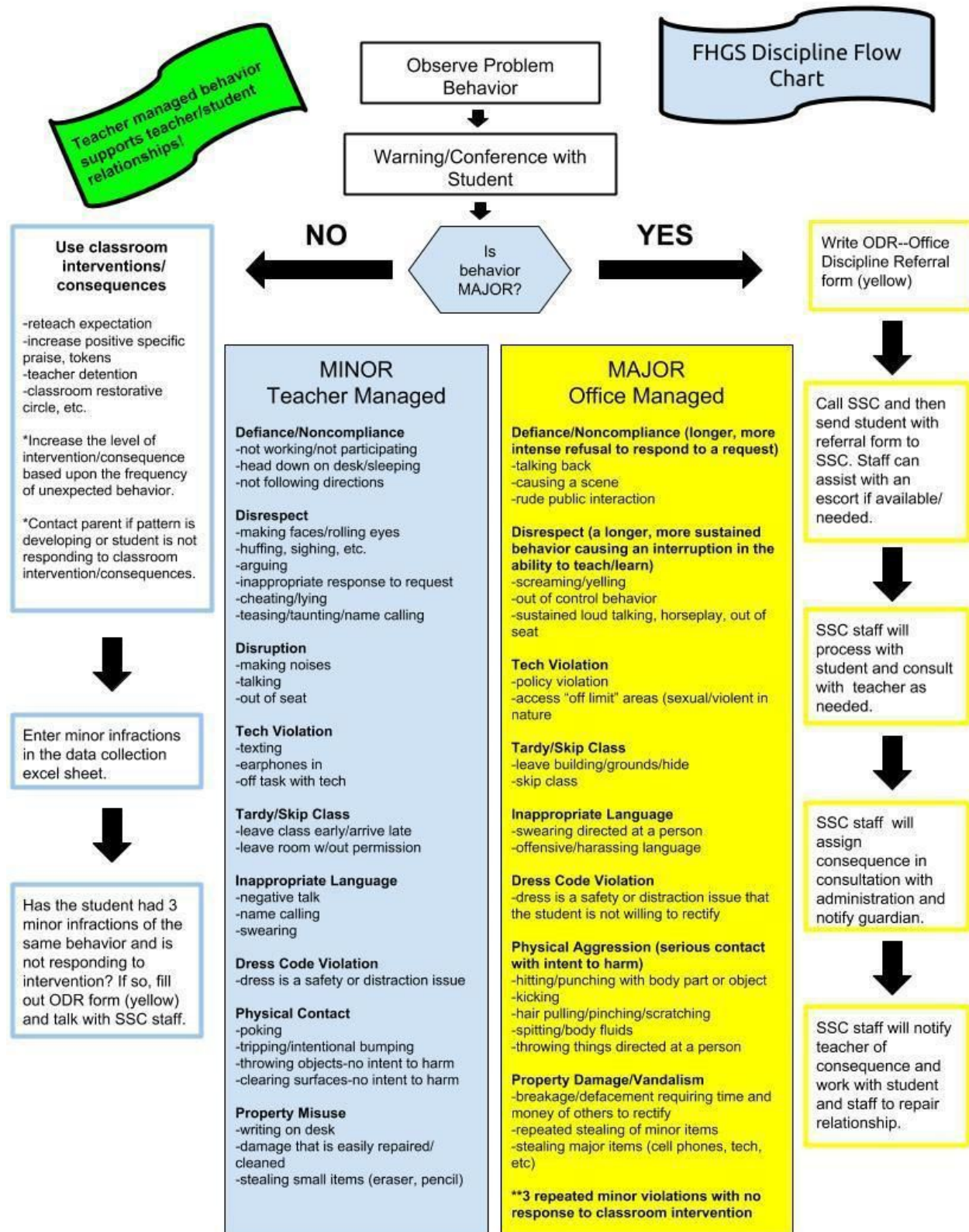
When a student has a major behavioral infraction and is required to access the Student Support Center, the problem solving plan will be sent home with the child to share with their parent. SSC staff or administration will also call the parent to inform them of the situation and the consequences for the action(s).

A family conference will be convened if the problem is serious or if the student is uncooperative. A family conference brings together parents with school personnel to support and encourage their child to develop a plan that is reasonable, respectful, and restorative and that will resolve the conflict(s).

If a student continues to be uncooperative (repeatedly violates agreements, or is unwilling to make agreements) or is creating a safety concern, the school policies and procedures will be enforced as needed to create a safe environment. As long as the student is enrolled at the school,

the student will continue to be invited to be cooperative and given the opportunity to attend class/school as soon as school authorities deem it is safe.

The key to a safe and stimulating learning environment is the willingness of all people on the school campus to treat each other respectfully and that includes being willing to resolve the conflicts and misbehaviors that do happen in ways that are cooperative and constructive. For safety reasons, any severe disruption will be dealt with immediately by the Student Support Center Staff and/or Administration.



Dismissal Guidelines

1. Dismissal for students who walk or ride their bikes to school is 3:10 P.M. Parents picking their child up from school are to wait outside for their student.
2. Students who will be going to any other destination other than home directly after school must bring a note from a parent or guardian giving permission to go elsewhere. If a child goes to a regularly scheduled event/activity after school (Girl Scouts, 4-H, sports, drama, tutorial) a permission note for the year will be kept in the office as a record for that child. You do not need to send a note each time.
3. Students are not permitted to leave the building or school grounds during school hours unless the following procedures are followed:
 - a. Parents and guardians provide a note explaining the reason for dismissal.
 - b. Teachers are notified when the child is to leave the school grounds.
 - c. The student checks out at the office making the school aware of scheduled departure.

Handheld Devices

More and more research is indicating that just the presence of a cell phone on your person is enough to distract you from the task at hand and decrease your interactions with the people around you. For these reasons and more, FHGS Middle School is making a change to last year's acceptable cell phone use practice to include slight modifications to the consequences for not meeting the new expectations. Our goal is a positive and engaged middle school student body!

Any Middle School student that brings a cell phone to school is expected to have it powered off and stored in their locker from the time they arrive in the building until the dismissal bell rings. All school work will be done on school provided devices. We know this is a change for students. We will teach this expectation. As adults, we will model the behavior and we will all practice together. We will offer reminders and support for the first two weeks of school and on Monday, September 9th we will move from reminders and support to implementation.

We encourage students to leave cell phones at home. In the instance that students must bring them to school and are concerned about leaving the device in their locker, we remind you that students can get a lock for their locker from the office. There is a \$5 deposit for the lock. The \$5 is returned at the end of the year when the lock is turned in. Locks must be school issued locks. Additionally, if students must bring cell phones, they can be left in the office and picked up at the end of the day. As has always been the case, the school will not be responsible for cell phones that are lost, stolen, broken or loaned to other students.

Students who fail to follow the above guidelines will meet consequences:

First offense: The device is confiscated by the teacher and held in the Student Support Center until the end of the day, at which time the student can pick it up. The SSC will call home to inform the parent/guardian.

Second offense: The device is confiscated by the teacher and delivered to the SSC. SSC will contact home and make parent/guardian aware that the device has been confiscated a second time

and needs to be picked up by the parent or guardian. SSC staff will bring phone to the office where it will be held until a parent/guardian parent is able to pick it up.

Third offense: The device is confiscated by the teacher and delivered to the SSC. SSC will contact home and make parent/guardian aware that the device has been confiscated a third time and needs to be picked up by the parent or guardian. SSC will notify the assistant principal. The assistant principal will arrange a meeting with the student and parent to create a personal electronics plan that may include steps such as the device being kept at home for a period of time or left in the front office daily for a period of time.

Home & School Communication

It is important for teachers, students, and parents to establish open lines of communication from the very beginning of the school year to ensure that the most productive and affable relationships can be maintained throughout the year.

When concerns arise regarding a child in the classroom, whether it is regarding grades, homework, teacher/student relationships, etc., the following procedure is recommended:

1. The parent should contact the teacher directly.
2. The parent and teacher should discuss the concern and work together toward a resolution.
3. If after a reasonable time the issue is not resolved, the parent should contact the principal to file the concern in writing. A complaint form will be provided.
4. A meeting involving the parent, teacher, and principal and/or superintendent will be required.
5. The board will only consider hearing complaints when those complaints cannot be resolved by the administrator and the teacher.

At each step the parent should allow time for change to take place.

Move-up Visiting Day

Each spring, part of one day is dedicated to allowing students to visit their next year's class(es). It is a get acquainted day for teachers and students. It also calms many fears that students may have.

Peanut Aware School

To insure the safety of all of our students, we have a snack protocol in place for all grades. There are a number of students who are allergic to tree nuts and peanuts. It is important that there is strict avoidance of these foods in order to prevent a life-threatening allergic reaction. All of our classrooms are "Peanut & Tree Nut Aware" classrooms which means that we will do our utmost to insure that they are not contaminated with anything that has a tree nut or peanut product in it or that has been manufactured in a place that has tree nut or peanut exposure. Please do your best to check all labels and refrain from sending any of these products into classrooms for snack.

Your child(ren) may bring in a snack from home only if it is from this list of items:

Fresh fruit

Fresh vegetables

Cheese

Goldfish (Pepperidge Farm brand only)

Yogurt - Any brand is acceptable but no toppings, such as granola Fruit Cups – such as applesauce, pears, peaches
 Deli Meat
 Cottage Cheese
 Smartfood Popcorn-White Cheddar, Reduced Fat or Movie Theater Butter flavors only
 Pirates Bootie – Aged White Cheddar, Sour Cream & Onion or New York Pizza flavors only
 (This list may be updated or amended based on the Safe Snack Guide from snacksafely.com.
 Any snacks purchased from Abbey Group are fine too.

Please understand that if a child brings in something that is not on the above list, the student will be asked to return it to their backpack. Students can bring in their own drink (no soda or energy drinks please) to go with their snack or they can purchase a drink (milk or juice) from the Abbey group for \$0.50.

At lunch, students can bring nut products. We will have designated nut-free tables in the cafeteria. Children who bring nut products to lunch will need to avoid sitting at nut-free tables. We would appreciate your support in helping your child become aware of the food allergy practices to ensure the safety of all.

PBIS (Positive Behavior Interventions and Supports)

PBIS is a nationally recognized framework that emphasizes a positive school culture. PBIS is a school-wide system that teaches positive behavior, helps keep students and schools safe, recognizes students who show expected behaviors, provides support, re-teaching and fair consequences for students who don't show expected behaviors.

At FHGS we take PRIDE in conducting ourselves the Falcon way by:

- Being Respectful - Be Kind
- Being Responsible - Do your Job
- Being Safe - Be Free from Harm

These expectations are taught and reinforced across environments and routines within our school.

Student Activities

The school encourages eligible students to participate in any of the following activities of their choice.

Event	Grades	Event	Grades
Soccer	3 – 8	School Yearbook	7-8
Contact Football	7 & 8 (SVUSD)	Drama	3-8
Basketball	5-8	Student Voice	3-8
Baseball	7-8	Dances	6-8
Wrestling	5-8 (SVUSD)	Scrabble	3-8
Track	5-8 (SVUSD)	Chess Club	
Cross Country	5-8 (SVUSD)	Tech Club	3-8
Music			
Instrumental	5-8		
Beginner Band	5-8		

Intermediate Band	5-8		
Jazz Band	5-8		
Select Choral	7-8		

To be eligible to participate or play any interscholastic activity, game or event, a student must be in attendance at school for the entire day. Exceptions include doctor's/dentist's appointments, or other extraordinary situations as presented by the parent(s) and granted by the administration prior to the absence. (See Athletic-Activity Handbook for more guidelines).

Sportsmanlike conduct at athletic events and extra-curricular activities is expected by participants and spectators.

School Board Policy 5130.2 governs transportation to and from activities. A copy is provided to students-parents at Sports/Activity Information Night and before each season. **Administrative Policy strongly recommends that students are covered by a family accident/health insurance plan.** More detail regarding both of these policies can be found in the Athletic/Activity Handbook given to all parents and participants.

Teacher Requests

Classroom teachers, specialists, special educators and administration develop classes for the next school year. A great deal of thought and consideration goes into the placement of each student. They consider student strengths, personalities, and student needs regarding positive peer interaction for the general composition of the group. We ask that you trust the school's judgment unless there are extreme extenuating educational circumstances which compel you to make a request for a specific teacher. IN THAT CASE, PLEASE NOTIFY THE OFFICE PRIOR TO APRIL 12th, 2020, with a written detailed explanation of the extenuating circumstances. The exceptional request will be considered, but with no guarantee that it will be granted. The school may also require additional information from the parent to assist in making a final determination. After the above date, class lists will be developed and it will not be possible to evaluate, or move students.

What To Bring To School

Backpack - Most students bring a backpack with them each day. Backpacks help students organize those things which are brought to and from home. Students can put notices and work to go home in their backpacks. Backpacks are not essential, but are convenient. Parents should check their child's backpacks each evening for notices from school. Please check to be sure your child's backpack is not too heavy. We do not want spine or back injuries as a result of heavy backpacks. There is no need for your child(ren) to carry all books home every night.

Snacks - Students are provided a mid-morning snack time. Students may purchase juice or milk from the cafeteria and eat a small snack. Snack is an important part of the day but not provided by the school, with the exception of our fresh fruit or vegetable offering, provided by the Fresh Fruit & Vegetable Program. Most students bring snacks from home. Children who do not have a snack often feel left out. Most important, children get hungry and need a small piece of nourishment at that time of day. All snacks from home must follow the district food allergy protocol.