

# RICK MARCOTTE CENTRAL SCHOOL

10 MARKET STREET, SOUTH BURLINGTON, VT 05403

PHONE: 802-652-7200

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## 2015-2016 Family Handbook

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## FACULTY AND STAFF - 2015-2016

### *Principal*

Brent Coon

### KINDERGARTEN

Amy Kelliher, room 20

Deb Miller, room 19

Liz Salois room18

### GRADE 1

Paula Jensvold, room 23

Brigid Kulhowick, room 21

Colleen Pecor, room 22

Alexis Scott, room 23

### GRADE 2

Mary Dupont, room 15

Kelly Mahl, room 17

Katie Ransom, room 16

### GRADE 3

Jackie Bailey, room 4

Jen Belisle, room 2

Dolly Liguori, room 3

### GRADE 4

Maureen Caruso, room 6

Patrick Knepp, room 7

Megan Downing, room 8

### GRADE 5

Annick Cooper, room 10

Kristen Couillard, room 12

Danielle Vincent, room 11

### ART

Kelsey Lewis

### LEARNING CENTER

Colleen Springer, Librarian

Gwen Schuppe, Asst.

### PHYSICAL EDUCATION

Doug Day

### MUSIC

Rosemary Holloway

### SCHOOL COUNSELING

Phyllis Stambolian (3-5)

Carol Wheeler (K-2)

### NURSE

Michelle Sheehan

### SPECIAL EDUCATION

Carol Blakely, *English Language Learner (ELL)*

Emily Zurschmit, *Speech/Language Pathologist*

Carolyn King, *Special Educator*

Erin Morse, *Special Educator*

Virginia Grace, *Special Educator*

Melissa Phelan, *Special Educator*

### SPECIAL EDUCATION

Judy Barron

Barbara Carmichael

Michelle DeGrechie

Sarah Gray

Heidi Hopper

Rhonda Kozak

Kristin Lowe

Shirlene McCabe

Anne McKenzie

Ryan Mosseau

Tammy Munger

Darcy Newman

Marie Smith

Beth White

Ashley Wilson

Melissa Barrett - Sped Clerk

### SCHOOL BASED CLINICIAN

Sarah Genest

### LITERACY TEACHERS

Ellen Copley

Bonnie O'Day

### LITERACY SUPPORT

Nancy Tavares

### GENERAL PARA

Terri Goodwin

Kelsey Miller  
Sharon Stine  
Erin Wertlieb

RECESS SUPERVISION

Kate Burrell  
Jacy Hagy  
Girma Meskelle  
Michael Tavares

MATH COACH

Barbara Yerrick

OFFICE

Barbara Gilmore  
Sue Dattilio

CUSTODIANS

Tashi Dolma  
Paul Kolbenson  
Tenzin Tsultrim

LUNCHROOM  
SUPERVISORS

Kiki LeClair  
Jen McGahey  
Girma Meskelle  
Victoria Zaluski

FOOD SERVICE

Marysia Ramos  
Sophie Szwaja

SCHOOL'S OUT

Dan DiFranco, Director

IT

Kristen Courcelle

# Rick Marcotte Central School Mission Statement

*Welcome to Rick Marcotte Central School  
Where Everybody is Somebody...*

At Rick Marcotte Central School we are committed to developing the potential of each child to become life-long learners and productive members of the family, local and global community.

At Rick Marcotte Central School we value:

## PARTNERSHIPS

We believe in nurturing the cooperative responsibility of staff, parents and community to educate the whole child academically, socially, physically and emotionally.

## BALANCED CURRICULUM

We believe in reaching for mastery of basic skills and developing strategies for learning and problem solving with enrichment that encourages creativity, active learning and risk-taking.

We believe in fostering the enjoyment of learning where children construct their own knowledge through curiosity and discovery.

## POSITIVE SELF-ESTEEM

We believe in enhancing self-esteem by celebrating the uniqueness of each child, assuring trust and respect, setting clear goals and high expectations and empowering each child to make the most of individual strengths.

## CHILD-CENTERED CLIMATE

We believe in sustaining a warm, family-like atmosphere that provides stability, which enables children to embrace learning within our diverse school community.

# Respect, Responsibility, Responsive Classroom

Respect and responsibility are qualities of good citizenship expected throughout our school:

## **AT RMCS WE SHOW RESPECT WHEN WE:**

- treat each person as you want to be treated
- appreciate how people are special and different from one another
- take pride in what you do and how you look—respect for yourself
- protect books, desks, walls and equipment from loss or damage
- follow directions from parents, teachers, caring adults
- appreciate a job well done, whether your own or the work of others

## **WE SHOW RESPONSIBILITY WHEN WE:**

- show others that you are a person they can trust
- accept the consequences for your actions
- do something helpful without being asked
- come to school on time and with necessary materials
- return shared or borrowed materials
- do your part well and help others when working in a group
- try to make our school and community a better place
- follow rules without being reminded

Our school follows the basic tenets and teachings of the Responsive Classroom. We believe by creating a positive, safe, nurturing, and cooperative learning community our students will experience optimal educational, social and emotional growth.

**SOUTH BURLINGTON SCHOOL DISTRICT**

**TITLE VI, SECTION 504, TITLE IX**

**AND ALL FEDERAL REGULATIONS PROMULGATED THEREIN**

**Nondiscrimination Statement**

The South Burlington School District fully supports the philosophy and intent of Title VI, Section 504, Title IX and all federal regulations promulgated therein and to that end the District will not discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin or handicap under the provisions of Title VI of the Civil Rights Act of 1964; Title IX Rehabilitation Act of 1973; and the Individuals with Disabilities Education Act (IDEA).

The name, office address, and telephone number of the employees designated to Coordinate the efforts of the Rick Marcotte Central Elementary School to comply with and carry out its responsibilities under said Regulations are:

**DISTRICT COMPLIANCE OFFICER  
504**

Stuart Weiss  
Director of Learning  
500 Dorset Street  
South Burlington, Vermont 05403  
802-652-7391  
Email: [sweiss@sbschools.net](mailto:sweiss@sbschools.net)

**EDUCATIONAL ACCESS -**

Joanne Godek - 504  
500 Dorset Street  
South Burlington, VT 05403  
Email: [jgodek@sbschools.net](mailto:jgodek@sbschools.net)

**HUMAN RESOURCE DIRECTOR**

Karen Dantzscher  
500 Dorset Street  
South Burlington, Vermont 05403  
802-652-7256  
Email: [kdantzscher@sbschools.net](mailto:kdantzscher@sbschools.net)

**RICK MARCOTTE CENTRAL  
SCHOOL CONTACT PERSON**

Brent Coon  
Principal  
10 Market Street  
South Burlington, VT 05403  
Email: [bcoon@sbschools.net](mailto:bcoon@sbschools.net)

## South Burlington Board of School Directors

Ms. Elizabeth Fitzgerald, Acting Chair  
95 Holbrook Road  
South Burlington, VT 05403  
Home: 865-4554  
Email: [efitzgerald@sbschools.net](mailto:efitzgerald@sbschools.net)

Mr. Martin LaLonde,  
304 Four Sisters Road  
South Burlington, VT 05403  
Home: 863-3086  
Email: [mlalonde@sbschools.net](mailto:mlalonde@sbschools.net)

Mrs. Julie Beatty  
59 Dorey Road  
South Burlington, VT 05403  
Home: 862-9627  
Email: [jbeatty@sbschools.net](mailto:jbeatty@sbschools.net)

Mr. Dan Fleming  
339 Golf Course Road  
South Burlington, VT 05403  
Home: 864-6460  
Email: [dfleming@sbschools.net](mailto:dfleming@sbschools.net)

Mr. Patrick LeDuc  
9 Woodbine Street  
South Burlington, VT 05403  
Home: 862-2856  
Email: [pleduc@sbschools.net](mailto:pleduc@sbschools.net)

Contact all of the SBSB School Board Members at [schoolboard@sbschools.net](mailto:schoolboard@sbschools.net) or leave a voice mail message at 652-7476.

The Board of School Directors meets on the second and fourth Wednesday of each month. Parents and members of the community are welcome and encouraged to attend.

## Administrators

David Young, Superintendent	652-7252
John Stewart, Business Manager	652-7055
Brent Coon, Principal of Rick Marcotte Central School	652-7201





## *ABSENCES/TARDIES*



It is important to establish a pattern of regular school attendance. All children should be in school by 8:00 AM (Students may not arrive before 7:55

AM unless they are in need of early AM supervision or breakfast.) If your child is going to be absent or tardy, please telephone us by 8:00 AM. Dial 652-7200 and press 1 to leave an attendance message or press 2 to get the Admin. Assistant. If we don't hear from you by 8:45 AM, the Administrative Assistant will telephone you to confirm the absence. Your child's safety is our primary concern. Please inform us in writing if your child needs to leave for an appointment during the day, or has any other change in his/her schedule. Your child will be sent to the office to be picked up.

- Any student who is not in his/her classroom by 8:10 AM unpacked and ready to go will be considered tardy. It is very important that all children be in school on time each day. If they are not, valuable learning time is lost. Repeated chronic tardiness may require intervention by our social worker or school resource officer.

## *AFTER-SCHOOL CARE*

"School's Out" is the District's after-school childcare program. The program, designed to serve approximately 100 children, offers students a wide variety of choices each day. Activities may include creative problem solving, arts and crafts, traditional and non-traditional sporting games, drama, homework club, and field trips. Vacation and summer camps will be available. They require separate enrollment and fees. Please contact the Director, Leigh Lamphere at 652-7320 for more details and registration information. **The program is highly desirable. There may be a waiting list at the time you wish to enroll.**

## *ASSEMBLIES*

We have several types of assemblies and always welcome students' family members to attend. They are typically scheduled on the second Friday morning of the month. During the first few weeks of school, we have C.A.R.E.S assemblies each Friday which highlight the positive character traits we teach to all of our students.



\* Sharing of accomplishments of individuals, groups and classes

- \* School sing-along, to enjoy singing and other musical performances
- \* PTO sponsored performances by professional artists--music, drama, etc
- \* Recognition of special people and events

Children are taught appropriate assembly behavior--response to signal for quiet, courteous attention to performers, clapping to show appreciation and remaining seated. Parents and siblings are welcome to attend.



## *BIRTHDAYS*

Your child's birthday will be announced during morning announcements. Each classroom has its own way of recognizing birthdays. We discourage the distribution of birthday treats due to food allergies and our instructional emphasis on healthy nutrition. We ask that you mail after-school party invitations if all class members are not invited. When they are handed out in school, feelings are hurt if not all are included.

## *BREAKFAST PROGRAM*

A morning breakfast program is offered from 7:30 - 8:00 in the cafeteria. The program is run by South Burlington School District Food Services and will meet federal guidelines for Class A Breakfast. This means that families may receive free or reduced rates for breakfast. The menu includes: bowl pak cereals, english muffins, bagels, toast, and three types of milk, orange juice, as well as appropriate condiments. We will also offer a protein item daily such as breakfast pizza, egg pockets or egg sandwiches. Cost of the breakfast is \$2.00. Students arriving on the bus are encouraged to eat breakfast at home due to the limited time available. If this presents a problem for your family, please let us know.

## *BULLYING & HARASSMENT*

Beginning with the 2004-05 school year, all schools in Vermont were required to develop policy (SBSD Board Policy 7.12) that was in compliance with Vermont Statutes, Act 117 and Act 91, the "anti-bullying and harassment" laws.

At RMCS we expect the use of kind words and actions at all times. Disrespectful behavior will not be tolerated. This means no bullying or harassment. Examples of bullying are repeated name-calling, teasing, excluding, or threatening behaviors that hurt someone's feelings, or hurt others physically. Harassment means that someone offends or hurts another person's feelings because they think that a person is different. Examples would be saying hurtful things about skin color, gender, religion, or a disability.

If any student thinks that s/he is being bullied or harassed, s/he should:

- Tell the person to stop.
- If it doesn't stop, tell an adult right away. At school, students are encouraged to tell their teacher, counselor, or principal.
- Students are told not to keep their feelings and concerns to themselves.
- Students are counseled not to try to get back at the person.

All students will be taught about the serious nature of bullying and harassment. School staff will use their professional judgment as to the corrective action necessary according to the student's age and development. Primary grade students may require additional coaching and teaching while being reminded bullying/harassment is unacceptable behavior. It is expected that students in upper grades will have a deeper level of understanding and the need for appropriate consequences. All students will be given the opportunity to correct their behavior and rectify the situation. Serious or repeated violations may result in parents being called to either pick their student up or come to school to meet and develop a corrective plan of action. If a student is sent home for a serious offense, the parent, student, principal and teacher will meet prior to re-entry to review a corrective plan to address the serious misbehavior/conduct.

### *BUS PROCEDURES AND RULES*

Students should be out at the bus stop 5 minutes before bus arrival time and wait for 5 minutes after arrival time. Schedules vary; this is due to the number of riders and road conditions.

The bus driver may assign seats at his/her discretion. Objects such as books, backpacks, musical instruments, etc., should be held on the lap or stored under the seat. Students may not bring anything dangerous or disruptive onto the bus. All food should be in proper containers or backpacks.

Serious or repeated disciplinary incidents will be reported. Serious, ongoing problems will result in suspension of bus-riding privileges. Parents may be held responsible for any cost of repairing damage done to the bus by their children.

Basic rules are:

1. Stay seated.
2. Keep you hands and feet to yourself and inside the bus.
3. Be respectful to others (no degrading or foul language).
4. Follow the bus driver's directions.
5. Do not eat or drink on the bus.
6. Do not damage the bus.



## *CLASS PLACEMENT*

Students will be assigned to their next year's class based on many factors. This is a complicated process because of the many variables in establishing a cohesive, diverse, and balanced group of learners. We look at all aspects of students' growth in social, emotional, behavioral, and academic areas. Input in these areas is taken from parents, sending teachers, guidance, other teachers, and the principal.

The decision of where a student is placed rests with the team of educators in the school. Parents' input is important in helping this team match their child's learning style with the best possible setting. Parents do not choose what class, teacher, or team that their child will have the next year. The school team will make final decisions that result in balanced classrooms at all grade levels.

Class placement process begins in May and is completed by mid June. Families are advised of class placement over the summer break.

## *COMPUTERS*

Parents will need to sign a Permission Form for Student Participation in Internet Projects and Activities (which be sent home in the opening day packet). We expect that



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students will use the Internet responsibly and in accordance with South Burlington School District rules and regulations.



## *CONFERENCES AND REPORT CARDS*

South Burlington School District's elementary report cards are standards based. They are sent home in January and June.

Parent/teacher/student conferences occur in November and April. You will be contacted and a conference will be scheduled at a mutually agreed upon time. You may also request a conference at any time by calling your child's teacher. Parent-teacher communication is important in your child's education and we look forward to talking with you to learn more about your child as well as to share information from school.

## *CURRICULUM, STANDARDS, AND ASSESSMENT OF STUDENT PERFORMANCE*

Details of our curriculum and instructional program can all be found at the district web site: [www.sbschools.net](http://www.sbschools.net). Go to District, then Office of Instruction, then curriculum. If you would prefer a hard copy, please see your child's teacher.

**Reading** - We use a literature-based program, supplemented with direct instruction in decoding new words, vocabulary and comprehension.

**Language Arts** - We use the Lucy Calkins writing program and other published writing programs in which children write regularly, conference about their work, and eventually revise, edit and publish some pieces. Spelling, capitalization and punctuation are taught as part of the writing process and through basic spelling programs from several publishers.

**Mathematics** - Our new recently updated math program is "Bridges" published by The Bridges Mathematics Program. The use of calculators, supplementary and manipulative materials is encouraged. Problem-solving strategies are taught at all levels.

**Science** - The district curriculum includes units in life, earth, physical, and space science. Teaching methods include hands-on activities, experiments, cooperative group work and use of AV materials and library books. Many teachers have

participated in the Vermont Elementary Science Project and teach children to formulate "real" questions and plan investigations to answer some of them.

**Social Studies** - The district curriculum has three strands: history, geography and culture.

**Physical Education** - All children except kindergarten have P.E. twice a week for 30 minutes. Kindergarten students have P.E. twice a week for 25 minutes. The program stresses motor skill development and fitness. Children should wear sneakers and clothing that allows free movement on P.E. days.

**Music** - All children have music twice each week. Fifth grade students participate in chorus as a requirement for fifth grade music instruction.

**Art** -All grades have art once a week for 50 minutes and the art teacher works with classroom teachers on special projects as time permits.

**Technology** - RMCS is well-equipped with a variety of technology resources to support and enhance learning. Each classroom has a projection system and a document camera for use by students and teachers. Many classrooms also have SMART boards and access to carts of Chromebooks, as well as scanners, digital cameras, video production equipment, and tablets.

**Library** - The Rick Marcotte Central School Library is staffed by Colleen Springer and Gwen Schuppe. Our library lends books to students and staff as well as parents. Parents can call, email or visit our library to set up their own library accounts (see contact information below). Throughout the day our library stays busy with students and staff checking out books, teachers working with small groups, classroom research projects, and as a space to read or use a computer.

Each classroom will visit the library once a week for a library lesson and time to explore and borrow books. Lessons cover a wide range of topics including favorite book characters, how to find books using the automated catalog, "book talks" on a variety of books, copyright/Fair Use laws, and Internet safety and responsibility. If you have any questions about our library, your child and the library, or suggestions on books to read aloud, please don't hesitate contact our librarian, Colleen Springer, at [cspringer@sbschools.net](mailto:cspringer@sbschools.net) or call 652-7218. Our librarians



School dress should be appropriate to the weather and active lives of young children. Sneakers and pants are best for Physical

Education days. Shoes must be worn at all times and should give adequate protection against sharp objects. We ask that students do not wear outdoor boots in the classroom. If your child forgets indoor shoes, you might want to keep a pair of shoes here at school.

Hats, mittens, and boots are required for outside recess during the winter months. Students go outside every day unless the temperature and/or wind chill factors are below zero. Students are not allowed outside without these articles of clothing. Shorts and tank tops are appropriate for hot weather, but halter-tops, "belly-shirts" and "too short" shorts are not allowed. T-shirts should display appropriate, respectful language and graphics. Any jewelry (e.g., studded bracelets and necklaces) that could injure another person cannot be worn to school. Sneakers are required on P.E. days.

***DRUG AND ALCOHOL  
ABUSE PREVENTION  
PROGRAM - ACT 51***

School Board has a substance abuse policy that applies to any property or at a event. It purchase, use, possession, being under the of devices specifically or reasonably associated use and the refusal of a student to cooperate fully when a probable violation has occurred. Parents are notified immediately in the event of a violation. The full policy is available to parents in the principal's office. The board policy applies to students, employees and others acting in a capacity such as chaperone or volunteer.



RMCS has a referral procedure for any child who is distressed over a problem that may be drug-related, including the drug abuse of a family member. We can provide information and support to families seeking outside assistance with drug or alcohol related problems.

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

At Rick Marcotte Central School, we believe that a comprehensive system of educational services should be provided to all students to enable them to succeed in the regular classroom. A range of effective educational services are available to students who are not meeting standards or are at risk of failing to achieve because of academic, behavioral or social problems. Our



Educational Support Team is comprised of a group of teachers who meet regularly to find ways to support a student having difficulty in the classroom. Participants in our instructional support system may include: classroom teachers, school counselor, nurse, principal, special educators, special subject teachers, learning center director, school district consultants, instructional assistants, parent and community volunteers, college interns, and peer tutors.

When a student needs support, the classroom teacher has usually discussed the problem with parents. Parents are always notified if their child is referred to the Educational Support Team and informed of any additional support that the child is to receive. Parents who believe their child needs additional support may refer their child to EST by contacting the teacher, school counselor or principal.

**ENGLISH  
LANGUAGE  
LEARNING (ELL)**

ELL in South Burlington Schools is designed to support students as they transition into an all-English learning environment and into the culture of our schools. The program consists of four main areas: Identification, Assessment, Service and Monitoring. All students from a non-English language background are identified with the Home Language Survey as they enroll.

Students' language proficiency is assessed to determine the need for ELL services. This is done using a variety of measures including an assessment of oral and reading and writing skills, review of previous school records, classroom performance and teacher observation.

Services are based on the results of these assessments. Appropriate language support is provided and includes content area support. These services are provided by a licensed professional qualified to teach English language learners.

Students' progress is assessed annually. Exit from services is determined by teachers and is based on proficiency, ability to participate in mainstream classes and ability to perform on state and federally mandated assessments.

***EXPECTATIONS FOR  
BEHAVIOR***

***BASIC SCHOOL RULES***

*We will respect each other at all times.  
We will respect school property at all times.*

All students are expected to act in accordance with accepted standards of good behavior and to help maintain an atmosphere in which all may learn together. We strive to teach responsible behavior and self-discipline to our young children. To do this, we believe in the following:

- School should be a happy, successful place where children want to be.
- Each person has to learn to be responsible for his/her own behavior.
- The enforcement of reasonable rules increases a student's ability to cooperate and associate successfully with others.

Our school's philosophical foundation for student discipline is built upon The Responsive Classroom model. Specific rules for classroom, hallways, lunchroom, buses and playground are developed at the beginning of the year and reviewed as needed. Students are held accountable with age appropriate, logical consequences.

There does need to be a protocol for dealing with repeated misbehavior. In the event that a student is found to be repeatedly violating a similar rule, parents may be contacted to help with the development of a plan. Serious offenses such as physical assault, verbal threats, bullying or harassment will result in a call home and may include leaving school as a consequence. If a student is asked to leave school to think about the serious nature of their behavior, a re-entry meeting with parent(s), student, teacher and principal will occur with a review of the student drafted plan to correct their behavior. The safety and well being of all is our number one concern.

## *FIELD TRIPS*

Each class takes one or more trips during the year. You will be notified ahead of time of the date, destination, or any special requirements. The School District encourages the use of buses for transporting students. There are times, however, when parents may volunteer to transport a small number of children for a specific purpose.

Here are general guidelines for anyone who transports RMCS students:

1. The driver must be licensed and insured. If there is an accident, the driver's insurance is primary. The driver is not "covered" by the District.
2. The vehicle must have a seat belt (or car seat, if applicable) for every child passenger and the belts must be used at all times.
3. Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing.

## *SCHOOL COUNSELING*

The school counseling program is based on the assumption that academic learning is greatest when a child has a sense of self-worth and purpose. When factors that interfere with learning are reduced, a child is most likely to be successful. We have two counselors

who work in Grades K-5. Carol Wheeler covers grades K-2, and Phyllis Stambolian works with students in grades 3-5.

We know that all children will face problems, disappointments and stress in life. We believe that the models and experiences for problem solving and coping that are provided during elementary school years will be part of children's collection of skills for the rest of their lives.

The school counselors work with groups of children as well as individuals, teaching ways to:

- \* Take responsibility for their own behavior
- \* Give and receive friendship and affection graciously
- \* Cope with stress
- \* Communicate effectively
- \* Solve problems and work out interpersonal disagreements

To carry out the above objectives the counselors:

- \* Meet with classroom groups, small group or individuals in a goal-directed, short-term series on self-concept, friendships, coping with stress, communication skills and problem solving.
- \* Meet with individual children when they, their parents and/or teachers feel it would benefit them to talk privately about their concerns.
- \* Meet with parents of children with whom there is a concern, to gather information, offer feedback, offer assistance and/or to explore alternatives.
- \* Serve on the Educational Support Team to consult and to help teachers with classroom management and learning problems of individual students.
- \* Participate in Special Education evaluations and decisions, facilitating communication regarding the referred student.

## *HEALTH SERVICES / SCHOOL NURSE*

Each school health office is staffed by a Registered Nurse who has a school nurse endorsement through

the Vermont Department of Education. In addition, staffing may be complemented by an LPN/Health Assistant. The school nurse works as a team member with the other school staff to maximize learning and wellness in a healthy and safe school environment for every student. In addition, the school nurse provides health education and support for health and wellness.

The school nurse asks families to do the following:

- \* Complete and return the Annual Health questionnaire.
- \* Notify of any updated immunizations.
- \* Inform office staff of any changes in emergency contact information.
- \* Notify the health office if your child has any contagious illness.
- \* Keep your child home if fever, vomiting, or severe diarrhea occurs.

At the end of the school day there is **NO** nursing coverage at the school. It is each parent/guardian's responsibility to communicate, to the coordinator or coach of the after school activity, any health needs your child may have.

#### IMMUNIZATIONS:

Students must meet immunization requirements, have a statement of exemption or be provisionally admitted in order to attend school. Proper documentation must be received **PRIOR** to the first day of school. Students **will NOT be permitted** to start school if documentation is not received. Immunization requirements and necessary forms can be found at:

<http://healthvermont.gov/hc/imm/schoolentry.aspx>

Immunizations are required for enrollment in all VT schools in order to prevent spread of infectious disease. We are required to make data on immunizations rates publicly available. Immunizations rates are available at:

[www.healthvermont.gov/hc/imm/immsurv.aspx](http://www.healthvermont.gov/hc/imm/immsurv.aspx)

#### FIRST AID TREATMENT AND CARE:

The school nurse or health assistant will triage all injuries. Parents/guardians will be notified in case of a serious injury, or if follow-up attention or evaluation is necessary.

#### CONTAGIOUS DISEASES:

- The school nurse documents cases of contagious diseases and informs families of students who may have been exposed. Please contact the school health

office with information regarding the diagnosis of contagious conditions, such as: chicken pox, strep throat, head lice, conjunctivitis, impetigo, Fifth Disease.

- If a child is on antibiotics for any of the above conditions, he/she may return to school following 24 hours of treatment.
- In the case of head lice: once a treatment has been followed, the child may return to school.

#### WHEN SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL:

If you question whether you should send your child to school, feel free to call the school nurse. The following suggestions are intended to help determine when a student should **NOT** attend school:

- Your child has/had a fever of 100 degrees or higher within 24 hours.
- Your child has experienced vomiting or diarrhea during the night or in the morning.
- Your child has a persistent productive cough that keeps him/her from sleeping or engaging in normal activity.
- Your child has a widespread rash.
- Your child has a red, swollen eye with draining pus or the eye is crusted over upon awakening.

#### MEDICATION PROCEDURES: Guidelines as outlined in the SB Medication Administration Procedures.

1. All medication must be brought to school by an adult, in the original container, with signed form from the parent, regarding administration.
2. The school nurse does not supply over the counter medication for student use.
3. Parents may provide over-the-counter medication. All medication must be in its original container, have a signed form, giving directions and permission for administration.
4. Prescription medication must be delivered in the original container, with a signed order from the provider and signed parent permission for administration. Necessary paperwork must be received prior to any medication being dispensed.
5. Medication order and parent permission may be faxed to the health office.
6. Children are not allowed to have medication with them in the classroom, unless special arrangements are made.

#### VISION AND HEARING SCREENING:

The school nurse maintains student immunization and health records, as well as

provides yearly screening for vision and hearing in grades K, 1, 3, and 5 each year and as requested. Referrals and follow-up evaluations are completed as needed.

ACT 158:

Pursuant to Act 158, South Burlington School District is prepared to provide a safe and supportive environment for all students with a life-threatening allergy or chronic illness. Any student with a life-threatening allergy or chronic illness may be provided with protection under section 504 of the Rehabilitation Act of 1973.

FOOD ALLERGY SAFETY INFORMATION:

We strive to provide a safe environment for all of our children. For a student with a life threatening allergy, an emergency plan is developed specific to the student. The following are some expected safety measures:

- Allergy aware classrooms are those rooms with students who have a life-threatening food allergy.
- Students are reminded of the importance of **NOT SHARING FOOD**, for everyone's safety.
- Students are expected to wash hands before and after eating snack.
- Tables and desks are wiped down after food is eaten in the classrooms.
- Peanut/tree nut products are not permitted at the peanut/nut safe tables in the cafeteria. The peanut/tree nut safe tables are cleaned separately from the other cafeteria tables to limit cross-contamination.
- Student education about food allergies and anaphylaxis is offered each year.
- Staff members have been trained to recognize symptoms of an allergic reaction, use emergency medications, and follow the emergency protocol.

Please contact the Nutritional Services Department for specific questions regarding food provided by the South Burlington School District.

Act 1: An Act Relating to Improving Vermont's Sexual Abuse Response System

Under Act 1, we are required to provide families with information regarding the signs and symptoms of sexual abuse, sexual violence, grooming processes, recognizing the dangers of child sexual abuse, and the predatory behaviors of sex offenders. The Department for Children and Families (DCF) has created website information for parents regarding sexual abuse for this purpose. If you have Internet access, you can find this information at <http://dcf.vermont.gov/stepup>. If you do not have Internet access and wish to receive a copy of the parent guide, "Step Up: Protect Children From Sexual Abuse," please let us know, and we will provide a copy.

## *HOURS*

Though the school day technically is 8:00-2:40, students will disembark buses and thus enter classrooms at 7:55. We start dismissal at 2:40. Students who are being picked up will be dismissed at 2:40 and are to be met at the door by the gym. This new procedure is to free up the lobby where 360 students will need to exit at one time. We need and appreciate your cooperation because congested hallways/lobby create a safety issue and interfere with a timely dismissal process.

## *LOST AND FOUND*

Lost articles are kept together on a table by the gymnasium. Please check regularly for missing items. Unclaimed items are given to a local charity two times per year: December and June. Please label coats, boots, lunch boxes and other articles to help us return them.

## *LUNCH*

Hot lunch is available daily at a cost of \$3.00. Ala Carte milk costs 75 cents. The South Burlington School District Food Service operates as a non-profit enterprise business and runs the lunch and breakfast programs. Debit accounts are used to purchase milk and lunch. Parents and students may pay by cash or check into these Access accounts. You can also pay online by enrolling at: [myschoolbucks.com](http://myschoolbucks.com). Students will use a PIN number to have the cost of meals deducted from his or her Access account. Checks should be made out to "South Burlington Hot Lunch". Students need to deposit money into their accounts before 9 AM and should not go through the lunch line expecting to pay at serving time.

Parents are welcome to join their children for lunch. Please call in your order before 9:00 AM. Adult lunch costs \$4.00 and parents may pay by cash or check at serving time. Free or reduced-price lunch for students is available to eligible families. Forms are sent home the first day of school and may be requested when needed.

Lunchtime for students is 20 minutes.

Assistants supervise the lunchroom. They work with children on learning the routines and assist them during the lunch period. Lunch should be a pleasant social time. Basic rules are:

- Wait quietly in line
- Keep a calm body

- Use good manners
- Stay seated
- Use appropriate language
- Talk quietly to tablemates
- Follow directions
- Hats or toys are for outside
- Clean up

### *NOTICES*

FRIDAY is the day we send notices, newsletters, and other regular communications, so look for them especially on that day. The principal newsletter will be published every other Friday. This will be sent electronically and will be posted on our website. Some teachers may select a different day and will let you know.

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

We hope that you will want to become actively involved in the PTO. Your support will enable this worthwhile organization to grow and to continue to enhance our school and community. The PTO publishes a very informative newsletter up to twice a month. You will receive this electronically.

### *PARKING*

There is no parking at any time in the designated handicapped spaces, the bus lane and along the yellow curb. All vehicles left unattended even for a few minutes must be parked in a legal parking space. It is the policy of the district that vehicles in violation will be towed at the owner's expense. Schools will enforce this policy. Please never leave a running car unattended. Our new parking lot closest to the playground is where students may be dropped off in the morning. Please drive all the way up to the curb cut to let your child out.

### *PERSONAL PROPERTY/TOYS*

In general, your child's teacher will let you know when and if personal items are needed in school. Headsets are allowed outside (e.g., on the bus and at recess) but NEVER during instructional time. Teachers may decide that use of these items is occasionally OK during break time. Teachers will make a call home if problems arise. Trading cards, toys and hand-held games are not allowed at school.

For both safety and security reasons, bicycles, skateboards, scooters, and roller blades are not allowed at school during regular school hours. We would like to



discourage children from returning with these items after school since there is a good deal of traffic in our parking lot. Bicycles, skateboards, scooters, and roller blades are not allowed on the cement walkways and entrances at any time. Rolling shoes are not allowed and if worn the wheels must be kept at home or given to the teacher.

## *RECREATION DEPARTMENT PROGRAMS*

The South Burlington Recreation and Parks Department offers a diverse offering of programs and special events year round for all ages. Be sure to check out our website at [www.sburlrecdept.com](http://www.sburlrecdept.com). We also send

home a flyer each month, along with a Friday memo from the school, highlighting the upcoming programs. All registration is done through the recreation department - either online, by mail or walk-ins. Popular Youth Programs include:

- Soccer - 3 years - 6<sup>th</sup> grade
- Basketball - 5 years - 8<sup>th</sup> grade
- Vacation Programs - 5-12 years
- Summer Camps - ages 3-15



Stay connected to us through Facebook -

<https://www.facebook.com/SouthBurlingtonRec>, Twitter -

<https://twitter.com/sburlrec>, YouTube -

<https://www.youtube.com/user/southburlrec> or sign up for our E-Rec Newsletter -

[http://www.sburlrecdept.com/erec\\_newsletter.php](http://www.sburlrecdept.com/erec_newsletter.php). For more information contact the recreation office at 846-4108.

Other youth sports programs like football, hockey, baseball/softball and lacrosse are sponsored by other community organizations.

## *RIGHTS AND PRIVACY OF PARENTS AND STUDENTS*

The South Burlington Board of School Directors endorse the right of parents and legal guardians to inspect and review any and all official records, files and data related to their children and further endorses the protection of individual rights to privacy and confidentiality as outlined by Public Law 93-380, Section 513, "Family Educational Rights and Privacy Act of 1974." (See FERPA guidelines at the back of this handbook.)

If parents are separated or divorced, both parents have the same rights to review student records, receive progress reports, etc., unless a court order provides otherwise. If the provisions of your divorce decree limit the rights of the non-custodial parent, please provide the school with a copy. Otherwise, the school will afford the same rights to both parents.

### *SNACKS*

Your child's classroom teacher will communicate with you directly on how snack works in her/his classroom. In general, candy, gum and soda are not permitted.

### *SNOW DAYS - DELAYED OPENING AND EARLY CLOSING*

Harsh weather conditions may close our schools. Local radio stations carry this announcement. Since we hate to lose instructional time and sometimes weather conditions improve significantly by mid-morning, a delayed opening procedure will be

in effect as follows:

- If opening at the regular time is inadvisable, but it looks like we can safely run buses later in the day, all bus schedules and school openings will be delayed up to two hours.
- If a delayed opening occurs, schools will close at the regular time.
- Many local radio stations will broadcast delayed openings, including: WVMT-620; WJOY-1230; WEZF-933; WXXX-FM95; WQCR-FM99; WDOT-1390.
- A delayed opening depends on improved weather so parents should listen to their radios to be sure school does not close for the day if the weather gets worse.
- You will be notified of school closings via Blackboard Connect. School closings are also listed on the SB website at [www.sbschools.net](http://www.sbschools.net) and on the local TV stations.

Occasionally the weather gets bad after school is in session and a decision is made to close school before normal dismissal time. If we close early, many children don't know whether to go home or elsewhere. Since we cannot allow children to leave (either on the bus or walking) until we have verified that there is an adult to supervise, we are asking that you tune in to a radio station and listen for early closing information. We will also attempt to reach parents via the newly created mass e-mail. If you learn that we are closing early, and your child will be going to another location which is

different than their daily routine, call your child's teacher via her voice mailbox and let us know where your child should go. Thank you.

## STANDARDIZED ASSESSMENTS

We participate in the administration of district, state and national assessments.



Following is a listing of those assessments, the grade levels that participate,

and the month when they are administered:

**September/May:** Grades K-2 will take LELA (Local Early Literacy Assessment).

**September/May:** FAST aReading (Adaptive Reading) Assessment - Grades 3-5 will be using the FAST aReading assessment as a screener in the Fall, Winter, and Spring. The purpose of screening is to identify students for whom we need more diagnostic information. These students will be administered the DRA2.

**January/February:** NAEP for grade 4

**April:** Smarter Balanced Assessment

**May:** Grade 4 will take the NECAP science.

Specific information regarding assessment dates and the nature of the tests will be sent home closer to the actual testing time.

## STUDENT SUPPORT SERVICES

### Literacy Support and Reading Recovery

The Literacy Support program gives extra help in reading and language arts to children in grades K-5 who are below grade level in these areas. A Literacy Support instructional assistant works with individuals and small groups weekly. Teacher recommendation and standardized test scores determine eligibility. You will be notified if your child is selected for Literacy Support.

*Reading Recovery* is an early intervention program designed to reduce reading failure. The program is based on the assumption that intensive, high-quality help during the early years of schooling is the most productive investment of resources. The early years, which set the stage for later learning, are particularly critical for children who are at risk of failure. *Reading Recovery*, which was developed and initiated by New Zealand educator and psychologist Marie M. Clay, provides a second chance in reading

for young children who are at risk of failure in their first year of reading instruction. Individually administered diagnostic procedures are used to identify children in need of literacy support. Intervention procedures (Clay, 1993) are then individually tailored to help a failing child become a successful reader.

*SCHOOL BASED  
CLINICIAN*

We have a full-time social worker, Sarah Genest. Her position is financed through the use of federal Medicaid funding and in cooperation with Howard Family Services. Sarah's focus is to help families and school work together in supporting the needs of students at home and school. Sarah will work with children and families who need support in working with various agencies in our area.

*SPECIAL EDUCATION  
PROGRAM*

The South Burlington School District affirms the right of all children with handicapped conditions to a free, appropriate public education. Children living in South Burlington who are learning disabled, learning impaired, visually impaired, hearing impaired, emotionally disturbed, speech/language impaired, health impaired or orthopedically impaired and are in need of special education are entitled to receive services.

Special Education provides instructional support to classroom teachers and students. Consulting teachers and speech/language pathologists work with classroom teachers to modify instructional programs to meet the special needs of students. We believe that this enhances success for all students in the classroom.

Special educators or instructional assistants teach students individually or in small groups in or outside of the classroom. The classroom teacher and special education staff work together to meet the needs of all students.

Decisions on the type and intensity of service to be provided by our specialists are made by our building team. Parents of children eligible for special education services participate in setting objectives and planning their child's program. Questions about special education should be directed to the Consulting Teacher, Principal or Joanne Godek.

*TELEPHONE*

The current telephone system features an "automated operator" and voice mailboxes for all staff members. A directory of all numbers that you may need to use is included in the "Opening Day Packet."

The "automated operator" consists of a recorded greeting where we can notify you of any special announcements. Then you will hear several options. You may leave an attendance message or press 2 to be connected to the main office. If no one is in the office, or if the Administrative Assistant is on another call, you will be transferred to the office voice mail to leave a message. *If you have difficulty getting through to the office and it is an emergency, you may call the South Burlington School District Business Office at 652-7055 for assistance.*

Students may use a phone in emergencies and with teacher permission. To encourage children to become responsible, we discourage the use of the phone to ask parents to bring forgotten items such as sneakers or homework. Children do not use the telephone to make after-school social arrangements. These should be arranged the day before.

***TOBACCO USE  
PROHIBITED ON PUBLIC  
SCHOOL GROUNDS***

Tobacco products are extremely addicting and can cause health effects that interfere with school performance. We do not permit the use of tobacco or tobacco products on school grounds, in school facilities, or in school vehicles. Students are not permitted to use or have tobacco or tobacco products at school or school-sponsored events. This ban on tobacco use extends to any student, employee, or visitor to the school and applies at all times, whether or not school is in session. Any tobacco product in the possession of a student will be confiscated immediately by an employee and reported to the principal or designee who shall, if appropriate, make a referral to our school resource officer. We ask that visitors to the school respect this ban on tobacco use. The use of tobacco on public school grounds is against Vermont Law. A full copy of the policy is available to parents in the principal's office.

***VISITORS***

You are invited and welcome to visit school at any time. Our security system requires that visitors use the buzzer to enter the school in the morning after busses arrive and throughout the school day until the busses arrive for dismissal. The buzzer is located next to the front door and instructions for its use

are posted. However, ALL visitors MUST sign in at the office each time they enter the school and get a "Visitor's Badge." Please leave the badge when you sign out. If you wish to visit a particular classroom, please notify the teacher ahead of time.

## *VOLUNTEERS*

We encourage parents and community members to volunteer at Rick Marcotte Central School. You may want to help with a special activity, to direct a small group project, or to assist the teacher with various classroom responsibilities. The individual teacher manages most classroom volunteer opportunities. The PTO also sponsors many events that require and welcome many volunteers. Many parent volunteers are needed to conduct our hands-on science lessons through Four Winds Nature Institute. To volunteer including chaperoning a field trip, you will need to read The SBSB Volunteer Handbook and fill out the forms and return to the office.

## *WEBSITE*

The South Burlington School District website is [www.sbschools.net](http://www.sbschools.net).

## *WITHDRAWAL AND TRANSFER*

Parents who plan to move from South Burlington or transfer their children to another school should notify the office well in advance of this withdrawal. This allows the school time to complete the transfer and have the parents sign the "Release of Records Form" so the student can be properly registered in the new school.

## *FERPA*

Parent Notification of Their Rights under Family Educational Rights & Privacy Act for Elementary and Secondary Schools (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901