

CHESTER-ANDOVER ELEMENTARY SCHOOL PARENT AND STUDENT HANDBOOK CONTENTS

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POLICIES INCLUDED IN THIS HANDBOOK

- **ACCEPTABLE USE OF ELECTRONIC RESOURCES AND THE INTERNET**
- **ALCOHOL AND OTHER DRUG ABUSE**
- **BUS DISCIPLINE**
- **COMPREHENSIVE POLICY ON ANTI-HARASSMENT AND BULLYING**
- **PROCEDURES FOR STUDENT ANTI-HARASSMENT AND HANDLING COMPLAINTS**
- **COMMUNITY USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT**
- **REPORTING STUDENT PROGRESS**
- **SCHOOL-COMMUNITY RELATIONS**
- **SEARCH AND SEIZURE**
- **STUDENT ACTIVITIES**
- **STUDENT ACTIVITY FUNDS**
- **STUDENT CONDUCT**
- **STUDENT USE OF TOBACCO**
- **TRANSPORTATION**

A. A MESSAGE FROM THE SCHOOL ADMINISTRATION

Dear Parents and Guardians,

It is a pleasure and a privilege to welcome you to the Chester-Andover Elementary School community. Please take the time to review this handbook. It contains important information about our school. Please keep it as a source of information throughout the year.

We hope that you will be as involved as possible in your child(ren)'s education. We need you and value your participation. We look forward to seeing you often and we wish you and your family a most successful year.

If you have any concerns, questions or ideas, please let us know.

Penny L. Kraft
Principal

Jason Morse
Assistant Principal

B. PARENTS CAN MAKE A DIFFERENCE

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your child(ren) can make the difference. Here are some ideas:

Provide a suitable space for study and work.

Ask your child to explain his or her work to you and look through their homework folder each night.

Help your child organize his or her work.

Help your child to be responsible for coming to school prepared and on time.

Set reasonable standards of behavior, and help your child meet them.

Communicate any problems or concerns to the teacher or administration.

Participate in school-sponsored activities with your child.

Make sure your child gets healthy meals, enough sleep, and good exercise.

Avoid comparing your child to brothers, sisters, and friends.

Limit and monitor the video games, computer games and television programs watched by your child(ren).

Encourage reading! Help your child find worthwhile reading materials.

C. CAES VISION STATEMENT

All children will be excited about learning, successful in their efforts, challenged to meet high expectations and be encouraged to work to serve a purpose greater than themselves.

Mission:

All children master the processes of reading, writing and mathematical thought.

Differences are appreciated, and diversity is celebrated.

Learning is exciting, engaging and powerful every day for all students at every level.

Students develop a belief in themselves as learners and experience the fulfillment that comes from mastery.

Students learn to express and value their own creativity.

Guiding Principles:

Learning will make dynamic, durable connections between school experiences and the real world.

Instructional practices will focus on teaching processes for problem solving and thinking.

Enrichment opportunities and accepting challenges will be expected parts of the school experience.

Learning experiences will be balanced, equitable, active, and varied in terms of style.

D. SCHOOL DAY

(1) ABSENCES

It is a shared responsibility to be sure that every child is safe and accounted for on every school day. If a child is absent from school, it is essential that a parent or guardian notify the school before 8:30 a.m.

All unverified absences will be reported to the appropriate authorities. In the interest of student safety, if we are not called, the school will call the parent/guardian at home or at work. If a child is not in school, we have not received notification, and we are unable to reach a parent/guardian, it may be necessary to call the local law enforcement.

EXCUSED ABSENCES

Valid causes considered excused absences include:

1. Illness or contagious disease, including medical or dental appointments, which could not be scheduled outside of school hours
2. Observance of a religious holiday
3. Death in the immediate family
4. Family Emergency
5. Hazardous road conditions

If a student is absent from school for more than five consecutive days, verification of illness by a physician may be required.

UNEXCUSED ABSENCES

Unexcused absences include but are not limited to:

1. Absences for reasons not listed above (family vacations, hunting, shopping, hair appointments)
2. Failure of the parent/guardian to notify the school of the reason for the absence

CUMULATIVE UNEXCUSED ABSENCES

After 5 days

- A letter may be sent to the parents/guardian.

After 10 days

- A letter will be sent to the parents/guardian.
- A meeting may be scheduled with the parents/guardian and school administration. If a parent misses the meeting regarding absences, a follow up letter will be sent from the principal and the appropriate authorities may be contacted.

After 15 days

- Letter will be sent to the parents/guardian.
- Referral may be made to the truant officer, who will visit the family on behalf of the school.
- A referral may be made to DCF (Department of Children and Families).

TARDINESS

Students are expected to arrive at school no later than 8:00 a.m. Students arriving after 8:00 a.m. are considered late and will be marked tardy. A student who is tardy must sign the register. A pattern of tardiness puts a child at a disadvantage in school.

CUMULATIVE TARDINESS

After 5 cumulative days

- Teacher may contact parent/guardian.

After 10 cumulative days

- A letter may be sent to parent/guardian from school administration.
- Meeting may be scheduled with the parent and school administration.

TRUANCY

A child is declared truant when she/he has had fifteen or more unexcused absences in one school year. The truant officer will inquire into the cause of the nonattendance of the child. A student found to be absent without cause can result in written notification to cause the child to attend school regularly thereafter, a fine of not more than \$1,000, or possible prosecution. (1127a, b, & c) Truancy may result in the retention of the student (the student must repeat the current grade).

ABSENCE MAKE UP WORK

Students are expected to make up all work missed during their absence. It is the parent's responsibility to arrange for make-up work immediately upon the student's return to school. Make-up work should be completed within a time period equal to the number of days the student was absent.

PLANNED UNEXCUSED ABSENCES

Parents must complete and sign a "Non-Attendance Form" (see page 12) for planned unexcused absences of one week or more. This form will become part of the student's permanent record. Excessive absences may result in the retention of the child. With advance notice, the teacher will determine if any work is appropriate to send with the student. Teachers are not required, however, to provide work prior to the absence.

(2)AFTER SCHOOL RULES AND PROCEDURES

Children who stay after school for activities must be picked up promptly following the activity. If there are extenuating circumstances, parents must call the school ASAP. After school arrangements must be made before children come to school.

All children must leave the school and school grounds at the end of the day unless they are involved in a supervised activity or on the playground under the supervision of a parent. Children may return on their own after 3:15 to use the community playground. However, they may not come into the building. Children who use the school grounds for play are reminded that the same expectations apply after school as during the school day: play safely; respect other people, playground equipment and all school property; use appropriate language and behavior; and clean up after themselves. For special events, such as concerts, dinners, or other performances, students must remain with their parents to ensure active supervision.

Chester-Andover Elementary School

72 Main Street Chester, Vermont 05143

802-875-2108, FAX 802-875-3998

Penny L. Kraft, Principal

Jason Morse, Assistant Principal

Non-Attendance Form

We, the parents of _____, will be taking our child(ren) out of school on _____ and expect to return on _____.

The reason for the absence is: _____
_____.

We understand that our child(ren) will be missing daily instruction, which will be difficult to make up. We understand that the teacher may provide assignments for work to be completed during the absence, in an attempt to keep the loss of instruction to a minimum.

Students are expected to make up all work missed during their absence. Parents will arrange a time to meet with their child's teacher(s) to arrange for make-up work.

Excessive absences may result in the retention of the student.

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

This form becomes part of the child's permanent record.

(3)AGE OF ATTENDANCE

Title 16, Sec. 1121 of the General Laws of Vermont requires school attendance for students between the ages of six and sixteen.

In order to enter Kindergarten a child must have attained the age of five years on or before August 31 of the year in which the child would enroll in Kindergarten. In order to enter the public school system at grade one level a child must have attained the age of six years on or before August 31 of the year in which the child would enroll.

(4)BICYCLES/SKATEBOARDS/ROLLER BLADES

Children who ride their bikes to school must park them in the bike racks. The school accepts no responsibility for bicycles brought to school. Children **must** wear safety helmets while bicycling, skateboarding, rollerblading, and riding scooters on the school grounds.

Skateboards and rollerblades may not be used at school during the school day. If children bring skateboards or rollerblades to school they must be stored as directed by his/her teacher until the end of the day.

(5)BREAKFAST, LUNCH AND SNACKS

CAES has breakfast and lunch programs. Breakfast is served before school begins, starting at 7:30 am. Students eating breakfast at school come to the cafeteria directly upon arrival. Breakfast is not served at school on days when there is a delayed opening.

All students remain at school for lunch. They may bring lunch and purchase milk or juice or they may purchase a school lunch.

We have three twenty minute lunch periods and a twenty-five minute recess period. Students are required to remain in the lunchroom for their full lunch period. Parents are welcome to join us at lunch any time. If you know you are coming for lunch please give the office a call and sign in when you arrive.

A comprehensive Food Services program is available to ensure that every child has a nutritious breakfast and lunch every day.

All meals are prepared in our kitchen by our Food Services staff. We utilize what is called "Offer vs. Serve" method of serving our meals, which simply means the student must take at least 3 of the meal components to insure compliance with the proper dietary guidelines set by the USDA. A fresh salad bar is offered daily which can be a meal by itself or as part of the main meal of the day. Student may choose beverage with their meal. Milk and juice are available. An extra beverage may be purchased at an additional cost.

Two methods of payment are available: 1.) Cash by the meal by the day; 2.) Check or money order in advance. Checks should be made out to *CAES Food Services* and mailed to the school. Our electronic accountability system tracks balances. Parents will be notified when balances are low. Charging is not permitted according to School Board policy. Applications for *free or reduced* breakfast and lunch, which may be submitted at any time, are sent home at the beginning of the year or may be obtained at the main office. If you have any questions regarding eligibility please contact the Food Services Director.

Students may not bring beverages in glass bottles. Soda, candy and gum are not permitted at school. Water, juice, and milk are acceptable options. During the day classes take a snack-break. Students are expected to bring a healthy snack.

(6)DISMISSAL

2:35 Walking and Bus 5 Students

2:38 Parent Pick-Ups When students are dismissed for “Parent Pick-Up” they go to the designated area outside the front doors and wait behind the white lines or cones with the supervising staff. Students must wait until the car picking them up is one of the first two cars in line. Two cars at a time are loaded. As soon as those cars are safely loaded and have pulled away, the next two cars can pull up. For safety reasons, parents are asked to use the crosswalks.

If you wish to meet with a teacher, please park in a visitor parking space in the parking lot. Additional parking is available in the overflow surepack area at the far end of the parking lot. DO NOT park your car in the Parent Pick-Up area or leave your car running or unattended. Please do not block the driveway entrance or the exit to the rear of the building, which is used by school buses.

If students are being picked up off of the school grounds, they must follow the procedure for walkers and cross with the help of the crossing guard at the end of the sidewalk.

Parents are always welcome at CAES. We ask that you **do not interrupt classes at the end of the day by standing outside of classrooms**, sending siblings to classrooms, or blocking the hallways for students returning from specials classes.

2:42 Bus Students and Students Involved in After-School Activities

4:00 Late Bus Every Day

(7)DRILLS

Our school conducts drills for the purpose of order and safety in the event of an emergency.

FIRE DRILLS

Fire drills are held each month. The first two drills are instructional and are announced to the staff and students. The students are outside for a minimal amount of time. We will not hold a fire drill during extreme weather. Children who exhibit high anxiety when we hold a fire drill are notified in advance. Children are expected to exit in an orderly manner with a minimum of noise.

EMERGENCY/LOCKDOWN DRILLS

Emergency and Lockdown Drills are practiced and will be followed in the event of an emergency in which it might be safer to remain in the school building.

EVACUATION DRILLS

An evacuation drill is held at least once every school year. This drill is practiced and will be followed in the event of an emergency in which the school is no longer a safe location.

BUS SAFETY AND EVACUATION DRILLS

Each year, bus safety is discussed with all students at CAES. In addition, students practice evacuating the bus in the event of an emergency.

(8)EXCLUSION FROM PHYSICAL ACTIVITY

If a child is well enough to come to school, he or she is expected to participate in physical education and recess unless there is a special problem. Any such problems must be discussed with the teacher, the school nurse or the administration. A note from a doctor should accompany any request for alteration of activity.

(9)LATE BUS

The school district provides a late bus so that all students have an opportunity to participate in the many supervised after-school activities that are available. The late bus leaves CAES at about 4:00 p.m. The late bus does not run on days of early release.

(10)LEAVING SCHOOL DURING THE DAY

Medical and dental appointments should be scheduled after school hours, whenever possible. If a child needs to leave school during the school day she/he must be dismissed from the office after being signed out by a parent or authorized adult. If the child returns during the day, the child must sign in.

(11)LEAVING SCHOOL ON A DIFFERENT BUS OR WITH DIFFERENT ADULTS

If there is a change in schedule or transportation arrangements, such as leaving school with a different person or to a different destination, we must have a note from the parents. If an emergency requires an unexpected change in plans during the day, parents must call the school office – not the classroom teacher. **Children will not be permitted to call home to make after-school social arrangements.**

(12)LOST AND FOUND

Please label all children's clothing and boots, especially outerwear. "Lost and found" boxes are located by the gym entrance at the end of the hall. Please, check it often. At the end of each marking period all found items that are not claimed will be taken to the local family center.

(13)MORNING ARRIVAL

The following procedures have been established to assure proper supervision and building security with the safety and welfare of our children as our prime concerns.

Supervision for students is available after 7:30 a.m. Students should not arrive at school prior to that time. Students arriving at school between 7:30 a.m. and 7:55 a.m. go directly to the designated playground area where supervision is provided for their grade level: Grades K-2 East Side playground; Grades 3-6 West Side. Students eating breakfast at school go directly to the cafeteria and after eating, join their classmates outdoors.

Buses and parents drop students off at the entrance to their designated playground areas unless it is raining. During inclement weather, all students are dropped off at the school's Main Entrance and go directly to the cafeteria. An "indoor recess" sign is posted at the entrance to the school.

When the first bell rings at 7:55 a.m., students line-up by the entrance door near their playground and are directed into the building by recess supervisors. Students may not go to classrooms until the first bell rings at

7:55 a.m., unless their teacher has provided them with a classroom pass for that morning. The second bell rings at 8:00 a.m. signaling the start of the school day. Students arriving after that time are late.

The school day officially begins at 8:00 a.m. and teachers take attendance at that time. Students who arrive after 8:00 a.m. must be signed-in as “tardy” in the book outside the office. This sign-in process informs our secretary and school nurse which students to remove from the absent list. Failure to sign-in could result in a child being listed as absent for the day. More importantly, in the event of an emergency evacuation, we might not know that this child is present in the building.

All exterior doors, except the main door will be locked after students enter the building from the playground at 7:55 a.m. Students, parents and visitors entering the school after 8:00 a.m. must use the Main Entrance and sign-in at the office, and wear a visitor nametag.

If parents need to come into the building with their children or to see a staff member, they should park their cars in the designated visitor parking areas with engines turned off.

(14)PARTIES AND INVITATIONS

Birthday “treats” are permitted but must be planned in advance with the classroom teacher. Children should not bring party invitations to school for distribution. Parents receive a student directory that may be used for mailing invitations. Disappointments occur when some students discover they have not received an invitation.

(15)PERSONAL POSSESSIONS

Radios, DVD & CD players, electronic games and all toys and electronic devices, with the exception of cell phones are not permitted in school. These items are distracting and disruptive to the learning environment and tempting to others. Toiletries and cosmetics, such as deodorant, hair spray and make-up should not be brought to school unless they are needed for a specific school project or activity. Items containing caution labels and/or toxic substances are not permitted. Such items, if brought to school, will be taken and held by school staff until a parent comes to collect the item. The school can not be responsible for personal items children bring from home.

(16)RETENTION

It is the intention of the Chester-Andover Elementary School that all children shall be placed at the grade level to which they are developmentally suited – academically, socially and emotionally. All decisions regarding promotion ideally should be agreed upon by the school and parent(s). Some children, however, may benefit from staying another year at the same grade level. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the child, such as the child’s special teachers and appropriate staff members at the earliest appropriate time to discuss the matter of possible retention. This discussion shall consist of an explanation to the parents of their child’s current academic standing, their child’s ability, and their child’s achievement within the classroom.
3. The teacher shall utilize the following criteria in considering the possibility of retention:

where appropriate, the grade level expectations; the child's emotional readiness as determined by current research and tools appropriate to measure this readiness; if appropriate, the standardized achievement tests and other samplings of the student's work.

4. The school has the discretion to **require** retention when the child has had twenty or more absences in a school year.

(17)SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY RELEASE

On days when the weather warrants a modification to the school day or a school closing, information will be posted at all of the following locations:

1. Radio Stations – KIXX, Q106, WSYB, WZRT
2. Television Stations – SAPA TV, LPC-TV, WEQX, WVAY
3. School Website – <http://caes.wswsu.org>
4. School Phone Voice Mail (875-2108)
5. E-Mail – If you provided CAES with an e-mail address, you will receive e-mail notification.

Be sure to fill out the information requested on the student information form and discuss these arrangements with your child to avoid confusion. Children will not be calling parents to notify them of an early release. They will be following the directions you have written on the information form.

EARLY RELEASE

Students are usually dismissed after they have been served lunch (12:30 p.m.)

DELAYED OPENINGS

Delayed openings postpone school by two hours which makes the school start time 10:00 a.m. Students may not be on school grounds before 9:30 a.m.

(18)TELEPHONES

Each classroom and workspace has a telephone intended for school related business and not for student use. Students must have their teacher's permission to use the phone and may not use it during class time. Students are responsible for remembering homework, lunch money, instruments, permission slips, ski passes, and the like. The phone is not to be used to make after school arrangements.

Parents calling to contact teachers or students should expect to leave a message on voice mail during class-time. Calls will not be transferred to classrooms during class-time unless there is an emergency. If parents need to call about after-school arrangements please call before 1:45 p.m. to insure that your message is received on time. Cell Phones must be turned off and may not be used by students during school hours or on school buses. The school is not responsible for lost, stolen or damaged property.

E. SCHOOL FACILITIES

(1) ANIMALS AT SCHOOL

Parents and visitors are not permitted to bring animals into school buildings except at the specific request of a teacher. The principal must approve and the nurse and parents notified about the pending animal visit.

Proof of vaccination (of any animal susceptible to rabies) must be presented to the classroom teacher before the animal's visit. Animals may not be transported on school buses with the exception of animals certified to assist persons with disabilities.

Animals Prohibited From School:

- Wild Animals

- Domestic stray animals

- Bats

- Birds (unless certified as psittacosis-free)

- Reptiles and amphibians

- Chicks and ducks

- Poisonous animals such as spiders, venomous insects and poisonous snakes, reptiles and lizards

- Dead animals (unless properly preserved as a dissection specimen)

(2) CARS AND PARKING

Please be mindful of children at all times when driving through the parking area, especially at the end of the day when arriving to pick up children. Cars must not block walkways and driveways. Unattended vehicles may not be left running. All cars must heed school bus warning lights.

(3) PLAYGROUND

Parents should be aware that there is no supervision on the playground after school. Students must leave school grounds after dismissal unless supervised by an adult. They may return to the playground on their own after 3:15. However, children should know that in case of emergencies, such as if they are hurt or threatened, they may come into the building for help. They may not come into the building for drinks, casual use of the phone, or the bathroom.

The playground is open to the community during non-school hours. Children who are not CAES students may use the playground during school hours only if supervised by a parent or responsible adult.

Children and adults using the playground are asked to respect all property and to use the various facilities for their intended purposes. Language and actions should be responsible and respectful. Trash should be picked up and thrown away. The school grounds are closed after dark.

**PLAYGROUND AND ALL SCHOOL PREMISES ARE
SMOKE AND DRUG FREE ZONES.**

(4)USE OF SCHOOL FACILITIES

It is the policy of the School Board to make facilities and equipment available for use by the public, as long as such use does not interfere with school activities. Applications for use of school facilities or equipment are available in the school office.

A calendar of all school and community events held at CAES is maintained by the school office and posted on our school website's Community Calendar. If you are scheduling an event, please contact the school office.

(5)VANDALISM

In order to maintain the beauty and safety of our school, we take a strong position regarding prosecution of known vandals. Official police complaints will be signed where known violators have been identified and previously warned. We look to you and your usual cooperation to help keep our school beautiful and safe day and night.

F. SCHOOL SERVICES AND PROGRAMS

(1)BAND

The CAES Instrumental Program is offered to any interested student in grades 4, 5, and 6. Each student participates in a weekly lesson with another student playing the same instrument as they strive to become proficient and are then invited to participate in the band.

Band meets three times a week. Rehearsals include preparation for both concerts and marching. There may be after school activities related to the interests of the students.

Performance schedules are sent home, posted on the Music Room door and can be found under "Classroom Pages" on our school web page.

(2)CHORUS

The CAES Chorus is open to any interested student in grades 4, 5, and 6. The Chorus meets once a week. Preparations throughout the school year typically include rehearsals for at least three concerts: Holiday Concert, Arts Night, and a musical production.

(3)EDUCATIONAL SUPPORT TEAM (EST)

Our school maintains an active Educational Support Team that meets on a weekly basis with the purpose of seeking new ways to address specific challenges that individual students may be facing in school. The process involves drawing upon the experience and expertise of a variety of professionals in our school, as well as the child's parents. Together we look at a child's strengths, discuss concerns, explore strategies, consider available resources and develop a plan to better meet the student's educational needs. In addition to a child's classroom teacher and parents, the team is generally composed of teachers from various grade levels, Title I Staff, Special Education staff, our School Nurse, the School Counselor and an EST Coordinator.

(4)EDUCATIONAL TECHNOLOGY

The school is fortunate to have a wide variety of technology resources and tools available to support the educational process in the school. The school is fully networked allowing for access to student work, the Internet, printers and other resources from any location and computer in the school. Procedures for the use of the computers will be explained by each classroom teacher each year.

All students and parents are required to read the *Acceptable Use of Electronic Resources and the Internet Policy* and sign the Parent/Guardian Permission sheet when enrolling. The form remains on file and in effect while the student is attending Chester-Andover. The policy and permission form are in place to let parents and students know that the educational technology resources available at the school are to be used for educational purposes only. Students who do otherwise are subject to the disciplinary actions in place. The full text of the policy is available at http://caes.wwsu.org/caestech/CAES_G5.pdf.

(5)GUIDANCE

The School Counselor is available to provide full-time, comprehensive guidance and counseling services for all students. Services available are: individual counseling, small group sessions and classroom guidance focusing

on specific issues/topics, as well as consultation with staff and parents/families. School faculty, parents and/or students may request services at any time during the school year. A referral form may be obtained from the School Counselor or the office.

(6)INSURANCE

Annually, pupil accident insurance information is sent home to all parents.

(7)KINDERGARTEN REGISTRATION

Registration and Orientation for children entering kindergarten is held each year in the spring. Children must be 5 years old on or before August 31 of their entrance year. Registration dates are announced in the Beating Drum and in the local newspaper.

(8)LIBRARY MEDIA CENTER

The library media center is a resource for teachers, students, staff and parents. The library collection includes materials in a variety of formats and about a variety of subjects. Students are welcome to check out books during regular school hours. Books are signed out for a two-week period and can be renewed. Students can check out books as follows:

- Kindergarten students: 1 book
- First graders: 2 books
- Second graders: 3 books
- Third graders: 4 books
- Fourth graders: 5 books
- Fifth graders: 6 books
- Sixth graders: 7 books.

Students visit the library at least once a week. Units are planned that support classroom work, encourage technology and information literacy skills, and promote a love of reading. Twenty laptop and five desktop computers are available in the library for student use and are fundamental to the library media program. The library media program strives to help all students be life long learners.

Parents are welcome to visit the library media center at any time. Stop by to see what we are doing, to volunteer in the library or to check out a book. And please don't forget to visit our book fair when you come to your parent teacher conference.

(9)SCHOOL HEALTH

CAES has a full-time school nurse. Health screenings are performed by the nurse for vision, hearing, height, weight and immunization review. If a problem is identified at the time of screening, parents will be notified and an appropriate referral will be discussed. If you choose to opt out of any of the health screenings, please contact the school nurse.

A **Health Questionnaire** must be completed for each student each year, and any concerns about his or her health should be reported to the school nurse. Should a child have any changes in his or her health status, please notify the school nurse.

Rest, nutrition, and hygiene are important for the school aged child. Children should have at least 8-10 hours of sleep at night. Late night outings and sleepovers are best saved for the weekend. Breakfast is the child's primary fuel for the day. Help plan for time to eat breakfast or participate in the school breakfast program. We

encourage parents to send their children to school with healthy meals and snacks. Hygiene should be maintained daily and health habits developed at home.

Illness: All well children are expected to be in school every day. Any child who is ill in the morning before school begins or has an elevated temperature or nausea or vomiting should remain at home until the symptoms are gone. A child should be fever free for 24 hours before returning to school. If the child is taking an antibiotic, she should have the medication for a 24- hour period before returning to school.

During the cold and flu season children should be particularly attentive to hygiene. They should carry a handkerchief or tissues. They should be reminded that one of the best ways to prevent colds is to wash hands frequently; especially after going to the bathroom or before eating. Children should not carry cough drops, lozenges, cold pills or aspirin to school.

Medication may be given at school if necessary. Students are not allowed to carry any medications to and from school and home. The procedures for in-school medication administration are as follows:

1. Prescription Medication must be brought to school by the parent or guardian in a container appropriately labeled by the doctor or the pharmacy and should include the name of the medication, the child's name, the doctor's name, the dosage, and the reason for administering and the time to be taken. The medication must be given to the school nurse or the principal before medication can be given. The nurse **MUST** have a doctor's order to administer the medication in school. The nurse will also require a parent signature on the permission form.
2. Non-prescription medication must be accompanied by a note from the parent giving permission to administer along with instructions for administration. All medication must be left in the custody of the school nurse. The student is not allowed to carry any medication to and from school.

Illness or injuries at school: Children who are ill will be sent to the nurse's office. If it is determined that they are not well enough to remain at school, parents will be contacted. If we are unable to contact the parent, the emergency contact person will be called. If a child is injured, first aid will be administered in the office or on site if serious. If the injury appears serious, parents will be contacted. If we are unable to contact the parent, we will contact the emergency number. Head, neck or back injuries may result in the ambulance being called first, then the parent, depending on the injury.

Head Lice: Head lice is a periodic problem at school. During the year should an individual be suspected of having head lice, they will be sent to the nurse's office to be appropriately examined. If the child is determined to have head lice, siblings and all other classmates will be examined.

Managing Head Lice Cases

1. Any staff member who suspects head lice will report this immediately to the school nurse or principal.
2. Any student identified by the school nurse (or qualified designee) as having lice and untreated nits will complete the school day. The American Academy of Pediatrics and other health agencies say that it is not necessary to send the child home before the end of the school day. They will be discouraged from having any close contact with others.
3. Verbal and written instructions for treatment will be given to the family of each identified student. The instructions shall include a suggestion that the parent or guardian of the student contact the child's physician or other pediatric health care provider. Instructions shall also include recommendations for

treatment that are consistent with Vermont Department of Health and Education guidelines and that the student may return to school after proper treatment.

4. The school nurse or other trained personnel will examine all children in the same classroom with an identified active case (untreated nits or actual lice) and handle appropriately.
5. Students will be readmitted to school after the first treatment with a written or verbal confirmation from the parent or guardian that the initial treatment has been completed. In accord with Department of Health recommendations, students will not be excluded from school on the sole grounds that nits may be present despite appropriate treatment.
6. Each re-entering student will be examined by trained personnel to look for evidence that the treatment was performed. Re-treatment recommendations will be consistent with Vermont Department of Health and Department of Education guidelines. Parents will be notified of any re-infestation and referred to the child's physician or pediatric health care provider for consideration of prescription medication.

Immunizations: Immunizations must be up to date. State law requires students to be excluded from school if they do not have the proper immunizations unless the student is exempt for medical, religious or moral reasons. Please contact the school nurse if you have any questions or require forms.

Insurance: The school does not carry insurance for injuries to children while they are at school. This is covered by the family medical insurance. For those families who do not have medical insurance, a policy is made available to parents through school. This information is sent home the first week of school, but it may be purchased any time. It is highly recommended that students without coverage purchase this insurance. The cost is generally less than a single trip to the doctor.

(10)SPECIAL EDUCATION

Special Education is specially designed instruction for students who have been identified as having special needs. To qualify for special education services a student must be identified as: (a) having a disability, (b) an adverse effect in a basic skill area, and (c) in need of special education services as a result of the disability. This is determined through an evaluation process developed by the evaluation and planning team.

The following are the categories used to determine eligibility for special education: learning impairment, specific learning disability, visual impairment, deafness or hearing loss, speech or language impairment, orthopedic impairment, chronic or acute health impairment, emotional-behavioral disability, autism, or traumatic brain injury.

When a child is evaluated the team may look at some or all of the following characteristics: physical characteristics, such as vision, hearing and health; social, emotional and behavioral characteristics; adaptive behavior, such as self-help skills, coping skills and independence; life circumstances; speech characteristics; language skills, learning abilities and styles; motor skills; and basic academic skill areas.

Our special education team includes: resource room teachers, para-professionals and related service providers such as speech and language pathologist and occupational therapist.

A more extensive guide to the special education process is available at school.

(11)SUMMER PROGRAM

CAES offers a summer program. Academic tutoring is also made available to eligible students. Information is sent out in *The Beating Drum* in the Spring.

(12)TITLE 1 REMEDIAL READING AND MATH

Title I staff provide supplemental help in reading and mathematics to students who qualify for services. Depending upon the needs of the child, these services consist of diagnostic evaluation, individualized or small group instruction, or inclusion. Summer services are also provided.

Families of students receiving Title I services are required to accept and sign a home-school compact.

G. STUDENT ACTIVITIES

(1)ARTS IN EDUCATION

The Arts in Education Committee of the Green Mountain Festival Series promotes the arts in schools of the Windsor Southwest Supervisory Union including Cavendish Town Elementary, Chester-Andover Elementary, Flood Brook Union School, and Green Mountain Union High School. This committee arranges school performances, awards mini-grants to teachers to bring artists into classrooms, writes grants for arts programs and performances, helps to fund residencies in the schools, and awards scholarships to the Governor's Institute for the Arts. These programs are partially funded by the Green Mountain Festival Series with support from corporate and community sponsors, school budgets, school booster clubs (including the Chester Andover PTA) and the Windsor Southwest Supervisory Union Medicaid Fund.

(2)ASPIRE YMCA AFTER-SCHOOL PROGRAM

The YMCA runs an after-school program at CAES. Each day the program includes physical activity, nutritious snack, study time and a group project. The main objective of the program is to provide safe and reliable care in a fun, enriching environment that emphasizes social and emotional growth. If you are interested in having your child be part of this program or have questions please pick up a brochure at school or the YMCA in Bellows Falls.

(3)ENRICHMENT ACTIVITIES

The school offers students opportunities for involvement in a variety of enrichment activities at various times throughout the year, such as: Circus, Dance, Spanish Club, Art Activities or Drama.

(4)FIELD TRIPS

Field Trips provide excellent opportunities for teachers to expand and enrich the learning opportunities of their students. Parents will be informed of field trips by their child's teacher or by an announcement in *The Beating Drum* unless the field trip is in the immediate area of the school.

Field trips that are outside Chester or Andover will require a permission slip signed by parents. Occasionally classes take trips to places requiring a fee. No student will be excluded based on ability to contribute financially. Students are responsible for their behavior. Inappropriate behavior may jeopardize future field trips for the child. Chaperones above the required number are responsible for their own expenses.

(5)GRADUATION

Sixth grade is a special year for our students that culminates with a graduation ceremony to celebrate the accomplishments of every student. Traditionally, sixth grade parents have also planned a variety of social activities to which all graduates are invited.

(6)HOME PAGE - INTERNET

Our school maintains a Web site that contains a wide range of information about our school, school events and activities, announcements (including school closing due to inclement weather) and current and back copies of our weekly newsletter, *The Beating Drum*. Each staff member maintains a web page that contains biographical

and program information. Our website also includes many connecting links that may be of interest to teachers, parents and students. The Chester-Andover Home Page can be found at: <http://caes.wswsu.org>

(7)KEEWAYDIN ENVIRONMENTAL EDUCATION CENTER

Keewaydin is an environmental education camp located on Lake Dunmore, near Brandon, Vermont. CAES has been sending students to Keewaydin for over thirty years. Every other year, fifth and sixth graders attend Keewaydin for a week period. Students and parents are expected to participate in fundraising efforts.

(8)RESPECT CLUB

IF YOU ARE A 4TH, 5TH OR 6TH GRADER AND WOULD LIKE TO HELP OTHERS THE RESPECT CLUB MAY BE FOR YOU.

The Chester Andover Elementary School Respect Club meets at school on Friday afternoons to do community service projects. We also meet other days to participate in projects outside our school. Projects that members have worked on in the past include:

- *helping at the Winter Special Olympics in Stowe, Vermont
- *participating in making and serving the Senior Community Dinners
- *helping at the Family Picnic and Keewaydin Bazaar
- *collecting clothes and school supplies for children in Tibet
- *writing letters and collecting supplies for soldiers in Iraq
- *sewing fleece hats for the homeless
- *helping our local food shelf
- *helping CHABA by purchasing bicycles for children in Africa whose families are affected by AIDS
- *reading to younger children through the CAES Books for Breakfast Program
- *helping the Heifer Project and Habitat for Humanity, Chester Rotary and Chester Chamber of Commerce
- *visiting the local nursing home and elderly housing center
- *raking leaves for elderly and disabled in our community in fall and spring
- *leading a workshop for the Foundation for Excellent Schools Student Summit

(9)SCHOOL ACTIVITY CALENDAR

A calendar of school activities such as Parents' Nights, Concerts, Parent-Teacher Conferences, Keewaydin Bazaar, etc. is maintained by the main office and is posted on the school website.

(10)STUDENT COUNCIL

Our student council is open to students in grades 4-6. Students may apply for the privilege of serving on the student council. Meetings are held throughout the year with the goal of improving CAES through student voice. Past activities have included student theme days, attending a leadership conference, starting a vegetable garden, and helping with recycling.

(11)WINTER SPORTS PROGRAM

The CAES Winter Sports Program is offered (weather permitting) during the months of January, February, and early March. Various program options are offered when there is adequate and skilled supervision. Schedules, program offerings and registration information are published well in advance in *The Beating Drum*.

(12)YEARBOOK

Chester-Andover has a student / teacher created yearbook. The Yearbook staff is open to any 5th or 6th grade student. This group meets either at recess or after school. The Yearbook staff takes photographs, designs, edits, and works in a collaborative way to make decisions and ultimately produce a book.

H. PARENTAL INVOLVEMENT

(1) FUNDRAISING

All fundraising activities conducted on behalf of a school initiative must be approved by the principal.

(2) HOME/SCHOOL COMMUNICATION

Teachers and parents are encouraged to maintain regular communication during the school year. Individual teachers communicate with parents in a variety of ways, such as: email, phone calls, conferences, newsletters, and special event announcements.

Parents are asked to communicate with teachers about any changes in home circumstances that may affect a child's performance or behavior, such as: health concerns, death in the family, an extended illness, a separation or divorce, or the loss of a pet.

If a parent has specific concerns regarding their child it is recommended that concerns be discussed initially with the classroom teacher. If the issue is not resolved after working with the teacher, the parent should contact the principal.

(3) PARENT-TEACHER ASSOCIATION (PTA)

We welcome you and your child to Chester-Andover Elementary School. The CAES PTA is always looking for new membership and new ideas. Please consider coming a meeting this year! You can find out how you can be involved in your child's education and it truly does not mean a lot of time out of your already busy schedule!

We generally meet once a month on a Wednesday evening around 6:30 P.M. Our meeting announcements are posted in the school newspaper called the *Beating Drum* which is distributed every Friday of the school year.

Through one major fundraiser at the commencement of each school year, we are able to host several events during the course of the school year and assist with many school events or purchases to benefit the school and the children. We look forward to meeting you!

(4) PARENTAL REQUESTS FOR STUDENT PLACEMENT

It is the policy of Chester-Andover Elementary School to place students in classes for the following year based upon consultation among teaching staff, guidance staff, and the administration. The administration will consider parental requests for placement of students for the ensuing school year that are received no later than Friday prior to the start of the April vacation of each school year. (A form is sent home in *The Beating Drum*). There is no guarantee that a parental request will be honored.

(5) SCHOOL NEWSLETTER

The Beating Drum is our weekly school-wide newsletter. This includes lunch menus, calendar items, specials events and other school news, The deadline for submitting items for *The Beating Drum* is the close of school on Wednesday.

Parents are asked to check with their child on a daily basis regarding communications from school and to remind their child of the importance of bringing written communications home in a timely manner.

(6)SMOKING AT PUBLIC FUNCTIONS

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the CAES School Board board bans the use of all tobacco products in all school buildings, on all school vehicles and on all school grounds.

This ban extends to all employees, students and patrons attending school-sponsored events and meetings.

(7)VISITS TO SCHOOL BY PARENTS

In the absence of a court order denying visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their child(ren)'s classes. Parents are asked to contact the respective teacher to arrange an appropriate time. Arrangements for other visits should be made through the school office. After consultation with the teacher a convenient time for the visit will be suggested. Requests by parents to visit classes may be denied by the principal when the visit would result in disruption to the learning process in the classroom.

For the safety of our children, all visitors are required to sign the visitors' log at the office, including the purpose of the visit, and to obtain and wear a visitors' pass. Visits by individual students from other schools must be requested at least one day in advance. Such visits may be approved at the discretion of the classroom teacher if not disruptive to the educational program.

(8)VOLUNTEERS

Volunteers are always needed and appreciated. A notice describing volunteer opportunities is sent home at the beginning of the school year. All volunteers are expected to sign a statement of confidentiality prior to interacting with students and to observe the same high standards of confidentiality which is required of school staff. If you are interested in volunteering, please contact your child's teacher or the school office.

I. STUDENT RECORDS

(1) DIRECTORY INFORMATION AND THE RIGHT OF REFUSAL

Schools in the Windsor Southwest Supervisory Union may disclose designated “directory information” on students without the prior consent of the parent 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.

You have the right to refuse to permit the designation of any or all of these types of information as directory information concerning your child by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the school.

(2) PERMANENT STUDENT RECORDS

Every child has a permanent school record. Parents are welcome to review and copy any of their child’s records. Please contact the school office to arrange an appointment. Original school records are not released directly to parents. The maintenance and confidentiality of Student Records are protected by the Family Rights and Privacy Act (FERPA) which is summarized below. Please contact the school if you have any questions.

Parents have the right to:

1. Inspect and review the student’s educational records;
2. Request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act; and
5. Obtain a copy of the school’s policy and written procedures or protocols related to student records.

(3) REPORT CARDS/PARENT-TEACHER CONFERENCES

Formal report cards are issued three times a year and Parent-Teacher conferences are held twice a year as indicated in the following schedule:

<i>First report card</i>	Late November – Early December
<i>First conference</i>	November
<i>Second report card</i>	Late February – Early March
<i>Second conference</i>	March

Third report card Last day of school

Additional conferences and/or reports to parents may be scheduled by teachers as appropriate. Teachers will contact parents to schedule conferences. Parents are expected to make every reasonable effort to attend their child's conferences.

Parents should contact teachers if they feel a need for an additional conference. Teachers try to be flexible in scheduling conferences and parent meetings, but are not available for conferences or phone calls during class time. Please do not hesitate to call the teacher before or after school if you would like to schedule a conference.

J. EXPECTATIONS & DISCIPLINE

(1)BEHAVIORAL EXPECTATIONS

Respect, Responsibility, Cooperation and Safety

Our behavioral expectations are based upon providing a learning community where everyone is safe and able to learn.

Our learning community is built upon four building blocks:

- Respect - for self, peers, property and adults
- Responsibility - for one's actions and learning
- Cooperation - in promoting an environment conducive to learning
- Safe environment – for self, peers, property and adults

Students are expected to demonstrate behaviors consistent with these expectations in all settings and at all times.

(2)EXTRA HELP

Teachers are always willing to give extra help to students when needed. This may be before school, at lunch, during recess, or at the end of the day. Students, teachers, and parents should work together to arrange mutually convenient times. Students who stay at the end of the day for help may take the late bus home.

(3)HARRASSMENT AND BULLYING

We do not allow and will not tolerate bullying or harassment at CAES (please see our policies for anti-bullying and harassment and procedures for handling complaints in the policy section of this handbook).

BULLYING

Bullying is an act or series of acts against a student by one or more students

- that is meant to be mean, to hurt, to embarrass, to make fun of, to scare or to make the person feel bad
- that happens anywhere on school grounds or the bus or at a school activity, including before the school day and during after-school activities
- and often happens again and again.

HARASSMENT

Harassment is one or more incidents

- verbal, physical, written, or visual affront
- related to a student's or family member's actual or perceived race, creed, color, national origin, marital status, gender, sexual orientation or disability
- that interferes with a student's education or creates an intimidating, hostile, or offensive environment.

Harassment includes:

Sexual Harassment which includes unwelcome advances, requests for favors and/or unwelcome physical conduct; **Racial Harassment** and **Harassment of other protected categories** (creed, national origin, marital status, gender, sexual orientation or disability) which includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, written or visual material and insults related to a manner of speech or customs. Harassment is a form of unlawful discrimination.

EDUCATION and REPORTING BULLYING OR HARASSMENT

Verbal, physical, or sexual harassment and bullying have no place in our learning environment.

These behaviors violate an individual's rights, undermine the integrity of the school environment, and adversely affect students, teachers, parents and other school personnel whether they are direct subjects of the harassment and/or bullying or not.

Discussions about the nature of bullying and harassment and the process for reporting are held with all classes at the beginning of each school year and these topics are reviewed as necessary.

All staff members have a responsibility to report incidents of bullying or harassment and all students are encouraged to do so as well. Bullying or harassment complaints may be reported to a child's teacher or directly to a school administrator. All incidents or suspicions of bullying or harassment must be communicated to a school administrator who has the responsibility to investigate the complaint. Bullying and Harassment may be reported anonymously.

The school will contact the parents or guardians of any student who engages in bullying or harassment. Consequences may include: conference with parent; restrictions from class, recess or other school activities; removal from class or other activities for a period of time; apology and promise made to the student who was offended. The student who bullies or harasses others will be expected to develop a plan to change behavior and to demonstrate understanding of the potential consequences if this behavior continues.

Bullying and Harassment are dangerous, hurtful, disrespectful, and against the law.
(Vermont State Law 16 VSA 11-14; 565; 1161)

Parents and guardians are urged to contact the school with any questions or concerns regarding bullying or harassment.

(4)HOMEWORK

Homework is studying at home and is ordinarily an extension of classroom instruction. The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills by engaging in preparatory activities, and by extending and applying classroom learning for developing a new and deeper understanding.

Homework is assigned regularly and will progressively increase in amount as the child moves up in grades. Homework assignments ordinarily indicate what pupils have been doing in school and provide encouragement to strengthen the link between home and school.

If a child and parent working together have difficulty understanding an assignment, please send a note to the teacher, and/or the student should talk with the teacher.

(5)PLAYGROUND GUIDELINES

These guidelines and consequences have been developed to help ensure the safety of students at Chester-Andover Elementary School. We have made every attempt to make the consequence logical for the particular offense. We are trying to instill self-discipline and responsibility in our students by making them accountable for their actions. These guidelines and consequences may not include everything that could come up relative to student safety, so they should not be interpreted in that way.

General Guidelines – Grades K-6

1. Students are expected to treat each other and all adults on the playground in a courteous, safe, and helpful way.
2. Follow directions the first time they are given.
3. Use playground equipment properly and safely. Share so everybody has a turn.
4. No food or drink is permitted on the playground unless under adult supervision.
5. Get permission from the adults on duty to enter the building.
6. Play fairly and include others.
7. Personal items i.e. clothing, backpacks, and lunch boxes, will be placed in a designated area during recess.
8. Games are to be played by the proper rules.
9. Baseballs, golf balls, and small, high-impact rubber balls are not permitted at school.
10. All students must line-up at the end of recess in their classroom line at the designated area when called to do so.
11. Appropriate footwear and dress must be worn for each activity on the playground.

Structure Guidelines – Grades K-2

1. The structure will be closed when the surface is wet.
2. All running games are only allowed in the grassy areas.
3. Only walking is allowed on the structure or the wood chips.

School-Wide Playground Equipment Guidelines

Swings

- Always sit in the swing; don't stand or kneel. Hold on tightly with both hands. Stop the swing completely before getting off.
- Stay a safe distance from other children on swings, being careful not to run or walk in front or in back of moving swings.
- Never spin or swing sideways
- Swing set poles are not for climbing.
- Never double up with two kids to a swing.
- Don't push other children swinging. The child pushing the swing may not be able to gauge properly how much force is necessary, and the child being pushed won't have any control if he wants to stop.

Slides

- One child on the ladder at a time.
- Take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. Never climb up the slide itself to get to the top.
- Slide down feet first and sitting up, never head first, on your back, or stomach.
- Don't slide down in groups. Only one child should be on the slide platform at a time.
- Objects should not be placed on the slide.
- Other students should not stand near the slide and reach in at the person sliding.
- Always check that the bottom of the slide is clear before sliding down.

Climbing Equipment

Climbing equipment comes in many shapes and sizes, including arches, domes, horizontal ladders, and all jungle gym equipment.

- Use both hands and stay well behind the person in front of you, and beware of swinging feet.
- For the pull-up/parallel bars: dangerous movements such as turning upside down using no hands, sitting, or standing on them are not permitted.
- Hanging upside down on the high bar attached to the swingset is not permitted.
- Keep your hands to yourself when on any jungle gym equipment.

Possible Playground Consequences for Following Guidelines

- Verbal and non-verbal praise
- Principal's Excellence Awards
- Recognition at Student Success Assemblies
- Recess Wall of Fame Awards

Possible Playground Consequences for Failing to Follow Guidelines

- Verbal correction
- Removal from game
- Time-out
- Loss of Recess
- Referral to Assistant Principal

(6)SCHOOL BOOKS & MATERIALS

Each child is responsible for the careful use of materials provided by the school such as textbooks, classroom books, library books, or calculators. If loss or damage occurs, the cost of replacement will be expected.

(7)SCHOOL DRESS

School clothing should be functional, safe and conducive to a learning environment. Students and parents are expected to exercise good judgment in their selection of clothing that is appropriate for school.

For safety reasons, clogs, flip-flops, sandals without backs, high-heels and platform shoes should not be worn in school. Hats and sweatshirt hoods are not to be worn inside the school building. During Physical Education class, children should wear sneakers. Since they spend part of the day playing outdoors children should have clothing appropriate for the weather, including snow pants, boots, jackets, hats, and gloves.

Clothing with messages that promote alcohol, drugs, tobacco or sex may not be worn in school. Revealing clothing is not allowed.

(8)SEARCH & SEIZURE

Desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning and maintenance, or in the case of emergency, they will be confiscated and a report will be made to the school administrators who will determine whether further investigation is warranted.

School property may also be searched by school employees upon reasonable suspicion on the part of the building administration or superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.

School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogations by law enforcement officers have been complied with.

(9)SMOKING, ALCOHOL AND OTHER DRUGS

CAES is a drug-free campus. The use of alcohol and tobacco is strictly prohibited.

K. CONSEQUENCES

(1)DISCIPLINE AND RULES

All adults at our school play a role in maintaining discipline. Discipline is the responsibility of students, parents and staff working as a team. Typically, when a student makes a poor choice, a conversation occurs between that student and an adult at the school. Options for correction include logical consequence, apology and restitution, redirection, warning, or a loss of privileges. We do not believe it is necessary or practical to contact parents after every disciplinary event. Learning appropriate behaviors is part of the elementary school experience. Parents may be notified of a continued discipline problem by a written referral sent home or a telephone call. If students have difficulty meeting expectations, our school's three level behavior plan will be followed (see CAES Behavior Response Plan, on page 37).

Chester-Andover Elementary School

Behavior Response Plan

Level One Behaviors: Primary Responsibility - Teacher or Supervising Adult		
Student Behaviors * Off task behaviors * Minor to moderate disruption * Inappropriate verbal interactions * Non-responsive to teacher direction * Inattention to classroom work * Unprepared for class * Conflicts with teachers or peers	Teacher Response * Review rule/value * Supportive guidance back to task * Redirection * Planned ignoring * Change seating * Interact (privacy, eye contact, proximity) * Script (i.e. “show me what you are supposed to be doing”) * Reflective/empathic listening * “I” statements * Shift from focus on problem to focus on solution	Possible Consequences * Warning * Positive reinforcement for task completion and class cooperation * Opportunities for recognition of achievement * Parent Notification * In-class time-out * Work completion during free time * Negotiation/compromise * Loss of privileges * Restitution * Detention
Level Two Behaviors: Primary Responsibility - Teacher and Behavior Support Staff		
Student Behaviors * Include all Level One behaviors that continue in spite of teacher intervention and consequences	Teacher Response * Identify rule/value to be addressed * Referral/consultation - Student Support Staff * Referral/consultation - Guidance Counselor * Script (i.e. Language from a specific behavior intervention plan) * Work with school wide support: 1. Grade level Team 2. Educational Support Team 3. Supervision 4. Special Ed Staff	Possible Consequences * Individual Plan created * Loss of privileges * Community Service * Meeting with peer or teacher * Detention * Parent notification/involvement * Time spent in Student Support Center * Restitution * Role Play * Follow up meetings * Referral to specific skill building group * Increased monitoring (i.e. sign out sheets, etc.)
Level Three Behaviors: Primary Responsibility - School Administration		
Student Behaviors * Serious verbal aggressions, harassment or threats * Serious physical altercations * Three referrals to Student Support Center * Serious damage to property * Weapons possession, threat to use, or actual use * Drugs and alcohol possession or use * Significant pattern of instability and /or disruption	Teacher Response * Referral to Administrator * Seek help from a crisis response team and other school supports * Participate in parent conferences and reentry meetings * Provide work for in or out of school suspensions * Referral for Functional Behavioral Assessment and Behavior Intervention Plan	Possible Consequences * Meeting with parents * Individual Safety Plan * In or out of school suspension * Police involvement * Interagency referral and planning * Home school coordination and support * Consideration of placement in alternative program * Referral for therapy

L. SCHOOL BOARD/ SCHOOL POLICIES

(1)SCHOOL BOARD MEETINGS

The Chester-Andover School Board usually meets on the first and third Mondays of the month in the school library. The current agenda and the minutes from the previous meeting are posted on the school web site and just inside the school entrance at least 24 hours in advance.

The board meetings are open and the public is invited to attend. Executive or closed sessions are called as needed to discuss personnel contract issues.

(2)SCHOOL POLICIES

While some School Board policies are provided on the following pages, all School Board Policies are available for public review in the school office.

M. SCHOOL BOARD RESPONSIBILITIES

Vermont law assigns powers to Vermont school boards. Each school board is responsible for providing leadership in the major areas listed below:

- Adopt a policy to integrate home study students into its schools
- Apply for and accept grants
- Determine education policies of the school district
- Employ professionals and staff
- Employ public accountant to audit financial records at least once every three years
- Engage in short-term borrowing
- Establish policies and procedures to avoid board member conflict of interest
- Execute contracts
- Furnish instruction for pupils
- Maintain adequate financial system
- Maintain buildings and grounds
- Management of school property
- Oversee preparation of reports to the commissioner
- Oversee the sound administration of schools
- Prepare and distribute annual budget
 - (A) all revenues from all sources and expenses
 - (B) the specific amount of any deficit and how the deficit was or will be remedied
 - (C) homestead tax rate and income sensitivity
 - (D) number of equalized pupils and the education spending per equalized pupil
 - (E) union school assessment to each of the member districts
- Proper accounting and reporting
- Provide all books and materials
- Report on conditions of school prior to annual meeting
- Shall carry out the duties of a local education agency for the purposes of determining pupil performance and application of consequences for failure to meet standards

Source:

2007 School Board Resource Directory

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N. RESPONSIBILITIES OF THE SUPERINTENDENT

- Act as a representative of the districts in addressing educational issues to the public
- Assess and make recommendations regarding all facilities within the supervisory union
- Carry out the policies adopted by the School Board relating to the educational or business affairs of the school district
- Chief personnel officer of the district and is responsible for promoting a positive working environment
- Ensure that all the financial affairs within the Windsor Southwest Supervisory Union are conducted in an ethical manner and adhere to legal requirements
- Furnish the Commissioner such data and information as may be required
- Identify the educational goals and objectives of the school district and prepare plans to achieve those goals and objectives for adoption by the school board
- Recommend that the School Board employ or dismiss persons as is judged to be necessary to carry out the work of the school district
- Responsible for the development and implementation of a coordinated and articulated educational program, preschool through adult
- Serve as the chief executive officer of the Boards and the administrative head of all divisions and departments of the Windsor Southwest Supervisory Union

O. ADMINISTRATIVE RESPONSIBILITIES

PRINCIPAL

- Action planning
- Assemble and approve budget requests
- Attend administrative council meetings
- Attend board meetings
- Attend IEP and 504 meetings as LEA
- Classroom visits (informal)
- Communicate with public
- Communicate with the State Department of Education
- Confidentiality concerns
- Curriculum implementation and issues
- Edit the Beating Drum
- Field trip approvals
- Hiring
- In-service record keeping
- Interpersonal relationships – teachers
- Leadership team member
- Member of facilities committee
- New Students
- Non-consumable school supply orders
- Professional Development
- Program Evaluation
- Sign staff time sheets
- Staff absence from work forms
- Staff meeting agenda
- Staff professional development forms
- Strategic planning
- Supervise custodial and food service staff
- Supervision and evaluation of teachers
- Team Meetings

ASSISTANT PRINCIPAL

- Action planning
- Assist testing coordinator
- Attend administrative council meetings
- Attend board meetings
- Attend IEP and 504 meetings as LEA
- Attendance officer
- Bus discipline
- Chair of CARES bullying prevention program
- Chair of crisis response team
- Classroom visits (informal)
- Coordinates school spelling bee
- Coordinates TA classroom and duty schedules
- Create master schedule
- Create staff and TA meeting schedules
- Data management
- Educational Support Team coordinator
- General budget preparation assistance
- Leadership team member
- Log and conduct fire drills
- Lunchroom and playground concerns
- Member of facilities committee
- Member of the student support team
- Organizes “Celebration of Student Success” assemblies
- Student Discipline
- Supervises and evaluates teaching assistants
- Winter sports program assistance

P. SECRETARIAL RESPONSIBILITIES

ADMINISTRATIVE SECRETARY

- Advise staff of changes in student information
- Answer phones
- Assist with parent dismissal requests
- Assist with 6th grade graduation
- Awards – process as requested
- Building use forms
- Compile new staff folders for teaching assistants
- Compile students directory for publication
- Complete school register
- Coordinate and attend kindergarten orientation
- Coordinate parent crisis response list
- Daily attendance log
- DOE fall census
- Enroll new students, create file folders, and provide tours to new families
- Finance, maintain all accounts
- Keep current CAES events and community calendar
- Key distribution and accountability
- Maintain current substitute folders for teaching assistants
- Maintain student information system
- Prepare mailing labels as requested by staff
- Process student records request
- Testing coordinator for State, Federal, and local assessment

SCHOOL SECRETARY

- Answer phones
- Arrange for and coordinate school photos
- Arrange for substitutes as needed
- Beating Drum
- Big budget orders
- Central office mail
- Check in shipments when received
- Compile student and staff birthday list for birthday basket
- Complete all summer work
- Create and distribute certificates and awards
- Deliver messages to staff
- DOE spring census
- Emergency phone tree
- End of day dismissals
- Field trip and transportation requests
- Keep bulletin boards current
- Maintain and distribute current staff directory list
- Maintain staff attendance records – advise staff and central office of time carried to new contract term
- Office equipment maintenance and repair
- PA announcements
- Prepare programs for music and arts nights and assemblies
- Process staff development forms
- Provide assistance to principal and assistant principal
- Purchase orders (processing, record keeping, etc.)
- Website updates
- Weekly timecards