

MORETOWN SCHOOL

FAMILY/STUDENT HANDBOOK
2019-2020



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802-496-3742

Principal
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We hope that you will use this handbook as a source of information about our school, its programs, procedures and protocols and the people who work here. This handbook, as well as *monthly* newsletters, our school blog (<http://moretownschoolblog.blogspot.com/>) from the classroom teachers websites, our website www.moretownschool.com, and postings on the Front Porch Forum will help foster and improve good communication between home and school. We welcome your comments and suggestions for working together to provide the best education for our students.

Check out our school's information by clicking on the links below;

<http://moretownschoolblog.blogspot.com/>

www.moretownschool.com

Our Mission

- As a learning community we challenge ourselves to grow mentally, physically, and emotionally in an environment filled with joy, compassion, and laughter.

Our core beliefs

- We believe... we are all learners.
- We believe children *learn best when they are seen as* creative and inventive discoverers.
- We believe that hands-on experience, prior knowledge, self discovery, guided learning and direct instruction are key for students to construct and gain knowledge.
- We believe children *learn best* through intrinsic motivation and a *love of learning*.
- We believe that all children learn best when their diverse individual experiences, backgrounds, and voices are valued and respected, giving an equitable opportunity for all to reach their maximum potential.
- We believe that children learn best when the school environment supports children's social and emotional growth as a foundation for their academic growth
- We believe that cooperation among students, staff and parents, involving open communication and respect for each other's diversity, is critical to a child's academic and social emotional growth.
- We believe that children should be allowed to develop at their own pace and to the fullest of their ability. We believe that by having choice *in play and learning*, they learn and grow in their own unique way. This develops important skills that lay the foundations for reading, writing and mathematics, problem-solving and decision-making, social and emotional growth and many other skills needed throughout their lives.

"Children construct their intelligence and understanding of the world by interacting with materials, people, and ideas." -- Jean Piaget

Our Core Values

Joy, Community, Kindness

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OUR SCHOOL OFFICE

Mrs, Loretta DiMario, our administrative assistant, is a wonderful source of information and is able to answer your questions regarding many aspects of our school. She can be reached at ldmario@huusd.org at the main number 496-3742. Mandy Couturier our principal, can be reached at 496-3742 or at mcouturier@huusd.org.

ABSENCES

Vermont Law requires regular attendance at school for children between the ages of 6 and 16. If your child is going to be late or absent, please contact Loretta DiMario as soon as possible. If need be, leave a message including your name and your child's name, the day and time of the absence and the reason. By letting us know where they are we can avoid contacting your home to make sure he/she is safe and accounted for. The school will call the student's contact early in the morning when making a safe call to ensure we know their whereabouts. Please send a note to the school the day after the missed day(s) so we can properly account for their absence. **Loretta or our School Nurse, Jean Andreson, will make health checks on students who do not come to school and we are not given notice of their absence by their parents/guardians.**

ABSENCES DUE TO PROLONGED HEALTH ISSUES

Students whose attendance is regularly impacted by a documented health issue should set up a meeting with the nurse, teacher and principal early in the year to discuss a plan to address the student's learning needs.

ATTENDANCE

Start/End times- **School begins at 7:30 AM.** Student supervision is provided beginning at 7:15 AM in the multi-purpose room until 7:30 when they will be dismissed to their classrooms. The school day ends at 2:30 PM. Buses pick up students outside the main entrance to the school. Students who do not ride the bus or walk home must be picked up by 2:35 PM. Students will wait in the multi-purpose room at the end of school so you can find them. MECA students will be met by MECA staff and taken to their respective meeting areas. We look forward to having your son/daughter in our school! They are the reason we are inspired to continue to learn. We cannot wait to get them excited for the day's activities and programs. By beginning the day on time, it sets a positive tone for learning as well as a strong foundation for building community. If you find that you are running late to school for an unforeseen circumstance, please check in with Loretta in the main office prior to going to class.

Please refer to the Truancy Policy and Procedures located on the HUUSD [Website](#) under the tab HUUSD Board - look under local policies

F30 R and F30 R - P for information on how our Supervisory Union handles truancy issues.

*Family Trips During the School Year

We understand that learning experiences occur through a variety of venues in a student's life. There is a host of opportunities that families may be able to take advantage of that are not available to them in Moretown. We ask families to carefully consider the impact of removing their children from school to travel with families or organizations. In deciding to take such a trip, we ask that you consider that your child will be missing instruction, lessons, demonstrations, community-building activities and other learning experiences that may impact his or her learning, as well as the classroom learning environment. The social learning and group work that takes place in classrooms cannot be made up. While journal writing and paper and pencil work can be valuable, they are not the quality instruction your child would miss if a vacation is planned during school time. If students are scheduled to go on a family trip during the school year, parents should communicate with the classroom teacher and Principal at least two weeks prior to the leave to allow for preparations of work to be missed. Vacations of ten or more days require the Superintendent's approval. Please see the Principal for more information on that process.

AFTER SCHOOL PROGRAMS/USE OF PROPERTY

Use of the school building by members of the community outside of the school day is encouraged. We will strive to offer the use of our building to promote community meetings that involve children as our first priority. The use of the school must receive prior approval by the Principal. Please request a building use form from the office or find on the website.

For the 2019-20 school year, the Moretown School is once again supporting a school based child-care/afterschool program - MECA (Moretown Education Center for All). This program is funded completely by tuition funds. Information regarding this program can be obtained in the main office or on the school's website.

ASSESSMENT OF STUDENT PERFORMANCE

Moretown Elementary School is proud to have consistently ranked at the top of Vermont's elementary schools. These measures are only one indicator of our student success. They capture student performance on one assessment on a given day of testing. Scores may be impacted by various factors, such as health, social interactions, adequate sleep, learning issues, nutrition, and more. Therefore, our teachers use a variety of assessments and classroom observations to gain an accurate understanding of each child's unique learning profile. No matter how your child performs on assessments, our teachers consistently seek more effective ways to engage students in thinking and learning.

SBAC (Smarter Balanced Assessment Consortium)

This assessment will determine how well student perform on new common core standards. Teachers, parents and community leaders have all weighed in to help create the Common Core State Standards. The standards clearly communicate what is expected of students at each grade level. This will allow our teachers to be better equipped to know exactly what they need to help students learn and establish individualized benchmarks for them. The Common Core State Standards focus on core conceptual understandings and procedures starting in the early grades, thus enabling teachers to take the time needed to teach core concepts and procedures well—and to give students the opportunity to master them.

-Grade Level Expectations (GLEs):

The Grade Level Expectations provide specific benchmarks for Vermont's Framework of Standards and Learning Opportunities. They provide guidance for the design of local curriculum, instruction and assessment. Specifically, they address student expectations in math, reading and writing skills required for state assessments. In addition, other areas of the general curriculum are governed by the GLEs.

-The Benchmark Assessment System:

The Benchmark Assessment System by Fountas and Pinnell is the reading assessment we will be adopting this year. This assessment is individually administered to each student to track his or her progress in reading in relation to the Vermont Grade Level Expectations. The assessment yields scores for Accuracy Rate, Fluency, Oral Reading, and Comprehension. Within each score, detailed information is gathered about the student's reading skills, which is used to guide classroom instruction.

-The Primary Number Observation Assessment:

The Primary Number Observation Assessment (PNOA) is used in grades K-2 twice a year (fall and spring) to show student abilities, areas of need, and progress over time in understanding the base ten number system and the operations of addition and subtraction, along with concepts such as counting forward and backward, skip counting and equality. Many teachers in the district also administer this assessment mid-year in its entirety, and small sections of it throughout the school year to monitor specific skill development of individual students.

-WNEA-MAPS Testing- The MAPS testing is administered 2-3 times per year k-6th grade in both mathematics and ELA. The assessment is used to ascertain whether students are meeting the grade level standard, and can also be used as a progress monitoring tool to make sure students are making ample progress in these areas.

BICYCLES

With written parental permission, students may ride a bicycle to school. Please be aware that Moretown Roads and walkways may not be the friendliest to ride on without supervision. Bike racks are provided to keep your bikes safe and out of walkways. Helmets are essential for safety! The school is not responsible for lost bicycles or other property.

BIRTHDAYS AND CELEBRATIONS

Birthday celebrations are very important to children. Please speak with your child's teacher in advance if you would like to provide a special treat for your child's day. We strive to support good nutrition at our school. Consider providing a healthy snack, at least as an additional alternative, to the typical cupcakes and cookies. Invitations to private birthday parties should not be passed out during school unless the invitations extend to the entire class.

BUSES/After School Picks -up and destinations

It is helpful for school staff to keep a consistent routine for students' destinations after school. In the event that your child(ren) will not be following their routine, please provide written notification to the school on where your child will go after the school day ends. **Please do not email changes in routine for early pickups, changes in drop offs or changes in pick up people - emails may not be checked prior to the end of school.**

Parents/family members and or approved adults must enter the school to pick up their children at the end of the day so that we can make sure children are going with approved family members. Teachers will allow students in to wait in our multi-purpose room/cafeteria or the office area until approved pick-ups arrive. Teachers will confirm visually that approved pickups are present and taking designated children. In unique situation, the office may act as the visual check for pick-ups.

The daily transportation of Moretown Elementary School students is a privilege available to each student. Each student is responsible for following the rules on the bus for the safety of all passengers and the driver. Moretown contracts for bus service along with the other schools in Washington West Supervisory Union. Nonetheless, issues with school bus service should be directed first to the front office at the Moretown School. First Student is our current transportation provider - their contact number is 244-6422. Should bus service be canceled for any reason you will be notified through WDEV (550 on your AM dial and 96.1 FM) and our Blackboard Connect system.

PLEASE NOTE: **E13: VIDEO AND AUDIO RECORDING ON SCHOOL BUSES POLICY;**

The member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) recognize that all students should have a safe, orderly and positive learning environment including the school bus. The WWSU

authorizes the use of video/audio recording equipment by the district on selected school buses to assist in providing a safe and secure environment for all passengers. This authority shall extend additionally to all vehicles owned or contracted for the transportation of WWSU students. The supervisory union authorizes the Superintendent of Schools and the Principal of each school to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

CLOTHING

Our students participate in all recess and physical education activities. They should be dressed appropriately according to the weather. On PE days, sneakers with non-marking soles should be worn. Clothing should reflect age appropriate themes and modest coverage, covering the entire front and back midriff areas and concealing all undergarments. Clothing depicting or advertising alcohol or tobacco, obscenities or violence are not appropriate in a school setting. Short shorts, halters, and Single-strap and strapless tops are also not appropriate. Labeling clothing can help when things are misplaced. Hats may be worn outside.

CONTACTING THE SCHOOL

All telephone communications to the school are made through the front office. The telephone number is 496-3742. The fax number is 496-3749. General email may be sent to Loretta DiMario at ldimario@wwsu.org . Individual staff members all have email access and telephone extensions. Educators maintain classroom newsletters or websites that are sent to parents to support positive home/school communication. During the school day, you may leave a message for individual faculty and staff on the voice mail system. We will be happy to deliver emergency messages promptly. The staff directory and links to email addresses are also available on the school website at www.moretownschool.com. Please remember that staff may not be able to check their voicemail or email during the school day. We will return your call as soon as possible. Permission for students to use the telephone may be granted at the discretion of the Principal or individual classroom teachers.

COMPLAINTS

All staff at the Moretown School work hard to provide the best possible education in a caring and supportive environment. Nonetheless, there may be times when you as a parent or guardian will have issues with either the education or environment your child is experiencing. Our faculty is always willing to listen and strive to improve a situation for a student if he or she is experiencing trouble of an academic or social nature. Please talk to your child's teacher first. Remember, there are two sides to every story. The story you hear at home may not be the full picture and the faculty may be able to give you valuable information or suggestions that can help resolve the issue. The principal, Mandy Couturier, may be contacted should you feel you need further assistance. If an issue cannot be resolved by the Principal, you may contact the Superintendent at 496-2272.

CONFERENCES/ PROGRESS REPORTS

Parent-teacher conferences formally take place twice during the school year as noted on the school calendar. Report cards and progress reports are sent home three times a year. Please ask for a conference whenever you feel it necessary to meet with your child's teacher. Phone calls, notes, homework packets, newsletters and e-mail are ways that parents and teachers communicate student progress.

CONFIDENTIALITY AND FERPA

The Family Educational Rights and Privacy Act (FERPA) provides parents the right to inspect and review their child's education records, seek to amend those education records and consent to the disclosure of personally identifiable information from education records except as specified by law. FERPA requires that school personnel share personally identifiable information with individuals outside of the school system only when given expressed, written permission from parent or guardian.

Procedure for Parental Review and Requested Amendment of Educational Records: If a parent wishes to review or inspect an educational record, such requests should be made in writing to the Principal. The request should include the specific record to be reviewed or inspected. A mutually agreeable time, within 45 days, will be established for the review. The school will notify the parents of the date, time and location the record will be available. In the case of special education records, the Principal and case manager will coordinate with the parents to arrange an agreeable time for the review.

COUNSELING SERVICES

Short Term counseling-

services are available to all students during normal school hours on Wenesdays, Thursdays and Fridays at the Moretown School through the School Counselor Jason Stevenson.

Wellness Classes -

Classes are co-taught at each grade level, by the school counselor and classroom teacher and are aligned with the Vermont Health Education Grade Expectations (<http://education.vermont.gov/health-education/grade-expectations>). Topic examples include conflict resolution, stress management, bullying and harassment, and goal setting.

Individual Counseling -

A referral for individual counseling can be made by a teacher, parent or student. In a school setting, individual counseling is short-term (six to eight sessions) and seeks to address barriers that impact student learning. Should a student need ongoing services beyond the four to six sessions, a referral can be made to an outside mental health provider.

Small Groups -

Groups meet for six to eight weeks throughout the year and are typically the result of a parent or teacher referral. Examples of small groups that have been provided in the past include friendship, girls/boys club, organization/study skills and Social Thinking.

Individual counseling and small groups are scheduled to minimize the loss of instruction time.

CURRICULUM

We strive to ensure that all students' learning will build on past learning. Our curriculum in Language Arts, Science, Math and Social Studies is based on national research and reflects Vermont's grade level expectations and the Common Core set of standards for Literacy and Math as well as the Next Generation Science Standards for our students. These identify what children need to learn and the most successful ways of accessing that learning. District curriculum documents can be found at www.wwsu.org. MES open house, _____, is an opportunity for students to show off their classroom and other learning spaces to parents. This is also a time for them to share samples of their learning.

EMERGENCY CLOSINGS/ SNOW DAYS

Should school be cancelled due to weather or any other reason, notice will be given on the Swift Reach System that will connect with your contact information as it is noted on our student data information. Also, WDEV (550 AM and 96.1 FM on your radio dial) and WCAX (Channel 3 Television) will broadcast school cancellations or adjustment due to a variety of issues.

EMERGENCY INFORMATION

A request for updated emergency information will be sent to you via email through PowerSchool Registration. Please complete the online registration/returning student update and include your 911 address. If you have changes in phone numbers or other additions or deletions during the year, please contact the school office so your child's file can be updated. Remember to list any of your child's medical conditions and regular medication and contact the Health Office with any additions or changes.

FIELD TRIPS

Forms are sent home at the beginning of the year requesting permission to attend local field trips. Longer trips may require individual written consent as the day of the trip approaches.

FOOD SERVICE

Moretown is part of the [Harwood Unified Union School District food service program](#). We are fortunate to be able to provide breakfast and lunches with healthy choices for all students. Discounted or free meals are available to students. Applications are sent home during the first week of school but should your status change during the year, please see Loretta at the front office for another form. Lunches must be paid for in advance. Students may not charge lunches. Current meal prices and menus can be found here:
<http://www.moretownschool.com/lunch-menu>

We ask that you pay by check (made out to the Moretown Lunch Program). Payment should be given to Loretta or Jeannie; it can be delivered in person, mailed or sent in with your child. We ask that families keep sufficient funds in student accounts to cover weekly meal purchases. Families will be informed weekly of account balances; these are also available online through your powerschool account.

Applications for federal aid are available from the office and sent home at the beginning of each school year. Per our meal charge policy (see [E34: Meal Charge Policy](#)) all students will be provided with a meal regardless of their meal account status. "When an account has a negative balance of \$300 or more, or remains negative for 3 or more months, the account may be sent to collections." (see "meal charge policy/procedure from the new policy.") We ask that all funds owed to the food service program are paid in full by the last day of school.

MEDIA

Directory information may be released to members of the public and newspapers at the discretion of the school administration. Information may also be published on the school website. Parents and guardians of students attending schools in the Harwood Unified Union School District and students who are 18 years of age or older, have the right to refuse to allow the release of any or all of this information. Pictures and information about school activities will be released to local newspapers. Parents, guardians, and students 18 years of age or older, who do not wish to have their child or themselves included in such releases and/or do not want any or all of the above information released, must notify the school Principal in writing by October 1 of the school year. There is also an opt out option on the new PowerSchool Registration parent page.

MEDIA DEVICES

Electronic devices such as iPods, iPads, MP3 players, cell phones, etc. are not allowed to be used at school. The school has technological equipment for educational use. There may be an occasion when media devices will be allowed on field trips - this will be up to the discretion of the coordinating teacher. All too often these items become missing or broken. The school will not be responsible for damage or loss of these items.

NURSE'S OFFICE

During the first week of school, you will have received health forms to be completed and returned so that we can respond appropriately if your child becomes ill at school. Our school nurse is Jean Andreson, who is currently half time. On Wednesdays we welcome Amy Butler, our nurse's aid.

Illness:

If your child becomes ill at home, please keep him at home where he will be the most comfortable. Sick children do not function well at school and spread illnesses quickly to other students and staff. No child should come to school with the following conditions: *temperature above 100 degrees(without treatment- ie. tylenol); sore throat and/or earache accompanied by temperature above 100 degrees; significant symptoms of cold and/or cough; nausea and/or vomiting; diarrhea; unexplained generalized rash.* Children sent to school with these symptoms will be sent home. Children returning to school should have been free of any of these symptoms for at least 24 hours without fever reducers. Parents or guardians will be called when it is apparent that a student should not be at school due to illness. Please respond promptly and arrange for your child to be picked up.

Medications:

If a child is required to take medication during school hours, only the School Nurse or delegated staff member will administer the medication. Prescription medication requires a written order from a physician detailing the name of the drug, dose, time interval and reason for medications. Written permission from parent or guardian is also needed. A form for these permissions can be obtained from the Administrative Assistant or School Nurse and returned or faxed to the office. The fax number is 802-496-3749. Over the counter medications require written permission from the parent or guardian on the form available from the school office.

All medications must be brought to the Health Office or Main Office (when the nurse is out) by the parent or guardian and must be appropriately labeled by a pharmacist or physician.

Students **may not** transport medications to or from school. A parent or guardian must pick up unused medication within three days of being notified by the School Nurse. Unused medication

will be discarded after this time. The health form enclosed with the school packet includes an option to give permission for either acetaminophen (Tylenol), ibuprofen (Advil), Benadryl and cough drops on an as-needed basis. Your signature will allow the School Nurse or her designee to administer the medication you have selected for minor pain, headache, etc. Your child will receive the recommended dose from the Health Office supply. Topical fluoride (Swishes) is available on a weekly basis in your child's classroom. Indicate your consent for this by filling out the appropriate portion of the health form sent home on the first day of school.

Students Being Excused from Physical Education or Recess:

Physical activity is part of the required curriculum. Thus, all students are required to participate in PE and should have an opportunity to participate in recess activities. Students needing to be excused from either will require a medical note. They will generally remain in the Health Office during this time.

PARENT TEACHER ORGANIZATION (PTO)

The Moretown School has an active PTO, working together with the Principal and staff to support various programs and engage the school community. Meetings are held regularly at the school during evening hours. A schedule of meetings can be obtained from the School Office. Events sponsored include the annual Halloween Party, Community Gatherings/Harvest Dinners, Field Day, and instructional programs, such as assemblies and classroom activities. Monthly meeting will be set up beginning in September, 2018.

PARKING

Please adhere to the following parking lot procedures:

- Park only in official parking spaces; leave the bus lanes open.

- Be sure to remain parked when the red lights are flashing.

- Please do not let your car idle in the parking lot.

- Please do not park in church parking or spots that are designated.

PLAYGROUND

Community volunteers built our two playgrounds. They are available for use by members of the community when school is not in session. Rules regarding appropriate playground behavior are posted prominently in the playground behind the school. Any use of the playground outside of school hours is entirely at the user's risk and the school bears no responsibility for injury or lost articles.

Playground rules during school may vary according to the activities students are involved with. Please note the following common rules:

No out of bounds (areas in the woods that cannot be supervised/seen by an adult)
 Exclusion of students playing in games/activities will not be tolerated once the situation is made known to the adult on duty.
 For each recess time period - at least two adults will be on duty.
 No climbing up the sliding board or trees that are higher than a student's head.
 No climbing/playing on playground equipment in a fashion that it is not supposed to be used
 Follow school rules of respect of others/self.
 During winter and/or inclement weather days- students must abide by staff rules and limits to ensure safety
 Any issues or concerns must be brought to the attention of the adult on duty, the buddy classroom teacher or the building principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The PPRA (Protection of Pupil Rights Amendment) affords parents the right to opt their child out of the administration of student surveys, analysis, or evaluations that conflict with one or more of the following areas: political affiliations or beliefs of the student or student's family, sex behavior or attitudes, illegal behavior, antisocial behavior, self-incriminating behavior, demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships (i.e. lawyers, ministers and doctors), religious practices or affiliations or beliefs of the student or the student's parents and income (other than required by law to determine program eligibility or eligibility for financial assistance) and information gathered or disclosed for marketing or to sell or otherwise distribute information

to others.

A request to opt a child out of such practices must be made in writing to the Principal in advance of the project. Additionally, parents have the right to inspect, with an advance written request to the Principal, any surveyor instructional tool that includes one of the aforementioned topics. The school will provide reasonable advance notice of any intent to use a surveyor instructional tool that includes one or more of the components listed above.

SCHOOL BOARD

The Moretown School is a member of the Harwood Unified Union School District and is governed by a representative board that meeting two times/month. Agendas, minutes and board member contact information can be found at the wwsu.org website - [HUUSD board link](#)

SCHOOL CALENDAR

See the link for the school year calendar below:

[HUUSD 2019-2020 Calendar](#)

STUDENT BEHAVIOR

Moretown School is committed to providing a safe and engaging environment founded on mutual respect where each individual is valued and appreciated. Students learn to accept responsibility for their own behavior and are encouraged to make the kinds of choices which create a positive school climate. With the support of parents and teachers, all students have the opportunity to experience a sense of belonging, independence, kindness and academic success.

Creating a school culture where students can thrive really does take a village. You are and will continue to be the primary teacher in your child's life. When you show love, you teach your child respect for self. When you share, you teach respect for others. When you are careful with belongings, you teach respect for property, When you send your child to school and celebrate accomplishments, you teach respect for learning, And so do we,

Respect yourself

Respect others,

Respect learning,

Respect property,

Although simple, these rules do not occur in a vacuum. Our teachers work hard to create a sense of community within each classroom. More importantly, we understand that it's all about relationships. We also understand that when students are actively engaged in learning, there is less opportunity for unsuitable behavior. Given that we live in a less than perfect world, there are times when we need to respond to behaviors that interfere with our respectful culture. What follows is a description of a three tiered discipline system. Much of the time, we function at the first tier and occasionally at the second tier, and rarely at level three.

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
- Disrespectful words used towards others (first warning)

Recommended Staff Intervention:

Planned ignoring

Interact (Privacy, eye contact, proximity) " Affirmation

Active listening

Change/modify task " Offer choice .. Supportive guidance back to task Directive Teacher Behavior

"I" Statements

Limit setting

1. What are you doing?
2. What are you supposed to be doing?
3. What do you choose to do? (give two choices)

Consequences and opportunities for recognition of achievement

Positive reinforcement for task completion and class cooperation

In-class time-out

Work completion during free time

Verbal behavior plan

Restitution

Loss of privileges

Parent notification/involvement

Level Two Behaviors: Primary Responsibility -Teacher and/or Principal

Student Behaviors

Include all Level One behaviors in which student remains non-compliant and disruptive to his /her or other's learning or responsibilities

Bus issues - inappropriate conduct issues on the bus

Level One or Two behavior continues despite teacher intervention

Recommended Staff Intervention

Direct student to hall for private talk

With ongoing student refusal, send to office or summon principal

Follow-up -Teach alternative behaviors

Educational support team/system referral

Counseling

Social Skills Training

Consideration for Functional Behavioral Assessment and Behavior Intervention Plan

Participation in the development of individual behavior plan

Restitution

Loss of privileges

Loss of recess and/or school activities

Loss of privilege to ride bus for up to 2 days per incident

Parent involvement

Initial and repeated bus conduct issue(s) may result in the following consequences:

assigned seat - repeating offenses may result in initial 1 - 3 day bus suspension. For conduct issues that continue removal from bus may occur.

Level Three Behaviors: Primary Responsibility -Principal and possible HUUSD Administration

Student Behaviors:

Chronic violation of school or class rules

Serious verbal aggressions, harassment or threat

Physical aggression, hitting, slapping, pushing, holding, fighting

Drugs and alcohol possession or use

Serious damage to property

Serious physical altercations

Weapons possession, threat to use, or actual use

Teacher/Administrative Intervention:

Referral to principal and other administrators as needed

Principal **may** send home a copy of the discipline log for issues within level three infractions within two school day of the infraction. The principal or designee will contact the parent/guardian by phone within 1 school day prior to sending the notice home.

School Bus - up to 5 days removal from riding bus for physical issue/per instance

Repeated offenses may require termination of bus riding privileges.

Seek help of Educational Support Team and other school wide supports

Participate in parent conferences and re-entry meetings

Provide work for in-school suspension, if warranted " Referral for Functional Behavioral Assessment and Behavior Intervention Plan Consequences "Restitution .. Home/School coordination and support

Interagency referral and planning " Short-term suspension (in or out of school)

Consideration for placement in alternative program " Long-term suspension

Expulsion

*Bullying and Harassment

State Law and School Policy define harassment as an incident or incidents of verbal, written, visual or physical conduct which is based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability and has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. An investigation will begin within one school day of receiving the report. The school will take prompt and appropriate remedial action calculated to stop the harassment.

In Vermont, "bullying" means any overt act or combination of acts directed against a student by another student; repeated over time; intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity."

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

Students, parents and staff should report (verbally or in writing) instances of bullying (experienced or observed) to a classroom teacher or to the principal, preferably in writing.

Expect a prompt investigation and, if warranted, appropriate intervention. More detailed information on dealing with bullying and harassment is available at the school.

If a student, parent, or school employee becomes aware of conduct that might constitute bullying/harassment, he or she should report it, orally or in writing, to the Principal, Duane Pierson or Jason Stevenson, Guidance Counselor, our schools designated employees.

STUDENT SAFETY

The responsibility to keep students safe while at school is taken very seriously. A safe environment is one in which your child feels comfortable with all faculty, staff and students. We will respond immediately to any incident of teasing or harassment that we witness or is brought to our attention. Please let us know about anything disturbing to your child so that we can address it. Our physical plant meets OSHA and Labor and Industry regulations. Procedures are in place to respond to fire, bomb threats and any threatening or dangerous behaviors from an outside source.

STUDENT SUPPORT

Your child's teacher is always assessing student learning and understanding. All students need a little extra attention to either gain better understanding when confused or to extend understanding when needing a challenge. Teachers are able to provide this as part of daily instruction and best practice. Occasionally there will be times when that little extra assistance is no longer enough. The Moretown School is following the state developed Multi-Tiered System of Supports (MTSS) to assist students in need of assistance for both academic and emotional/behavioral issues. We have a MTSS coordinator to assist with the process of getting assistance for your child(ren). Kathy Haskell is our MTSS coordinator for the 2019-2020 school year.

Educational Support Team.

The Educational Support Team is comprised of representatives from classroom teachers, specialists and the Principal. The purpose of this team is to discuss ways in which we can support struggling students. The purpose of convening this team is that essentially more heads are better than one. Teachers discuss alternative strategies that may be more successful in meeting student needs. These can range from asking for another pair of eyes in the form of an observation to informal diagnostic assessment to a full comprehensive evaluation. Referrals to the Educational Support Team may come from teachers, staff members or parents. To inquire more about the educational support process, contact your child's teacher or Kathy Haskell.

Sometimes there is concern about a child having a learning disability and that would require classroom accommodations (Section 504) or specialized instruction (special education). Parents are sometimes concerned that further investigation of a problem will result in their child being "labeled". Teachers in Moretown are well versed in brain research and understand the wonders and complexity of learning. Each of us processes information in different ways and there is no one size fits all when it comes to teaching and understanding.

*Our Multi-Tiered Educational Support System:

The HUUSD schools work together with parents and community to ensure that every student is provided with learning opportunities needed for them to grow/develop their potential and gain knowledge, skills and attributes necessary to become productive citizens.

Our goal is to engage and support all learners through the development and implementation of a rigorous pre K-12 comprehensive curriculum to meet the diverse needs of all students in all

content areas aligned with State and National Standards.

Our multi-tiered system of support (MTSS) and our Educational Support Team (EST) process is a vital part of our educational system PK- 12. Our philosophy is rooted in the belief that *all* students can learn and grow. To this end, each school is committed to helping every student achieve challenging standards and are given a variety of learning opportunities in each and every classroom. The primary purpose of our EST is to offer a variety of learning options and supports to allow all learners to be successful, recognizing that children are more confident and successful in school when we support their learning in a collaborative problem solving system.

Key Components of our Support System for Students:

- Standards-based outcomes based on National Common Core State Standards
- Responsive decision-making
- Ongoing analysis of data to make decisions about instruction
- Evidence-based instruction
- High Quality classroom instruction
- Multi- tiered model and variety of strategies within classrooms to benefit all learners
- Educational Support Team

For more information please go to huusd.org under Student Support Services for an informational brochure and guiding principles.

SUSPECTED CHILD ABUSE OR NEGLECT

Any school personnel who has reasonable cause to believe a child is or has been abused or neglected must, by law, report the suspected abuse or neglect to the Department for Children and Families. As a matter of procedure, by the request of the Department for Children and Families, families are not informed by the school in such cases. As mandated reporters, school staff must report suspected abuse but are not investigators.

VISITORS/FRONT OFFICE

The school's secure entrances will be card operated for the most part. For all non-staff the procedure will be to press the call button. Loretta or another designee will greet you and ask why you are visiting today.

All visitors to the school must check in at the front office upon entering the school. Sign in to ENVOY on the ipad and visitor badges are provided to insure the safety of your children.

VOLUNTEERS

Volunteers are much appreciated and needed in the classroom! Please take time to ask your child's teacher when you may be able to volunteer. Please remember that as a volunteer you may be introduced to student information that is considered confidential. HUUSD has policy around background checks and fingerprinting for volunteers in our schools to ensure safety and security. Please make an appointment with Central Office (496-2272) to have your fingerprints and background check completed.

WEAPONS/SMOKING

Absolutely no smoking or weapons are permitted on school grounds at any time. Appropriate action will be taken against anyone violating this rule.

WELLNESS

Our school is committed to providing our students a strong base for a lifetime of health and well-being. We support good nutrition and physical activity. Our students and their families are encouraged to practice habits that promote health both at home and at school. These include:

Washing hands often and well: after using the bathroom, after recess, before lunch and after a sneeze or cough. Use hand sanitizer if soap and water are not available.

Cover mouth and nose when coughing or sneezing. Use your elbow or a tissue to capture

Stay home if you are sick and avoid close contact with someone who is ill. This means parents too.

Practice other good health habits: Get enough sleep. Eat healthy foods. Drink plenty of fluids. Be physically active.

WORKING TOGETHER TO MAKE A GREAT SCHOOL

School is an extension of the learning that begins at home. Successful learning is achieved through cooperation among school, home and the child. Education comes from school as well as from a variety of experiences with family, friends, at the sports field or dinner table, while traveling to the next town or across the globe.

Many of the ideas you will find in the compact were suggestions from parents, teachers and students in response to the question, *"What else can we do to help?"* This compact (created by schools across the nation) was developed with the intention of working together to provide the best education possible for your child. Not every suggestion will work in every situation.

Some of these guidelines are basic but are included to assure a well rounded, complete compact. We know you can expand on the possibilities included here.

PARENTS/GUARDIANS' COMMITMENTS

I will do my best to:

*Spend time on family activities, * Model reading, learning, hard work and family values. * Encourage curiosity and creativity, * Be involved in my child's school; be present at his/her activities.* Empower my child to make his/her own decisions,* Establish clear expectations, *Teach my child that every action has a consequence and help her/him to accept good and bad consequences of her/his actions, *Be organized, model task completion and punctuality,* Help my child set goals for her or himself.* Encourage my child to do her/his best, * Listen as my child speaks, * Respect my child's need for supportive, low stress, quiet time for homework.

STUDENTS' COMMITMENTS

I will do my best to:

Learn eagerly. Seek new information, *Sometimes taking a risk is essential to gaining new knowledge,* Put learning first and enjoy other activities, *Celebrate my successes and learn from my mistakes, *Ask questions, and try new things, *Participate in discussion, share ideas, *Pay attention and listen, *Take responsibility for myself, my things and my actions, *Understand assignments and seek help when I have questions, *Finish homework and assignments on time, *Talk to my parents or guardians, *Respect other students, teachers, school staff and parents by treating everyone the same way r want to be treated, *Use words to resolve conflicts, *Care for and protect school property, *Work hard to produce my best work, *Feel good about myself!

MORETOWN SCHOOL'S COMMITMENTS

We will do our best to:

Demonstrate knowledge of how children learn, *Understand the *Vermont Framework of Standards and*

Learning Opportunities, *Challenge each student, *Set clear learning expectations and provide support

necessary to meet them, *Model lifelong learning with strong communication skills,

*Communicate

frequently and clearly with parents and guardians regarding their progress, *Provide stimulating and

challenging learning environment, *Establish a positive and safe learning environment,

*Establish clear

behavioral guidelines and logical consequences, *Maintain a positive relationship with all students,

*Foster respect and fairness for all, *Listen to students, parents and guardians, *Remain current on best

practices evolving in the field of education.

SUGGESTIONS FOR HELPING OUR CHILDREN TO BECOME ACTIVE AND COMPETENT LEARNERS

These include:

Beginning each day early enough to avoid frenzied mornings, * Assuring your child has breakfast, a snack

and lunch at school each day, *Ensuring each child has appropriate clothing for the day's activities and

weather, *Providing a supportive home life, minimizing conflict, avoiding power struggles, encouraging

open discussion of issues, problems and possible solutions among family members, *Reading to your

child, *Making time for fun!